

General Fund Overview

Introduction:

The General Fund is the principal governmental fund of the City and is used to account for all revenues and expenditures which are not accounted for in any other fund. The majority of General Fund revenue come from property taxes, sales taxes, business and occupation taxes, utility

taxes, federal and state grants, fines, and charges for services. These resources pay for police, fire, parks, municipal court, police and fire pension, community development, economic development, government facilities, and administration.

General Fund

	Actual <u>2015</u>	Actual <u>2016</u>	Actual <u>2017</u>	Actual <u>2018</u>	Budget <u>2019</u>	Budget <u>2020</u>
Taxes	\$28,610,613	\$30,082,636	\$30,926,610	\$32,212,881	\$32,795,452	\$33,933,057
Licenses & Permits	1,149,596	1,204,323	1,172,596	1,397,726	1,160,050	1,283,950
Intergovernmental	1,314,869	1,160,750	1,245,194	1,746,597	2,105,146	2,729,338
Charges for Services	5,010,982	5,034,048	5,443,913	5,646,210	5,599,169	6,197,307
Fines & Forfeits	1,052,304	1,195,740	1,093,946	1,206,713	1,117,250	1,196,400
Other Revenue	692,534	262,619	1,688,459	609,372	747,155	643,610
Total	\$37,830,898	\$38,940,116	\$41,570,718	\$42,819,499	\$43,524,222	\$45,983,662

Overview

Budgeted General Fund revenue for 2020 incorporates anticipated increases in all revenue categories with the exception of transfers-in. Capital and major maintenance projects are supported by a transfer from the General Government Capital Improvement Fund (REET) and in 2020 that transfer is reduced by \$166k.

Overall tax revenue, the largest revenue source in the General Fund, is budgeted to increase by \$1.1 million and all other categories combined are budgeted to increase by \$1.3 million.

Though the combined General Fund Revenue has increased by over \$2.46 million, it is important to note that many of these revenue sources are economically driven and a conservative spending approach is recommended in order to provide important services to our citizens when cash flows are impacted by changes in economic activity.

Property Tax

The City's property tax is levied based on the assessed property value from the previous year, as determined by the Kitsap County Assessor. Annually the City Council sets the property tax

General Fund Overview

levy as part of the annual budget process. The levy limit applied to the highest allowed levy is the lesser of 1% or the IPD for tax districts with a population greater than 10,000. For this year, the IPD 1.396% and therefore the budget includes a levy increase of 1%. The budgeted property tax revenue (including refunds, canceled taxes and supplements) is \$7,784,400.

fifty cents (\$0.50) per thousand dollars (\$1,000) of assessed valuation, (including delinquencies) is budgeted at \$1,982,500. The levy was approved by the voters in November 2019. The following tables recap the City's recent property tax levy information along with 2020 estimates. Property tax dollars are allocated among the state and six taxing districts.

In addition, the EMS tax levy rate increased to

Historical City Assessed Valuation, Property Taxes Levied, and Property Tax Rates - City of Bremerton - 2015 - 2020

Year	Assessed Valuation	Regular		Emergency Medical Services		City Bonds		Total	
		Amount	Per \$1,000	Amount	Per \$1,000	Amount	Per \$1,000	Amount	Per \$1,000
2020	4,005,062,409	7,863,023	1.96	1,348,528	0.50	1,450,000	0.36	10,661,551	2.82
2019	3,603,403,693	7,619,234	2.11	1,306,777	0.37	1,256,119	0.35	10,182,130	2.83
2018	3,073,499,584	7,411,130	2.41	1,360,288	0.45	1,271,042	0.41	10,042,460	3.27
2017	2,736,605,137	7,206,473	2.63	1,235,903	0.45	1,312,110	0.48	9,754,486	3.56
2016	2,503,409,559	7,085,163	2.83	1,215,901	0.49	1,427,025	0.57	9,728,089	3.89
2015	2,354,542,747	6,935,409	2.95	1,177,271	0.50	902,387	0.39	9,015,067	3.83

Note: 2020 are estimates

Historical Ad Valorem Property Tax Rates in the City of Bremerton 2015 - 2020

(Rates in Dollars per \$1,000 of Assessed Valuation)

Collection Year	Total City of Bremerton					Other Government Agencies							Total	
	City		Emergency			School								
	General Fund	City Bonds	Medical Services	Total	Percent	Wash State	Kitsap County	Port of Bremerton	District No. 100	PUD	Regional Library	Total		Percent
2020	\$1.96	\$0.36	\$0.50	\$2.82	22.2%	\$3.02	\$1.02	\$0.33	\$5.02	\$0.07	\$0.43	\$9.88	77.8%	\$12.70
2019	\$2.11	\$0.35	\$0.37	\$2.83	22.3%	\$3.02	\$1.02	\$0.33	\$5.02	\$0.07	\$0.43	\$9.88	77.7%	\$12.72
2018	2.41	0.41	0.45	3.27	24.9%	3.02	1.02	0.33	5.02	0.07	0.43	9.88	75.1%	13.16
2017	2.63	0.48	0.45	3.56	27.2%	2.12	1.09	0.35	5.53	0.07	0.35	9.51	72.8%	13.08
2016	2.83	0.57	0.49	3.89	28.1%	2.36	1.17	0.38	5.57	0.08	0.38	9.93	71.9%	13.82
2015	2.95	0.39	0.50	3.83	27.6%	2.18	1.20	0.39	5.82	0.08	0.39	10.06	72.4%	13.89

Note: At time of publication other government agency data was unavailable and prior year actuals are estimated.

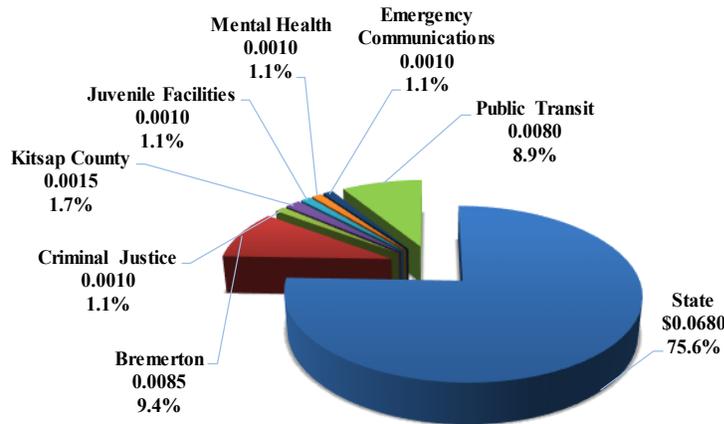
General Fund Overview

Sales & Use Tax

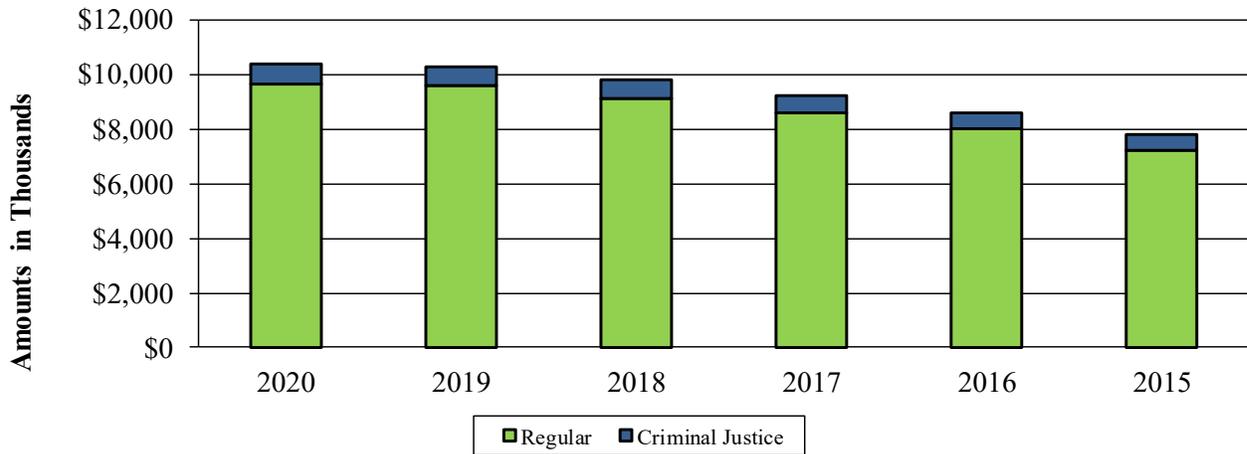
The sales tax rate in Bremerton is 9%. Of this amount, the City's portion is .85%, with the balance going to other agencies. The budgeted amount for 2020, including criminal justice, is \$10.4 million. Combined sales and use tax revenue for 2020 is budgeted at 2.5% over 2019 year-end estimates. The additional \$255k can be attributed to increases in restaurant sales, specialty trade contractors, as well as merchant wholesalers. Motor vehicle sales continue to be the largest source of sales tax within the City providing \$2.9 million in average receipts.

nue for 2020 is budgeted at 2.5% over 2019 year-end estimates. The additional \$255k can be attributed to increases in restaurant sales, specialty trade contractors, as well as merchant wholesalers. Motor vehicle sales continue to be the largest source of sales tax within the City providing \$2.9 million in average receipts.

Sales & Use Tax



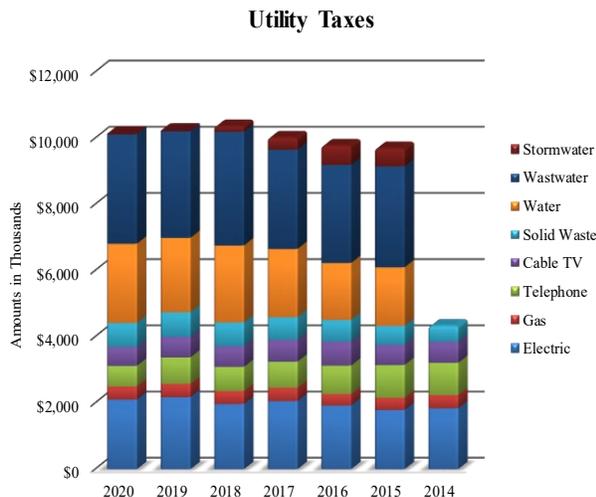
Historical Sales Tax



General Fund Overview

Utility Tax

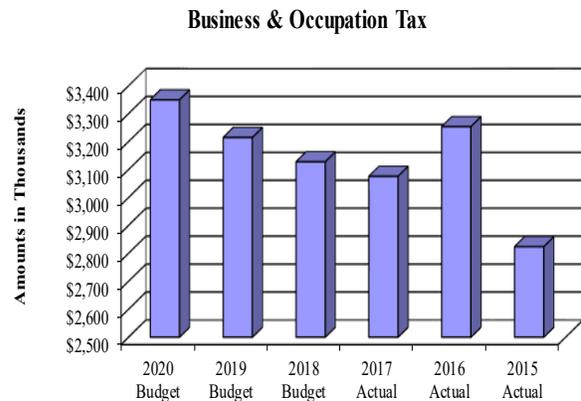
Utility taxes are levied on the gross operating revenues earned by private and city owned utilities; electric, gas, telephone, cable television, solid waste, wastewater and stormwater within Bremerton. In totality, the budget anticipates \$10.1 million from utility taxes; a \$87k decrease from the 2019 budget. Television cable and telephone are budgeted with the largest decrease as the dependency for these land line utility services lessens. By Council action, stormwater utility tax is now being allocated to the Residential Street and Transportation Capital Funds.



Business & Occupation Tax

The City of Bremerton imposes a local business and occupation tax which applies to the gross income of businesses that engage in business activity within the City. Tax rates vary from 0.125% to 0.2% of gross revenue depending on the classification of business activity. For 2020, the annual \$20k increase in the B&O tax exemption will increase from \$200k to \$220k as part of the continued effort to provide tax relief for small businesses and reduce the City's depend-

ency on Business and Occupation Tax revenue. Business & Occupation Tax is the fourth largest source of revenue in the General Fund and is budgeted at \$3.35 million in 2020.



Other Taxes

The remaining tax revenues compose a small share of total tax receipts for the City. These other taxes are as follows:

- Amusement Device Gross Receipts Tax - rate of 2% on gross revenues
- Gambling Taxes (including pull tabs, card rooms, bingo, raffles, and fundraising) - rates vary from 2% to 20%
- Leasehold Tax — State tax of 12.84% of which the City is allocated a 4% portion

The 2020 budget anticipates receipts of \$219k from these sources, which is an essentially unchanged from the prior year projected receipts.

Licenses and Permits

Bremerton collects license and permit fees that include, among others, annual business licenses, building permits, and franchise fees. The Com-

General Fund Overview

munity Development Department issues a number of permits for new construction and development including building permits and various building, plumbing, and mechanical inspection permits. The 2020 budget anticipates total receipts of \$1.28 million from all of the various license and permit sources, which is an increase of 10.68% from the prior year budget. Construction permits are expected to grow 14.77% and account for 55% of the total revenue in this category; while general business licenses are anticipated to account for 40%.

Intergovernmental Revenue

Intergovernmental revenues are made up of state shared revenues, grants, and other intergovernmental revenues. State-collected revenues that are shared with all cities are allocated to individual jurisdictions on a per capita basis. Population figures, determined annually as of April 1 by the State demographer in the Office of Financial Management, are used as the basis for the per capita distribution of these funds.

The budget includes liquor excise tax receipts and liquor board profits totaling \$569k, which is a slight increase from prior years' budget. To be eligible to receive liquor taxes and profits, the City must devote at least two percent of its distribution to support an approved alcoholism or drug addiction program.

Marijuana Excise Tax distributions provide for state shared revenue for cities and counties. Due to recent legislation, revenue is allocated in part by the proportional share of total revenues generated by licensed retailers physically located within their jurisdiction, as well as a per capita allocation. For 2020, the budget includes a modest allocation of \$80k in marijuana excise tax revenue.

State Criminal Justice revenues are distributed on a per capita basis, and in part, on crime rates. For 2020, the City anticipates a combined total revenue of approximately \$175k which is approximately 11% below 2019 estimates. The decrease is due to a reduction in reported violent crime rates within the City.

Total projected intergovernmental revenue for 2020 is \$2.7 million, a \$624k increase over the prior year. The largest revenue source in this category comes from GEMT and SAFER grants awarded to the Fire Department. Some of this funding will support personnel expenses associated with three new FTEs which have been added to the 2020 proposed budget.

Charges for Service

Plan check fees are charged for development drawing review prior to the issuance of building permits and are budgeted at \$410k in 2020, a \$35k increase from the prior year.

The City of Bremerton Parks & Recreation Department provides a variety of services for our residents. The fees from these services include all participant and sponsorship fees for City recreation programs. Revenue from recreation activities are budgeted at \$230k for the upcoming year and is essentially unchanged from the prior year.

The City of Bremerton Fire and Emergency Services Department charges a fee for ambulance transport services which is budgeted at \$680k.

Many of the City's administrative services are provided centrally for the benefit of all departments and funds. These costs are allocated to the proprietary funds. The 2020 charges are calculated on the basis of the cost allocation

General Fund Overview

plan and interfund services provided from one fund to another. The budgeted revenue for 2020 is \$2.18 million for general government services and \$2.2 million for engineering services.

Fines & Forfeits

The amount received from fines and forfeits includes traffic citations and other fines imposed through enforcement of ordinances. The projected revenue for 2020 is \$1.2 million, which is a 7.1% increase from the prior year. Non-parking infractions are trending downward and are projected with an 8.5% decrease while photo enforcement penalties, the largest revenue source in this category, are trending higher with a 12.5% increase over the prior year budget. Other revenue sources are consistent with 2019 estimates.

Miscellaneous Revenues

Miscellaneous revenues include interest on investments, donations, and other revenues from lease and rental arrangements. The budgeted revenue from these sources in 2020 is \$344k which is a 22% increase over the prior year.

Other Financing Sources

In 2020, other revenue consists of a \$300k transfer-in from the General Government Capital Improvement Fund for building and facility capital improvements and major maintenance.

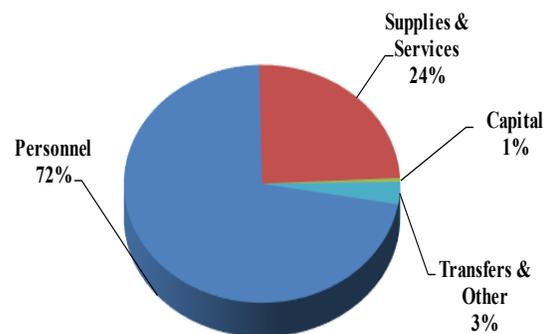
Expenditures

Excluding Ending Fund Balance, the total General Fund expenditures of \$48,074,052 are higher than the amended 2019 budget by \$2.5 million or 5.8%. Personnel costs continue to be the largest expense for the General Fund at 72% of total expenditures. Increases in personnel are attribut-

ed to wage adjustments, regular step increases and the addition of 9.65 FTEs. Supplies and Services, the second largest expenditure category in the General Fund, increased by \$572k and include one-time purchases in the amount of \$781k. Excluding one-time purchases, supplies and services decreased by 1.9%. The total capital budget of \$260k accounts for improvements and major maintenance projects at City owned buildings and facilities. Transfers to other funds are budgeted at \$1.48 million and support CDBG, Street, Parks Construction Affordable Housing and the Conference Center. Additional transfers support set-a-side funding for emergency reserves and ILEADS replacement software.

The following departmental budgets provide details on objectives, goals, and planned General Fund expenditures for 2020.

General Fund Expenditures



General Fund Overview

**2020 GENERAL FUND REVENUES
BY SOURCE**

ACCOUNT	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2020 BUDGET	% CHANGE
TAXES					
311.1000 General Property Tax	8,422,369	8,670,356	8,891,627	9,766,900	9.84%
313.1100 Retail Sales & Use	8,568,934	9,113,214	9,600,000	9,635,000	0.36%
313.2700 Affordable Housing Sales Tax	-	-	-	74,616	N/A
313.7100 Sales Tax - Criminal Justice	628,843	714,625	690,000	770,000	11.59%
316.1000 B & O Taxes	3,075,502	3,127,854	3,215,000	3,350,000	4.20%
316.4100 Electric Utility Taxes	2,056,594	1,966,767	2,175,000	2,100,000	-3.45%
316.4300 Gas Utility Taxes	401,960	392,287	400,000	400,000	0.00%
316.4500 Garbage/Solid Waste	681,545	716,044	740,000	720,000	-2.70%
316.4600 Television Cable Taxes	659,854	626,234	625,000	575,000	-8.00%
316.4700 Telephone Taxes	788,543	732,356	800,000	620,000	-22.50%
316.4801 Water Utility Tax	2,063,034	2,324,594	2,248,085	2,394,883	6.53%
316.4802 Wastewater Utility Tax	2,999,130	3,436,132	3,216,490	3,307,408	2.83%
316.4803 Stormwater Utility Tax	365,625	164,051	-	-	N/A
316.8000 Gambling/Amusement	61,669	71,723	69,250	69,250	0.00%
317.2000 Leasehold Excise Tax	153,008	156,644	125,000	150,000	20.00%
TOTAL TAXES	30,926,610	32,212,881	32,795,452	33,933,057	3.47%
LICENSES & PERMITS					
321.0000 Misc. Licenses, Permits & Fees	575,897	590,045	505,050	529,450	4.83%
322.1000 Construction Permits	526,979	755,380	609,500	699,500	14.77%
322.4000 Right Of Way Permits	63,492	45,162	40,000	50,000	25.00%
322.9000 Other Non-Business Licenses	6,228	7,139	5,500	5,000	-9.09%
TOTAL LICENSES & PERMITS	1,172,596	1,397,726	1,160,050	1,283,950	10.68%
INTERGOVERNMENTAL REVENUE					
331.0000 Federal Grants - Direct	34,453	207,279	343,268	338,568	-1.37%
332.0000 Federal Revenue	-	291,920	530,000	1,050,000	98.11%
333.0000 Federal Grants - Indirect	8,098	6,146	3,000	3,000	0.00%
334.0000 State Grants	145,943	61,821	157,157	229,224	45.86%
336.0098 City County Assistance	116,997	124,853	126,700	120,000	-5.29%
336.0620 Criminal Justice High Crime	108,184	114,400	104,000	115,000	10.58%
336.0621 Law & Justice (LO POP)	57,194	59,591	13,695	13,045	-4.75%
336.0626 Criminal Justice - Special Programs	41,478	42,810	45,235	47,130	4.19%
336.0641 Marijuana Enforcement	13,996	-	-	-	N/A
336.0642 Marijuana Excise Tax Distribution	18,957	118,813	70,800	85,000	20.06%
336.0651 DUI - Cities	6,049	5,977	1,000	1,000	0.00%
336.0691 Fire Insurance Premium	53,093	61,710	62,341	63,870	2.45%
336.0694 Liquor Excise Tax	195,471	208,157	213,310	231,019	8.30%
336.0695 Liquor Board Profits	341,032	334,235	338,640	337,482	-0.34%
337.0700 Bremerton Housing Authority	59,797	49,633	70,000	50,000	-28.57%
337.0801 Kitsap County	44,452	59,252	26,000	45,000	73.08%
TOTAL INTERGOVERNMENTAL REVENUE	1,245,194	1,746,597	2,105,146	2,729,338	29.65%

General Fund Revenue Detail

**2020 GENERAL FUND REVENUES
BY SOURCE**

ACCOUNT	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2020 BUDGET	% CHANGE
CHARGES FOR SERVICE					
341.0000 General Government	102,359	110,154	87,195	89,350	2.47%
342.1000 Law Enforcement Services	247,896	268,500	159,450	144,300	-9.50%
342.2000 Fire Protection Services	-	1,125	-	-	N/A
342.3000 Detention and Correction Services	185,629	193,844	166,000	174,000	4.82%
342.4000 Inspection Fees	-	-	-	500	N/A
342.5000 Emergency Service Fee	5,812	6,248	6,000	4,300	-28.33%
342.6000 ALS Transport Fees	543,159	605,384	670,000	680,000	1.49%
343.6000 Cemetery Fees	11,522	27,837	19,000	17,000	-10.53%
345.8100 Zoning Fees	95,825	96,438	61,500	70,000	13.82%
345.8300 Plan Check Fees	287,445	379,099	375,000	410,000	9.33%
347.3000 Park Rentals	77,416	85,246	78,000	77,750	-0.32%
347.4000 Event Admission Fee	4,776	5,020	5,000	2,500	-50.00%
347.6000 Recreation Fees	152,834	148,729	152,000	150,000	-1.32%
349.1000 Interfund General Government	1,960,377	2,001,621	2,064,377	2,182,434	5.72%
349.2100 Law Enforcement Services	-	50,000	-	-	N/A
349.3000 Other Interfund Services	1,216,108	1,157,871	1,523,823	1,808,249	18.67%
349.5700 Community Services	100,000	30,000	-	-	N/A
349.9500 Road Const & Engineering Services	452,755	479,094	231,824	386,924	66.90%
TOTAL SERVICE CHARGES	5,443,913	5,646,210	5,599,169	6,197,307	10.68%
FINES & FORFEITURES					
352.0000 Civil Penalties	3,965	2,782	4,000	2,000	-50.00%
353.0000 Non-Parking Infractions	241,802	226,810	235,000	215,000	-8.51%
354.0000 Photo Enforcement Penalties	772,968	870,200	800,000	900,000	12.50%
355.0000 Criminal Traffic Misdemeanor	13,170	16,834	10,800	17,900	65.74%
356.0000 Non-Traffic Misdemeanors	10,835	26,864	8,100	1,600	-80.25%
357.3000 Court/Public Defender Recoupment	4,521	2,892	2,350	2,400	2.13%
359.0000 Non-Court Fines	46,685	60,331	57,000	57,500	0.88%
TOTAL FINES & FORFEITURES	1,093,946	1,206,713	1,117,250	1,196,400	7.08%
MISCELLANEOUS REVENUES					
361.0000 Interest Earnings	101,893	211,570	107,500	185,000	72.09%
362.0000 Rents & Royalties	142,884	171,196	158,810	144,210	-9.19%
367.1100 Donations	2,000	1,000	-	-	N/A
369.0000 Other Miscellaneous Revenue	153,609	21,561	14,845	14,400	-3.00%
TOTAL MISCELLANEOUS REVENUES	400,386	405,327	281,155	343,610	22.21%
OTHER FINANCING SOURCES					
395.0000 Sale of Assets	1,151,667	20,323	-	-	N/A
397.0000 Operating Transfers-In	136,406	177,021	466,000	300,000	-35.62%
398.0000 Insurance Recoveries	-	6,701	-	-	N/A
TOTAL OTHER FINANCING	1,288,073	204,045	466,000	300,000	-35.62%
TOTAL GENERAL FUND REVENUES	\$ 41,570,718	\$ 42,819,499	\$ 43,524,222	\$ 45,983,662	5.65%

General Fund Revenue Detail

General Fund

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	227.76	234.18	238.22	244.87
Revenues				
Taxes	\$30,926,610	\$32,212,881	\$32,795,452	\$33,933,057
Licenses & Permits	1,172,596	1,397,726	1,160,050	1,283,950
Intergovernmental	1,245,194	1,746,597	2,105,146	2,729,338
Charges for Services	5,443,913	5,646,210	5,599,169	6,197,307
Fines & Forfeits	1,093,946	1,206,713	1,117,250	1,196,400
Other Revenue	1,688,459	609,372	747,155	643,610
Debt Proceeds	0	0	0	0
Total	<u>41,570,718</u>	<u>42,819,499</u>	<u>43,524,222</u>	<u>45,983,662</u>
Expenditures				
City Council	348,101	356,386	381,887	400,916
Executive	407,687	333,472	358,818	342,522
Finance	1,514,695	1,541,079	1,561,840	1,575,765
Legal	1,126,967	1,182,573	1,539,978	1,597,119
Human Resources	487,945	517,814	686,621	721,183
Community Development	1,552,189	1,876,040	2,376,542	2,801,039
Municipal Court	1,356,418	1,407,776	1,486,339	1,498,808
City Auditor	77,387	81,889	89,385	93,178
Law Enforcement	10,181,024	11,012,116	11,825,652	12,399,689
Fire/Emergency Medical Services	9,395,983	10,056,294	10,657,119	12,355,769
Police & Fire Pension	1,646,965	1,658,400	1,697,700	1,744,300
Facilities	1,432,891	1,656,762	1,842,621	1,688,458
Parks & Recreation	2,605,806	2,892,930	3,092,282	3,110,864
Engineering	2,219,733	2,316,124	2,680,180	2,903,912
Non-Departmental	4,961,546	4,489,741	5,137,275	4,840,530
Total Expenditures	<u>39,315,337</u>	<u>41,379,396</u>	<u>45,414,239</u>	<u>48,074,052</u>
Revenue over(under) expenditures	2,255,381	1,440,103	-1,890,017	-2,090,390
Beginning fund balance	7,498,994	9,754,375	11,194,478	11,102,967
Ending fund balance	<u>\$9,754,375</u>	<u>\$11,194,478</u>	<u>\$9,304,461</u>	<u>\$9,012,577</u>



General Fund

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Expenditures				
Personnel	\$27,738,488	\$29,316,713	\$32,527,877	\$34,545,923
Supplies, services & taxes	9,289,197	10,117,096	11,214,183	11,787,029
Capital expenditures	621,081	357,682	180,000	260,000
Debt service	0	0	0	0
Transfers	<u>1,666,571</u>	<u>1,587,905</u>	<u>1,492,179</u>	<u>1,481,100</u>
Total General Fund	<u>\$39,315,337</u>	<u>\$41,379,396</u>	<u>\$45,414,239</u>	<u>\$48,074,052</u>



City Council

General Fund

Summary:

The City Council Members are elected by the citizens of Bremerton to perform the legislative function of the City government, establish goals, priorities and policies, adopt ordinances and resolutions, adopt the budget, exercise the rights

and powers set forth in the City Charter, and exercise all powers of a municipal governing body pursuant to state laws and the home rule provisions of the Washington constitution.

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Positions	8.80	8.80	8.80	8.80
Expenditures				
Personnel	\$304,509	\$307,748	\$323,600	\$340,800
Supplies, services & taxes	43,592	48,638	58,287	60,116
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
City Council Total	<u>\$348,101</u>	<u>\$356,386</u>	<u>\$381,887</u>	<u>\$400,916</u>

2020 Budget Highlights:

- Create City Council Policies & Directives.
- Provide Legislative Direction & Leadership to ensure the delivery of quality services to the Citizens of Bremerton.
- Fairly Fund City Departments to ensure that their operations and projects remain within their Budgets.

2020 Capital Considerations:

- There are no capital considerations budgeted.

2019 Accomplishments:

Discussion in progress/planned for the following:

- Sidewalk Policy & Work Plan (*Local Streets & Sidewalks*)
- Noise Ordinance (*Code Enforcement*)
- Rental & Affordable Housing (*Quality Affordable Housing*)

Achieved the following:

- Revise/Review Guidelines for the Lodging Tax Advisory Committee (*Economic Development*)
- Outreach with Bremerton High School Youth Advisory Council (*Public Outreach*)
- Strengthen Relationship with Naval Base Kitsap & PSNS/IMF (*Public Outreach*)

2020 Goals:

- Local Streets & Sidewalks
- Economic Development
- Traffic Flow & Parking
- Code Enforcement
- Quality Affordable Housing
- Kitsap Lake Water Quality
- Public Outreach
- Annexation

Executive Department

General Fund

Summary:

The Executive Department is directed by the Mayor, who is elected by Bremerton voters each four years. The Mayor also serves as the administrative head of the City government. Executive responsibilities include: administrating programs and policies established by the City Council; direction and coordinating departmental opera-

tions; informing the Council on City affairs, problems and future needs; reviewing policies and regulations involving municipal governmental management; and submittal of the City's annual budget.

General Fund - Executive

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	2.00	3.10	2.00	2.00
Expenditures				
Personnel	\$315,594	\$277,309	\$283,200	\$268,500
Supplies, services & taxes	92,093	56,163	75,618	74,022
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Executive	\$407,687	\$333,472	\$358,818	\$342,522

2020 Budget Highlights:

The Administration has incorporated the following programs in the 2020 Budget:

- Continue B&O Tax Exemption increasing from \$200,000 to \$220,000
- Provided funding for Weatherization and Affordable Housing Funding (\$100,000 each)
- Support for Asset Manager Program
- Provided Funding for Building and Development Permit Activity and Process Efficiencies
- Provided Funding for Streets and Sidewalks Program
- Incorporated the following staff adjustments:
 - Added 3 EMT/Fire Fighter positions
 - Added 2 Engineering positions
 - Added 2 Water/Stormwater employees
 - Added 1 Public Works Asset Manager
 - Added 1 City Planning Manager
 - Increased Parks Seasonal and Extra Help by .52 FTE

2020 Capital Considerations:

The following capital projects are incorporated in the 2020 budget:

- Warren Ave Bridge Pedestrian/Bicycle Design Improvements
- Warren Ave Park Renovations
- Design of Roundabout at Manette Bridge and Washington Ave.

Future capital improvements include:

- Quincy Square
- Pendergast Regional Park Fields
- Kitsap Lake Park and Facilities Improvements Parking Enforcement Technology (LPR-License Plate Reader)

2019 Accomplishments:

- Implemented Wheaton Way/HWY 303 Corridor Study; East Side Employment Center/Harrison Hospital Market Analysis EIS; and Charleston Business/Community District Study
- Completed Rental Assistance Program and Weatherization Pilot Program
- Implemented Kitsap Lake Study on Vegetation Management and Toxic Algae Control
- Approved First Project Utilizing Opportunity Zone Designation
- Completed Art Initiatives Projects
- Improved City's Bond Rating and Refinanced LTGO Bonds to Lower Interest Rate
- Completed First Full Year of Proactive Code Enforcement
- Issued Permits for Nearly \$78 million in Residential/Commercial Projects with Another \$54 million Expected to be Issued by End of 2019
- Began Implementation of Parking Study Recommendations
- Completed Location of New Primary Healthcare Clinic on Kitsap Way
- Secured Legislative Funding for Warren Ave Bridge Improvements, Warren Ave Playfield, Pendergast Regional Park, Kitsap Lake; and Design for Quincy Square

2020 Goals:

- Begin Design/Improvements to the Following parks:
 - Pendergast, Warren Ave Playfield, Kitsap Lake Park
- Implement Public Safety Improvements:
 - Warren Ave Bridge Pedestrian/Bicycle Design improvements
- Secure Funding for Traffic and Parking Study in Partnership with Navy
- Open New Primary Clinic and Begin Development of Urgent and Prompt Care
- Work on Pendleton Place
- Implement Workforce Diversity Plan and Updated Equal Employment Opportunity Program
- Continue Streets and Sidewalks Program
- Implement Second Year of Rental Assistance/ Eviction Prevention and Weatherization Programs
- Complete Design of Quincy Square
- Complete Callow/Charleston District Property Assessment and Vision Planning Funded by the EPA Brownfields Grant

Financial Services

General Fund

Summary:

The Department of Financial Services is comprised of the Finance Division, Bremerton Kitsap Area Television (BKAT), Parking and Information Technology.

The Finance Division provides service support for both external users and internal users by providing information to facilitate the decision-making process in the areas of budgeting, ac-

counting, reporting, treasury management, revenue collection and payment services in the areas of payroll and accounts payable.

BKAT activity is presented in the Special Revenue Funds.

Information Technology is presented in under Internal Service Funds.

General Fund - Financial Services

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	12.00	11.40	10.00	10.00
Expenditures				
Personnel	\$1,183,814	\$1,192,515	\$1,255,200	\$1,251,300
Supplies, services & taxes	330,881	348,564	306,640	324,465
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Financial Services	<u>\$1,514,695</u>	<u>\$1,541,079</u>	<u>\$1,561,840</u>	<u>\$1,575,765</u>

2020 Budget Highlights:

- The 2020 budget includes a proposed upgrade of an Office Assistant II to and Office Assistant Senior position, \$2,000.
- The Financial Services Department provides City-wide support services and is responsible for budget, accounting, reporting, treasury management, revenue collection, accounts payable and payroll.

2020 Capital Considerations:

- There are no capital considerations for 2020.

2019 Accomplishments:

- Received 5th consecutive audit with no findings
- City refinanced its 2010 LTGO and 2010 LTGO (B) bonds that netted \$1 million in savings to the City over the remaining 16 years outstanding on the debt.
- The City's Bond Rating was upgraded in August to AA2 from AA1 (Moody's Rating Agency)
- Financial Services successfully integrated the Utility Billing Department into Finance from Public Works

2020 Goals:

- Beginning phases of updated Budget Document to meet Governmental Finance Officer's Association (GFOA) certification standards.
- Review Financial policies to ensure they are in-line with best practices nation wide
- Develop processes to successfully move to a monthly utility billing cycle
- Upgrade the ERP (Finance System) to the cloud based platform
- Oversee the Install of FlexNet (remote utility meter read) system that allows for real time meter reads that will focus efforts on real time leak detection and gained efficiencies in current processes.

Legal Services

General Fund

Summary:

The Legal Department is comprised of the City Attorney’s Office, City Prosecution City Clerk and Risk Management. Human Resources is also under the oversight of the Legal Department and is represented under its own department within the General Fund.

The City Clerk Division is responsible for official City records, public information disclosure, records and contract management, and serves as City Council Liaison. This division also serves as the Secretary of the City’s LEOFF pension boards.

The City Attorney is the legal advisor of the City and represents the City in all legal matters involving the City including, but not limited to: the prosecution of all criminal violations of the Bremerton Municipal Code, the limitation and reduction of liability exposures, and provides legal advice to the Mayor, City Council, and all City staff.

The staffing costs of Risk Management are included in the legal department budget with a transfer from the Risk Management Fund budget to offset those costs. The Risk Management program is presented in the Internal Service Funds section of this document.

General Fund - Legal Department

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	8.20	8.50	10.40	10.53
Expenditures				
Personnel	\$1,014,763	\$1,078,125	\$1,292,900	\$1,380,900
Supplies, services & taxes	112,204	104,448	247,078	216,219
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Legal Department	<u>\$1,126,967</u>	<u>\$1,182,573</u>	<u>\$1,539,978</u>	<u>\$1,597,119</u>

2020 Budget Highlights:

- Provide and administer all legal services on behalf of the City.
- Provide legal support and guidance on City actions and general policy development considerations of City Officials.

2020 Capital Considerations:

- The City Attorney's Office does not have capital funds budgeted for 2020.

2019 Accomplishments:

- Provided professional, accessible legal representation to City Council, the Mayor, City departments, and staff.
- Drafted new and updated current provisions of the Bremerton Municipal Code.
- Efficiently, professionally and successfully represented the City in all phases of litigation.
- Prosecution Division (January—September 2019)
 - ◊ Processed 1545 gross misdemeanor and misdemeanor criminal cases.
 - ◊ Charged 1134 criminal cases.
 - ◊ Conducted 7870 criminal hearings.
 - ◊ Conducted 4 criminal trials.
 - ◊ Conducted 2 administrative appeals.
- Civil Division (January—September 2019)
 - ◊ Resolved 2 drug forfeiture cases.
 - ◊ Conducted 3 administrative appeals.
 - ◊ Resolved 1 civil lawsuit.
 - ◊ Prevailed on 2 civil lawsuits.
 - ◊ There were no civil jury trials and no civil judgments.

2020 Goals:

- Continue to review and update the Bremerton Municipal Code.
- Continue to provide professional, accessible legal representation to City Council, the Mayor, City departments and staff.
- Efficiently, professionally and successfully represent the City in all phases of litigation including civil defense and criminal prosecution.
- Continue enhanced code enforcement program for abandoned properties.
- Continue to facilitate partnerships with social services.
- Provide ongoing legal updates and training to police officers.

2020 Budget Highlights:

- Implementation of a public records request management system.

2020 Capital Considerations:

- There are no capital considerations for 2020.

2019 Accomplishments:

- Purchase of a public records program that follows the State’s mandates for tracking public records requests, increases customer service by improving response times, and limits potential liability to the City.
- Coordinated outside training by the State’s Attorney General’s Office regarding the Public Records Act and invited several stakeholders within the City.

2020 Goals:

- Review record management policies and update procedures.
- Update City’s Public Records Act Policy and organize ongoing staff training on the Public Records Act.
- Implement the public records request management system.

Human Resources

General Fund

Summary:

Human Resources is responsible for providing support to employees and management by performing the centralized functions of recruitment, selection, orientation, benefits enrollment and administration, development and training, and labor and employee relations, including contract negotiations and administration. Additionally, they also serve as a resource in assisting administrative and managerial personnel in managing,

motivating, and disciplining employees effectively, and assuring compliance with all legal requirements such as the Civil Service Code through the Civil Service Officer and Civil Service Commission, Bremerton Municipal Code, RCW, Equal Employment Opportunity, Fair Labor Standards, ADA, FMLA, and Collective Bargaining Laws.

General Fund - Human Resources

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	3.00	3.20	4.00	4.00
Expenditures				
Personnel	\$344,050	\$375,587	\$486,800	\$503,300
Supplies, services & taxes	143,895	142,227	199,821	217,883
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Human Resources	\$487,945	\$517,814	\$686,621	\$721,183

2020 Budget Highlights:

- Funded Employee Wellness Program.

2020 Capital Considerations:

- There are no capital items budgeted for 2020.

2019 Accomplishments:

- Earned the Association of Washington Cities Well City Award which will save the City 2% on medical insurance premiums purchased through the Association in 2020.
- Provided support to employees and management by performing the centralized functions of recruitment, employee selection, benefits enrollment and administration and employee training.
- Successfully negotiated Collective Bargaining agreements with the Teamsters Local 589 and International Association of Firefighters.
- Assisted management personnel with managing and motivating employees effectively, and assuring compliance with all legal requirements such as the Civil Service Rules, RCW, Equal Employment Opportunity Commission, Fair Labor Standards Act, Americans with Disabilities Act, Family Medical Leave Act, etc.
- Ran forty-four recruitments, processed 1,417 applications, processed fifty-one new hires and forty-eight employee separations as of September 30th.
- Provided Supervisory Training, Sexual Harassment and Ethics training through our Litmos on-line training system.

2020 Goals:

- Complete Workforce Diversity and Inclusion Plan.
- Continue to provide our internal and external customers with consistent, timely guidance and direction, ensuring the City's compliance with policies, labor agreements and employment laws.
- Work on achieving the 2021 AWC Well City Award.

Community Development

General Fund

Summary:

The Community Development Department is responsible for leading city-wide and neighborhood planning for growth and development, conducting environmental planning, administering land use and environmental codes, performing plan review and inspections, providing public information on community plans and development rules, pursuing annexations consistent with growth plans, insuring compliance with land use, building and nuisance codes, supporting urban

design initiatives and project reviews, providing program administration for the Community Development Block Grant (CDBG) and HOME program activities. The department also provides administrative and technical support to the City's contract Hearing Examiner, and council appointed Planning Commission and Design Review Board.

General Fund - Community Development

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	12.00	15.00	15.00	16.00
Expenditures				
Personnel	\$1,177,634	\$1,501,925	\$1,678,300	\$1,864,900
Supplies, services & taxes	332,645	317,184	623,242	853,639
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	41,910	56,931	75,000	82,500
Total Community Development	\$1,552,189	\$1,876,040	\$2,376,542	\$2,801,039

2020 Budget Highlights:

- Staff will continue to protect public safety through permit review and inspection.
- Continue to support the City's economic revitalization by efficient and timely processing of permits.
- Staff will continue to ensure the City's compliance with state mandates for building, land use, and environmental protection regulations.
- The long-range-planning division will continue to ensure that the City's development regulations are consistent with State and Federal Laws. An additional FTE is being added to the department to address increased requirements for local planning.
- Continuing work with IT for licensing software transition and implementation of the File Local online forum for Tax & License.

2020 Capital Considerations:

- There are no capital considerations.

2019 Accomplishments:

- Issued new development permits that support Bremerton's revitalization.
- As of October 1, 2019 we have approved permits with construction valued at nearly \$78 million, and there is more than \$54 million of construction in the current permit queue. We anticipate 2019 permit activity to exceed all prior year's records.
- Continuing work on the 3-year EPA Brownfields Community-Wide Assessment Grant focused primarily around Callow Avenue.
- Obtained grant funding from Washington State Department of Ecology for the City's required Shoreline Master Program update, and was granted an extension of the update to 2021
- Began work on a market study, subarea plan, and Planned Action EIS for the Eastside Employment Center (area around Harrison Hospital).
- Began implementation of FileLocal, an online system for business licenses.

2020 Goals:

- Continue to support the creation of new housing units and other revitalization projects.
- Complete the planning and assessment work funded by the EPA Brownfields grant in the Callow area
- Complete the East Side Employment Center plans as funded by the State.
- Begin work on the update of the Shoreline Master Program, due in 2021.
- Continue work with IT for the update of the City's tax and license software.

Municipal Court

General Fund

Summary:

The Municipal Court is a court of limited jurisdiction for the City hearing cases involving alleged violations of City ordinances and State misdemeanor statutes, traffic, parking infractions, photo enforcement infractions, requests for

orders of protection, restitution hearings and hearing examiner appeals. The department is directed by the Judge who is elected by the citizens of Bremerton and serves a four year term.

General Fund - Municipal Court

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	8.38	8.38	8.00	8.00
Expenditures				
Personnel	\$852,751	\$899,494	\$939,396	\$971,500
Supplies, services & taxes	503,667	508,282	546,943	527,308
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Municipal Court	<u>\$1,356,418</u>	<u>\$1,407,776</u>	<u>\$1,486,339</u>	<u>\$1,498,808</u>

2020 Budget Highlights:

- The Court will continue to work on converting our files into Laserfiche.
- Our budget does not include any new programs or initiatives at this time.

2020 Capital Considerations:

- There are no capital considerations planned for 2020.

2019 Accomplishments:

- Continued Award of Grants
Administrative Office of the Courts
Interpreter Funding \$3,358.00
- We have been able to scan a majority of our criminal files into Laserfiche
- We changed our collection agency in September. We anticipate seeing an increase in collection of court fines.

2020 Goals:

- Finish scanning any remaining criminal files into Laserfiche.
- Create a path and process for administrative records in Laserfiche.
- As time allows, the court staff will continue to look for more efficiencies in all of our processes.

City Auditor

General Fund

Summary:

The City Auditor’s Office conducts financial, compliance and performance audits to assure citizens, elected City Officials and management that the City is utilizing resources in an effective

and efficient manner. The City Charter requires the City to have an auditor function and audit committee.

General Fund - City Auditor

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	0.60	0.60	0.60	0.60
Expenditures				
Personnel	\$72,965	\$76,585	\$81,300	\$85,100
Supplies, services & taxes	4,422	5,304	8,085	8,078
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
City Auditor Total	\$77,387	\$81,889	\$89,385	\$93,178

2020 Budget Highlights:

- The Work Plan for the coming year includes:
 - Lease History of other City-owned property
- Will perform other projects as requested by Audit Committee, Council, and/or Directors.
- 2020 Budget is materially consistent with the prior year.

2020 Capital Considerations:

- There are no capital considerations.

2019 Accomplishments:

- Completed Projects:

Lodging Tax Process Review

In conjunction with City Council Goal under Economic Development, "Review/Revise Guidelines for the Lodging Tax Advisory Committee"

Elandan Gardens Lease History Review

Included in the Audit Work Plan as part of on-going 3rd Party Lease Reviews

Gold Mountain Golf Club Review

Included in the 2019 Audit Work Plan to assist Administration & Council in the decision making process prior to contract expiration

- Ongoing & Projects In Progress:

Cash Counts

2020 Goals:

- Develop Work Plan based on Mayor and Council Goals and Priorities
- Continue 3rd Party Lease Review
 - YMCA Pool
 - Eastpark Land used by Ice Arena
 - Forest Ridge Park Meeting Hall
- Follow-up on an State Auditor Recommendations
- Cash Counts and Inventory observations, time permitting

Law Enforcement

General Fund

Summary:

The Police Department is responsible for the maintenance of public order, responding to incidents of criminal activity, traffic control, criminal investigations, crime prevention, Homeland Security issues and other related public services. The Chief of Police and all Officers under his direction are tasked with enforcement of all Federal Laws, Washington State Laws and City Ordinances within the boundaries of the City.

- Administration
- Investigations
- Patrol
- Special Operations Group
- Property & evidence
- Community resources
- Traffic unit
- Off Duty-contracted
- Home detention
- Central dispatch services

The department is comprised of the following units:

General Fund - Law Enforcement

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	72.76	73.26	73.26	73.26
Expenditures				
Personnel	\$8,689,648	\$9,012,852	\$10,121,200	\$10,654,400
Supplies, services & taxes	1,491,376	1,971,115	1,704,452	1,745,289
Capital expenditures	0	28,149	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Law Enforcement	<u>\$10,181,024</u>	<u>\$11,012,116</u>	<u>\$11,825,652</u>	<u>\$12,399,689</u>

2020 Budget Highlights:

- State grant award of approximately \$20,000 grant for sex offender monitoring.
- Vest grant \$6,500 matching grant.
- Continued grant funding for Community Resource Officer, \$20,000.

2020 Capital Considerations:

- The Police Department does not have any new capital funds budgeted in 2020.

2019 Accomplishments:

- Filled 8 vacancies.
- Used Bike patrols, in conjunction with Patrol and SOG as well as the Navigator program to improve all business core areas of Bremerton.
- Instituted drone program to assist patrol, investigations, traffic, and public works
- Launched Safe Place initiative
- Massage ordinance
- Net Nanny—19 arrests
- Hired two Records Specialists
- Hired 1 Evidence Technician
- K9 One new tracking team, one new narcotics team.

2020 Goals:

- Intelligence Led Policing
- Upgrades to BPD range to include a classroom and turning target system.
- Upgrade video security cameras
- Move to digital storage of photo and video evidence.

Fire/Emergency Medical Services

General Fund

Summary:

The Fire Department is responsible for protecting the citizens from the adverse effects of fires, medical emergencies, hazardous material incidents, and man-made or natural disasters.

The department is comprised of the following divisions:

- Administration
- Fire Suppression
- Fire Prevention and Investigation
- Rescue & Emergency Aid
- Training
- Facilities
- ALS Billing Services
- Central Dispatch Services

General Fund - Fire/Emergency Medical Services

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	59.00	60.00	63.00	66.00
Expenditures				
Personnel	\$8,382,627	\$8,798,934	\$9,471,200	\$10,494,023
Supplies, services & taxes	1,013,356	1,100,867	1,185,919	1,861,746
Capital expenditures	0	156,493	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Fire/Emergency Medical	<u>\$9,395,983</u>	<u>\$10,056,294</u>	<u>\$10,657,119</u>	<u>\$12,355,769</u>

2020 Budget Highlights:

- Using additional funds from the EMS Levy to hire one FF/EMT one new FF/Paramedic and one Lieutenant.
- The budget includes required training and certifications for new and existing employees.
- Provide plan review and construction inspections.
- Replace 3 AED's and add 7 new AED's to day-staff cars. This will allow for a rapid response to cardiac arrest with the extend transport when Harrison Hospital opens in Silverdale.

2020 Capital Considerations:

- The budget includes funding for the following ERR purchases:
 - A new 4 wheel drive paramedic unit. This will replace a 2008 paramedic unit.
 - Purchase a new 4 wheel drive type 6 fire engine. This vehicle will give the fire department greater response capability to wildland fires.
- These Capital Considerations will be funded by a 2017 retroactive payment from GEMT.

2019 Accomplishments:

- The fire marshal's office has complete 99% of the life safety inspections for the year.
- All fire department operators have been trained on the new ladder truck and on Marine 20.
- New Ladder One and Marine 20 have been place into service.
- All bond projects are complete with the exception of the station remodels which are in progress.
- Increased staffing on Ladder One from 2 to 3.
- Update the Kitsap County Emergency Management Plan
- Completed promotional process for apparatus operator and lieutenant.
- Completed labor negotiations
- Instituted a new Fire and EMS reporting system
- Complete the Washington State Survey and Rating Bureau audit.

2020 Goals:

- The Fire Department's primary goal is to fill the Assistant Chief position, along with moving the Medical Officer and Training Lieutenant back to a forty hour work week.
- The Fire Department will seek alternative funding sources to assist with hiring of additional staffing to help with the ever increasing call volume and longer ALS transport times to Silverdale.
- Partner with Peninsula Health Care to better respond to the Opioid Crisis.
- Update the City of Bremerton's Emergency Operations Plan and host a city wide disaster exercise.

Police and Fire Pension

General Fund

Summary:

The Police and Fire Pension budget accounts for pension payments for firefighters and law enforcement officers who were hired under the Law Enforcement Officers & Firefighters (LEOFF 1) Retirement System and prior retirement acts. Program expenditures include medi-

cal premiums, pension and disability payments for firefighters and law enforcement officers hired prior to October 1, 1977 and who are vested in the system. These payments are mandated by the state, so are not subject to the City's discretion.

General Fund - Police & Fire Pension

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Expenditures				
Personnel	\$1,295,999	\$1,335,851	\$1,350,000	\$1,402,300
Supplies, services & taxes	350,966	322,549	347,700	342,000
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Fire/Emergency Medical	<u>\$1,646,965</u>	<u>\$1,658,400</u>	<u>\$1,697,700</u>	<u>\$1,744,300</u>

2020 Budget Highlights:

- Budget supports LEOFF 1 medical premiums, pension and disability payments.
- Total budgeted expenditures for 2020 are set at \$1,744,300.

2020 Capital Considerations:

- There are no capital considerations budgeted in 2020.

2019 Accomplishments:

- The City Clerk continues to act as the Board Secretary for the Pension Board.
- January through September 2019, processed 50 claims for Police and 99 claims for Fire LEOFF 1 recipients.

2020 Goals:

- Maintain level of services provided to LEOFF 1 Retirees.
- Continue communication with members about VA benefits and who is eligible.
- Goals for the Pension Budget are related to creating efficiencies and cost savings. The LEOFF 1 Pension Program is legislatively mandated as a service provided on to a specific group of Police and Fire retirees.

General Facilities

General Fund

Summary:

General facilities staffing is responsible for the upkeep and maintenance of all City buildings and grounds, other than those in the Parks and Recreation Department. In addition, this division is responsible for Utility (water, sewer, storm) inventory, which includes ordering and

receiving equipment and supplies for the Department of Public Works & Utilities. They are also responsible for the repair of small miscellaneous equipment, which includes pumps, generators, and saws.

General Fund - Facilities

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Expenditures				
Personnel	\$440,916	\$503,628	\$484,700	\$499,200
Supplies, services & taxes	877,544	980,094	1,177,921	929,258
Capital expenditures	114,431	173,040	180,000	260,000
Debt service	0	0	0	0
Transfers	0	0	0	0
Total General Facilities	\$1,432,891	\$1,656,762	\$1,842,621	\$1,688,458

2020 Budget Highlights:

- Provide facility maintenance support for building systems, landscaping and other general fund facilities (not parks.) Work is varied and includes performing maintenance and some constructed improvements.
- Coordinate and manage contracts for a variety of services including custodial, elevators, fire suppression, HVAC, pest control, security, larger scale capital improvements, etc.
- Standardize security improvements and access control at city facilities.
- HVAC and comfort control measures and improvements at city facilities. To improve operation efficiency and effectiveness.

2020 Capital Considerations:

- Naval Museum dehumidification climate control project—US Navy funds.
- Complete the Fire Station #2 and #3 dormitory remodel projects—Funded in Fire Public safety Bond Fund

2019 Accomplishments:

- Equipment services building enclosure projects.
- City parking lot #95 asphalt re-surface and improvements.
- Bullet resistant glass and panels installed to “at risk” public use counters at Norm Dicks Government Center.
- New hire of Service Specialist position.
- Naval Museum gift shop/commons area HVAC system installation.
- Remodel of Police Detectives offices.
- Carillon Bells system upgrades.
- Provided continuing electrical support to other departments/divisions.
- Repaired/replaced damaged street lights in a timely manner.

2020 Goals:

- Zero lost-time accidents.
- Facility security improvements and access control at city facilities.
- Fire Station #2 and #3 dormitory remodels.
- HVAC system installation at Library building basement level.
- Design and planning of the Kitsap Conference Center facility exterior refresh.
- Dehumidification and climate control system at the Naval Museum.
- City parking lot #95 lighting project.
- Kitsap Conference Center/Harborside facility signage improvements and replacements.
- The large majority of the electricians workload is supporting other departments/divisions electrical needs. Continue to prioritize and complete these projects in a timely manner.

Parks and Recreation

General Fund

Summary:

The Parks and Recreation Department provides safe and attractive parks, facilities and programs for the enjoyment of Bremerton’s citizens and visitors. The Department operates and maintains the Sheridan Park Community Center, Bremerton Senior Center and Ivy Green Cemetery.

The Department maintains 335 acres of park land including 31 parks and beautification areas located throughout the City. A broad menu of recreational programs and activities for a variety of ages and interests are offered with many recovering a portion or all of the incremental costs to provide these services.

General Fund - Parks and Recreation

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	23.45	24.57	24.47	24.99
Expenditures				
Personnel	\$1,834,394	\$1,945,794	\$2,276,781	\$2,274,700
Supplies, services & taxes	771,412	862,136	815,501	801,664
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	85,000	0	34,500
Total General Parks	\$2,605,806	\$2,892,930	\$3,092,282	\$3,110,864

2020 Budget Highlights:

- Maintains current service levels with no significant increase in base supplies and services budget
- Proposed budget includes additional Part Time and Seasonal hours to cover additional resource needs

2020 Capital Considerations:

- Listed under Parks Capital Construction Fund

2019 Accomplishments:

- Hosted:
 - * Over 440 Park & Shelter Rentals
 - * Over 60 Facility Rentals
 - * Over 45 Athletic Field Rentals
- Supported multiple large scale special events such as Bridge Blast, Blackberry Festival and various community events
- Expanded Pickleball program offerings
- Offered free Summer Playground and lunch program at Blueberry, Kiwanis and Manette Parks
- Provided increased full time presence at Evergreen, Lions and Pendergast locations
- Additional seasonal staff hours provided to support extended park hours and improve security
- Continued improvements to park security lighting and sight lines through removal of vegetation
- Addressed encampments in parks
- Completed Urban Forest Management Plan
- Addressed Hazardous Trees at Kiwanis and Evergreen Parks
- Developed GIS layers for trees and flower baskets
- Completed update of Parks, Recreation and Open Space Comprehensive Plan

2020 Goals:

- Develop a comprehensive maintenance plan to include a priorities list of projects and budget
- Develop a security and surveillance plan for park facilities
- Review of current equipment inventory and needs and confirm Equipment Rental Reserve fund support
- Continue development and implementation of GIS layers for parks, cemetery and facilities
- Evaluate staffing needs required to support “downtown” and implement changes to improve maintenance
- Evaluate community recreation needs and develop implementation strategies for requested programs
- Continue to support Kitsap Lake Water Quality Improvement project
- Zero time-loss accidents

Engineering

General Fund

Summary:

Engineering manages comprehensive planning, design and construction of City infrastructure; traffic engineering; development project review and permitting; provides engineering services to all City departments; obtains grant and low inter-

est loan funding from Federal and State sources; and assists in regional transportation coordination.

General Fund - Engineering				
	Actual 2017	Actual 2018	Budget 2019	Budget 2020
FTE positions	16.47	18.47	18.69	20.69
Expenditures				
Personnel	\$1,828,824	\$2,010,366	\$2,328,300	\$2,555,000
Supplies, services & taxes	390,909	305,758	351,880	348,912
Capital expenditures	0	0	0	0
Debt service	0	0	0	0
Transfers	0	0	0	0
Total Engineering	<u>\$2,219,733</u>	<u>\$2,316,124</u>	<u>\$2,680,180</u>	<u>\$2,903,912</u>

2020 Budget Highlights:

- Pursue grants and loans for utility and street projects.
- Provide capital project design and construction management services for utilities and streets projects.
- Issue permits for utility services and R-O-W improvements.
- Review and approve land use and building permits.
- Inspect all developer installed improvements.
- Respond to citizen complaints.
- Provide GIS mapping updates to utility and street systems maps.
- Provide records management, scanning and archiving services for construction documents.
- Provide support for Asset Management program implementation.
- Adds two FTEs for capital project delivery and storm water system modeling.

2020 Capital Considerations:

- There are no capital considerations budgeted for 2020.

2019 Accomplishments:

- Issued 288 permits for water and wastewater service. \$3.2M in revenue generated.
- Issued 277 R-O-W permits for roadway construction and frontage improvements.
- Provided inspection for 5 large construction plats totaling 540 new lots.
- Responded to 121 customer service requests.
- Completed an audit of the PSE/City lighting system and identified 238 lights that are not in inventory.
- Started utility asset inventory for water and wastewater assets.
- Renewal of PSE Franchise agreement.
- Conducted engineering workload evaluation.

2020 Goals:

- Improve development application and review processes to ensure efficient review and approval.
- Improve development inspection scheduling process.
- Cross train staff to allow better coverage for development inspection.
- Identify and prioritize funding opportunities for utilities and transportation projects.
- Complete engineering workload analysis and implement recommendations.
- Negotiate agreement with Department of Natural Resources to allow beach surface restoration in lieu of beach main removal.
- Deliver street and utility capital projects.
- Implement Asset Management Program with other PW divisions.
- Incorporate Storm water capital project delivery.
- Finalize Pavement Management Plan.
- Implement Storm water capital project delivery in Engineering Department.

Non-Departmental

General Fund

Summary:

The General Fund Non-Departmental budget accounts for activities of a general nature not associated with a specific service function or department.

Various activities include:

- Payment to Kitsap County Auditor’s Office for voter registration and election services.
- Contracts with Kitsap County Emergency Management Services for the delivery of a comprehensive, all-hazards emergency management program.
- Payment for participation in professional associations, including the Puget Sound Regional Council, Association of Washington Cities and Kitsap Regional Coordinating Council.
- Local governments are legally responsible for expending at least 2% of collected liquor excise taxes and profits for alcoholism programs. The non-departmental budget includes this transfer to the County Health to fulfill this obligation.
- Contracts with the Bremerton-Kitsap County Health District for certain public health support and services.
- Funding for the enforcement of the “Clean Air Act” through the Puget Sound Clean Air Agency.
- Photo Enforcement contract costs.
- Care and custody of prisoner costs.
- Contributions to ER&R Fund for equipment and vehicle replacements.
- Costs of postage on City mailings where not directly covered by fund or Department budgets.
- Contracts with the Humane Society for animal control services.
- Transfers of monies to financially support the following funds:
 - Street Fund
 - Contingency Reserve Fund
 - Affordable Housing Capital Fund
 - Conference Center
 - Residential Street Fund
 - Information Technology Fund—set-a-side

General Fund - Non-Departmental

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
Expenditures				
Personnel	\$0	\$0	\$155,000	\$0
Supplies, services & taxes	2,830,235	3,043,767	3,565,096	3,476,430
Capital expenditures	506,650	0	0	0
Debt service	0	0	0	0
Transfers	1,624,661	1,445,974	1,417,179	1,364,100
Total Non-Departmental	\$4,961,546	\$4,489,741	\$5,137,275	\$4,840,530

Non-Departmental (Cont'd)

General Fund

BUDGET DETAIL

	Amended 2019 <u>BUDGET</u>	Adopted 2020 <u>BUDGET</u>
Election Services	\$ 50,000	70,000
Other Miscellaneous		
Personnel Cost - Contract Settlements	155,000	0
Office & Operating Supplies	2,000	2,000
Professional Services - KEDA	20,000	20,000
Professional Services - KADA	10,000	10,000
Professional Services - State Lobbyist	54,000	54,000
Postage	30,000	33,000
Equipment Rental (postage machine)	7,800	7,800
Equipment - ER&R Reserve Contribution	500,000	520,267
Interfund Insurance	419,662	334,831
Miscellaneous	10,000	10,000
Foot Ferry Service (Sundays)	8,000	7,500
Intergovernmental Service		
Association of Washington Cities	30,148	31,306
Puget Sound Regional Council	10,940	11,467
Kitsap Regional Coordinating Council	26,367	27,420
Bremerton Housing Authority (Affordable Housing Program)	100,000	100,000
Photo Enforcement Professional Services	432,000	432,000
Electronic Monitoring & Medical	130,000	60,000
Care and Custody of Prisoners	1,302,000	1,308,690
Emergency Services	65,000	65,000
Puget Sound Clean Air Agency	23,439	24,155
Animal Control Contract	218,200	222,608
Bremerton-Kitsap County Health District	55,840	62,496
Bremerton-Kitsap County Health District (Security)	30,000	30,000
Alcoholism	29,700	31,890
Transfer to Street Fund	972,100	825,000
Transfer to Residential Street Fund	0	28,400
Transfer to Contingency Reserve	28,975	135,700
Transfer to Conference Center	65,000	75,000
Transfer to Affordable Housing Fund (Weatherization Program)	101,104	100,000
Transfer to Information Technology Fund	250,000	200,000
Total Non-Departmental Budget	<u>\$ 5,137,275</u>	<u>\$ 4,840,530</u>

2020 Budget Highlights:

The Non-Departmental budget accounts for items that are general in nature and are not associated with a specific service function or department.

- A \$100,000 transfer-out to the Affordable Housing Fund for weatherization/minor home improvements.
- Funding of \$100,000 is budgeted for a rental assistance program through the Bremerton Housing Authority.
- Continued support for economic development with KEDA and KADA.
- Appropriations for care and custody of prisoners, including incarceration and electronic home monitoring is budgeted at \$1,368,690.
- Funding to support Street Operations, \$825,000
- A \$135,700 transfer-out to the Contingency Reserve Fund.
- General Fund ERR contributions for future vehicle and equipment replacements, \$500,267.
- A \$200,000 transfer-out to Information Technology as a set-a-side for future ILEADS replacement software.

2020 Capital Considerations:

- There are no capital considerations budgeted in 2020.

2019 Accomplishments:

- Care and custody cost, including medical and electronic home monitoring is projected to be at or below budget.
- Funding established for Affordable Housing and Weatherization.
- Committed first set-a-side funding for future ILEADS software replacement, \$250,000.
- An additional \$97,100 was transferred into the Street Fund to support city-wide snow and ice removal.
- A transfer-out to the Contingency Reserve Fund for emergency reserves continues, \$28,975.

2020 Goals:

- Maintain current levels of service.

Ending Fund Balance

General Fund

Summary:

This account is used to indicate the estimated and actual amounts of fund balance for the General fund on a working capital basis as of the end of the year. It represents the excess of General Fund current assets over current liabilities.

General Fund - Ending Fund Balance

	Actual 2017	Actual 2018	Budget 2019	Budget 2020
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
Ending Fund Balance	<u>9,754,376</u>	<u>11,194,478</u>	<u>9,304,461</u>	<u>9,012,577</u>
Total Expenditures	<u>\$9,754,376</u>	<u>\$11,194,478</u>	<u>\$9,304,461</u>	<u>\$9,012,577</u>
Original Budgeted Ending Fund Balance	\$4,908,051	\$5,977,589	\$7,795,960	\$9,012,577

