

2017 BUDGET



Port of Bremerton

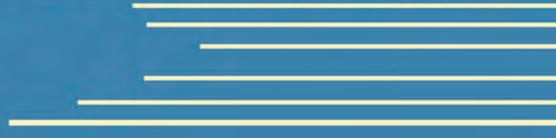


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Cary Bozeman, Commission Secretary, January 1, 2016 - December 31, 2021

District 1: West Bremerton, portions of East Bremerton, Kitsap Lake and Chico

Previously the Chief Executive Officer of the Port of Bremerton from 2009-2011, Cary has returned as Port Commissioner in 2015 for a six year term (2016-2021). He has also served as mayor of Bellevue and Bremerton, where he has lived since 1997. In addition, Cary is the founder of The Bozeman Group, a consulting firm that works with cities to create economically viable downtown urban neighborhoods. Bozeman has received several honors throughout his career including being named by Seattle Magazine as one of the most influential people of 2007 and receiving the Governor's 2004 Economic Development Award.

Larry Stokes, Commission Vice President, January 1, 2014 - December 31, 2019

District 2: Downtown Port Orchard, portions of Eastern South Kitsap

Larry Stokes was first elected to the Board of Commissioners in 1979, serving as a Commissioner until 1989. In 2008 and 2014, Commissioner Stokes was reelected to the Port Board of Commissioners. Key priorities for Commissioner Stokes are to work to boost public outreach and increase the occupancy of the Port's marina and existing facilities to create new jobs and grow the revenue generated by Port businesses. Commissioner Stokes is a firm believer that the taxpayers, "who are the owners of the Port of Bremerton," should get a reasonable and fair return on their investment. Larry is a 20 -year Navy veteran who specialized in the medical aspects in deep sea diving. After retiring from the Navy, he founded Stokes Auction Inc., a well-known Kitsap auction company.

Axel Strakeljahn, Commission President, January 1, 2012- December 31, 2017

District 3: Portions of South Kitsap, Southwest Bremerton, Seabeck/Holly/Crosby

Axel Strakeljahn has spent the past 30 years working and living on the shores of the Kitsap Peninsula. After years of leading successful businesses in the community, he has also actively in supported community organizations such as Boys and Girls Club and Habitat for Humanity. Now the director of one of Kitsap County's largest retail corporations, Axel explains that his decision to run for commissioner was based on a desire to offer his extensive business knowledge in the public service arena. After successfully operating several large businesses, he hopes to bring decades of experience in producing and managing large budgets, controlling expenses, establishing more promotional events, and bringing new business to the Port of Bremerton.

Message From the CEO

The Port of Bremerton anticipates a productive year in 2017 as we continue to maintain our focus on Port facility repairs, infrastructure upgrades and continued work on the projects that benefit our community. In our efforts to improve efficiencies and prepare for growth, we will concentrate efforts on organizational structure and systems upgrades.

Marketing efforts in 2016 helped us reach record-breaking numbers in attendance for the Aircraft Owners and Pilots Association (AOPA) regional Fly-In which the Port was chosen to host among many qualifying airports nationwide. This August event at Bremerton National Airport was the largest to date with 700 aircraft and over 4,000 people in attendance. It had a positive impact on the local community as well, bringing roughly \$650,000 in economic benefit to Bremerton and Port Orchard and the surrounding area. Participating in the Fly-In was not only a great opportunity to put the Port on the map for recreation and potential future aviation events, but also introduced the area to many people that may now consider the Port for future business development.

On the marina end, we have seen success in our efforts to increase permanent moorage at the Bremerton Marina with moorage incentives and advertisements in local and regional boating publications and improved amenities at both marinas. Since the inception of its current marketing program, occupancy rates have increase from 37% in 2014 to 83% in 2016. A redesigned trade show booth display this year for marina events will provide a fresh look with the goal of attracting more visitors to learn about our moorage incentives, rendezvous packages and guest boating.

To continue these efforts of an updated look and feel, a new website is planned to launch early in 2017. The new site will be faster and easier to navigate than our current design well as mobile friendly. Other goals in 2017 include increased advertisement in local and national business focused publications that showcase our pad ready sites and available property at the airport and Olympic View Industrial and Business Parks. Initial work is underway with a real estate consultant firm to help us better target our properties to new, growing and established businesses, and identify infrastructure improvements that will better serve site selector requirements.

The Bremerton National Airport serves primarily general and corporate aviation markets. There is no commercial service currently. Significant capital projects schedule for 2017 include a runway re-seal and striping project as well as continued development of pad ready commercial sites and future planning of airport and commercial developments. In 2017, the airport will participate in the Northwest Aviation Conference, the National Business Aircraft Association conference, as well as hosting the annual Blackberry Festival Fly-In.

Jim Rothlin
Chief Executive Officer

MISSION

**“Good Jobs for
Our Community”**

2017 Port Directive

- Responsible spending that looks after tax payer's interests through operating efficiencies.
- Take good care of what we own (asset management).
- Actively develop property and market shovel-ready site.
- Look for property and/or facilities improvements that will generate family wage jobs and positive ROI.
- Look for opportunities to partner on quality of life enhancements that will benefit the community.

The Budget and Budget Process

The budget translates the Port's policies and plans into a reality that delivers services and capital improvement projects. The budget communicates the plans to the general public by outlining the costs of Port services and projects, and the revenues that will support these services and projects. Once the Commission adopts the budget, it becomes the work plan to be accomplished for the coming year.

Preparation of the budget involves stakeholders. Each of them has the opportunity and responsibility to contribute suggestions for projects and processes that would improve the use of Port's resources more efficiently.

The budget provides four functions:

Function 1

The budget as a policy guideline

Fiscal policies provide guidelines for the Port Commissioners and Management Team to make sound business decisions. These policies help ensure that the Port's day-to-day operations are maintained and the Commissioners' vision for the community is achieved.

Function 2

The budget as a fiscal plan

Fiscal planning is an aspect of the budget and is also a legal requirement by the State. Revenues and beginning fund balances are estimated to determine resources available in the Port operations. Expenditures and project commitments, and ending fund balances are measured against available resources to determine the Port's fund appropriations.

Function 3

The budget as an operational guideline

The total expenditures including staffing time to complete the objective of operations should be reported out by department or division. The process ensures to maintain the operations of the Port and how they reach goals of the Port Commissioners.

Function 4

The budget as a communication tool

The budget encourages the general public review of the Port operations, and invites citizens to provide input to the budget. Citizens are welcome to discuss challenges and opportunities with the Port Commissioners.

Sherman Hu
Chief Financial Officer

➔ **Fiscal Management Belief:**

The Port can meet the public requirements through continual improvement of internal processes. Tax increase should be used as the last resort.

➔ **Budget Development Process:**

Preparation of the budget should have all stakeholders involved. Each stakeholder has the opportunity and responsibility to contribute suggestions for projects and processes that would use the Port's resources more efficiently.

The stakeholders include the Port's Directors, Program Managers, Staff, Commissioners and Citizens.

➔ **Budget Oversight/Monitoring:**

Every month, Finance meets with Directors and Managers to review the spending activities to ensure staying within the budget limits.

Every quarter, Finance conducts a financial forecast. The purpose of this forecast is to determine whether the limited revenue streams cover operational and capital programs, and also to facilitate strategic planning that go beyond the budget year.

Planning Calendar for 2017 Budget

August 15 to September 15	September 16 to 23	September 23 to 30	October 11 to 25	November 8 to 16	November 22
<ul style="list-style-type: none"> • Finance distributes budget sheets and accounting data to department directors. • CFO meets department directors to review prior year budgets, and to discuss new budget assumptions. • CFO works with Finance staff to review and revise the departmental budgets. • CFO meets department directors to brief the Finance input. • Finance meets CEO to report out the status of budget preparation. 	<ul style="list-style-type: none"> • Finance completes first preliminary budget. • Finance distributes preliminary budget to department directors. 	<ul style="list-style-type: none"> • Finance reviews feedback from department directors. • Finance provides preliminary budget for CEO review. 	<ul style="list-style-type: none"> • 10/11, work shop. • 10/25, First Preliminary Budget presented to Commissioners. 	<ul style="list-style-type: none"> • 11/8, second Preliminary Budget Presented for Approval. • 11/9, first Public Hearing Notice (Kitsap Sun). • 11/16, second Public Hearing Notice (Kitsap Sun). 	<ul style="list-style-type: none"> • Public Hearing / Final Budget Approval. • Resolutions due to Kitsap County per RCW.



2017 BUDGET SUMMARY

REVENUES

Tax Levy - General	\$	3,293,255
Tax Levy - GO Bond Payment	\$	325,055
Facility Revenues	\$	3,508,206
Interest Revenues	\$	17,500
Non-Operating Income	\$	16,000
Bonds/Grants/Funds Sources	\$	1,052,125
Total Revenues	\$	8,212,141

EXPENSES

	Maintenance & Operation	Capital	Total
Airport	\$ 1,135,094	\$ 979,425	\$ 2,114,519
Industrial Park	\$ 753,371	\$ 240,000	\$ 993,371
Business Park	\$ 396,742	\$ -	\$ 396,742
Port Orchard Marina	\$ 1,039,069	\$ 282,050	\$ 1,321,119
Bremerton Marina	\$ 1,168,146	\$ 31,000	\$ 1,199,146
Other Marinas	\$ 188,489	\$ -	\$ 188,489
General & Administrative	\$ 322,490	\$ 350,101	\$ 672,591
Non-Operating Expense	\$ 95,000		\$ 95,000
Seabeck	\$ 50,000		\$ 50,000
Port Orchard Marina Breakwater	\$ 587,406		\$ 587,406
Bremerton Marina	\$ 100,000		\$ 100,000
General Reserves	\$ 80,000		\$ 80,000
Revenue Increase Contingency	\$ 40,000		\$ 40,000
Bonds/Loans Payments		\$ 373,756	\$ 373,756
Total Expenses	\$ 5,955,808	\$ 2,256,333	\$ 8,212,141

	SOURCE OF FUND		
	2017 Budget		
OPERATING FUNDS			
INCOME			
General Fund Taxes			3,293,255
Facility Revenue (See DETAILS)			3,508,206
Tax Levy - 2009 Bond Payment (Note 2)			325,055
Interest on Investments:			
Industrial Development Fund	9,000		
Airport Fund	3,000		
Marina	5,000		
Other Operating Funds	500		
Other Non-operating Funds	16,000		
Subtotal			33,500
TOTAL INCOME			7,160,016
INCOME FROM PROJECT GRANTS OR BONDS (Note 1)			
AIRPORT			
FAA - AIP 31 Runway Sealoff and Restriping			528,323
Airport-Industrial Way (Cross Skia) - Carryover from 2015 Budget			
Equipment/Vehicle Capital Fund			138,000
Airport Terminal - Carryover from 2016 Budget			
Terminal Roof			
Terminal HVAC			
Back Up Generator - Admin Portion of Terminal			-
Airport Diner Roof - Carryover from 2015 Budget			73,602
AOPA Fly-in 2016			
INDUSTRIAL PARK FUND			
Facility Improvements - Carryover from 2016 Budget			
OVIP 4 - Roof	15,000		
OVIP 8 - 3-Phase Electrical	50,000		65,000
MARINAS			
Port Orchard Marina Maintenance Reserve Funds			
Resurface & Upgrades to Breakwater	147,200		
Resurface & Upgrades A-Dock/Misc Interior			147,200
Kitsap Transit Annual Payment	100,000		
Funds Moved to Reserve for Future Projects (see marina operating budget section)	-		100,000
Evergreen Boat Launch - RCO Grant			
Evergreen Boat Launch - City of Bremerton	-		-
Observation Overlook - Soroptimists Club			
Observation Overlook - City of Port Orchard			
Funds from Sale of Mitchell Avenue Property	-		-
Subtotal Income From Project Grants or Other Cash Sources			1,052,125
GRAND TOTAL INCOME - ALL SOURCES			8,212,141
Note 1 - Projects may be modified, delayed or deferred depending on availability and amount of funds.			
Note 2 - Tax Levy 2015 for 2009 Bond Payments are shown above for clarity of the total taxes to be collected by the Port for 2015, even though the taxes are not considered Operating Income.			

FACILITIES REVENUES - DETAILS			
<i>Bremerton National Airport</i>			
Hangars & Tie Downs	224,823		
Ground & Space Leases	207,317		
Equipment Leases	0		
Electric Sales			
Fuel Sales or Flowage Fees	13,022		
Licenses, Concessions, Misc. Fees (Guest Tie Down)	8,780		
SUBTOTAL - Airport			453,942
<i>Olympic View Industrial Park</i>			
Ground Leases	398,866		
Building & Space Leases	159,359		
Gorst Properties	48,600		
SUBTOTAL - Industrial Park			606,825
<i>Olympic View Business Park</i>			
OVBP 1 Ground Lease	27,415		
OVBP 1 Leases	244,544		
OVBP 1 M & O Pass through Costs	35,791		
Miscellaneous			
SUBTOTAL - Business Park			307,750
<i>General Property</i>			
Land/Building Leases	343,605		
NDGC Sublease Income (Gross)			
NDGC Association Monthly Assessments	1,449		
Less Association Monthly Assessment Pass through to KCCHA	0		
SUBTOTAL - General Property			345,054
<i>Harbor Lease/Rental Properties (Rent & Utility Revenue)</i>			
Port Orchard	10,600		
Bremerton	2,457		
SUBTOTAL - Harbor Lease/Rental Properties			13,057
<i>Fuel, Oil & Retail Sales - Harbor</i>			
Fuel and oil sales	53,667		
Retail sales (clothing, sunglasses, other)	2,939		
SUBTOTAL - Fuel, Oil & Retail Sales	56,606		
Sales Allocated to Port Orchard Marina	(34,884)		
Sales Allocated to Bremerton Marina	(18,783)		
SUBTOTAL - Retail Sales			2,939

Port Orchard Marina				
Permanent Moorage	850,624			
Transient Moorage	107,510			
Electricity Sales	26,401			
Fuel Sales				
Live Aboard Fees	22,478			
Miscellaneous Sales	17,820			
Marina Parking	2,160			
Water Street Parking	462			
Concessions	2,524			
SUBTOTAL - Port Orchard Marina			1,029,979	
Bremerton Marina				
Permanent Moorage	494,452			
Transient Moorage	85,516			
Electricity Sales	6,635			
Fuel Sales				
Live aboard Fees	30,352			
Miscellaneous Sales	10,370			
Concessions	3,497			
	630,822			
Parking - Washington Avenue Lot	199,725			
Less: Taxes and Operations Fee	(81,887)			
	117,838			
SUBTOTAL - Bremerton Marina			748,660	
Annapolis Ferry Dock & Parking				
Licenses				
Annapolis Ferry Dock			0	
FACILITIES REVENUES			3,508,206	

		2017 Budget	
AIRPORT-INDUSTRIAL DEVELOPMENT EXPENDITURES			
Industrial Park Administration			342,382
Salaries and Wages	208,822		
Payroll Expenses	85,015		
Other Employee Expense	2,000		
Training	3,000		
Travel	2,000		
Office Operating Expense	7,000		
Dues and Fees	1,400		
Insurance	33,145		
Administrative Professional Services			76,749
Legal Expense	7,000		
Port Marketing Program	-		
Marketing	5,200		
Advertising	2,000		
Economic Development KEDA	15,000		
Community Activities	12,899		
Land Appraisals	-		
Engineering	15,000		
Studies / Gorst	-		
Miscellaneous Outside Services	5,000		
Computer Equip, Licenses, Maint	10,430		
IT Services	4,220		
Incidental Business Meetings	-		
Facility Operation & Maintenance			-
Lease & Rent Costs	-		
Structures & Grounds Maintenance			88,525
Structures Maintenance	24,200		
Facility Property Protection	8,025		
Security	-		
Fire District 7 Assessment	12,000		
Land Maintenance	16,150		
Noxious Weed Removal	12,000		
Environmental Compliance	16,150		
Miscellaneous	-		
Operating System Maintenance			90,627
Equipment Maintenance/Rental	8,450		
Fuel Supply (all uses)	9,600		
Sanitation, Garbage Services	4,100		
Small Tools Acquisition	4,457		
Utilities & Services	24,620		
Vehicle Maintenance	4,400		
Stormwater Fees	35,000		
Sales, B&O & Other Taxes			200
General & Administrative Allocation			154,887
TOTAL AIRPORT-INDUSTRIAL DEVELOPMENT			753,371
TOTAL AIRPORT FUND (AIRPORT AND AIRPORT-IND DEV)			1,888,465

	2017 Budget	
HARBOR EXPENDITURES PORT ORCHARD MARINA		
<i>Marina Administration</i>		576,742
Salaries & Wages	333,222	
Payroll Expenses	155,178	
Other Employee Expense	3,043	
Training (inc. travel)	4,000	
Office Operating Expense	19,000	
Dues	2,000	
Subscriptions	750	
Insurance	59,549	
<i>Administrative Professional Services</i>		79,622
Legal Expense	4,000	
Marketing	21,000	
Advertising	14,972	
Community Activities	8,625	
Studies	-	
Incidental Business Meetings	1,000	
Computer Equip, Licenses, Maint	13,805	
IT Services/Annual Fees	4,220	
Miscellaneous Outside Services	12,000	
<i>Facility Operations & Maintenance</i>		131,000
Lease & Rent Costs	20,000	
Structures & Grounds Maintenance	26,300	
Operating Systems Maintenance	10,000	
Other Equipment/System Maintenance	9,000	
Small Tools/Miscellaneous Equipment	3,500	
Parking Expense	-	
Vehicle Maintenance	6,500	
Utilities & Services	42,000	
Janitorial Supplies, Service	5,700	
Dock Amenities	6,500	
Miscellaneous	1,500	
<i>Property Protection</i>		34,480
Security Supplies, Service	7,500	
Fire District 7 Assessment	21,780	
Fire Protection Supplies	4,800	
Emergency/Safety Equipment	400	
Environmental Expense	-	
Sales, B & O Tax		3,600
General & Administrative Allocation		213,625
SUBTOTAL - PORT ORCHARD MARINA		1,039,069
Transfer to Marina Maintenance Account for Breakwater Replacement Costs 2030		587,406
Total Port Orchard Marina Including Maintenance Transfer		1,626,475

		2017 Budget	
HARBOR EXPENDITURES BREMERTON MARINA			
Marina Administration			683,311
Salaries & Wages	376,525		
Payroll Expenses	190,986		
Other Employee Expense	2,500		
Training (inc. travel)	4,000		
Office Operating Expense	19,000		
Dues	2,000		
Subscriptions	750		
Insurance	87,550		
Administrative Professional Services			109,073
Legal Expense	2,200		
Marketing	41,113		
Advertising	14,260		
Community Activities	11,125		
Studies / Enhancement Funds	-		
Incidental Business Meetings	1,000		
Continuing Construction Mitigation Costs	12,000		
Computer Equip, Licenses, Maint	11,655		
IT Services/Annual Fees	4,220		
Miscellaneous Outside Services	11,500		
Facility Operations & Maintenance			110,300
Lease & Rent Costs	15,000		
Structures & Grounds Maintenance	25,000		
Operating Systems Maintenance	5,550		
Other Equipment/System Maintenance	7,500		
Small Tools/Miscellaneous Equipment	3,750		
Vehicle Maintenance	2,000		
Utilities & Services	40,000		
Janitorial Supplies, Service	5,500		
Dock Amenities	6,000		
Parking Expenses	-		
Property Protection			20,800
Security Supplies, Service	5,000		
Fire Department Fees	15,000		
Fire Protection Supplies	800		
Emergency/Safety Equipment	-		
Environmental Expense	-		
Sales, B & O Tax			4,500
General & Administrative Allocation			240,162
SUBTOTAL - BREMERTON MARINA			1,168,146
Transfer to Reserves for future marina projects (Kitsap Transit)			100,000
Total Bremerton Marina including Reserve Transfer			1,268,146
HARPER FISHING PIER			
Salaries & Wages	11,631		
Payroll Expenses	7,190		
Other Employee Expense	43		
Insurance	1,960		
Utilities	1,450		
Porta Potty Rentals	2,100		
Dock Amenities	300		
Vehicle Expense	-		
Operations & Maintenance	3,000		
SUBTOTAL - HARPER FISHING PIER			27,674

2017 Budget			
GENERAL & ADMINISTRATIVE			
Salaries & Wages			538,776
Payroll Expenses			209,538
Other Employee Expense			-
Training / Professional Development			20,000
Marketing			8,000
Advertising/ Promo			3,600
Community Activities			850
Office Operating Expense			35,000
Computer Equip, Annual Maint, Licenses, Software (under Capital threshold			12,480
IT Services			9,200
Audio/Visual Operating Costs			9,000
Arc Mail / Constant Contact / Wireless WiFi			-
Government Center - Facility Rent (Gross)			38,000
Publications / Subscriptions			7,000
Membership Dues & Fees			3,000
Utilities			12,500
Telephone Expense			12,000
Maintenance, Janitorial Supplies & Services			1,500
Insurance			22,000
Travel			15,000
Election Costs			-
Outside Services			163,355
Legal Expense	51,150		
Accounting (Synerg Support)	10,000		
Studies (Synerg system improvement)	15,000		
Property Development	-		
Miscellaneous Outside Services (Includes Website Maintenance)	21,005		
Information Technology - Outside Services	66,200		
Commissioner Comp & Travel			85,000
Vehicle Expense			300
Uncollectible Accounts (all funds)			-
Audit Expense			28,000
Miscellaneous			5,000
Promotional Hosting (all funds) (Limit \$37,500 + 1/4)			-
Incidental Business Expense			2,000
Business Development			5,000
Future Business Dev Opportunity/Emergency Funds/Contingencies			-
General & Administrative Transferred Out			(923,609)
TOTAL GENERAL and ADMINISTRATIVE			322,490
NON-OPERATING EXPENSE			95,000
Funds Transfer to Reserves			35,000
Funds Transfer - Contingency			40,000
Project Opportunities - Reserve Funding			
Studies (Port Orchard and Bremerton Marinas)			5,000
Engineering (Airport/Industrial)			15,000
Future Business Dev Opportunity/Emergency Funds/Contingencies			25,000
TOTAL FUND EXPENDITURES & TRANSFERS			5,955,808

		2017 Budget	
	Proposed Cuts		
CAPITAL PROJECTS/PURCHASES			
BREMERTON NATIONAL AIRPORT PROJECTS & EQUIPMENT			
I. New Construction Projects			
1. AIP 31 Runway Sealcoat & Restriping			528,323
2. Airport Industrial Way Industrial Sites Engineering	30,000		115,000
3. Airport Industrial Way Entry Improvements			60,000
4. Backup Generator - Admin Building Installation / ATS Panels			30,000
5. Airport Diner Roof (Ac Pit) Replacement (Port Cash Current Budget \$15,000) (Carryover from 2015 Budget \$73,602)			88,602
6. Airport Terminal Roof Repairs			15,000
7. Maintenance Operation Building Parking Facilities (Design)			10,000
SUBTOTAL - NEW CONSTRUCTION PROJECTS			846,925
II. Facility Improvement Projects			
1. Site, Utility, Building Improvements (Port Cash \$-0-)			
2. Business Development Opportunities (Port Cash \$-0-)			
3. Energy Efficiency Upgrades (Port Cash \$-0-)	15,000		
4. Asphalt Contingency (Port Cash \$20,000)			
5. Second Floor Deck Unity Upgrade (Port Cash \$-0-)	15,000		
6. Hangar Building Envelope & Exterior Upgrades (Port Cash \$15,000)			15,000

			2017 Budget
II. Facility Improvement Projects			
PORT ORCHARD MARINA			
1. Resurface & Upgrades to Breakwater			239,050
Total Project Cost: \$1,545,000			
Port Fund (25% of Project Cost): \$386,250			
Carryover from 2016: \$147,200			
Port New Budget: \$239,500			
State (WA) Appropriation: \$1,158,750			
2. Resurface & Upgrades A-Dock/Misc Interior			
3. Piling Repairs	95,000		
4. Dock/Chain Upgrades & Repair - Undersurface cleaning			
5. Electrical Upgrades to Docks 30 & 50 Design			10,000
6. Security Cameras			
7. Dock Box Replacement - Port Orchard Marina			5,000
8. Pumpout Work Boat Kicker Motor			
9. Waterfront Park - Pathway/Upgrade/Signage			10,000
10. Marina Park Outlook Outfitting			18,000
SUBTOTAL - PORT ORCHARD MARINA			282,050
BREMERTON MARINA			
1. Harborside Steps Pathway Lighting			
2. Security Upgrades			10,000
3. ADA Handicap Parking at Turnaround			1,000
4. Dock/Chain Upgrades & Repair			
5. Waterline Upgrade			
6. Dock Box Replacement - Bremerton Marina			5,000
7. Harborside Office Fiber Run - Bremerton Marina			15,000
SUBTOTAL - BREMERTON MARINA			31,000
SUBTOTAL - FACILITY IMPROVEMENT PROJECTS			313,050

Budget Summary

Supplemental Comparisons 2017 Budget & 2016 Budget

SOURCE	2017 Final Budget	2016 Final Budget	Changes From 2017
Tax Levy – General Fund Taxes	\$ 3,293,255	\$ 3,239,696	+ \$53,559
Tax Levy – GO Bond Payment	325,055	322,800	+ \$2,255
Facility Revenues	3,508,206	3,585,682	- \$77,476
Interest Revenues	17,500	7,015	+ \$10,485
Non-Operating Income	16,000	13,500	+\$2,500
Bonds/Grants/Funds Sources	1,052,125	1,283,287	- \$231,162
Total Revenues	\$ 8,212,141	\$ 8,451,980	- \$239,839

USE “Maintenance & Operations”	2017 Final Budget	2016 Final Budget	Changes from 2017
Airport	\$ 1,135,094	\$ 1,053,326	+ \$ 81,768
Industrial Park	753,371	747,154	+ 6,217
Business Park	396,742	375,467	+ 21,275
Port Orchard Marina	1,039,069	1,071,907	- 32,838
Bremerton Marina	1,168,146	1,109,708	+ 58,438
Evergreen Park Boat Ramp		9,968	- 9,968
Other Marinas	188,489	153,069	+ 35,420
General & Administrative	322,490	427,641	- 105,151
Sub total	\$ 5,003,401	\$ 4,948,240	+\$ 55,161

USE “Non-Operational”	2017 Final Budget	2016 Final Budget	Changes from 2017
Non-Operating Expense	95,000	50,000	+ \$45,000
Seabeck	50,000	50,000	-
Chico	-	50,000	- \$50,000
Port Orchard Marina Breakwater	587,406	750,000	- \$162,594
Bremerton Marina – Future Projects	100,000	100,000	-
General Reserves	80,000	111,694	- \$31,694
Revenue Increase Contingency	40,000	54,000	- \$14,000
Sub total	\$ 952,406	\$ 1,165,694	- \$213,288
Total O & M Expenses	\$ 5,955,808	\$ 6,113,934	- \$158,126

USE “Capital Projects”	2017 Final Budget	2016 Final Budget	Changes from 2007
Airport	\$ 979,425	\$ 741,255	+ \$ 238,170
Industrial Park	240,000	133,001	+ 106,999
Port Orchard Marina	282,050	344,200	- 62,150
Bremerton Marina	31,000	104,000	- \$73,000
Evergreen Park Boat Ramp		463,595	- \$463,595
Others	-	29,500	- \$29,500
General & Administrative	350,101	151,000	+\$199,101
Sub total	\$ 1,882,576	\$ 1,966,551	- \$83,975
Bonds/Loans Payments	\$ 373,756	\$ 371,501	+ \$2,255
Total Expenses	\$ 8,212,141	\$ 8,451,980	- \$239,839

Property Tax Comparison - 2016 to 2017

2016		2017	
2015 Levied Amount	\$ 3,507,337	2016 Levied Amount	\$ 3,561,823
0% Increase	-	0% Increase	-
New Construction	33,759	New Construction	38,164
Utilities	2,577	Utilities (Est.)	4,500
Refunds	18,822	Refunds	13,823
2016 Levy	\$ 3,562,495	2017 Levy	\$ 3,618,310

2017 SIX-YEAR CAPITAL BUDGET SUMMARY

	2017	2018	2019	2020	2021	2022	Project Costs
Bremerton National Airport	979,425	2,045,385	4,826,483	581,852	7,159,455	1,268,111	16,860,711
							-
Olympic View Industrial Park	240,000	75,000	3,115,000	75,000	75,000	75,000	3,655,000
							-
Port Orchard Marina	282,050	-	-	1,735,000	13,371	-	2,030,421
							-
Bremerton Marina	31,000	40,000	-	-	-	-	71,000
							-
Port Orchard & Bremerton / Shared	-	15,000	15,000	15,000	15,000	15,000	75,000
							-
General & Administrative	80,000	-	-	-	-	-	80,000
							-
Site, Utility, Improvements/Business Op	270,101	-	-	-	-	-	270,101
Total - All Facilities	1,882,576	2,175,385	7,956,483	2,406,852	7,262,826	1,358,111	23,042,233

2017 SIX-YEAR CAPITAL BUDGET DETAILS

	2017	2018	2019	2020	2021	2022	Project Costs
Bremerton National Airport:							
AIP 31 Runway Sealcoat & Restriping	528,323						528,323
Asphalt Contingency		20,000	20,000	20,000	20,000	20,000	100,000
Airport Diner Roof Replacement	88,602						88,602
Airport Terminal Roof Repairs	15,000						15,000
Hangar Building Envelope & Exterior Upgrades	15,000	25,000	25,000	25,000	25,000	25,000	140,000
Airport Diner - Interior, Mechanical & Entry Upgrades	30,500	25,000					55,500
Maintenance Operation Building Parking Facilities (Design)	10,000						10,000
Site, Utility, Building Improvements		30,000	30,000	30,000	30,000	30,000	150,000
Equipment Replacement Program	48,000	103,635	50,718	34,046	98,593	88,000	422,992
Vehicle Replacement Program	34,000	143,463	70,326	147,806	171,022	175,000	741,617
Business Development Opportunities		25,000	25,000	25,000	25,000	25,000	125,000
Airport Industrial Way Industrial Sites Engineering	115,000						115,000
Airport Industrial Way Entry Improvements	60,000						60,000
Admin Building Mechanical/Interior Upgrades		15,000	15,000	15,000	15,000	15,000	75,000
Airport Front Entry Landscaping / Improvements	5,000						5,000
Backup Generator - Admin Portion of Bldg (2015)	30,000						30,000
Subtotal 2017 Airport Projects	979,425	387,098	236,044	296,852	384,615	378,000	2,662,034
Hangar Restroom Facility		80,000					80,000
Demolition of Navy Butler Hut		30,000					30,000
Replace HIRL Runway 02/20 & MITL Taxi A Signs		1,284,287					1,284,287
Aprons (GA Tie Downs & Fueling)			1,930,439				1,930,439
South Hangar Area Access Road					388,500		388,500
South Hangar Area Access Taxiway					181,650		181,650
South Hangar Area Stub Taxi Lanes (2)					265,800		265,800
South Hangar Area Site Prep Stormwater					140,000		140,000
T-Hangar (10 Unit)					610,000		610,000
SKIA Utility Planning			200,000				200,000
Port Hangar Maintenance Upgrades				70,000			70,000
Planning - EA or EIS East Side Development					888,890	890,111	1,779,001
Airport/Ind Road Phase 2 Design		264,000		215,000			479,000
Airport/Ind Road Phase 2 Construction (2.2,2.3)			2,460,000		2,300,000		4,760,000
Commercial Aviation Support Package					2,000,000		2,000,000
Subtotal 2018-2022 Airport Projects		1,658,287	4,590,439	285,000	6,774,840	890,111	14,198,677
Total - Airport	979,425	2,045,385	4,826,483	581,852	7,159,455	1,268,111	16,860,711

2017 SIX-YEAR CAPITAL BUDGET DETAILS

	2017	2018	2019	2020	2021	2022	Project Costs
Olympic View Industrial Park:							
Site, Utility, Building Improvements		50,000	50,000	50,000	50,000	50,000	250,000
Business Development Opportunities		25,000	25,000	25,000	25,000	25,000	125,000
Road Repairs	40,000						40,000
OVIP 4 Roof Replacement	15,000						15,000
OVIP 8 Tenant Improvements(3 Phase)	50,000						50,000
OVIP SCT Potential Biomass Plant Site Prep/PC	50,000						50,000
OVIP Sewer Line Replacement (Lift Station)	85,000			-			85,000
Subtotal 2016 Industrial Projects	240,000	75,000	75,000	75,000	75,000	75,000	615,000
RV Park / Dump Station			40,000				40,000
New Port Industrial Bldg			3,000,000				3,000,000
Subtotal 2017-2021 Industrial Projects	-	-	3,040,000	-	-	-	3,040,000
Subtotal - Industrial Park	240,000	75,000	3,115,000	75,000	75,000	75,000	3,655,000

2017 SIX-YEAR CAPITAL BUDGET DETAILS

	2017	2018	2019	2020	2021	2022	Project Costs
Port Orchard Marina							
Dock Box Replacement (50 Boxes)	5,000						5,000
Marina Park Outlook Pavilion	18,000						18,000
Piling Repairs - Gate 3				95,000			95,000
Electrical Upgrades to Docks 30 & 50 amp	10,000						10,000
Resurface & Upgrades A-Dock/Misc Interior				250,000			250,000
Resurface & Upgrades to Breakwater	239,050			1,250,000			1,489,050
Waterfront Park - Pathway / Upgrades	10,000						10,000
Pump Out Work Boat Kicker Motor					13,371		13,371
Subtotal 2016 POM Projects	282,050	-	-	1,595,000	13,371	-	1,890,421
Fuel Dock Pump Dispenser Replacement				40,000			40,000
Mobile Activity Float & Tent				100,000			100,000
Subtotal 2017-2021 POM Projects		-	-	140,000	-		140,000
Subtotal - Port Orchard Marina	282,050	-	-	1,735,000	13,371		2,030,421
Bremerton Marina							
Dock Box Replacement	5,000						5,000
Security Upgrades	10,000						10,000
Harborside Steps Pathway Lighting	15,000						15,000
ADA Handicap Parking at Turnaround	1,000						1,000
Subtotal 2016 Projects	31,000	-	-	-	-		31,000
Breakwater Activity Structure	-	40,000					40,000
Subtotal 2017-2021 POM Projects		40,000	-	-	-		40,000
Subtotal - Bremerton Marina	31,000	40,000	-	-	-		71,000
Port Orchard & Bremerton Marinas /Shared							
Floats, Docks & Marina Improvements POM & BREM		15,000	15,000	15,000	15,000	15,000	75,000
Subtotal - POM & BREM Shared	-	15,000	15,000	15,000	15,000	15,000	75,000

2017 SIX-YEAR CAPITAL BUDGET DETAILS

	2017	2018	2019	2020	2021	2022	Project Costs
General & Administrative							
Admin Space Upgrade							-
Exchange 2013 Software Upgrade	80,000						80,000
Subtotal 2016 General Projects	80,000	-	-	-	-	-	80,000
Subtotal - General & Administrative	80,000	-	-	-	-	-	80,000
Site, Utility, Building Improvements	127,101						127,101
Business Development Opportunities	75,000						75,000
Computer Server Backup Propane Generators	38,000						
Replacement Van or Crossover for Admin Sedan	30,000						
Subtotal - Possible 2016 Project Costs	270,101	-	-	-	-	-	202,101

Budget 2017 Marketing Advertising Membership

	2015	2016	2017	
	Final Budget	Final Budget	Final Budget	Comments
Kitsap Regional Coordinating Council	7,800.00	8,800.00	9,199.00	5% per draft proposal (0%, 2%, 5%)
Puget Sound Regional Council	4,582.00	4,766.00	4,957.00	4% increase being discussed by PSRC board
Kitsap County Multimodal Trans Plan - Local Match Funds (KRCC)	1,582.00	1,582.00	-	No assessment for 2017
Washington Public Ports Assn	11,125.00	11,125.00	11,125.00	Still in discussion. Increase not anticipated per WPPA staff
Port of Olympia Foreign Trade Zone	7,500.00	25.00	25.00	Per FTZ 2017 draft budget
Kitsap Economic Development Alliance (KEDA)	15,000.00	15,000.00	15,000.00	
KADA	10,000.00	10,000.00	10,000.00	5th Year of 5 year review
Leadership Kitsap			1,000.00	Commissioner request
Visit Kitsap Peninsula	2,000.00	2,000.00	2,000.00	County-wide tourist group; Bremerton Marina \$1,000, Port Orchard Marina \$1,000
Sub -Totals	59,589.00	53,298.00	53,306.00	
Other Community Events - Need to recenter				
Blackberry Festival/Bremerton Rotary	1,000.00	1,000.00	1,000.00	Blackberry Festival
Blackberry Festival Fly In	1,000.00	1,000.00	1,000.00	Car and air show at Airport
Bremerton Pilots Association	2,500.00	3,500.00	3,500.00	Scholarship Fund
Explore Port Orchard	1,000.00	1,000.00	1,000.00	Includes advertising in Boaters Guide magazine
Fathoms of Fun	2,500.00	2,500.00	2,500.00	Fireworks or Concerts
KEDA Decision Makers I & II	250.00	250.00	850.00	Semiannual KEDA meeting sponsorships (\$250 for Decision Maker I; \$600 for Decision Maker II)
Kitsap Harbor Tours Special Events / Summer Schedule	600.00	600.00		Foot Ferry for Summer Events - To cancel Per Larry Stock
Kitsap Harbor Festival	5,500.00	3,000.00	4,000.00	Turning event over to KEC and Port Orchard Chamber
Rock the Dock (Bremerton Marina)	5,000.00	5,000.00	5,000.00	Concerts on Bremerton Boardwalk - Propose to have the City to match 50%
West Sound Expo	5,000.00	5,000.00	300.00	Community Awareness
Turner Joy Project	300.00	300.00		Proposed \$75,000 for 5 year, take \$15,000 for the 1st year from rainy day account
Other	350.00	350.00	1,000.00	Unanticipated events
Sub -Totals	25,000.00	23,500.00	20,150.00	
TOTAL	84,589.00	76,798.00	73,456.00	

	2015 Final Budget	2016 Final Budget	2017 Final Budget
Dues			
Bremerton Area Chamber	560.00	560.00	560.00
Meals Reimbursement	240.00	240.00	240.00
Port Orchard Chamber	520.00	520.00	546.00
Meals Reimbursement	280.00	280.00	290.00
Seabeck Community Club	100.00	100.00	100.00
American Association of Airport Executives	275.00	275.00	275.00
Archbright (formerly Washington Employers)	2,200.00	2,200.00	2,200.00
Costco	165.00	190.00	190.00
CA Dept of Consumer Affairs	200.00	200.00	200.00
Downtown Bremerton Association	60.00	60.00	60.00
Dynamics SL User Group - Accounting Software Troubleshooting Package	300.00	300.00	300.00
Gov't Finance Officers Association	160.00	160.00	160.00
Grant Station	70.00	70.00	70.00
Kitsap County Investment Brokers	120.00	120.00	120.00
Municipal Research & Services Center (MSRC)	950.00	950.00	950.00
National Business Aviation Association	470.00	470.00	470.00
NW Chapter American Association of Airport Executives	85.00	85.00	85.00
NW Marine Trade Association	425.00	425.00	425.00
NW Yacht Brokers Association	200.00	200.00	0.00
Olympic Region Muni Clerks Assn	50.00	50.00	50.00
Pacific Coast Congress Port Masters	225.00	225.00	225.00
Port Orchard Bay Street Assoc	90.00	90.00	90.00
PO Chamber- Shop South Kitsap	50.00	50.00	50.00
Society for Human Resource Management	185.00	185.00	185.00
WA State Dept of General Admin	250.00	250.00	250.00
Washington Airport Management Assn.	500.00	500.00	500.00
Washington Airport Management Assn. Special Legislative Assessment	243.00	243.00	243.00
WA Muni Research -Sm. Works Rosters	200.00	200.00	200.00
WA Municipal Clerks Assn.	75.00	75.00	75.00
Washington Highway Users Group	500.00	500.00	500.00
WA Assn of Public Records Officers (WAPRO)	-	25.00	25.00

WA St. OASI	25.00	25.00	25.00	
Sub -Totals	9,773.00	9,823.00	9,659.00	
Magazine/Publication Subscriptions				
Pacific Flyer	24.95	24.95	-	
Flying	19.55	19.55	-	
Puget Sound Business Journal	100.00	100.00	106.00	
Aviation Week & Space Technology	103.00	103.00	-	
Thompson Pub-Benefit Newsletter-FLSA	588.00	588.00	588.00	Fair Labor Standards Handbook
FAA - National Charting	35.56	35.56	-	
The Kitsap Sun	258.00	258.00	258.00	
Sub -Totals	1,129.06	1,129.06	952.00	

2015 Final Budget	2016 Final Budget	2017 Final Budget
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ADVERTISING / PROMOTION (BUSINESS UNIT)

Promo Items	3,100.00	3,100.00	2,000.00	Pens, Christmas Cards, Pocket Calendars, Mugs, Hats
Harbor Promo Items	1,200.00	3,700.00	4,440.00	Chip Clips, Pens, Christmas Cards, Bags
Kitsap Sun	800.00	800.00	-	Blackberry Ad
Photography	500.00	1,925.00	1,500.00	
Washington Wings	495.00	495.00	395.00	Advertising Airport
Website Refresh	-	5,000.00	8,000.00	
Sub -Totals	6,095.00	15,020.00	16,335.00	

ADVERTISING (Marketing Plan)

Weatherly Press (Waggoner)	2,000.00	2,800.00	2,800.00	Waggoner Cruising Ad
Northwest Boat Travel	1,620.00	1,670.00	1,670.00	
Print Advertising		4,000.00	4,000.00	
Display Booth Upgrade - Marina	-	5,000.00	-	
Marina Videos	-	3,850.00	5,000.00	
Printed materials - Marinas		2,000.00	2,000.00	
Yacht Club/Manufacturer Materials	4,000.00	1,500.00	1,500.00	To Increase Rendezvous Events
Facebook and Google Advertising		4,000.00	4,000.00	
Airport Online - NBAA	2,350.00	2,350.00	-	
Display Booth Upgrade - Industrial Park	-	2,000.00	-	
Sub -Totals	9,970.00	29,170.00	20,970.00	

Marketing	2015	2016	2017	
Marina Logos			3,000.00	
Port Digital Camera			1400.00	
Marsh Anderson LLC (Bob Wise)	48,000.00	48,000.00	24,000.00	Continued Marketing Program for Bremerton Marina
Marina - Signage	1,000.00	1,000.00	1,000.00	
Host of 2016 PCC Conference	-	5,500.00	-	
NW Marine Trade Association (Seattle Boat Show)				
Trade Show Cost	1,300.00	1,300.00	1,490.00	
Travel	600.00	600.00	600.00	
Equipment/Supplies/Trade Show-Give Aways	600.00	900.00	1,200.00	
Boat Show - South Lake Union				
Trade Show Cost	-	1,200.00	-	
Travel	-	200.00	-	
Show Give Aways	-	600.00	-	
Port Townsend Wooden Boat Festival				
Trade Show Cost	1,200.00	625.00	625.00	
Travel	200.00	500.00	500.00	
Equipment/Supplies/Trade Show - Give Aways	300.00	600.00	700.00	
Other Boat Shows				
Trade Show Cost			-	
Travel			-	
Equipment/Supplies/Trade Show Give Aways			-	
Boaters Guide	-	-	4,600.00	Three Year Program Paid In 2014
Paris Air Show - Travel & Registration	3,500.00	3,500.00	6,500.00	Based on actual expense \$12,000 for Commissioner's side and Paris Airshow side.
Airport Show - NBAA		10,000.00	10,000.00	
Trade Show Cost	-			
Travel	-			
Other	-			
2016 NBAA Booth	1,500.00			
NW Aviation Conference				
Trade Show Cost	600.00	600.00	600.00	
Gloss Printed Material / Trade Show Giveaways	1,800.00	1,800.00	1,800.00	
Airport Print Materials - Gloss Brochure	1,250.00	1,250.00	1,250.00	
Airport Print Materials - Gloss Single Sheet	1,250.00	1,250.00	1,250.00	
Airport/Industrial Park - Business Shows/Expos				
Trade Show Cost	900.00	900.00	900.00	

Travel	3,525.00	3,525.00	3,525.00	
Other	450.00	450.00	450.00	
Industrial Park Print Materials - Gloss Brochure	2,200.00	2,200.00	2,200.00	
Industrial Park Print Materials - Gloss Single Sheet	1,300.00	1,300.00	1,300.00	
	71,475.00	87,800.00	68,890.00	

2015 Final Budget	2016 Final Budget	2017 Final Budget
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Business Showcase

Best of South Kitsap - Port Orchard Chamber	50.00	50.00	50.00	Showcase your Business
Sub -Totals	50.00	50.00	50.00	

Business Development

Port Marketing Program	-	32,500.00	
Puget Sound Business Journal	1,000.00	1,000.00	1,000.00
Kitsap Business Journal	1,000.00	1,000.00	870.00
Sub -Totals	2,000.00	34,500.00	1,870.00
Grand Total	185,081.06	254,290.06	192,182.00

24.4% Decrease over prior year

2017 FINAL BUDGET		Maintenance/Operations/Administration Expenses											
	Airport	Industrial Park	Business Park	Port Orchard Marina	Bremerton Marina	Other Marinas	General & Admin	2017	2016				
Administration	516,822	342,382	12,225	576,742	683,311	112,211	968,794						
Salaries and Wages	294,511	208,822	3,123	333,222	376,525	72,467	538,776	1,827,446	1,767,327				
Payroll Expenses	112,820	85,015	1,090	155,178	190,986	34,334	209,538	788,961	745,395				
Other Employee Expense	1,500	2,000		3,043	2,500	130		9,173	12,042				
Commissioners Comp and Travel							85,000	85,000	86,066				
Training	4,000	3,000		4,000	4,000		20,000	35,000	34,400				
Travel	2,000	2,000					15,000	19,000	4,700				
Office Operating Expense	8,000	7,000		19,000	19,000		35,000	88,000	82,500				
Audio/Visual Operating Costs							9,000	9,000	9,000				
Computer Equipment, Licenses, Maintenance							12,480	12,480	59,150				
Computer Security								-	-				
ArcMail/Constant Contact/Wireless								-	15,500				
Phone Lines/Alarm			1,150				12,000	13,150	6,000				
Dues and Fees	3,500	1,400		2,000	2,000		3,000	11,900	10,954				
Publications	952			750	750		7,000	9,452	4,854				
Insurance	89,539	33,145	6,862	59,549	87,550	5,280	22,000	303,925	295,824				
Administrative Professional Services	98,008	76,749	1,500	79,622	109,073	-	220,005						
Legal Expense	5,000	7,000	1,500	4,000	2,200		51,150	70,850	69,150				
Marketing	24,650	5,200		21,000	41,113		8,000	99,963	120,301				
Advertising	8,325	2,000		14,972	14,260		3,600	43,157	44,191				
Economic Development		15,000	KEDA					15,000	65,000				
Community Activities	16,583	12,899		8,625	11,125		850	50,082	61,798				
Regional Fly In									50,000				
Election Costs								-	-				
Uncollectible Accounts								-	10,000				
Audit Expense							28,000	28,000	25,000				
Studies	-						15,000	15,000	30,000				
Accounting							10,000	10,000	10,000				
Engineering	15,000	15,000						30,000	15,000				
Land Appraisals	-	-						-	-				
Computer Equip, Licenses, Maint	17,730	10,430		13,805	11,655		66,200	119,820					
IT Services	4,220	4,220		4,220	4,220		9,200	26,080	20,435				
Promotional Hosting								-	10,500				
Incidental Business Meetings				1,000	1,000		2,000	4,000	7,650				
Business Development							5,000	5,000	2,000				
Continued Construction Mitigation Costs							12,000	12,000	8,237				
Future Business Dev Opportunity/Emergency Funds/Contingencies								-	-				
Miscellaneous Outside Services	6,500	5,000		12,000	11,500		21,005	56,005	140,272				
Facility Operation & Maintenance													
Structures & Grounds Maintenance	103,890	88,525	293,050	91,880	73,050	56,428	43,000						
Lease and Rent Costs	-		262,000	20,000	15,000	29,097	38,000	364,097	364,262				
Structures Maintenance	42,830	24,200	2,250	26,300	25,000	6,600		127,180	116,233				
Operating Systems Maintenance				10,000	5,550			15,550	22,500				
Maintenance & Repair			2,500		7,500	20,500		30,500	22,550				
Operating Expense			1,000					1,000	5,000				
Facility Property Protection	7,500	8,025						15,525	14,540				
Security	-			7,500	5,000			12,500	7,000				
Fire District 7 Assessment	18,400	12,000		21,780		231		52,411	51,195				
Fire Protection Supplies				4,800	15,000			19,800	8,000				
Property Taxes			25,000					25,000	23,180				
Land Maintenance	18,500	16,150						34,650	45,450				
Environmental Compliance/Noxious Weed Removal	16,160	28,150	300					44,610	56,300				
Miscellaneous	500			1,500			5,000	7,000	7,000				
Operating System Maintenance	182,607	90,627	7,900	73,600	58,050	19,850	14,300						
Emergency Readiness	-			400	800			1,200	1,400				
Operating Systems Maintenance				9,000		9,950		18,950	16,350				
Equipment Maintenance/Rental	9,300	8,450				2,100		19,850	18,040				
Fuel Supply (all uses)	12,000	9,600						21,600	22,440				
Janitorial Supplies & Services	4,000			5,700	5,500	1,900	1,500	18,600	17,788				
Sanitation, Garbage Service	4,100	4,100						8,200	5,950				
Navais/Communications Maintenance	33,800							33,800	30,940				
Dock Amenities				6,500	6,000	300		12,800	14,500				
Small Tools Acquisition	4,957	4,457		3,500	3,750			16,664	14,698				
Utilities & Services	69,300	24,620	7,900	42,000	40,000	4,850	12,500	201,170	178,595				
Parking Expense						750		750	750				
Vehicle Maintenance	5,150	4,400		6,500	2,000		300	18,350	19,560				
Stormwater Fees	40,000	35,000						75,000	74,273				
Sales, B&O & Other Taxes	400	200		3,600	4,500			8,700	11,500				
General & Administrative Allocation	233,367	154,887	81,567	213,623	240,165		(923,609)	-	-				
Transfer to Reserves				587,406	100,000	50,000		737,406	970,694				
TOTAL	1,135,094	753,370	396,242	1,626,470	1,268,146	238,489	322,490	5,740,301	5,963,934				

Glossary

Accounting System

The set of records and procedures that are used to record, classify, and report information as to the financial status and operating conditions of an entity.

Accrual Basis of Accounting

Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. Proprietary (enterprise and internal service) and non-expendable trust funds use this basis of accounting.

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the Port Commissioners. The adopted budget becomes effective January 1st. Subsequent to adoption Commissioners may make changes throughout the year.

Appropriation

An authorization made by the Commissioners that permits officials to make expenditures or incur obligations against governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period. Multi-year appropriations can also be established for capital project and other special purpose funds. Multi-year appropriation authority remains in effect until the amount appropriated has been totally expended or until the fund, program, or project is closed because its assigned purpose has been changed or accomplished.

Assessed Valuation

The assessed value (AV) set on taxable property as a basis for levying property taxes placed upon real and personal property by the Kitsap County Assessor.

Assets

Resources having a monetary value and that are owned or held by an entity.

Audit

An annual financial report prepared by an independent auditor. A comprehensive audit document contains a summary statement of the scope of the audit, explanatory comments concerning any exceptions to generally accepted auditing standards, explanatory comments concerning verification procedures, financial statements and schedules, statistical information, supplemental comments, and any finding or recommendations.

B.A.R.S.

The prescribed "Budgeting, Accounting and Reporting System" where compliance is required for all governmental entities within the State of Washington.

Balanced Budget

Revenues (include Beginning Fund Balance) equals or exceeds expenditures (include Ending fund Balance).

Beginning Fund Balance

The beginning fund balance is the residual fund balances representing unused funds brought forward from the previous financial year (ending fund balance).

Bond

A debt instrument with a written promise to pay a specified principal amount along with periodic interest at specific future dates. Bonds are typically used for financing of specific capital expenditures.

Budget

A budget is a financial operational plan including an estimate of proposed expenditures and the means of financing them. The budget designates the financial plan presented for adoption and finally approved. It is usually to specify whether the budget under consideration is preliminary and proposed, or whether the appropriating body has approved it.

Budget Amendment

A change to a budget adopted in accordance with State law. A budget may be amended to increase expenditures/expenses at the fund level by ordinance without public notice or public hearing requirements,

Budgetary Basis

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

Capital (Outlay/Asset)

Expenditures made to acquire, reconstruct, or construct major fixed or capital assets. A fixed asset is a tangible object of a long-term, will continue to be held or used such as land, buildings, machinery, furniture, and other equipment. A capital asset must exceed \$5,000 in cost and have an expected live expectancy of 12 months.

Capital Improvement Fund

Account for the acquisition or construction of major capital facilities, with exception to those facilities financed by proprietary and trust funds.

Capital Improvement Program (CIP)

A plan for a capital expenditure to be incurred each year over a period of five or more future years setting forth each capital project, the amount to be expended in each year, and the method of funding those expenditures.

Cash Management

Management of cash necessary to pay for Port services while investing temporary cash excesses in order to earn investment income. Include forecasting inflows and outflows of cash, establishing and maintaining banking relationships, and investing funds in accordance with the Port's investment policy objectives.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the Commissioners upon the approval of a resolution.

Debt Service

Principal and Interest on outstanding bonds due and payable, during the calendar or fiscal year.

Debt Service Fund

Established to account for the accumulation of resources and for the payment of general obligation debt that have been approved by the voters. It would exclude Enterprise fund debt and contractual obligations accounted for in other individual funds.

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee related expenses. Included is the government's share of costs for social security and the pension, medical and life insurance plans.

Encumbrance

Amount of money committed and set aside, but not yet expended, for the purchases of goods or services.

Ending Fund Balance

The residual non-restricted funds that is spendable or available for appropriation after the end of the fiscal or calendar year, or during the fiscal or calendar year.

Expenditures/Expenses

The type of accounts that record transactions for the cost of goods received or services rendered whether cash payments have been made or not. These accounts are called expenditures on the modified accrual basis of accounting and expenses on the accrual basis.

General Fund

Accounts for all receipts and disbursement transactions associated with ordinary Port operations. This fund is tax general revenue supported. Major revenue sources for the General Fund include property, sales, excise taxes, and miscellaneous permits and fees.

G.O. Bonds

Governmental Obligation Bonds (G.O. Bond) are secured by the full faith and credit of the issuer. G.O. bond issued by local units of government are secured by a pledge of the issuer's property taxing power. Usually issued G.O Bond pays for general capital improvements such as parks and Port facilities.

Grant

A contribution by one governmental entity to another entity. The contribution is usually made to aid in the support of a specified function. Infrastructure Public domain capital assets such as roads, bridges, streets, sidewalks and similar assets that is immovable.

Indirect Charges

Administrative and overhead costs that are incurred in one area, and charged to the rest of the agency. These charges are budgeted as inter-fund transfers.

Inter-local Agreement

A contract between two government entities whereby one government assumes the lead responsibility of a project that overlaps both jurisdictions.

Levy

Gross amount of property taxes imposed on the assessed value of taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Line Item Budget

The individual account lines of budget, where proposed appropriations are based on individual objects of expense within a department or program.

Operating Budget

The operating budget is the primary means by which most of the acquisition, spending, and service delivery activities of a government are controlled. Law requires the use of annual operating budgets.

Operating Transfer

Routine or recurring transfers of assets between funds that support the normal operations of the recipient fund.

Outstanding Debt

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

Personnel Benefits

Employer contributions paid by the Port as part of the conditions of employment. Examples include health/dental/vision insurance, state public employee's retirement system, and employment security.

Property Tax

Based off of the assessed value of property times the permanent tax rate and are used as the source of monies to pay general obligation debt and core city services.

Proposed Budget

Combines the operating, non-operating and reserve estimated prepared by the Chief Financial Officer, then presented to the Port Commissioners for their review, recommendation and approval.

Resource

Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

Revenue

Income received by the Port in support of a program of services to the local community. It includes such items as property taxes, fees, user charges, grants, interest income, and miscellaneous revenue.

Services and Charges

An expenditure classification that includes professional services, communication, travel, advertising, rentals, leases, insurance, public utility services, and repairs and maintenance.

Supplies

An expenditure classification for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory, resale items, small tools and equipment.

Tax Levy

The total amount of property taxes needed to pay for basic government operations as well as sufficient amounts to pay for principal and interest on voter-approved bond issues.

Tax Rate

The amount of tax levied for each \$1,000 of assessed valuation as determined by the Kitsap County Assessor's office.