

Special Revenue Funds Overview

Introduction:

Special revenue funds are a category of funds which account for proceeds of specific revenue sources—which are restricted for specific purposes and expenditures. The 2017 budget includes 12 special revenue funds.

Street Fund

Comprised of three main functions:

Street Maintenance—streets/sidewalk maintenance, snow/ice control, etc.

Traffic Maintenance—traffic control devices including signals, street lights

Transportation Benefit District (TBD) - acquiring, constructing, improving, providing and funding transportation improvements.

Funding for the street program comes from a combination of fuel taxes, parking taxes, charges to other departments and governmental agencies for services provided, and transfers from the General Fund. TBD funding comes from a \$20 vehicle tab fee which is designated for the sole purpose of TBD transportation improvements.

Contingency Reserve

This fund was established to protect the City's General Fund in the event of unforeseen and unfunded emergency requirements. By City ordinance, all proceeds from the sale of general government property is to be deposited into the Contingency Reserve Fund.

Lodging Tax Fund

Established for the collection and expenditure of lodging taxes which are to be used for stadium facilities, convention center facilities, performing arts facilities, visual arts centers, and the promotion of tourism.

Parking System

Used to account for the revenues and expenditures for the entire City's parking facilities and lots; including the City's 4th & Washington parking garage, Conference Center parking garage, Park Ave Plaza garage, Fifth and Park lot, and the Craven lots, along with all metered on-street parking in the City and all fees collected from parking violations.

Community Development Block Grant

Provides 1) administration of federal Community Development Block Grant (CDBG) and Home programs, and 2) establishment and implementation of housing projects using federal, state, and private funds.

Abatement Revolving Fund

Established as a source of funding for carrying out repair, demolition, or removal of conditions which are subject to abatement under the City's building, fire, zoning, and nuisance ordinances.

Special Revenue Funds Overview

Police Special Projects

Created to account for monies and proceeds from the sale of property seized during drug investigations and forfeited pursuant to state and federal law. These restricted funds can be used for special operations/drug enforcement.

Public Access Television (BKAT)

Accounts for revenues and expenditures of the Public, Education, and Government (PEG) channel which provides public access television service to the citizens of Kitsap County through franchise agreements with local cable providers. Revenue sources come from a combination of PEG fees collected by the cable providers, cable franchise fees, service contract fees with other governmental entities, and a variety of charges for services for production assistance and equipment usage.

Gift and Donation Fund

Established for the purpose of accepting gifts and donations on behalf of all departments of the City.

Trial Improvement Fund

In 2005 the legislature passed SB5454 for the expressed purpose of providing relief to cities who have courts of limited jurisdiction, as well as district and state courts. Each city that has an elected municipal court judge that is compensated at 95% but not more than 100% of the district court judge salary will receive an annual

distribution. Each city for which the state contributes to the municipal court judge's salary is required to create a trial court improvement account. This account must be funded in an amount equal to the state's contribution and must be appropriated by the City Council to fund improvements to court staffing, programs, facilities, and services.

One Percent for the Arts

Bremerton City Council established a One Percent (1%) for the Arts Program for designated city funded capital projects by Ordinance No. 4940. The Council action established this fund to account for the pool of appropriated funds and donations that are accumulated in accordance with the ordinance.

Conference Center Fund

This fund was established to account for revenues and expenditures related to the operation, maintenance, security, and capital improvements to the Conference Center complex. Revenues are provided by Conference Center charges for services, as well as a lodging tax allocation.

Special Revenue Funds Overview

Total Special Revenue Funds				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
FTE positions	15.87	17.49	18.37	19.84
Revenues				
Taxes	\$981,290	\$1,155,760	\$1,511,922	\$1,765,000
Licenses & permits	281,595	289,791	285,000	293,200
Intergovernmental	1,780,385	1,637,354	1,511,103	1,279,020
Charges for services	1,907,893	1,944,815	1,579,639	1,755,227
Fines & forfeits	337,283	324,900	235,000	290,000
Other revenue	3,337,977	2,686,627	3,496,528	2,707,578
Debt proceeds	0	0	0	0
Total revenue	8,626,423	8,039,247	8,619,192	8,090,025
Expenditures				
Personnel	1,477,665	1,538,370	1,709,800	1,794,590
Supplies, services & taxes	5,123,069	4,944,447	5,595,711	5,296,144
Capital expenditures	81,525	284,044	550,500	380,000
Debt service	475,007	482,886	494,908	535,685
Transfers	533,441	523,107	457,316	325,000
Total expenditures	7,690,707	7,772,854	8,808,235	8,331,419
Revenues over(under) expenditures	935,716	266,393	-189,043	-241,394
Beginning fund balance	2,988,406	3,924,122	4,190,515	4,436,108
Ending fund balance	\$3,924,122	\$4,190,515	\$4,001,472	\$4,194,714
Fund totals - Expenditures only				
Street	3,122,294	2,842,065	2,484,189	2,531,827
Street - Transportation Benefit District	0	0	683,000	505,000
Contingency Reserve	0	0	0	0
Lodging Tax	376,000	398,000	435,000	529,200
Parking System	1,339,729	1,406,386	1,713,526	1,632,072
Comm. Dev. Block Grant	666,584	706,419	715,544	474,883
Abatement	46,549	85,040	153,500	153,500
Police Special Projects	308,980	424,823	371,317	198,500
Public Access Television	297,712	358,258	605,004	509,072
Donations	6,709	87,633	5,500	3,200
Trial Improvement	3,009	6,004	55,000	24,200
One Percent for Arts	653	935	15,000	18,000
Conference Center	1,522,488	1,457,291	1,571,655	1,751,965
Total Special Revenue Funds	\$7,690,707	\$7,772,854	\$8,808,235	\$8,331,419

Street Fund

Special Revenue Fund

Summary:

This fund is a subdivision within the Public Works and Utilities Department and is comprised of three divisions:

Traffic Maintenance—traffic control devices.

Street Maintenance —streets/sidewalk maintenance, snow/ice control, etc.

Street Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
FTE positions	11.60	12.22	13.02	14.36
Revenues				
Taxes	\$547,288	\$626,078	\$590,000	\$680,000
Licenses & permits	0	0	0	0
Intergovernmental	1,141,686	959,943	860,000	844,020
Charges for services	564,033	511,123	57,376	88,300
Fines & forfeits	0	0	0	0
Other revenue	1,155,527	724,348	974,100	911,145
Debt proceeds	0	0	0	0
Total revenue	3,408,534	2,821,492	2,481,476	2,523,465
Expenditures				
Personnel	1,110,244	1,105,057	1,170,900	1,262,390
Supplies, services & taxes	1,951,796	1,520,629	1,272,973	1,204,437
Capital expenditures	60,254	216,379	35,500	65,000
Debt service	0	0	0	0
Transfers & Other	0	0	4,816	0
Total expenditures	3,122,294	2,842,065	2,484,189	2,531,827
Revenues over(under) expenditures	286,240	-20,573	-2,713	-8,362
Beginning fund balance	236,352	522,592	502,019	538,583
Ending fund balance	\$522,592	\$502,019	\$499,306	\$530,221

2017 Budget Highlights:

Programs budgeted for 2017 include:

- LED Street Lights
- Sidewalk Revolving Program
- Sidewalk Weed Abatement Program
- Wayfinding Sign Program
- Freshen up Street Markings
- Asphalt Patching Program

2017 Capital Considerations:

- The budget includes funding to purchase the following capital equipment:
 - Mini excavator, \$15,000
 - Signal cabinets, \$50,000

2016 Accomplishments:

- Initiated (nearly complete) the ADA Transition Plan, and begin the self-evaluation.
- Freshened street markings city-wide.
- Updated Transportation Element and Transportation Appendix to the City's Comprehensive Plan.
- Began update to Street standards.
- Transitioned from Cartegraph to GIS First Response Work Order System.

2017 Goals:

- Zero lost-time accidents.
- Maintain current levels of service.
- Continue street marking emphasis, focusing on application of thermoplastic material at arterial intersections.
- Continue GIS Street tree inventory.
- Continue partnership with Parks Department for Gateway and Harborside Maintenance.
- Utilize work order system to respond to customer service requests.
- Begin GIS inventory on Street signs and roadway structures.

Transportation Benefit District Funding

Street Fund

Summary:

The Transportation Benefit District was originally established in 2009 as an independent taxing district created for the sole purpose of acquiring, constructing, improving, providing and funding transportation improvements within the district. Bremerton's TBD board voted and approved a \$20 vehicle tab fee with the assessment starting in July of 2012.

In March of 2016, the City Council held a public hearing to consider an ordinance to authorize the City to assume the rights, powers, functions, and obligations of the City of Bremerton Transportation Benefit District. Ordinance No. 5297 was passed and Chapter 11.25 of the Bremerton Municipal Code was amended as such. The TBD is a separate department within the Street Fund.

Transportation Benefit District				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$406,922	\$480,000
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	0	0	0
Fines & forfeits	0	0	0	0
Other revenue	0	0	476,150	1,500
Debt proceeds	0	0	0	0
Total revenue	0	0	883,072	481,500
Expenditures				
Personnel	0	0	85,000	50,000
Supplies, services & taxes	0	0	275,000	325,000
Capital expenditures	0	0	215,000	130,000
Debt service	0	0	0	0
Transfers & Other	0	0	108,000	0
Total expenditures	0	0	683,000	505,000
Revenues over(under) expenditures	0	0	200,072	-23,500
Beginning fund balance	0	0	0	447,646
Ending fund balance	\$0	\$0	\$200,072	\$424,146

2017 Budget Highlights:

- Focus resources primarily on arterial streets.
- Work categories:
 - In-house: raised pavement markings; large area grind/patch; crack seal.
 - Contracted/Inter-local: small overlay projects; chip seal; hot-applied street markings; paint striping.
 - Transfer to Transportation Capital fund for ADA ramp work and partnership projects.

2017 Capital Considerations:

- The budget includes \$130,000 for roadway and sidewalk capital improvements.

2016 Accomplishments:

- No lost times accidents
- Warren Ave / Wheaton Way ADA Ramps
- Freshened street markings city-wide, thermoplastic and striping.
- Riddell Road Grind, Patch and overlay
- Installation of Tracyton guardrail
- Provided funding for Austin Drive paving project.

2017 Goals:

- Zero lost time accidents
- Continue street marking emphasis, focusing on application of thermoplastic material at arterial intersections.
- Complete 2017 TBD projects.

Contingency Reserve

Special Revenue Fund

Summary:

The Contingency Reserve fund is a special revenue fund that was established to protect the City's General Fund in the event of unforeseen and unfunded emergency requirements. The target minimum fund balance to be maintained fluctuates with the City's annual total assessed value. For 2018, the target amount has increased to \$1,030,578. In addition, all proceeds from all General Fund real property shall be deposited into this fund.

Contingency Reserve Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	0	0	0
Fines & forfeits	0	0	0	0
Transfers & Other	212,845	52,364	209,073	90,883
Debt proceeds	0	0	0	0
Total revenue	212,845	52,364	209,073	90,883
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	0	0	0	0
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total expenditures	0	0	0	0
Revenues over(under) expenditures	212,845	52,364	209,073	90,883
Beginning fund balance	464,496	677,341	729,705	939,695
Ending fund balance	\$677,341	\$729,705	\$938,778	\$1,030,578

2017 Budget Highlights:

- There are no expenditures budgeted for 2017.
- The budget includes a \$85,883 transfer-in from the General Fund.

2017 Capital Considerations:

- There are no capital funds budgeted in 2017.

2016 Accomplishments:

- Reserve levels were brought up to the maximum allowable amount of 37.5 cents per thousand dollars of assessed valuation of property within the City. For 2016, that amount was \$938,778.

2017 Goals:

- Maintain 2017 reserve balance at the maximum allowable amount of \$1,037,578.

Lodging Tax Fund

Special Revenue Fund

Summary:

The Lodging Tax Fund is a special revenue fund that was established for the collection and expenditure of Lodging Taxes as provided under Chapter 67.28.180 RCW. These funds may be used for stadium facilities, convention center facilities, performing arts facilities, visual arts centers and the promotion of tourism.

Lodging Tax Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$434,002	\$529,682	\$515,000	\$605,000
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	0	0	0
Fines & forfeits	0	0	0	0
Other revenue	236	569	800	2,000
Debt proceeds	0	0	0	0
Total revenue	434,238	530,251	515,800	607,000
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	221,000	243,000	280,000	374,200
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	155,000	155,000	155,000	155,000
Total expenditures	376,000	398,000	435,000	529,200
Revenues over(under) expenditures	58,238	132,251	80,800	77,800
Beginning fund balance	143,122	201,360	333,611	500,611
Ending fund balance	\$201,360	\$333,611	\$414,411	\$578,411

2017 Budget Highlights:

Funding allocations for 2017 are as follows:

• Bremerton Symphony Association	\$ 25,000
• Kitsap County Historical Society	\$ 21,000
• West Sound Arts & Music Association	\$ 5,000
• Bremerton Historic Ships	\$ 55,000
• Bremerton Chamber of Commerce	\$ 25,000
• Kitsap Admirals	\$ 15,000
• Valentinetti Puppet Museum	\$ 5,200
• Peninsula Film Festival	\$ 15,000
• Broad Humor Festival	\$ 8,000
• Kitsap Entrepreneurial Center	\$ 12,000
• Visit Kitsap Peninsula	\$ 18,000
• WA State Science & Engineering Fair	\$ 20,000
• Admiral Theatre	\$150,000
• Kitsap Conference Center	<u>\$155,000</u>
	\$529,200

2017 Capital Considerations:

- There are no capital dollars budgeted in 2017.

2016 Accomplishments:

- Recipients of funds complied with State reporting requirements
- Recipients of funds have improved collaboration to leverage marketing efforts
- Tourism has continued to generate revenue in Bremerton and Kitsap County

2017 Goals:

- Advisory committee will continue to review marketing approaches and rate of return on allocations.
- Staff will continue to align application and process with other jurisdictions.
- Staff will also provide updates on any changes made to RCW 67.28.

Parking System Operating

Special Revenue Fund

Summary:

The Parking System Operating fund was established as a special revenue fund to account for the receipt of revenues and expenditures for all of the City's parking facilities and lots comprised of City 4th & Washington parking garage, Conference Center parking garage, Park Ave Plaza garage, Fifth & Park lot and the Craven lots, all metered on-street parking

in the City, and all fees collected from parking violations. The funds are used to pay for the contract for parking enforcement services and maintenance, management and security services for the City's parking garages and other related costs of operating the parking system.

Parking System Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	0	0	0
Fines & forfeits	175,149	202,579	195,000	250,000
Other revenue	1,207,945	1,345,825	1,416,100	1,353,900
Debt proceeds	0	0	0	0
Total revenue	1,383,094	1,548,404	1,611,100	1,603,900
Expenditures				
Personnel	0	12,694	0	0
Supplies, services & taxes	779,722	795,161	1,048,718	934,165
Capital expenditures	0	15,345	0	25,000
Debt service	475,007	481,686	492,308	502,907
Transfers	85,000	101,500	172,500	170,000
Total expenditures	1,339,729	1,406,386	1,713,526	1,632,072
Revenues over(under) expenditures	43,365	142,018	-102,426	-28,172
Beginning fund balance	283,059	326,424	468,442	235,048
Ending fund balance	\$326,424	\$468,442	\$366,016	\$206,876

2017 Budget Highlights:

- Conservative revenue projections to take into account the system is operating at full occupancy during peak hours.
- Maintain recent contribution to Debt Service.

2017 Capital Considerations:

- \$25,000 for Parking Lot Lighting. Install light fixtures at surface lot 98 to enhance safety, augment enforcement patrols and to protect City assets at these lots. Includes electrical service, power meter, conduit, lighting panel and pole lights.

2016 Accomplishments:

- Negotiated three year parking enforcement contract resulting in increased patrol hours and customer service.
- Initiated a comprehensive Parking Study which will review capacity, needs, and financial sustainability. Goal is for recommendations on best management practices for the demand on the system.
- Implemented Downtown Residential Parking Pass.

2017 Goals:

- Complete Parking Study and present recommendations to City Council.
- Implement parking policies approved by City Council.

Community Development Block Grant

Special Revenue Fund

Summary:

The City receives three types of annual funding from the US Department of Housing and Urban Development (HUD):

Continuum of Care

Funds to serve homeless individuals suffering from substance abuse, mental illness, or both.

Community Development Block Grant

For capital projects in the target area, weatherization, and city-wide economic development job training program.

The City also maintains a portfolio of loans made to low income homeowners at subsidized interest rates.

HOME

Funds for affordable housing

Community Development Block Grant Fund

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
FTE positions	1.00	1.00	1.00	1.00
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	610,570	655,557	633,103	415,000
Charges for services	61,116	52,945	50,000	51,000
Fines & forfeits	0	0	0	0
Other revenue	36,058	38,544	60,000	64,150
Debt proceeds	0	0	0	0
Total revenue	707,744	747,046	743,103	530,150
Expenditures				
Personnel	117,869	119,843	123,600	132,600
Supplies, services & taxes	366,309	434,969	574,944	342,283
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	182,406	151,607	17,000	0
Total expenditures	666,584	706,419	715,544	474,883
Revenues over(under) expenditures	41,160	40,627	27,559	55,267
Beginning fund balance	268,942	310,102	350,729	399,875
Ending fund balance	\$310,102	\$350,729	\$378,288	\$455,142

2017 Budget Highlights:

- 2017 funding has increased related to prior year funding, however, funding levels overall are historically low, especially since 2012.
- For 2017, the General Fund will provide a match of \$60,000 to help cover administrative costs.
- Staff is carrying out a Coordinated Grant Application with Kitsap County Block Grant and the KRCC for use of HOME and Homeless Housing Grant funds, but is running an independent grant process for CDBG funds.
- City of Bremerton is completing a grant transfer of its Continuum of Care grant to Agape Unlimited. The City currently serves as a pass-through.
- 2017 Capital Considerations—Target Area Projects:
 - Weatherization and minor home repair for home ownership housing, anticipated \$32,000.
 - Revitalization of neighborhoods to create affordable housing, anticipated \$250,000.

2017 Capital Considerations:

Two projects will be funded with Capital when HUD awarded contracts are finalized. Those projects are as follows:

- Target Area Weatherization and Minor Home Repair for Homeownership Housing.
- Capital Projects in the target area to revitalize neighborhoods to create affordable housing.

2016 Accomplishments:

- Block Grant has an approved Neighborhood Revitalization Strategy Area which will decrease reporting burdens on sub recipients and allow for a greater flexibility for use of funds for housing and economic development.
- City Block Grant successfully implemented its first year CDBG program independent of the Consolidated Grant Program with Kitsap County.
- City of Bremerton successfully adopted a 2016-2020 Consolidated Plan detailing the proposed uses of funds for the upcoming program years.
- Block Grant funded many projects serving the community's low income population, such as:
 - Weatherization Services
 - West Hills STEM preschool construction
 - Homeownership program Built in Bremerton, which includes rehab of neglected property.
 - BEST program, a business education program for small entrepreneurs
- Block Grant funded two Low Moderate Area Benefit Capital projects in the downtown core: Façade improvements and building repairs on 4th street.

2017 Goals:

- Block Grant will continue to carry out its targeted approach to CDBG allocations.
- Block Grant staff will evaluate its loan portfolio funded with CDBG and HOME funds.
- Block Grant staff will conduct research and explore the possibility of creating a home repair loan program.
- Block Grant staff will work with HUD for Technical Assistance to create a feasibility study to implement a Section 108 program.

Abatement Revolving

Special Revenue Fund

Summary:

This fund was established as a source of funding for carrying out repair, demolition or removal of conditions which are subject to abatement under the City's building, fire, zoning, and nuisance ordinances. Sources of funds include all collections under abatement proceedings, fines and penalties levied by the City's administrative hearing examiner, interest earnings, and periodic transfers from the General Fund.

Abatement Revolving Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	20,139	0	0	0
Fines & forfeits	136,987	99,428	25,000	25,000
Other revenue	1,541	1,380	1,000	2,000
Debt proceeds	0	0	0	0
Total revenue	158,667	100,808	26,000	27,000
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	46,549	40	153,500	153,500
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	85,000	0	0
Total expenditures	46,549	85,040	153,500	153,500
Revenues over(under) expenditures	112,118	15,768	-127,500	-126,500
Beginning fund balance	261,563	373,681	389,449	268,107
Ending fund balance	\$373,681	\$389,449	\$261,949	\$141,607

2017 Budget Highlights:

- Efficiently facilitate the resolution of land use complaints.
- Evaluate public nuisance and dangerous properties for abatement action.

2017 Capital Considerations:

- There are no capital expenditures budgeted in 2017.

2016 Accomplishments:

- Responded to 635 citizen complaints (through August).
- Continued implementing the Vacant and Abandoned Property Ordinance and Registration program.
- Prepared and/or conducted 54 Hearing Examiner Hearings (through August).
- Collected \$26k+ in fines and penalties through August; more expected before the end of 2016.
- Issued 36 vouchers for free disposal of debris at Olympic View Sanitary Landfill.

2017 Goals:

- Continue to support neighborhood cleanup efforts.
- Continued implementation of the Vacant and Abandoned Property Ordinance and the Rental Property Registration Program.
- Continued abatement of public nuisances and dangerous properties.
- Pursue resolution of Washington State Supreme Court ruling in *Jordan v. Nationstar*.

Police Special Projects

Special Revenue Fund

Summary:

This fund was created to account for monies and proceeds from the sale of property seized during drug investigations and forfeited pursuant to state and federal law. This fund has also been established for the purpose of accumulating funds for expansion and improvement of law enforcement services.

Police Special Projects Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	0	0	0
Fines & forfeits	25,147	22,893	15,000	15,000
Other revenue	323,959	246,139	53,500	28,000
Debt proceeds	0	0	0	0
Total revenue	349,106	269,032	68,500	43,000
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	287,709	424,823	281,317	108,500
Capital expenditures	21,271	0	90,000	90,000
Debt service	0	0	0	0
Transfers	0	0	0	0
Total expenditures	308,980	424,823	371,317	198,500
Revenues over(under) expenditures	40,126	-155,791	-302,817	-155,500
Beginning fund balance	613,409	653,535	497,744	349,209
Ending fund balance	\$653,535	\$497,744	\$194,927	\$193,709

2017 Budget Highlights:

- The Police Special Projects Fund contains funds that have been seized during narcotics investigations and subsequently forfeited to the City under authority of R.C.W. 69.50.505. State law places restriction on how these seized funds may be spent.

2017 Capital Considerations:

- The capital budget includes funding for the optional replacement of several undercover vehicles.

2016 Accomplishments:

- \$100,000 transferred to General Fund to support personnel costs.
- Funded undercover programs and drug operations.

2017 Goals:

- Fund undercover programs and drug operations.

Bremerton Kitsap Access Television

Special Revenue Fund

Summary:

BKAT is a Public, Education and Government (PEG) channel provided to the citizens of Kitsap County through franchise agreements with local cable providers. BKAT provides PEG programming on the cable system in the City of Bremerton and Kitsap County. Additionally, BKAT provides training to the public in television production.

Bremerton Kitsap Access Television				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
FTE positions	3.27	4.27	4.35	4.48
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	281,595	289,791	285,000	293,200
Intergovernmental	0	0	0	0
Charges for services	121,361	111,738	111,933	112,535
Fines & forfeits	0	0	0	0
Other revenue	67,005	71,969	72,455	65,400
Debt proceeds	0	0	0	0
Total revenue	469,961	473,498	469,388	471,135
Expenditures				
Personnel	249,552	300,066	330,300	349,600
Supplies, services & taxes	48,160	58,192	109,704	89,472
Capital expenditures	0	0	165,000	70,000
Debt service	0	0	0	0
Transfers	0	0	0	0
Total expenditures	297,712	358,258	605,004	509,072
Revenues over(under) expenditures	172,249	115,240	-135,616	-37,937
Beginning fund balance	310,073	482,322	597,562	507,633
Ending fund balance	\$482,322	\$597,562	\$461,946	\$469,696

2017 Budget Highlights:

- Budget reflects an increase in regular part-time help of .13 FTE.
- Franchise Fees and PEG Fees will from Century Link are anticipated in 2017.

2017 Capital Considerations:

- \$70,000 in production equipment upgrades are budgeted for 2017.

2016 Accomplishments:

- New cameras and control room equipment purchased and installed in the Government Center.
- BKAT building (outside) received much needed attention from Kitsap County by painting the outside of the Building.
- BKAT purchased a new sign and paid for landscaping to clean up.
- BKAT launched their Facebook presence.
- Staff will attend the National Assn of Telecommunications Officers and Advisors Conference. There are numerous sessions that will benefit Franchise negotiations and technology.
- Production Administrator is enrolled in Leadership Kitsap (Class of 2017).

2017 Goals:

- Work with our Mayor and Department Heads to use BKAT as their communication tool.
- Continue to support Kitsap County's efforts on BKAT programming outside of Government Meetings.
- Upgrade equipment for BKAT productions.
- Look into costs and viability of "close captioning" the channel to prepare for FCC regulations that might impact public access TV channels.
- Succession planning for BKAT continues; the Public Access Manager will retire in October, 2017. We are starting to think and plan for her departure.

Gift and Donation

Special Revenue Fund

Summary:

This fund was established as an expendable trust fund for the purpose of accepting gifts and donations on behalf of all departments of the City as authorized by RCW 35.21.100.

This fund shall receive donations, memorials, bequests and other contributions made to the City by citizens and organizations.

Gift & Donations Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	1,040	0	0
Fines & forfeits	0	0	0	0
Other revenue	56,268	9,235	4,250	2,000
Debt proceeds	0	0	0	0
Total revenue	56,268	10,275	4,250	2,000
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	6,709	5,313	5,500	3,200
Capital expenditures	0	52,320	0	0
Debt service	0	0	0	0
Transfers	0	30,000	0	0
Total expenditures	6,709	87,633	5,500	3,200
Revenues over(under) expenditures	49,559	-77,358	-1,250	-1,200
Beginning fund balance	81,923	131,482	54,124	55,210
Ending fund balance	\$131,482	\$54,124	\$52,874	\$54,010

Trial Improvement Fund

Special Revenue Fund

Summary:

The Trial Improvement Fund is dedicated solely to fund improvements to the municipal court's staffing, programs, facilities, or services.

ninety-five percent, but not more than one hundred percent, of a district court judge receive an apportionment from the State Administrator for the Courts for court improvements.

Municipalities with an elected judge who is compensated at a rate equivalent to at least

Trial Improvement Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	28,129	21,854	18,000	20,000
Charges for services	0	0	0	0
Fines & forfeits	0	0	0	0
Other revenue	311	345	300	300
Debt proceeds	0	0	0	0
Total revenue	28,440	22,199	18,300	20,300
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	3,009	6,004	10,000	24,200
Capital expenditures	0	0	45,000	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total expenditures	3,009	6,004	55,000	24,200
Revenues over(under) expenditures	25,431	16,195	-36,700	-3,900
Beginning fund balance	56,379	81,810	98,005	63,571
Ending fund balance	\$81,810	\$98,005	\$61,305	\$59,671

2017 Budget Highlights:

Electronic Case Management Upgrades:

- In 2016, the Court purchased a new electronic case management system. In 2017, we anticipate purchasing more programs and equipment to enhance the system.
- The budget also includes monthly fees for maintaining the program out of Trial Court Improvement Fund.

2017 Capital Considerations:

- No capital considerations are planned for 2017.

2016 Accomplishments:

- The video court system has been upgraded.
- The new Electronic Case Management system (OCourt) has been purchased. We have implemented the scheduling piece and are currently working on the electronic documents piece.

2017 Goals:

- We hope to be fully onboard with paperless files by the beginning of 2017. Our goal is to have all of our existing paper files scanned by the end of 2017.
- The last piece of the new system is paperless files. We will require assistance from the IT department to get this in place as well as help from an outside vendor for any items IT is unable to assist with.

One Percent For Arts

Special Revenue Fund

Summary:

One percent of the costs related to the eligible new construction of City projects (generally exclusive of utilities, equipment purchases and roadways) are dedicated to public art.

The program is administered by the Arts Commission supported by the Department of Community Development.

One Percent For Arts Fund

	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	0	0	8,900	9,500
Fines & forfeits	0	0	0	0
Other revenue	174	184	300	300
Debt proceeds	0	0	0	0
Total revenue	174	184	9,200	9,800
Expenditures				
Personnel	0	0	0	0
Supplies, services & taxes	653	935	15,000	18,000
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total expenditures	653	935	15,000	18,000
Revenues over(under) expenditures	-479	-751	-5,800	-8,200
Beginning fund balance	51,906	51,427	50,676	43,476
Ending fund balance	\$51,427	\$50,676	\$44,876	\$35,276

2017 Budget Highlights:

- Solicit, select and purchase art for two utility cabinet wraps.
- Refurbish the sculpture “Constellations” at Evergreen Rotary Park.
- Complete Washington Avenue Deco Wall Project.

2017 Capital Considerations:

- There are no capital considerations budgeted for 2017.

2016 Accomplishments:

- Developed informational materials for the Arts Commission i.e.
 - New Commissioner welcome letter
 - Mural painting recommendation document
 - Public Support document
 - Sponsorship materials for wraps
- Completed installation of two Utility Cabinet Wraps.
- Continued to update the Arts Commission’s Website with current information.
- Selected 16 pieces of art to be installed on the new ferry Chimacum.
- Used Liquid Files to collect art submissions from artists to help simplify the process.

2017 Goals:

- Select Art (ongoing) and install two Utility Cabinet Wraps.
- Identify, Purchase and Install a piece of Public Art outside of the Downtown area as identified in the Art Commission Master Plan.
- Continue development of Marketing Plan and Informational Materials for the Art Commission.
- Seek sponsorships for Utility Cabinet wraps.
- Continue to maintain current public art.
- Preserve the art deco wall on Washington Avenue.
- Support the communities art endeavors through networking, expertise and public appearances.

Conference Center

Special Revenue Fund

Summary:

This special revenue fund was established to account for and fund the contracted operations of the Kitsap Conference Center at Bremerton Harborside as well as the maintenance and improvements to the Harborside facility.

Conference Center & Plaza Fund				
	Actual 2014	Actual 2015	Budget 2016	Budget 2017
Revenues				
Taxes	\$0	\$0	\$0	\$0
Licenses & permits	0	0	0	0
Intergovernmental	0	0	0	0
Charges for services	1,141,244	1,267,969	1,351,430	1,493,892
Fines & forfeits	0	0	0	0
Other revenue	276,108	195,725	228,500	186,000
Debt proceeds	0	0	0	0
Total revenue	1,417,352	1,463,694	1,579,930	1,679,892
Expenditures				
Personnel	0	710	0	0
Supplies, services & taxes	1,411,453	1,455,381	1,569,055	1,719,187
Capital expenditures	0	0	0	0
Debt service	0	1,200	2,600	32,778
Transfers	111,035	0	0	0
Total expenditures	1,522,488	1,457,291	1,571,655	1,751,965
Revenues over(under) expenditures	-105,136	6,403	8,275	-72,073
Beginning fund balance	217,182	112,046	118,449	87,444
Ending fund balance	\$112,046	\$118,449	\$126,724	\$15,371

2017 Budget Highlights:

- Budget projects a 1% increase in revenue over 2016 and increase growth to corporate market by offering break-out spaces.
- Increased expense in labor for added Sales Manager to increase revenue.
- Increased focus on new business development by data mining and planning quarterly sales blitz.
- Increased Social Media presence, increased email marketing and 3rd party advertising.

2017 Capital Considerations:

- There are no capital items budgeted for 2017.

2016 Accomplishments:

- We are forecasting that year end will be \$1,285,518. This exceeds 2015 by \$12,000, an 1% increase in revenue.
- We have welcomed 29,940 guests during the past 12 months.
- Guest experience scores show that 97.6% of our clients give us an “exceptional” rating.
- The 8th Annual Kitsap Wine Festival attracted 766 guests and 28 wineries and 10 local restaurants raising over \$58,350 for Harrison Medical Center Foundation.
- Current bookings for 2016 are pacing significantly ahead of the same period last year.
- Top revenue sources were associations/nonprofit sector and corporate events constituting 61% of our annual business.

2017 Goals:

- Achieve an economic impact on the region of \$2,607,939 and welcome 28,919 guests to KCCBH.
- Earn a 97% or above guest experience score.
- Focus on securing new business. Strengthen our Sales Team for Q3 and Q4 with addition of a Sales Manager.
- Continue strong presence in community organizations that are beneficial to Conference Center success.
- Promote KCCBH and Harborside Fountain Park as a wedding destination utilizing partnership with Visit Kitsap.
- Creation of new menu with Pacific NW flavors.
- Improve upsell techniques and increase repeat bookings.
- Continue to promote military discounts with PSNS and per diem government rates.
- Continue to work with strategic partners to provide complete packages for our clients.