

Port of Bremerton 2019 BUDGET



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Cary Bozeman, Commissioner, 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 returned as Port Commissioner in 2016 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. He 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, Commissioner, 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, Commissioner, January 1, 2018 – January 1, 2023

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

Axel Strakeljahn was first elected to the Board of Commissioners in 2012 and was reelected in 2018. Commissioner 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 also actively supports community organizations such as Boys and Girls Club and Habitat for Humanity. The retired 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 has planned for a very progressive year in 2019. As we continue to protect and upgrade the current infrastructure, we will focus primarily on the preparation for growth. This planning for the future will include projects throughout the airport, marinas and industrial park that will benefit the community, current tenants looking to expand, and prospective tenants who have expressed an interest moving to the Port of Bremerton.

At the airport we continue to add amenities that make the airport one of the most convenient and user-friendly small airports for corporate and general aviation markets. Projects for improvements at the airport will include upgraded runway and taxiway lighting and improvements to the front entry of the building. Another significant project will be the site design layout to create shovel ready sites for additional hangar development. Additional investments will go toward the runway safety area, hangar building upgrades, improvements to the diner adjacent to the airport, and the final design of the next expansion phase of Airport-Industrial Way. In 2019, the airport will participate in the Northwest Aviation Conference, the National Business Aircraft Association conference, as well as hosting the annual Fly-In. Airport hangar rentals are currently at full capacity.

The Port marinas are some of the most state-of-the-art marina facilities in Puget Sound. In 2018, the Port Commission considered the efficiencies of using private management for the marina operations. After a series of workshops and input from the Port District citizens, the Port Commission made the decision to maintain control and keep the operations in house. This decision prompted the hire of a Director of Marina Operations to analyze the efficiencies of the operations as well as maintain its reputation for superior customer service. In its efforts to create a more user-friendly service to the boat tenants, the Port will be adding kiosks to both marinas to allow for 24-hour payment capabilities as well as new gate controllers and security cameras to improve safety. The budget also includes funding for the engineering and design of the Port Orchard Marina breakwater, which is expected to be replaced within the next five years. The Port Orchard Marina will also be replacing the existing activity float and all the marina owned facilities will be getting repairs to pilings as needed. Both marinas have shown strong moorage rentals, with both marinas well over 95% occupancy during the summer months.

The Industrial Park currently has over 50 businesses that employ over 2,500 of our Port community. There is currently 100% occupancy and Port Commissioners made the decision to construct a 17,000 sf building to support the demand that the Port is seeing. The Port will also begin site development at three locations in order to increase its shovel-ready property investment. As we continue to improve on the professional design of the industrial park, the Port is planning significant investment in the signage throughout the Park in order to better identify tenant location and create a high end standard throughout the park. There is interest through a current tenant to create a racing and training facility on over 200 acres of Port property. This private investment will not only involve racing facilities, but provide amenities for the local community for various recreational activities which may include a walking track, go-karting, and a concert area. As part of the overall investment, there is interest in the construction of a STEM educational facility which would incorporate training in the automotive, marina and aerospace

industries. Should this project move forward, it will create an entire new opportunity for businesses in the Industrial Park.

Administratively, the Port is focusing on operational efficiencies and improved customer service and will be investing in upgraded data technology to achieve this goal. The ability to administer to three different business sectors in a timely and user-friendly fashion as well as remain in compliance with all state and federal regulations requires an efficient infrastructure. This significant upgrade will allow the Port to continue in that manner.

Within these investments mentioned above lies several underlying components which is the backbone of the Commissioners direction for 2019;

- To be responsible with taxpayer investment
- To continue the vision of job growth and quality of life to the community
- To create a professional looking industrial park
- To be the leader in Industrial Economic Development
- To accommodate needs of current tenants
- To be better prepared for future tenants

To meet these goals requires an aggressive strategy as well as teamwork from all Port employees. With this budget plan for 2019 and the current workforce and leadership at the Port of Bremerton, we hope to accomplish that.

Jim Rothlin
Chief Executive Officer

MISSION

“Prepare For The Future”

2019 Port CEO Directive

- Responsible spending that looks after tax payer's interests through operating efficiencies.
- Take good care of the Port assets.
- Actively make ready to lease and market the Port properties.
- Look for property and/or facility improvements that will generate good jobs.
- Create a professional look for the Olympic View Industrial Business Park.
- Look for opportunities to partner on quality of life enhancements that will benefit the community.
- Accommodate the needs of our current tenants and prepare for the needs of future tenants.

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 adopted the budget, it became 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 MBA
Chief Financial Officer

➔ **Fiscal Management Belief:**

The Port can meet the public requirements through continual systems improvement, automation and innovation.

➔ **Budget Development Process:**

All stakeholders, CEO, COO, CFO, Directors and Commissioners have participated in the 2019 Budget Process.

Each stakeholder has the opportunity and responsibility to address on how to use the Port's resources more efficiently and effectively.

➔ **Budget Oversight/Monitoring:**

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

Property Tax Collection Information for 2019

2018

2017 Levied Amount	\$ 3,685,007
0% Increase	-
New Construction	53,615
Utilities (Est.)	4,161
Refunds	14,527
2018 Levy	\$ 3,757,310

Budget Summary	2019 Final Budget	
Revenue		11,445,301
Use of Net Position (Reserves)		4,642,090
Total Sources	\$	16,087,391
Operating Expense		6,430,084
Capital Expense		9,657,307
Total Uses	\$	16,087,391

Revenues	2019 Final Budget
Airport	493,782
Industrial Parks	1,194,660
Port Orchard Marina	1,544,730
Bremerton Marina	1,055,811
Tax and Grants	7,156,317
Total Revenues	11,445,301

Operation and Maintenance	2019 Final Budget
Airport	1,228,589
Industrial Parks	978,448
Port Orchard Marina	1,880,954
Bremerton Marina	1,225,712
Other Marinas	76,705
General & Administrative	1,039,676
Sub-total O & M Expenses	6,430,084

Capital Projects	2019 Final Budget
Airport	3,631,826
Industrial Parks	3,235,000
Port Orchard Marina	81,000
Bremerton Marina	2,279,000
Other Marinas	-
General & Administrative	430,481
Sub-total Capital Expenses	9,657,307
Total Operating & Capital	16,087,391

2019 Operating Budget Details								
	Airport	Industrial Park	Port Orchard Marina	Bremerton Marina	Other Marinas	General & Administrative	Non-Operating	Totals
OPERATING REVENUES								
Hangars & Tie Downs	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Ground & Space Leases	228,482	1,194,660	-	-	-	-	-	1,423,142
Moorage & Others	-	-	1,089,735	1,055,811	-	-	-	2,145,546
Fuel	9,800	-	454,995	-	-	-	-	464,795
Other	5,500	-	-	-	-	-	-	5,500
TOTAL OPERATING REVENUES	493,782	1,194,660	1,544,730	1,055,811	-	-	-	4,288,984
OPERATING EXPENSES								
Salaries & Benefits	464,687	464,687	709,223	687,695	-	1,201,165	-	3,527,457
General & Administrative	461,665	273,114	539,257	359,418	-	(161,489)	-	1,471,965
Fuel	-	-	413,720	-	-	-	-	413,720
Facilities & Operations	302,237	240,647	218,753	178,599	76,705	-	-	1,016,942
TOTAL OPERATING EXPENSES	1,228,589	978,448	1,880,954	1,225,712	76,705	1,039,676	-	6,430,084
NON-OPERATING								
Taxes	-	-	-	-	-	-	3,757,310	3,757,310
Grants, Bonds, Projects	-	-	-	-	-	-	3,303,659	3,303,659
Investment Interest	-	-	-	-	-	-	95,348	95,348
TOTAL NON-OPERATING	-	-	-	-	-	-	7,156,317	7,156,317
NET INCOME (LOSS)	\$ (734,807)	\$ 216,212	\$ (336,224)	\$ (169,901)	\$ (76,705)	\$ 1,039,676	\$ 7,156,317	\$ 5,015,217

2019 Final Capital Budget Summary								
Number of Projects	Cost Center	2018 Project Budget	2019	2020	2021	2022	2023	6-Year Total
16	Bremerton National Airport	\$ 1,382,655	\$ 3,631,826	\$ 1,380,000	\$ 2,982,500	\$ 3,085,000	\$ 3,110,000	\$ 15,571,981
4	Olympic View Industrial Park	3,125,000	3,235,000	6,697,375	62,500	-	-	13,119,875
5	Port Orchard Marina	290,000	81,000	277,500	6,010,000	4,860,000	53,371	11,571,871
4	Bremerton Marina	100,000	2,279,000	272,500	150,000	150,000	150,000	3,101,500
1	Marinas - Other	5,800	-	6,000	6,000	6,000	6,000	29,800
3	General & Administrative	357,101	430,481	-	-	-	-	787,582
33	Total Dollars for All Projects	\$ 5,260,556	\$ 9,657,307	\$ 8,633,375	\$ 9,211,000	\$ 8,101,000	\$ 3,319,371	\$ 44,182,609

2019 Final Capital Budget Details						
Airport Project	2018 Project Budget	2019	2020	2021	2022	2023
Asphalt Contingency	20,000	50,000	20,000	20,000	20,000	20,000
Airport Diner		295,000				
Replace HIRL Runway 02/20 & MITL Taxi A Signs	250,000	100,000		-	-	-
Hangar Building Envelope & Exterior Upgrades	100,000	50,000	25,000	25,000	70,000	25,000
Runway Safety Area and Sign Project	30,000	110,000				
Airport-Industrial Way Industrial Lots Utility Extension	290,000			-	-	-
Airport - Industrial Way Industrial Pad Engineering	153,645	295,912		-	-	-
Airport Front Entry Landscaping / Improvements (Eng)	54,010	27,364	15,000	15,000	15,000	15,000
New Airport Monument Plus Upgrades		176,750				
MOB Equipment Parking Shelter	75,000	50,000		-	-	-
Upgrade Security Gates	50,000					
Improvements to Playground Area	30,000		15,000			
South Apron Design and Construction	330,000	1,950,000				
45' articulated lift (50% Split w/OVIP)	-			22,500		
Replace Waterline to Terminal Building			100,000			
Hangar Restroom Facility	-		80,000	-	-	-
Sewer Upgrades	-		45,000	-	-	-
Misc. Airport Building Upgrades	-		25,000	25,000	-	-
Aprons North & South- Ramps Rehab/Reconfigure	-		-	215,000	1,980,000	-
Rehab Taxiways in Hangar area					1,000,000	
Replace Boilers (2 Ea) Avian Hangar		83,500				
Convert Ramp Lighting to LED		20,300				
T-Hangars	-		1,000,000	-	-	-
SKIA Utility Planning	-		-	200,000	-	-
Planning - EA or EIS East Side Development	-		-	-	-	750,000
Airport/Ind Road Phase 2 Design (2-2, 2-3)	-	298,000		-	-	-
Airport/Ind Road Phase 2 Construction (2.2,2.3)	-		-	2,460,000	-	2,300,000
Skid Steer Loader		78,000				
Tow Behind Blower		17,000				
Airport Operations SUV						
100LL Truck		30,000				
Vehicle Replacement (Ford Explorer) (50% Share w/OVIP)						
Bobcat Attachments			55,000			
Totals	\$ 1,382,655	\$ 3,631,826	\$ 1,380,000	\$ 2,982,500	\$ 3,085,000	\$ 3,110,000

2019 Final Capital Budget Details						
Industrial Park Project	2018 Project Budget	2019	2020	2021	2022	2023
Road Repairs	40,000	20,000	-	-	-	-
45' articulated lift (50% Split w/APT)	-			22,500		
OVIP Sewer Lift Station Pump & Panel Upgrade	85,000	40,000				
OVIP 2 Roof Replacement	-		85,000	-	-	-
Monument Imp/Business Directory Signs						
RV Park / Dump Station	-		-	40,000	-	-
Replacement Vehicle (Ford Explorer) (50% Share w/Apt)						
New Port Industrial Bldg	3,000,000		-		-	-
Wedge development		1,900,000				
Airport Diner						
Ind Park Economic Contribution Study		25,000				
Wedge Starter Building		750,000				
OVIP 5 (SAFE Boats) Roof		500,000				
OVIP 5 Improvements			6,612,375			
Totals	\$ 3,125,000	\$ 3,235,000	\$ 6,697,375	\$ 62,500	\$ -	\$ -

2019 Final Capital Budget Details						
Port Orchard Marina Project	2018 Project Budget	2019	2020	2021	2022	2023
Pile Coatings Splash Zone Repairs (20 piles/Year)	40,000	56,000	40,000	40,000	40,000	40,000
Resurface & Upgrades A-Dock/Misc Interior/Floatation (Eng)	30,000		30,000	-	250,000	-
North Breakwater (Crack seal/floatation)	140,000		100,000			
East Breakwater (crack repair/floatation)	70,000		50,000			-
North & East Breakwater (Design)(DOC Grant)						
North & East Breakwater Replacement				5,970,000	4,470,000	
F Dock (Crack Repair/Floatation)(Eng)			25,000			
Cameras (6 ea.)(Park Area & Replacements)		10,000				
Gate Controllers		5,000				
Play Area Turf			20,000			
Marina Park Lift Station Upgrade						
Vehicle Replacement (1/2 Ton Pickup) (50% share w/BREM)			12,500	-	-	-
Pump Out Work Boat Kicker Motor	-		-	-	-	13,371
Activity Float Structure Replacement	10,000		-	-	-	-
Afterhours Kiosk/Payment Terminal		10,000				
Mobile Activity Float & Tent	-		-	-	100,000	-
Totals	\$ 290,000	\$ 81,000	\$ 277,500	\$ 6,010,000	\$ 4,860,000	\$ 53,371

2019 Final Capital Budget Details						
Bremerton Marina Project	2018 Project Budget	2019	2020	2021	2022	2023
Pile Coatings Splash Zone Repairs (40 piles/Year)	\$ 100,000	\$ 64,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Washington Ave Parking Lot		\$ 2,200,000				
Vehicle Replacement (1/2 Ton Pickup) 50% Share w/PO			\$ 12,500			
Security Upgrades/ Art Glass Barrier	\$ -		\$ 50,000	\$ -	\$ -	\$ -
Gate Controller		\$ 5,000				
Afterhours kiosk/Payment Terminal		\$ 10,000				
Breakwater Guest Pavilion			\$ 60,000	\$ -	\$ -	\$ -
Totals	\$ 100,000	\$ 2,279,000	\$ 272,500	\$ 150,000	\$ 150,000	\$ 150,000

2019 Final Capital Budget Details						
General and Administrative Project	2018 Project Budget	2019	2020	2021	2022	2023
Admin Space Upgrade	\$ 5,000		\$ -	\$ -	\$ -	\$ -
Software Upgrade & System Expansion	\$ 150,000	\$ 200,000				
Site, Utility, Building Improvements	127,101	127,101	-	-	-	-
Business Development Opportunities	75,000	75,000	-	-	-	-
Vehicle Replacement		28,380				
Totals	\$ 357,101	\$ 430,481	\$ -	\$ -	\$ -	\$ -

Supplemental Information



Planning Calendar For 2019 Budget

July 16 to August 10	August 13 to September 7	September 10 to September 28	September 25 to October 23	November 13 to 21	November 27 to 30
<ul style="list-style-type: none"> • Finance distributes budget worksheets to department directors . • CFO meets department directors to review prior year budgets, and to discuss new operating and capital budgets. • CFO reports CEO the status of budget preparation. 	<ul style="list-style-type: none"> • Finance completes preliminary budget. • Finance distributes preliminary budget to department directors for review and revision. 	<ul style="list-style-type: none"> • Finance reviews feedback from department directors. • Finance provides budget draft for CEO and departmental director' review. 	<ul style="list-style-type: none"> • 9/25, budget work shop. • 10/30 first Preliminary Budget presented (work study session). 	<ul style="list-style-type: none"> • 11/13 second Preliminary Budget Presented (work study session). • 11/14, first Public Hearing Notice (Kitsap Sun). • 11/21, second Public Hearing Notice (Kitsap Sun). 	<ul style="list-style-type: none"> • 11/27 Public Hearing and Final Budget and related Resolutions Approval. • 11/30 Resolutions due to Kitsap County per RCW.

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.