

# Capital Improvement Program

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## Capital Improvement Program

# Capital Improvement Policy

## Overview

Longview's City government is responsible for a significant investment in buildings, streets, water and sewer facilities, parks, major equipment, and other public infrastructure. The construction, preservation, and future improvement of these facilities are primary responsibilities of the City. Planning and implementing sound capital improvement policies and programs today will help the City avoid emergencies and greater costs in the future.

The projects listed in this budget for funding are consistent with this capital improvement program. As the biennium progresses, some projects become ready for construction, while others do not, depending on a variety of circumstances. If more funds become available, a mid-year budget amendment may be considered.

### Capital improvement projects include:

1. New and expanded physical facilities/assets.
2. Large-scale renovation and replacement of existing facilities.
3. The acquisition of property.
4. The purchase of major pieces of equipment which are not identified in either the Equipment Rental Fund or the Office Equipment Reserve Fund, and require multi-year financing.
5. The purchase of equipment associated with newly acquired facilities.

Capital improvement expenditures must meet the following criteria:

1. Be for an item classified as a fixed asset.
2. An expenditure of \$5,000 or more (except property) for design, construction, and equipment.
3. Have a useful life of one year or more.



## Criteria for Evaluating Projects

1. Preservation of public health and safety.
2. Improvements necessary because of court action (or to prevent adverse court action) or federal or state requirements.
3. Relationship to City Council goals.
4. Reduction of current operating and maintenance costs and avoidance of costly future rehabilitation.
5. Preservation of existing facilities.
6. Economic development (gaining or retaining industry and jobs).
7. Positive impacts (social, political, etc.) on city residents.
8. Grant/loan secured or leveraging of private funds.
9. Grant/loan available.
10. Readiness to proceed.

## Procedures for Capital Improvement Plan

### 1. Initiation

#### **Requesting Department:**

1. Creates a list of capital improvement projects to be considered.
2. Verifies that the projects meet the above definition of capital improvement expenditures..
3. Prepares a Capital Improvement Request for each project.
4. Prioritizes each proposal using the CIP evaluation criteria above.
5. Submits requests to the City Manager.

### 2. Review

#### **City Manager:**

6. Reviews Capital Improvement Requests.
7. Prepares Capital Improvement Plan recommendations.
8. Prepares an updated Capital Improvement Plan.
9. Presents the Operating Budget and Capital Improvement Plan to the City Council.

#### **City Council:**

10. Holds a public hearing to review the recommended CIP.

## Capital Improvement Program

### 3. Implementation

#### City Council:

11. Adopts the Capital Improvement Plan.

#### Department:

12. Responsible department prepares and submits a Capital Improvement Project Action Form for City Manager approval. Until such approval is given, no expenditures shall be incurred.
13. Upon approval, monitors capital improvement project.
14. If estimated project costs exceed appropriation, submits Project Action Form with updated project cost information and justification for increase.

#### City Manager:

15. Reviews and approves Project Action Forms and forwards to the Finance Director.
16. Monitors the Capital Improvement Plan and budgets and provides periodic status reports to the City Council.

#### Finance Director:

17. Assigns a Capital Improvement Program number and an account number to each approved project.
18. Categorizes each capital improvement project by fund and responsible department.
19. Generates a monthly Capital Improvement Project Summary Report of expenditures and fund balances for distribution to the City Manager and all Departments.

### 4. Closeout

#### Department:

20. Completes a Capital Improvement Action Form and submits to the Finance Director.

#### Finance Director:

21. Reconciles final appropriations and expenditures for each capital improvement project.
22. Eliminates completed capital improvement projects at year-end from monthly Capital Improvement Project Summary Report.



<b>All Funds - Five-Year Plan</b>			
<b>Year</b>	<b>Project</b>	<b>Revenue</b>	<b>Expenditure</b>
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Arterial Street Fund	\$1,598,000	\$370,000
	Criminal Justice Fund	\$0	\$0
	Office Equipment Rental Fund	\$1,261,940	\$1,110,800
	Transportation Benefit District Fund	\$0	\$0
	Capital Projects Fund	\$650,350	\$650,350
	L.I.D. Construction Fund	\$350,000	\$350,000
	Building Replacement Fund	\$460,000	\$460,000
	Water Funds	\$2,380,000	\$2,280,000
	Sewer Funds	\$1,045,000	\$1,045,000
	Water Filter Plant Funds	\$650,000	\$650,000
	Storm Water Fund	\$243,000	\$243,000
	Public Transit Fund	\$3,042,912	\$3,042,912
	Mint Valley Golf Fund	\$0	\$0
	Equipment Rental Reserve Fund	\$2,756,620	\$1,111,735
	<b>Annual total</b>	<b>\$14,437,822</b>	<b>\$11,313,797</b>
<b>2022</b>	Arterial Street Fund	\$4,620,000	\$3,570,000
	Criminal Justice Fund	\$0	\$0
	Office Equipment Rental Fund	\$1,261,940	\$876,110
	Transportation Benefit District Fund	\$0	\$0
	Capital Projects Fund	\$890,000	\$890,000
	L.I.D. Construction Fund	\$350,000	\$350,000
	Building Replacement Fund	\$201,000	\$60,000
	Water Fund	\$2,555,000	\$2,555,000
	Sewer Fund	\$1,385,000	\$1,385,000
	Water Filter Plant Fund	\$150,000	\$150,000
	Storm Water Fund	\$106,000	\$106,000
	Public Transit Fund	\$1,530,600	\$1,530,600
	Mint Valley Golf Fund	\$0	\$0
	Equipment Rental Reserve Fund	\$2,478,620	\$1,719,633
	<b>Annual total</b>	<b>\$15,528,160</b>	<b>\$13,192,343</b>
<b>2023</b>	Arterial Street Fund	\$4,145,000	\$4,145,000
	Criminal Justice Fund	\$0	\$0
	Office Equipment Rental Fund	\$500,000	\$500,000
	Transportation Benefit District Fund	\$0	\$0
	Capital Projects Fund	\$1,672,450	\$1,672,450
	L.I.D. Construction Fund	\$350,000	\$350,000
	Building Replacement Fund	\$0	\$0
	Water Fund	\$350,000	\$350,000
	Sewer Fund	\$370,000	\$370,000
	Water Filter Plant Fund	\$565,000	\$565,000
	Storm Water Fund	\$3,259,000	\$3,259,000
	Public Transit Fund	\$25,000	\$25,000
	Mint Valley Golf Fund	\$0	\$0
	Equipment Rental Reserve Fund	\$0	\$0
	<b>Annual total</b>	<b>\$11,236,450</b>	<b>\$11,236,450</b>
<b>2024</b>	Arterial Street Fund	\$260,000	\$20,000
	Criminal Justice Fund	\$0	\$0
	Office Equipment Rental Fund	\$100,000	\$100,000
	Transportation Benefit District Fund	\$0	\$0
	Capital Projects Fund	\$28,935,400	\$28,935,400
	L.I.D. Construction Fund	\$350,000	\$350,000
	Building Replacement Fund	\$0	\$0
	Water Fund	\$350,000	\$350,000
	Sewer Fund	\$80,000	\$0
	Water Filter Plant Fund	\$125,000	\$125,000
	Storm Water Fund	\$112,000	\$112,000
	Public Transit Fund	\$25,000	\$25,000
	Mint Valley Golf Fund	\$0	\$0
	Equipment Rental Reserve Fund	\$0	\$0
	<b>Annual total</b>	<b>\$30,337,400</b>	<b>\$30,017,400</b>
<b>2025</b>	Arterial Street Fund	\$260,000	\$20,000
	Criminal Justice Fund	\$0	\$0
	Office Equipment Rental Fund	\$100,000	\$100,000
	Transportation Benefit District Fund	\$0	\$0
	Capital Projects Fund	\$11,080,548	\$11,080,548
	L.I.D. Construction Fund	\$350,000	\$350,000
	Building Replacement Fund	\$0	\$0
	Water Fund	\$350,000	\$350,000
	Sewer Fund	\$80,000	\$0
	Water Filter Plant Fund	\$50,000	\$50,000
	Storm Water Fund	\$115,000	\$115,000
	Public Transit Fund	\$63,000	\$63,000
	Mint Valley Golf Fund	\$0	\$0
	Equipment Rental Reserve Fund	\$0	\$0
	<b>Annual total</b>	<b>\$12,448,548</b>	<b>\$12,128,548</b>

## Capital Improvement Program

### Arterial Street Fund - 2021/2022 Project Narratives

<b>Annual Street Repairs</b>	<b>2021</b>	<b>\$20,000</b>
Small repair projects on streets throughout the city.	<b>2022</b>	<b>\$20,000</b>
<b>46th Avenue Construction</b>	<b>2021</b>	<b>\$100,000</b>
Reconstruction of 46th Avenue, including replacement of a bridge at the CDID cutoff slough to a culvert, and replacement of water and sewer main lines, if needed.	<b>2022</b>	<b>\$3,550,000</b>
<b>Pacific Way Trail Crosswalk</b>	<b>2021</b>	<b>\$130,000</b>
Crosswalk safety improvements to the Pacific Trail crossing at 38th Avenue and 42nd Avenue.	<b>2022</b>	<b>\$0</b>
<b>Washington Way &amp; 28th Avenue Pedestrian Hybrid Beacon</b>	<b>2021</b>	<b>\$120,000</b>
Crosswalk improvements to include upgrading the overhead flasher, installing advanced stop bars, and restriping.	<b>2022</b>	<b>\$0</b>
	<b>Total 2021</b>	<b>\$370,000</b>
	<b>Total 2022</b>	<b>\$3,570,000</b>

<b>Arterial Street Fund - Five-Year Plan</b>			
<b>Year</b>	<b>Project</b>	<b>Revenue</b>	<b>Expenditure</b>
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Beginning Funds Required to Balance	\$0	
	1/2 Cent Motor Vehicle Fuel Tax	\$260,000	
	Grants	\$1,338,000	
	Annual Street Repairs		\$20,000
	46th Avenue Reconstruction		\$100,000
	Pacific Way Trail Crosswalk		\$130,000
	Washington Way & 28th Avenue Pedestrian Hybrid Beacon		\$120,000
	<b>Annual total</b>	<b>\$1,598,000</b>	<b>\$370,000</b>
<b>2022</b>	Beginning Funds Required to Balance	\$0	
	1/2 Cent Motor Vehicle Fuel Tax	\$260,000	
	Grants	\$4,360,000	
	Annual Street Repairs		\$20,000
	46th Avenue Reconstruction		\$3,550,000
	<b>Annual total</b>	<b>\$4,620,000</b>	<b>\$3,570,000</b>
<b>2023</b>	1/2 Cent Motor Vehicle Fuel Tax	\$260,000	
	Grants	\$2,160,200	
	Other Financing Sources	\$1,724,800	
	Annual Street Repairs		\$20,000
	Oregon Way Overlay		\$1,000,000
	SR 432 at California Way Intersection Improvements		\$2,725,000
	SR 432/411 Intersection Improvements		\$400,000
	<b>Annual total</b>	<b>\$4,145,000</b>	<b>\$4,145,000</b>
<b>2024</b>	1/2 Cent Motor Vehicle Fuel Tax	\$260,000	
	Annual Street Repairs		\$20,000
	<b>Annual total</b>	<b>\$260,000</b>	<b>\$20,000</b>
<b>2025</b>	1/2 Cent Motor Vehicle Fuel Tax	\$260,000	
	Annual Street Repairs		\$20,000
	<b>Annual total</b>	<b>\$260,000</b>	<b>\$20,000</b>

# Capital Improvement Program

## Office Equipment Reserve Fund - 2021/2022 Project Narratives

<b>Financial/HR Enterprise Resource Program</b>	<b>2021</b>	<b>\$750,000</b>
Replace current legacy and redundant systems with modern automated system	<b>2022</b>	<b>\$750,000</b>
<b>Replacement Schedule Purchases</b>	<b>2021</b>	<b>\$360,800</b>
Scheduled Information Technology equipment replacements	<b>2022</b>	<b>\$126,110</b>
	<b>Total 2021</b>	<b>\$1,110,800</b>
	<b>Total 2022</b>	<b>\$876,110</b>

## Office Equipment Reserve - Five-Year Plan

Year	Project	Revenue	Expenditure
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Interdepartmental Charges (for Capital)	\$1,261,940	
	Financial/HR Enterprise Resource Program		\$750,000
	Replacement Schedule Purchases		\$360,800
	<b>Annual total</b>	<b>\$1,261,940</b>	<b>\$1,110,800</b>
<b>2022</b>	Interdepartmental Charges (for Capital)	\$1,261,940	
	Financial/HR Enterprise Resource Program		\$750,000
	Replacement Schedule Purchases		\$126,110
	<b>Annual total</b>	<b>\$1,261,940</b>	<b>\$876,110</b>
<b>2023</b>	Interdepartmental Charges (for Capital)	\$500,000	
	Financial/HR Enterprise Resource Program		\$500,000
	<b>Annual total</b>	<b>\$500,000</b>	<b>\$500,000</b>
<b>2024</b>	Interdepartmental Charges (for Capital)	\$100,000	
	Financial/HR Enterprise Resource Program		\$100,000
	<b>Annual total</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>2025</b>	Interdepartmental Charges (for Capital)	\$100,000	
	Financial/HR Enterprise Resource Program		\$100,000
	<b>Annual total</b>	<b>\$100,000</b>	<b>\$100,000</b>



## Capital Projects Fund - 2021/2022 Project Narratives

<b>Neighborhood Park Grants</b>	<b>2021</b>	<b>\$25,000</b>
Matching fund grants to neighborhood groups, sports leagues, service clubs, and other community organization contributions to develop or improve neighborhood parks	<b>2022</b>	<b>\$25,000</b>
<b>City Hall Annex (City Prosecutor Offices)</b>	<b>2021</b>	<b>\$175,000</b>
Relocate prosecutor offices from LPD to the City Hall annex	<b>2022</b>	<b>\$0</b>
<b>ADA Improvements</b>	<b>2021</b>	<b>\$50,000</b>
ADA improvement projects recommended by committee and Council-approved	<b>2022</b>	<b>\$50,000</b>
<b>Fire EKG/Defibrillators EMS Equipment (Lease)</b>	<b>2021</b>	<b>\$30,000</b>
Replace three end-of-life defibrillators and add a fourth	<b>2022</b>	<b>\$30,000</b>
<b>Fire Air Compressor</b>	<b>2021</b>	<b>\$90,000</b>
Air compressor for filling SCBA air tanks used for firefighter respiratory protection	<b>2022</b>	<b>\$0</b>
<b>Police State Air Conditioning Unit</b>	<b>2021</b>	<b>\$50,000</b>
Replace broken air conditioning unit #2 in LPD's building	<b>2022</b>	<b>\$0</b>
<b>Library Compressor - Cooling System</b>	<b>2021</b>	<b>\$52,370</b>
Replace faulty compressor in the Library's cooling system	<b>2022</b>	<b>\$0</b>
<b>Library Security Camera Completion</b>	<b>2021</b>	<b>\$35,000</b>
Complete security camera project started last budget cycle	<b>2022</b>	<b>\$0</b>
<b>Library Self-Checkout Units</b>	<b>2021</b>	<b>\$19,980</b>
Modernize and enhance customer service with self-checkout units	<b>2022</b>	<b>\$0</b>
<b>Park Maintenance Fleet Vehicle</b>	<b>2021</b>	<b>\$43,000</b>
Purchase new vehicle dedicated to Parks Maintenance	<b>2022</b>	<b>\$0</b>
<b>Playground Replacement Program</b>	<b>2021</b>	<b>\$45,000</b>
Replace aging playgrounds, per prioritized schedule	<b>2022</b>	<b>\$45,000</b>
<b>Mint Valley Golf Greens Mower</b>	<b>2021</b>	<b>\$35,000</b>
Replace aging greens mower	<b>2022</b>	<b>\$0</b>
<b>Library Chair Replacements</b>	<b>2021</b>	<b>\$0</b>
Replace cloth-covered chairs with easy to clean/sanitize chairs	<b>2022</b>	<b>\$40,000</b>
<b>Park Maintenance Building Water Line Replacement</b>	<b>2021</b>	<b>\$0</b>
Replace failing water line to Parks Maintenance building	<b>2022</b>	<b>\$50,000</b>
<b>Park Restroom Replacements (Hemlock/Kessler &amp; Nichols/17th)</b>	<b>2021</b>	<b>\$0</b>
Replace restrooms in two locations at Lake Sacajawea Park	<b>2022</b>	<b>\$650,000</b>
	<b>Total 2021</b>	<b>\$650,350</b>
	<b>Total 2022</b>	<b>\$890,000</b>

*continued*

# Capital Improvement Program

Capital Projects - Five-Year Plan - continued

<b>Capital Projects Fund - Five-Year Plan</b>			
<b>Year</b>	<b>Project</b>	<b>Revenue</b>	<b>Expenditure</b>
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Real Estate Excise Tax	\$375,000	
	Motor Vehicle Fuel Tax	\$4,000	
	Other Revenue - Interest Earnings	\$5,000	
	FEMA-Assistance to Firefighters Grant	\$63,000	
	Longview Trees Clean-Up/Salvage	\$10,000	
	Beg Resources Required to Balance	\$193,350	
	Neighborhood Park Grants		\$25,000
	City Hall Annex (City Prosecutor Offices)		\$175,000
	ADA Improvements		\$50,000
	Fire EKG/Defibrillators EMS Equipment (Lease)		\$30,000
	Fire Air Compressor		\$90,000
	Police State Air Conditioning Unit		\$50,000
	Library Compressor - Cooling Sytem		\$52,370
	Library Security Camera Completion		\$35,000
	Library Self Checkout Units		\$19,980
	Park Maintenance Fleet Vehicle		\$43,000
	Playground Replacement Program		\$45,000
	Mint Valley Golf Greens Mower		\$35,000
	<b>Annual total</b>	<b>\$650,350</b>	<b>\$650,350</b>
<b>2022</b>	Real Estate Excise Tax	\$385,000	
	Motor Vehicle Fuel Tax	\$4,000	
	Other Revenue - Interest Earnings	\$6,500	
	Longview Trees Clean-Up/Salvage	\$10,000	
	Beg Resources Required to Balance	\$484,500	
	Neighborhood Park Grants		\$25,000
	ADA Improvements		\$50,000
	Fire EKG/Defibrillators EMS Equipment (Lease)		\$30,000
	Library Chair Replacements		\$40,000
	Park Maintenance Building Water Line Replacement		\$50,000
	Playground Replacement Program		\$45,000
	Park Restroom Replacements (Hemlock/Kessler & Nichols/17th)		\$650,000
	<b>Annual total</b>	<b>\$890,000</b>	<b>\$890,000</b>

Capital Projects Fund - Five-Year Plan - continued

<b>2023</b>	Real Estate Excise Tax	\$400,000	
	Motor Vehicle Fuel Tax	\$4,800	
	Other Revenue - Interest Earnings	\$7,000	
	Contributions - Park Benches	\$10,000	
	Other Financing Sources	\$1,250,650	
	Neighborhood Park Grants		\$25,000
	Annual Park Bench Memorials		\$10,000
	ADA Improvements		\$50,000
	Fire EKG/Defibrillators EMS Equipment (Lease)		\$30,000
	Station 82 Emergency Generator		\$152,450
	Library Modernization Design Plan		\$1,300,000
	RFID Tagging Project of Library Assets		\$45,000
	Siding Replacement for Golf Pro Shop		\$60,000
<b>Annual total</b>	<b>\$1,672,450</b>	<b>\$1,672,450</b>	
<b>2024</b>	Real Estate Excise Tax	\$420,000	
	Motor Vehicle Fuel Tax	\$4,800	
	Other Revenue - Interest Earnings	\$7,000	
	Contributions - Park Benches	\$10,000	
	Other Financing Sources	\$28,493,600	
	Neighborhood Park Grants		\$25,000
	Annual Park Bench Memorials		\$10,000
	ADA Improvements		\$50,000
	Fire EKG/Defibrillators EMS Equipment (Lease)		\$30,000
	Fire Station #83 Construction (Bond)		\$13,943,100
	Fire Station #82 Relocation & Construction (Bond)		\$9,738,600
	Fire Station #81 Renovation (Bond)		\$5,138,700
	<b>Annual total</b>	<b>\$28,935,400</b>	<b>\$28,935,400</b>
<b>2025</b>	Real Estate Excise Tax	\$440,000	
	Motor Vehicle Fuel Tax	\$4,800	
	Other Revenue - Interest Earnings	\$7,000	
	Contributions - Park Benches	\$10,000	
	Other Financing Sources	\$10,618,748	
	Neighborhood Park Grants		\$25,000
	Annual Park Bench Memorials		\$10,000
	ADA Improvements		\$50,000
	Fire EKG/Defibrillators EMS Equipment (Lease)		\$30,000
	Library Furniture Replacement		\$1,165,735
	Library Modernization/Remodel		\$5,944,382
	Library Patron Parking Lot Expansion		\$1,794,519
	Library Shelving		\$2,060,912
<b>Annual total</b>	<b>\$11,080,548</b>	<b>\$11,080,548</b>	

# Capital Improvement Program

## L.I.D. Construction Fund - 2021/2022 Project Narratives

<b>Street and Alley Construction</b>	<b>2021</b>	<b>\$350,000</b>
This provides for the construction of street and alley projects that are requested from citizens through L.I.D. petitions	<b>2022</b>	<b>\$350,000</b>
	<b>Total 2021</b>	<b>\$350,000</b>
	<b>Total 2022</b>	<b>\$350,000</b>

## L.I.D. Construction Fund - Five-Year Plan

Year	Project	Revenue	Expenditure
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Streets & Alley L.I.D. Bonds Street & Alley Construction	\$350,000	\$350,000
	Annual total	\$350,000	\$350,000
<b>2022</b>	Streets & Alley L.I.D. Bonds Street & Alley Construction	\$350,000	\$350,000
	Annual total	\$350,000	\$350,000
<b>2023</b>	Streets & Alley L.I.D. Bonds Street & Alley Construction	\$350,000	\$350,000
	Annual total	\$350,000	\$350,000
<b>2024</b>	Streets & Alley L.I.D. Bonds Street & Alley Construction	\$350,000	\$350,000
	Annual total	\$350,000	\$350,000
<b>2025</b>	Streets & Alley L.I.D. Bonds Street & Alley Construction	\$350,000	\$350,000
	Annual total	\$350,000	\$350,000

## Building Replacement Fund - 2021/2022 Project Narratives

<b>Station 82 Roof</b>	<b>2021</b>	<b>\$60,000</b>
Replace aged and leaky roof at Fire Station 82	<b>2022</b>	<b>\$0</b>
 <b>Station 82 Remodel</b>	 <b>2021</b>	 <b>\$400,000</b>
Remodel sleeping quarters and bathroom facilities	<b>2022</b>	<b>\$0</b>
 <b>Siding Replacement for Pro Shop</b>	 <b>2021</b>	 <b>\$0</b>
Replace deteriorated siding and repair and paint pro shop façade	<b>2022</b>	<b>\$60,000</b>
	<b>Total 2021</b>	<b>\$460,000</b>
	<b>Total 2022</b>	<b>\$60,000</b>

## Building Replacement Fund - Five-Year Plan

Year	Project	Revenue	Expenditure
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Miscellaneous Revenues	\$1,500	
	Other Financing Sources	\$200,000	
	Beginning Resources Required to Balance	\$258,500	
	Station 82 Roof		\$60,000
	Station 82 Bathroom Remodel		\$400,000
	<b>Annual total</b>	<b>\$460,000</b>	<b>\$460,000</b>
<b>2022</b>	Miscellaneous Revenues	\$1,000	
	Other Financing Sources	\$200,000	
	Siding Replacement for Pro Shop		\$60,000
	<b>Annual total</b>	<b>\$201,000</b>	<b>\$60,000</b>
<b>2023</b>	Miscellaneous Revenues	\$0	
	No Projects Scheduled		\$0
	<b>Annual total</b>	<b>\$0</b>	<b>\$0</b>
<b>2024</b>	Miscellaneous Revenues	\$0	
	No Projects Scheduled		\$0
	<b>Annual total</b>	<b>\$0</b>	<b>\$0</b>
<b>2025</b>	Miscellaneous Revenues		
	No Projects Scheduled		\$0
	<b>Annual total</b>	<b>\$0</b>	<b>\$0</b>

## Capital Improvement Program

### Water Funds - 2021/2022 Project Narratives

<b>Niemi Booster Pump Station Rebuild</b>	2021	\$540,000
Replace pump station to increase capacity and improve reliability and efficiency	2022	\$340,000
<b>PRV Station Installation</b>	2021	\$25,000
Install PRV station at Columbia Heights and Lynnwood Drive to access Hillcrest reservoir to improve water quality at Fishers Lane and Beacon Hill Water Sewer District	2022	\$0
<b>Vehicle Replacement Additional Funding (Transfer-Out to 512)</b>	2021	\$25,000
Fund shortfall in accumulated reserves for replacement vehicle	2022	\$0
<b>SCADA System - New Sites</b>	2021	\$200,000
Install telemetry and control equipment at additional sites to remotely monitor and control water facility sites	2022	\$200,000
<b>Large Meter Replacements</b>	2021	\$120,000
Replace large meters to improve accuracy of readings and access for regular testing	2022	\$120,000
<b>Valve Replacements</b>	2021	\$30,000
Replace aged and broken valves	2022	\$30,000
<b>Beech Street to Baltimore Water Main Replacements</b>	2021	\$350,000
Replace aged and deteriorated water mains, Beech to Baltimore Avenue	2022	\$0
<b>Clean and Seal Coat Main Reservoir #5</b>	2021	\$100,000
Perform maintenance to improve water quality and reliability	2022	\$100,000
<b>Fishers Lane Treatment Plant Demolition</b>	2021	\$300,000
Demolish abandoned treatment plant to prepare for sale of property	2022	\$400,000
<b>Madrona Avenue Water Main Replacements</b>	2021	\$550,000
Perform maintenance to improve water quality, reliability, pressure, and volume	2022	\$0
<b>Trella Booster Station Replumbing</b>	2021	\$40,000
Replumb and update pumps, motors, and valves to improve reliability/efficiency	2022	\$0
<b>Main Reservoir Roof #5</b>	2021	\$0
Replace failing roof to maintain water quality and security	2022	\$900,000
<b>46th Avenue Reconstruction Water Main Replacement</b>	2021	\$0
Reconstruct and widen 46th Avenue from State Route 4 to Ocean Beach Highway - replace water/sewer lines, as needed	2022	\$465,000
	<b>Total 2021</b>	<b>\$2,280,000</b>
	<b>Total 2022</b>	<b>\$2,555,000</b>

*continued*

Water Funds - Five-Year Plan - continued

<b>Water Funds - Five-Year Plan</b>			
<b>Year</b>	<b>Project</b>	<b>Revenue</b>	<b>Expenditure</b>
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Capital Recovery Fee Revenue	\$50,000	
	Metered Sales	\$2,327,750	
	State Pool	\$2,250	
	Annual Valve Replacement Program		\$30,000
	Large Meter Replacement		\$120,000
	PRV Station Installation		\$25,000
	Vehicle Replacement Additional Funding (Transfer-Out to 512)		\$25,000
	Niemi Booster Pump Station		\$540,000
	Beech Street to Baltimore Water Main Replacements		\$350,000
	Clean and Seal Coat Main Reservoir #5		\$100,000
	Fishers Lane Treatment Plant Demolition		\$300,000
	Madrona Avenue Water Main Replacements		\$550,000
	SCADA System - New Sites		\$200,000
	Trella Booster Station Replumbing		\$40,000
	<b>Annual Total</b>	<b>\$2,380,000</b>	<b>\$2,280,000</b>
<b>2022</b>	Capital Recovery Fee Revenue	\$50,000	
	Metered Sales	\$2,502,750	
	State Pool	\$2,250	
	Annual Valve Replacement Program		\$30,000
	Large Meter Replacement		\$120,000
	Niemi Booster Pump Station		\$340,000
	46th Avenue Reconstruction Water Main Replacement		\$465,000
	Clean and Seal Coat Main Reservoir #5		\$100,000
	Fishers Lane Treatment Plant Demolition		\$400,000
	Main Reservoir Roof #5		\$900,000
	SCADA System - New Sites		\$200,000
	<b>Annual Total</b>	<b>\$2,555,000</b>	<b>\$2,555,000</b>
<b>2023</b>	Capital Recovery Fee Revenue	\$50,000	
	Metered Sales	\$297,750	
	Interest	\$2,250	
	SCADA System - New Sites		\$200,000
	Valve Replacements		\$30,000
	Large Meter Replacements		\$120,000
	<b>Annual Total</b>	<b>\$350,000</b>	<b>\$350,000</b>

2021/2022 Budget \_\_\_\_\_

# Capital Improvement Program

*Water Funds - Five-Year Plan - continued*

<b>2024</b>	Capital Recovery Fee Revenue	\$50,000	
	Metered Sales	\$297,750	
	Interest	\$2,250	
	SCADA System - New Sites		\$200,000
	Valve Replacements		\$30,000
	Large Meter Replacements		\$120,000
	<b>Annual Total</b>	<b>\$350,000</b>	<b>\$350,000</b>
<hr/>			
<b>2025</b>	Capital Recovery Fee Revenue	\$50,000	
	Metered Sales	\$297,750	
	Interest	\$2,250	
	SCADA System - New Sites		\$200,000
	Valve Replacements		\$30,000
	Large Meter Replacements		\$120,000
	<b>Annual Total</b>	<b>\$350,000</b>	<b>\$350,000</b>



## Sewer Funds - 2021/2022 Project Narratives

<b>New Sewer Mainline Camera System</b>	<b>2021</b>	<b>\$50,000</b>
Replace aging, heavily-used camera system with better technology for documenting the City's sewer system and proactively schedule maintenance and repairs	<b>2022</b>	<b>\$0</b>
<b>Vehicle Replacements - Additional Funding (Transfer Out to 512)</b>	<b>2021</b>	<b>\$75,000</b>
Fund shortfall in accumulated reserves for replacement vehicles	<b>2022</b>	<b>\$0</b>
<b>Annual Sewer Main Liners</b>	<b>2021</b>	<b>\$420,000</b>
Install pipe liners to rehabilitate structural integrity	<b>2022</b>	<b>\$0</b>
<b>Mint Farm Sewer Pump Station Odor Control</b>	<b>2021</b>	<b>\$90,000</b>
Install odor and corrosion control equipment	<b>2022</b>	<b>\$0</b>
<b>Ocean Beach #4 Pump Station Odor Control Filter/Tank Replacement</b>	<b>2021</b>	<b>\$10,000</b>
Replace failed tank and filter on odor control system	<b>2022</b>	<b>\$0</b>
<b>Pump Station Rehabilitation - 2600 42nd Avenue</b>	<b>2021</b>	<b>\$0</b>
Replace pump station on 42nd Avenue	<b>2022</b>	<b>\$120,000</b>
<b>46th Avenue Pump Station Replacement</b>	<b>2021</b>	<b>\$0</b>
Replace pump station, including wetwell and, possibly, the sewer force main	<b>2022</b>	<b>\$800,000</b>
<b>46th Avenue Reconstruction Sewer Main Replacement</b>	<b>2021</b>	<b>\$0</b>
Reconstruct and widen 46th Avenue from State Route 4 to Ocean Beach Highway - replace water/sewer lines, as needed	<b>2022</b>	<b>\$465,000</b>
<b>Emergency Repair - Alabama Street</b>	<b>2021</b>	<b>\$200,000</b>
Replace failed sewer main and manhole	<b>2022</b>	<b>\$0</b>
<b>Emergency Repair - Ocean Beach Highway at 37th</b>	<b>2021</b>	<b>\$200,000</b>
Replace failed sewer main and manhole	<b>2022</b>	<b>\$0</b>
	<b>Total 2021</b>	<b>\$1,045,000</b>
	<b>Total 2022</b>	<b>\$1,385,000</b>

# Capital Improvement Program

*Sewer Funds - Five-Year Plan - continued*

<b>Sewer Funds - Five-Year Plan</b>			
<b>Year</b>	<b>Project</b>	<b>Revenue</b>	<b>Expenditure</b>
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Capital Recovery Fee	\$75,000	
	Interest	\$5,000	
	Beginning Resources	\$965,000	
	New Sewer Mainline Camera System		\$50,000
	Vehicle Replacements - Additional Funding (Transfer Out to 512)		\$75,000
	Annual Sewer Main Liners		\$420,000
	Mint Farm Sewer Pump Station Odor Control		\$90,000
	Ocean Beach #4 Pump Station Odor Control Filter/Tank Replacement		\$10,000
	Emergency Repair - Alabama Street		\$200,000
	Emergency Repair - Ocean Beach Highway at 37th		\$200,000
	<b>Annual Total</b>	<b>\$1,045,000</b>	<b>\$1,045,000</b>
<b>2022</b>	Capital Recovery Fee	\$75,000	
	Interest	\$5,000	
	Beginning Resources	\$1,305,000	
	Annual Sewer Main Liners		\$0
	46th Avenue Pump Station Replacement		\$800,000
	46th Avenue Reconstruction Sewer Main Replacement		\$465,000
	Pump Station Rehabilitation - 2600 42nd Avenue		\$120,000
	<b>Annual Total</b>	<b>\$1,385,000</b>	<b>\$1,385,000</b>
<b>2023</b>	Capital Recovery Fee	\$75,000	
	Interest	\$5,000	
	Beginning Resources	\$290,000	
	2626 38th Avenue Pump Station		\$120,000
	Pump Station Rehabilitation - 2402 38th Avenue		\$150,000
	Pump Station Rehabilitation - 4014 Oak Street		\$100,000
	<b>Annual Total</b>	<b>\$370,000</b>	<b>\$370,000</b>
<b>2024</b>	No projects planned		
	<b>Annual Total</b>	<b>\$0</b>	<b>\$0</b>
<b>2025</b>	No projects planned		
	<b>Annual Total</b>	<b>\$0</b>	<b>\$0</b>

## Water Filter Plant Construction Fund - 2021/2022 Project Narratives

<b>Manway Hatch Replacement</b>	<b>2021</b>	<b>\$150,000</b>
Replace manway hatches on the pressure filters at the Mint Farm	<b>2022</b>	<b>\$150,000</b>
Regional Water Treatment Plant		

<b>TSS Screw Press</b>	<b>2021</b>	<b>\$500,000</b>
Add a screw press processing train to solidify total suspended solids	<b>2022</b>	<b>\$0</b>
in the waste water stream at the filter plant		

<b>Total 2021</b>		<b>\$650,000</b>
<b>Total 2022</b>		<b>\$150,000</b>

## Water Filter Plant Construction Fund - Five-Year Plan

Year	Project	Revenue	Expenditure
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Water Construction Fund	\$552,500	
	Beacon Hill Water & Sewer District	\$97,500	
	Manway Hatch Replacement		\$150,000
	TSS Screw Press		\$500,000
	Annual Total	\$650,000	\$650,000
<b>2022</b>	Water Construction Fund	\$127,500	
	Beacon Hill Water & Sewer District	\$22,500	
	Manway Hatch Replacement		\$150,000
	Annual Total	\$150,000	\$150,000
<b>2023</b>	Water Construction Fund	\$480,250	
	Beacon Hill Water & Sewer District	\$84,750	
	Additional Hypochlorite Tank		\$140,000
	Equipment Storage Building		\$200,000
	Wellhouse #4 Floor Stabilization		\$100,000
	Elbow Replacements		\$75,000
	Miscellaneous Capital Repairs		\$50,000
	Annual Total	\$565,000	\$565,000

# Capital Improvement Program

*Water Filter Plant Fund - Five-Year Plan - continued*

<b>2024</b>	Water Construction Fund	\$106,250	
	Beacon Hill Water & Sewer District	\$18,750	
	Elbow Replacements		\$75,000
	Miscellaneous Capital Repairs		\$50,000
	<b>Annual Total</b>	<b>\$125,000</b>	<b>\$125,000</b>
<b>2025</b>	Water Construction Fund	\$42,500	
	Beacon Hill Water & Sewer District	\$7,500	
	Miscellaneous Capital Repairs		\$50,000
	<b>Annual Total</b>	<b>\$50,000</b>	<b>\$50,000</b>

## Storm Water Fund - 2021/2022 Project Narratives

<b>Mint Valley Pump Station Open Channel Improvement</b>	<b>2021</b>	<b>\$140,000</b>
Open conveyance channel to provide emergency overflow for undersized pumps and regulate pond levels at the Mint Valley Golf Course stormwater pump station	<b>2022</b>	<b>\$0</b>
 <b>Miscellaneous Storm Water Capital Projects</b>	 <b>2021</b>	 <b>\$103,000</b>
Funds for stormwater improvement or repair projects not yet identified	<b>2022</b>	<b>\$106,000</b>
	<b>Total 2021</b>	<b>\$243,000</b>
	<b>Total 2022</b>	<b>\$106,000</b>

## Storm Water Fund - Five-Year Plan

Year	Project	Revenue	Expenditure
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Storm Water Billings	\$233,000	
	Interest	\$10,000	
	Mint Valley Pump Station Open Channel Improvement		\$140,000
	Miscellaneous Storm Water Capital Projects		\$103,000
	<b>Annual total</b>	<b>\$243,000</b>	<b>\$243,000</b>
<b>2022</b>	Storm Water Billings	\$96,000	
	Interest	\$10,000	
	Miscellaneous Storm Water Capital Projects		\$106,000
	<b>Annual total</b>	<b>\$106,000</b>	<b>\$106,000</b>
<b>2023</b>	Storm Water Billings	\$109,000	
	Other Financing Sources	\$3,150,000	
	Beech Street Storm Main Replacement		\$3,150,000
	Miscellaneous Storm Water Capital Projects		\$109,000
	<b>Annual total</b>	<b>\$3,259,000</b>	<b>\$3,259,000</b>
<b>2024</b>	Storm Water Billings	\$112,000	
	Miscellaneous Storm Water Capital Projects		\$112,000
	<b>Annual total</b>	<b>\$112,000</b>	<b>\$112,000</b>
<b>2025</b>	Storm Water Billings	\$115,000	
	Miscellaneous Storm Water Capital Projects		\$115,000
	<b>Annual total</b>	<b>\$115,000</b>	<b>\$115,000</b>

## Capital Improvement Program

### Public Transit Fund - 2021/2022 Project Narratives

<b>ADA Bus Stop Pads</b>	<b>2021</b>	<b>\$25,000</b>
Install ADA compliant concrete or asphalt pads at bus stops to improve access to buses for riders with mobility challenges	<b>2022</b>	<b>\$25,000</b>
<b>Fixed Route Vehicle Purchases</b>	<b>2021</b>	<b>\$2,145,000</b>
Replace fixed route vehicles past their useful service life	<b>2022</b>	<b>\$1,364,000</b>
<b>Paratransit Vehicle Purchases</b>	<b>2021</b>	<b>\$676,912</b>
Replace paratransit, ADA Supervisor, and cutaway vehicles past their useful service life	<b>2022</b>	<b>\$0</b>
<b>Supervisor Replacement Vehicles</b>	<b>2021</b>	<b>\$97,000</b>
Replace two supervisor vehicles past their useful life; replace with wheelchair lift equipped minivans or box vans	<b>2022</b>	<b>\$0</b>
<b>Transit Relief Vehicle Replacement</b>	<b>2021</b>	<b>\$66,000</b>
Replace two high mileage transit relief vehicles	<b>2022</b>	<b>\$0</b>
<b>Transit Security Cameras</b>	<b>2021</b>	<b>\$33,000</b>
Install security cameras at the bus barn and garage bays	<b>2022</b>	<b>\$0</b>
<b>Transit Bus Stop Amenities</b>	<b>2021</b>	<b>\$0</b>
Install bus schedule holders, benches, garbage cans, bike racks, and solar lighting for bus stop safety	<b>2022</b>	<b>\$141,600</b>
	<b>Total 2021</b>	<b>\$3,042,912</b>
	<b>Total 2022</b>	<b>\$1,530,600</b>

Public Transit Fund - Five-Year Plan - continued

<b>Transit - Five-Year Plan</b>			
<b>Year</b>	<b>Project</b>	<b>Revenue</b>	<b>Expenditure</b>
<b>2020</b>	December 31 Ending Fund Balance		
<b>2021</b>	Cowlitz Transit Authority	\$895,102	
	Federal Grants	\$2,147,810	
	ADA Bus Stop Pads		\$25,000
	Fixed Route Vehicle Purchases		\$2,145,000
	Paratransit Vehicle Purchases		\$676,912
	Supervisor Replacement Vehicles		\$97,000
	Transit Relief Vehicle Replacement		\$66,000
	Transit Security Cameras		\$33,000
	<b>Annual total</b>	<b>\$3,042,912</b>	<b>\$3,042,912</b>
<b>2022</b>	Cowlitz Transit Authority	\$326,270	
	Federal Grants	\$1,204,330	
	ADA Bus Stop Pads		\$25,000
	Fixed Route Vehicle Purchases		\$1,364,000
	Transit Bus Stop Amenities		\$141,600
	<b>Annual total</b>	<b>\$1,530,600</b>	<b>\$1,530,600</b>
<b>2023</b>	Cowlitz Transit Authority	\$25,000	
	Federal Grants	\$0	
	ADA Bus Stop Pads		\$25,000
	<b>Annual total</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>2024</b>	Cowlitz Transit Authority	\$25,000	
	Federal Grants	\$0	
	ADA Bus Stop Pads		\$25,000
	<b>Annual total</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>2025</b>	Cowlitz Transit Authority	\$63,000	
	Federal Grants	\$0	
	ADA Bus Stop Pads		\$25,000
	Transit Relief Vehicle Replacement		\$38,000
	<b>Annual total</b>	<b>\$63,000</b>	<b>\$63,000</b>

# Capital Improvement Program

## Equipment Rental Reserve Fund - 2021/2022 Project Narratives

<b>Vehicle and Equipment Purchases and Replacements</b>	<b>2021</b>	<b>\$1,111,735</b>
Purchase new and replacement equipment and vehicles per approval and replacement schedule	<b>2022</b>	<b>\$1,719,633</b>
	<b>Total 2021</b>	<b>\$1,111,735</b>
	<b>Total 2022</b>	<b>\$1,719,633</b>

Equipment Rental Reserve Fund - Five-Year Plan			
Year	Project	Revenue	Expenditure
<b>2020</b>			
<b>2021</b>	Beginning Fund Balance	\$0	
	Equipment Rental Reserve (for replacements)	\$2,228,620	
	Transfers-In	\$528,000	
	Facility Maintenance		\$16,080
	Police		\$265,112
	Fire		\$350,000
	Water		\$167,762
	Sewer		\$31,273
	Storm Water		\$83,156
	Urban Forest		\$120,352
	Parks		\$43,000
	Golf		\$35,000
	Fleet Operations		\$0
	Criminal Justice		\$0
	<b>Annual total</b>	<b>\$2,756,620</b>	<b>\$1,111,735</b>
<b>2022</b>	Beginning Fund Balance	\$0	
	Equipment Rental Reserve (for replacements)	\$2,228,620	
	Transfers-In	\$250,000	
	Facility Maintenance		\$0
	Police		\$159,900
	Fire		\$800,000
	Water		\$0
	Sewer		\$570,868
	Storm Water		\$0
	Urban Forest		\$69,999
	Parks		\$118,866
	Golf		\$0
	Fleet Operations		\$0
	Criminal Justice		\$0
	<b>Annual total</b>	<b>\$2,478,620</b>	<b>\$1,719,633</b>



*Equipment Rental Reserve Fund - Five-Year Plan - continued*

<b>2023</b>	Miscellaneous Revenues	\$50,100	\$0
	Diesel Exhaust Fluid Dispenser		\$50,100
	<b>Annual total</b>	<b>\$50,100</b>	<b>\$50,100</b>
<b>2024</b>	No Projects Scheduled	\$0	\$0
	<b>Annual total</b>	<b>\$0</b>	<b>\$0</b>
<b>2025</b>	No Projects Scheduled	\$0	\$0
	<b>Annual total</b>	<b>\$0</b>	<b>\$0</b>

## Capital Improvement Program

# For Your Notes...

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