

# ADOPTED BUDGET 2019-2020

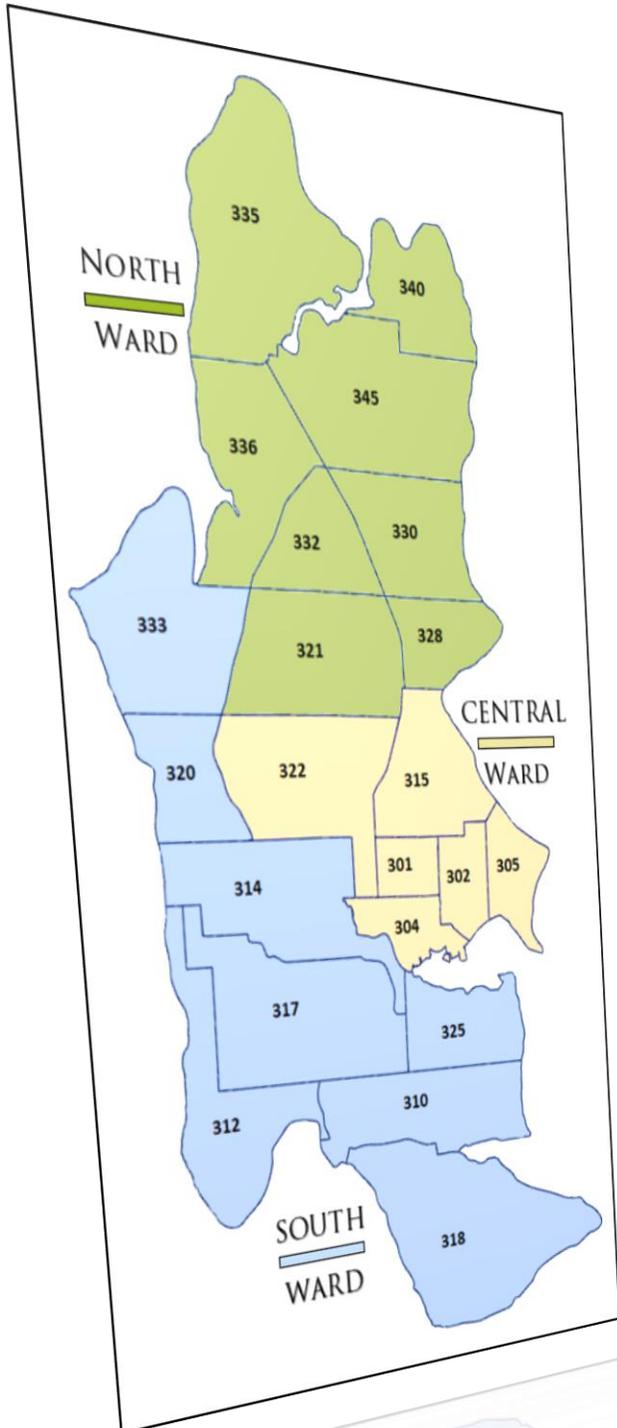


CITY OF BAINBRIDGE ISLAND, WA



City of Bainbridge Island  
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Bainbridge Island  
Washington**

For the Biennium Beginning

**January 1, 2017**

*Christopher P. Morill*

Executive Director



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January 1, 2019

Dear City Council, Citizens, and Interested Readers,

I am pleased to present the 2019-2020 Adopted Budget for the City of Bainbridge Island. This Budget Book is the financial plan for the upcoming two years and funds the City's identified priorities and planned service delivery to the community. This budget supports key community goals, includes a significant capital program, and dedicates resources to implementing priorities identified in the new Comprehensive Plan. The next biennium continues the City's emphasis on stewardship, financial sustainability, and customer service. I look forward to working with City staff, City Council, and local partners to provide the highest level of service and support to our citizens.



This budget meets specific financial objectives that continue our commitment to sustainable and forward-looking financial management. The budget applies a ten-year planning horizon to assess whether City revenue sources support the expected growth in current expenditures in addition to new costs added through expanded staff and programs. This budget also maintains policy reserves in all funds throughout that ten-year period, thus meeting our sustainability objective. Another important objective is to have recurring revenues over the ten-year period remain higher than recurring expenditures. This adopted budget successfully meets that objective. You can find more detailed information about the City's fiscal capacity in the following sections of this Budget Book.

The changes adopted within this budget were selected from an extensive list of potential choices. There were numerous ideas for important and worthwhile work that could not be accommodated within existing City revenues. In a resource-limited framework, it is necessary to make choices that move forward our highest priorities while maintaining our statutory obligations and core service delivery. If you are interested in viewing a list of the identified opportunities not included in this adopted budget, please see page ix.

### **2019 – 2020 Adopted Budget Highlights**

The 2019-2020 Adopted Budget funds selected new positions and services supporting the City's highest priority goals. I'd like to provide background on the most significant changes included in the Adopted Budget, including some key assumptions used in the budget development process. This information is intended to help readers understand the choices the City Council and administration made to finalize the Adopted Budget.

- **Police and Municipal Court Building:** The Adopted Budget assumes a total project budget of \$20 million, split evenly between City cash and Councilmanic bonds. If the City elects to use Councilmanic bonds to fund this project, there will be no impact to residents' property taxes. The Adopted Budget assumes these funds will be spent in 2018 through 2020 to complete our site selection process and construction. More detailed information on the project cost, financing approach, and timing will be established as the planning process moves forward. While we know that these assumptions will change over time, it is important to include this baseline expectation in the Adopted Budget to correctly plan for other expenditures.

- **Police Staffing:** The addition of two new, full-time officers allows the department to fully achieve the organizational structure proposed by the Police Chief in 2014. This will complete a key organizational goal and follows the addition of two officers in the 2017-2018 biennial budget. The Adopted Budget also provides for the required equipment and vehicles associated with these new positions.
- **Capital Projects:** The Adopted Budget reflects the City's emphasis on effective stewardship of our existing infrastructure and funding for key projects. The planned capital projects and fleet investments were discussed with Council, the Planning Commission, and the Utility Advisory Committee prior to budget approval. The City's investment in capital projects continues to be significant. For 2019-2020, total new spending (not including grant revenue or \$10 million in City cash spending for the Police and Municipal Court Building) is \$1.9 million for tax-supported funds, and \$5.3 million for the utility funds. At the same time, the City will be working to complete a range of previously-authorized projects approved in prior budgets at a level of \$2.2 million in tax-supported funds and \$2.2 million in utility funds.
- **Comprehensive Plan Implementation:** The Comprehensive Plan continues to be at the center of our citywide workplans. Professional services funding of \$400,000 (\$200,000 per year) is planned to support continued progress on targeted goals and implementing actions included in the Comprehensive Plan. To assist with increased work capacity, the Adopted Budget includes a new 1.0 FTE Administrative Specialist position within the Planning and Community Development department. This position will expand support for department administrative activities allowing Planning Department staff to focus on non-administrative tasks. The new position will also provide required support for the City's Hearing Examiner.
- **Non-Motorized Transportation Planning:** The Adopted Budget includes \$150,000 to fund planning and community outreach related to multimodal transportation options. This funding recognizes the importance to our community of a proactive approach to mitigating climate change, and the desire to gather all stakeholders for a robust planning conversation.
- **Natural Resources and Environmental Stewardship:** In accordance with the Guiding Principles of the Comprehensive Plan, the Adopted Budget includes increased funding to support several issues related to our natural resources. The upcoming biennium includes the addition of staff and studies. Additional staff positions include a Natural Resources Planner and a term-limited Hydrogeologist, along with the elimination of a vacant Engineering Specialist focused on water resources. Realignment of staff supports the City's intention to reorganize and refocus some aspects of the existing water resources program. Elimination of the Engineering Specialist position is subject to ongoing bargaining with the IAM.

Studies funded through this budget include development of a groundwater management plan, review of the City's stormwater infrastructure, consideration of changes to the wastewater treatment plant to implement tertiary treatment, development of building code related to photovoltaic systems, and increased funding for noxious weed control.

- **Major Maintenance:** Based on recommendations from a 2018 comprehensive facility assessment, the Adopted Budget includes significant funding to address major deferred maintenance projects at

City facilities. These projects were identified and prioritized as a multi-year workplan to verify the City is providing efficient stewardship of key City facilities. A new 1.0 FTE Operations Project Manager position ensures delivery of this near-term work program and establishes that the City has the capacity to remain current on facility maintenance obligations going forward. It is important for the City to address the identified backlog of critical maintenance projects in the upcoming biennium to avoid additional future expenses or unplanned failures. It is also important to prepare the organization for an increase in facility maintenance obligations with the completion of the new Police and Court Facility. That project is anticipated to increase the total square footage of City facilities by 9%, from 93,500 to 101,500. The City included an additional operating expense for the net increase in square footage as part of our long-range maintenance forecasts for 2021 and beyond.

- **Emergency Preparedness:** Emergency preparedness activities continue to be an emphasis for the City. The Adopted Budget reflects the goal established by City Council in 2017 for the City to be a regional leader in emergency preparedness. This goal supports a dedicated City staff position to ensure a high level of City staff training and preparedness, as well as to leverage and enhance community efforts and contributions. The Adopted Budget includes funding for a 1.0 FTE Emergency Preparedness Coordinator, an increase in staffing for this function by 0.25 FTE. The position's responsibilities previously included supporting the Civil Service Commission; however, those duties will now be covered by other City personnel (see below).
- **Human Resources:** The increased staffing for emergency preparedness creates a need to restructure support for the Civil Service Commission and Police hiring. A new 0.50 FTE Human Resources Analyst is added to the Executive Department to maintain this required function. This position will also provide support to the Human Resources Manager meeting the day-to-day requirements of supporting and training the City's workforce. This additional capacity brings the City closer to standard ratios for human services staffing and helps address the increased need for retirement-driven succession planning, complete timely recruitment for vacancies and new planned positions, and implement more robust employee onboarding and engagement programs.
- **Wastewater Treatment Plant (WWTP) Operations:** The City's wastewater treatment plant is required to meet State and Federal standards for 24/7 staffing by personnel with specific training and credentials. This requirement is currently met by three staff members with a recognized critical need for succession planning in order to maintain efficient and safe operations. To meet this need and minimize the risk of unplanned service interruption, the Adopted Budget includes funding for a new 1.0 FTE Wastewater Treatment Plant Operator.
- **Communications:** The City Council and administration continue to prioritize transparency and civic engagement, believing effective communication plays a key role in this endeavor. Thus, there is a funding increase of \$150,000 in 2019, and \$60,000 in 2020 and future years, to enhance City communications efforts.
- **Building and Development Services Rate Study:** In accordance with the City's financial policies setting full cost recovery as a goal and best management practices calling for periodic rate review, the Adopted Budget includes \$50,000 to fund an outside consultant to review and recommend an

updated rate structure for development-related activities.

- **Community Service Organization Funding:** Staff has incorporated guidance from the City Council and included a biennium total of \$1.6 million in funding for human services, cultural activities, and other support to community partners. Key assumptions include:
  - Human services funding is maintained at 2018 levels. Per capita City spending in this area is higher than regional comparables and is a strong reflection of stated community priorities and City goals. Spending for these activities is equal to roughly 2% of total General Fund revenue.
  - Cultural activities funding is maintained at 2018 levels. Arts and culture are key community values and, also, a critical component of the Bainbridge Island economy. Spending for these activities is equal to roughly 1% of the total General Fund.
  - Support for the Public Art Program is restructured as a fixed annual amount. Funding is currently planned at \$74,000 per year, to be used to fund future art projects, annual maintenance and repair, and provide \$24,000 in annual support to Arts and Humanities Bainbridge in recognition of their services on behalf of the Public Art Committee.
  - Support for the City-owned public farmland includes roughly \$150,000 to complete identified repair and maintenance projects in 2019 and 2020. Additional funding in 2019 provides operating support for Friends of the Farms at \$65,000.
- **Suzuki Property:** The Adopted Budget includes previously-approved spending of \$800,000 for on-site development for the Suzuki property in 2019-2020. In 2020, the Adopted Budget also includes an assumption for the sale of the Suzuki property as General Fund revenues in the amount of \$800,000. This is a planning assumption intended to offset the development expense without impact to City fund balance but is not indicative of any plans or direction related to the potential future sale of the property. Specific decisions about the property's disposition will be made by City Council at a later stage in the project.
- **Island Gathering Places:** The Farmer's Market is an important community asset. The City is including \$65,000 to provide an overhead cover for the market, to allow use of this space during inclement weather. This project will install a more durable surface to replace the grass and sod as well. The budget also provides \$26,000 for a viewing platform at the ferry terminal in coordination with Washington State Ferries.



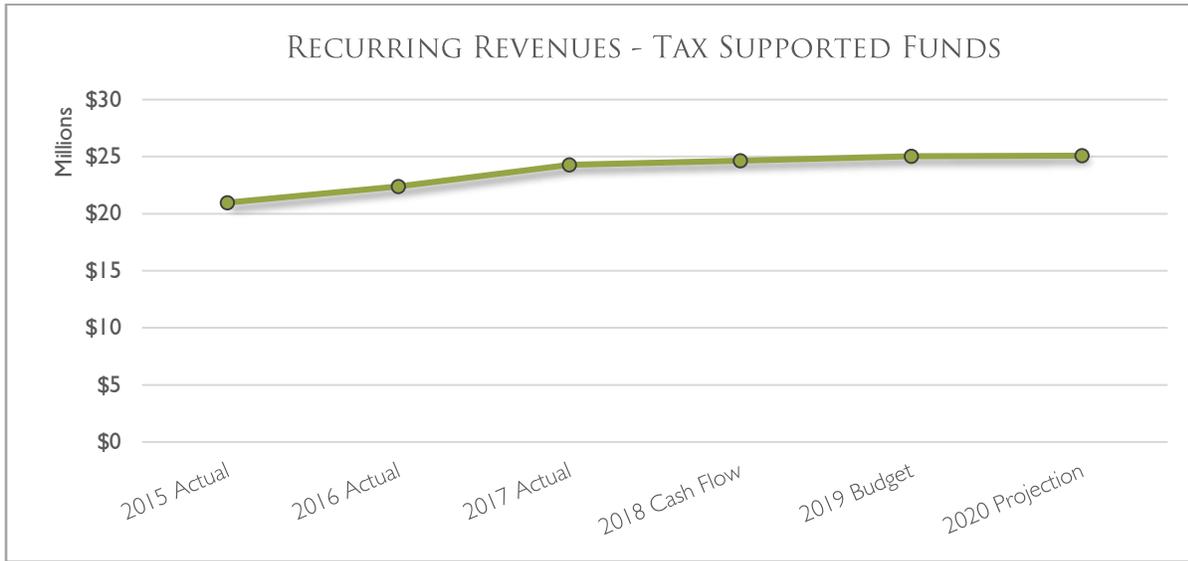
**Summary: Staffing-related changes adopted for the 2019-2020 biennium**

Title	Department, Division	FTE	Amount (2019)
<b>Police Officers</b>	Police	2.0	\$225,000.00
<b>Police Vehicles</b>	Police	-	\$132,000.00
<b>Police Equipment</b>	Police	-	\$10,000.00
<b>Administrative Specialist II</b>	Planning, Current Planning	1.0	\$100,000.00
<b>Human Resources Analyst</b>	Executive, Human Resources	0.5	\$61,000.00
<b>Hydrogeologist (term-limited)</b>	Public Works, Engineering	1.0	\$150,000.00
<b>Natural Resource Planner</b>	Planning, Current Planning	1.0	\$113,000.00
<b>Operations Project Manager</b>	Public Works, O&M	1.0	\$134,000.00
<b>Wastewater Treatment Plant Operator II</b>	Public Works, O&M	1.0	\$100,000.00
<b>Engineering Specialist – Water Resources</b>	Public Works, Engineering	(1.0)	(\$134,000)

Recent financial performance has been strong, allowing City staffing and services to increase in response to community priorities and service delivery goals. A six-year perspective on City staffing is shown in the chart below:

Department	2015	2016	2017	2018	2019	2020	5-Year Change (2015 to 2019)	1-Year Change (2018 to 2019)
<b>Executive/IT</b>	12.25	12.35	13.4	13.4	13.9	13.9	18%	5%
<b>Finance</b>	8.3	8.3	9.8	9.8	9.8	9.8	18%	0%
<b>Municipal Court</b>	4.85	4.85	4.85	4.85	4.85	4.85	0%	0%
<b>Planning &amp; Community Dev.</b>	19	20	20	20	22	22	16%	10%
<b>Public Safety</b>	26.15	26.15	28.35	28.35	30.35	30.35	16%	7%
<b>Public Works</b>	38	39	43	43	45	45	18%	5%
<b>TOTAL</b>	108.55	110.65	119.4	119.4	125.9	125.9	16%	5%

Over this same time period, City revenues have also increased. However, recent economic data suggests that revenue growth has plateaued. Accordingly, increases to ongoing costs such as staffing or increases to services must be carefully considered.



**Looking Ahead**

The City is focused on meeting core needs for service delivery related to Public Safety, Public Works maintenance of our road network and utilities, and customer services related to Planning and Community Development. The City is also committed to a multi-year effort to fully implement the Comprehensive Plan. Alongside these priorities, we continue to pursue completion of long-standing capital projects such as replacement for the aging and undersized Police Station, selected road improvements, and improvements to City utility systems. The organization continually seeks opportunities to improve its internal operations and external communications, and to serve as a key partner to community organizations working to meet critical needs.

I believe the adopted budget provides funding that will implement the Council’s priorities and the community’s vision for Bainbridge Island. The budget was developed to balance these priorities and vision with a sustainable, forward-looking financial plan for the City. Through resident and stakeholder engagement, combined with Council’s thoughtful direction, this budget reflects prudent fiscal planning as our City prepares for the challenges in coming years. The goal has been to make the budget process as engaging and collaborative as possible. We look forward to continued community engagement as we work to deliver priority projects and ongoing City services.

Sincerely yours,

Morgan Smith  
City Manager



## 2019 & 2020 ADOPTED BUDGET CHANGES

Funded?	Item	Total Cost	FTE	Ongoing or One-time	Comments
Yes	FTE: Police Officers	\$225,000	2.0	Ongoing	
Yes	Police Officers Add - Vehicles	\$132,000	-	One-time	
Yes	Police Officers Add - Equipment	\$10,000	-	One-time	
Yes	FTE: Natural Resource Planner/Specialist	\$113,000	1.0	Ongoing	Originally proposed as an Arborist
Yes	FTE: Operations Project Manager	\$134,000	1.0	Ongoing	
Yes	FTE: Human Resources Analyst	\$61,000	0.5	Ongoing	0.25 FTE Civil Service; 0.25 FTE general HR
Yes	FTE: Wastewater Treatment Plant Operator II	\$100,000	1.0	Ongoing	
Yes	FTE: Administrative Specialist II	\$100,000	1.0	Ongoing	0.25 FTE Hearing Examiner support
Yes	FTE: Hydrogeologist	\$150,000	1.0	One-time	2-year term limited position
Yes	FTE: Engineering Specialist (Water Resources)	(\$134,000)	(1.0)	Ongoing	
Yes	Facilities Major Maintenance Projects - 2019	\$921,100	-	One-time	Assumes staff addition
Yes	Facilities Major Maintenance Projects - 2020	\$769,200	-	One-time	Assumes staff addition
Yes	Health and Human Services Funding	\$660,000	-	Ongoing	Two-Year appropriation (in 2019)
Yes	Cultural Element Funding	\$300,000	-	Ongoing	Two-year appropriation (in 2020)
Yes	FEMA Port Security Grant - Police Boat Refurbishment	\$229,000	-	One-time	Includes grant award covering 75% of project
Yes	Professional Services for Comprehensive Plan-Related Topics	\$200,000	-	One-time	\$200,000 in each year
Yes	Communication Plan – 2019	\$150,000	-	One-time	
Yes	Communication Plan – 2020	\$60,000	-	Ongoing	



2019 & 2020 ADOPTED BUDGET CHANGES

(CONTINUED)

Funded?	Item	Total Cost	FTE	Ongoing or One-time	Comments
Yes	Non-Motorized Funding	\$150,000	-	One-time	
Yes	Island-Wide Stormwater Study	\$100,000	-	One-time	
Yes	Wastewater Treatment Plant Tertiary Treatment Study	\$100,000	-	One-time	
Yes	Farm Maintenance - 2019	\$91,800	-	One-time	Farmland Projects 2019
Yes	Farm Maintenance - 2020	\$48,800	-	One-time	Farmland Projects 2020
Yes	Farmer's Market Cover	\$65,000	-	One-time	
Yes	Farmland Property Management	\$65,000	-	One-time	In 2019 only
Yes	PCD - Rate Study	\$50,000	-	One-time	Rate study for development fees
Yes	Professional Services - Photovoltaic Ordinance	\$50,000	-	One-time	
Yes	Public Art Lease/Purchase	\$50,000	-	Ongoing	Transfer into Public Art Subfund
Yes	Public Art Administration	\$24,000	-	Ongoing	\$24,000 in 2019; \$12,000 in 2020
Yes	Noxious Weed Funding	\$40,000	-	Ongoing	Increase by \$40,000 to a total of \$50,000 annually
Yes	City Dock Modification Design	\$30,000	-	One-time	
Yes	Navigator Program	\$30,000	-	Ongoing	Continuation of existing program
Yes	Kitsap Public Health	\$30,000	-	Ongoing	Increase by \$30,000 to a total of \$78,000 annually
Yes	Washington State Ferry Viewing Platform	\$26,000	-	One-time	
Yes	City Dock Pay Station	\$20,000	-	One-time	
Yes	National Citizen Survey	\$15,000	-	One-time	
Yes	Indigenous People's Day Funding	\$1,500	-	Ongoing	\$1,500 in each year



## 2019 & 2020 ADOPTED BUDGET CHANGES

Funded?	Item	Total Cost	FTE	Ongoing or One-time	Comments
No	FTE: Information Technology Project Manager	\$126,000	1.0	Ongoing	
No	FTE: Customer Service Manager	\$178,000	1.0	Ongoing	
No	FTE: Arborist	\$121,000	1.0	Ongoing	
No	FTE: Development Engineering - Engineer	\$134,000	1.0	Ongoing	
No	FTE: Development Engineering - Technician	\$110,000	1.0	Ongoing	
No	Development Engineering - Vehicle for new position	\$60,000	-	One-time	
No	City Hall Renovations	\$350,000	-	One-time	Proposed in Capital Improvement Plan
No	Island-wide Stormwater Projects	\$200,000	-	One-time	
No	City Dock Modifications Project	\$150,000	-	One-time	Became City Dock Modifications Design
No	Shoreline Master Plan Additional Consultant Work	\$150,000	-	One-time	
No	Kitsap Regional Housing Authority	\$100,000	-	Ongoing	Debt payment support
No	Community Solar Program	\$100,000	-	One-time	
No	Island-wide Trail Study	\$75,000	-	One-time	
No	Professional Services - Economic Development Strategy	\$50,000	-	Ongoing	
No	Professional Services - Process Improvements	\$50,000	-	Ongoing	
No	Kitsap Department of Emergency Management	\$27,000	-	Ongoing	
No	Professional Services - GIS Services	\$25,000	-	Ongoing	
No	Professional Services - Electronic Submittal	\$25,000	-	Ongoing	
No	Professional Services - Records Retention - Scanning /Archive	\$20,000	-	Ongoing	
No	Donate Suzuki Property	\$800,000	-	One-time	Donation would reduce budgeted revenue from property sale



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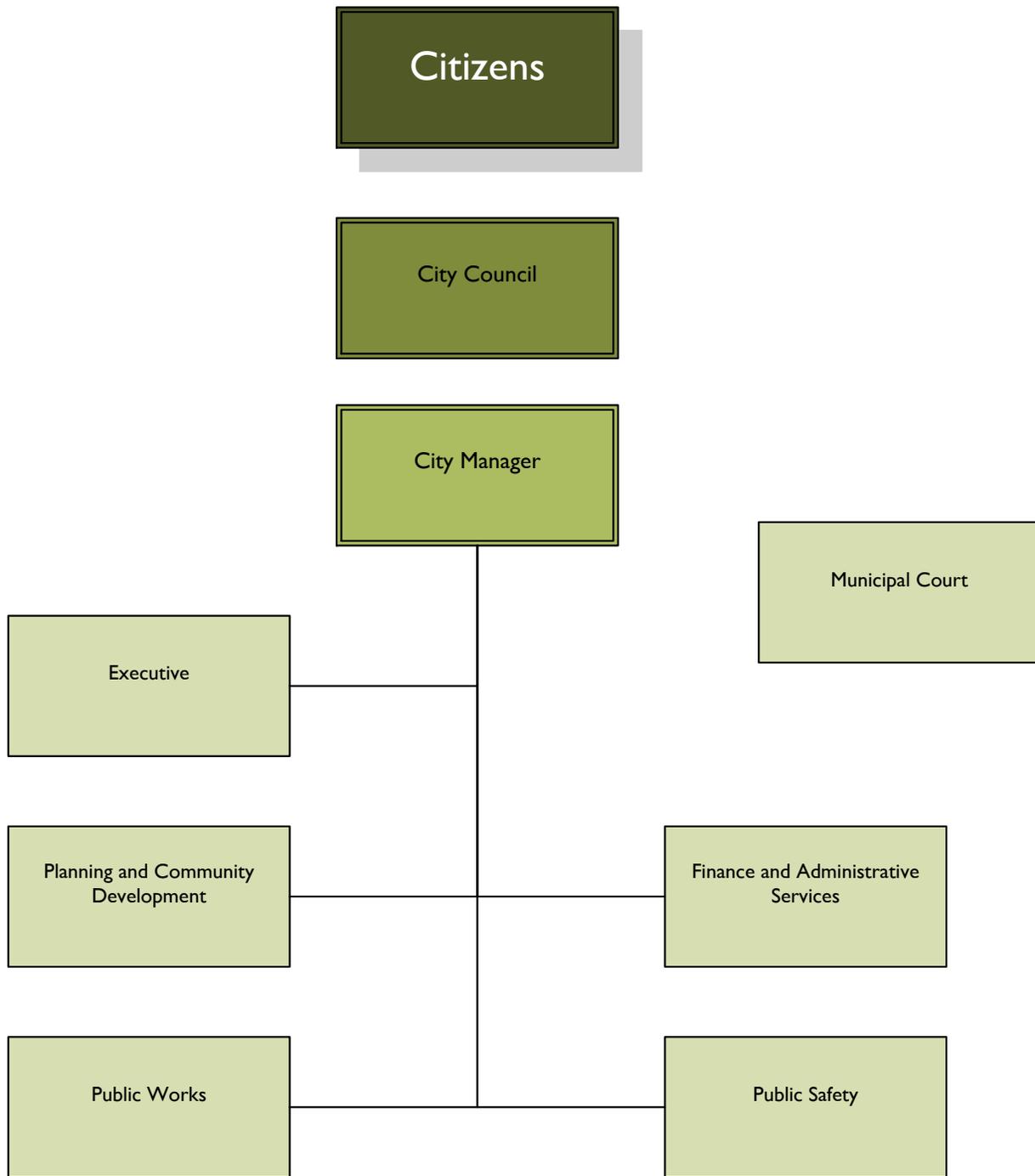


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*Not pictured: Interim Finance Director, Karl Shaw: kshaw@bainbridgewa, 206 780 8606*



# CITY OF BAINBRIDGE ISLAND ORGANIZATIONAL CHART





## CITY OVERVIEW

Bainbridge Island, located 35 minutes from downtown Seattle via ferry, is a vibrant, diverse community. With views of the snow-capped Olympic Mountains to the west and Mount Rainier to the east, Bainbridge Island is the closest getaway destination by ferry from Seattle. The area has a rich history and a unique culture of strong community engagement and sustainable environmental practices. The Island is home to an eclectic mix of farms, wineries, multiple parks, numerous hiking trails, golf courses, museums, local arts, and community events. In addition, several natural harbors have helped to develop a strong boating community. Local marinas, yacht clubs, moorage facilities, and waterfront parks provide water-related recreation for all generations.

### ISLAND HISTORY

#### Early History

The Suquamish, led by Chief Kitsap, inhabited the island when Captain George Vancouver, an English explorer for King George, anchored off the Island's south shore in 1792. He named the point Restoration Point in honor of the day King Charles II was restored to the English throne.

In 1841, U.S. Navy Lieutenant Charles Wilkes visited the Island while surveying the Northwest. Lt. Wilkes named the Island after Commodore William Bainbridge, commander of the frigate Constitution in the War of 1812. He also named several other areas of the Island and these names are still in use today.

The Territory of Washington was created on March 2, 1853. In 1855, as part of the Treaty of Point Elliott signed by Chief Sealth (Seattle), the Suquamish ceded Bainbridge Island and their other lands to the U.S. government. In 1857, a new county was formed and eventually named Kitsap in honor of the chief. The first county seat was at Port Madison at the north end of the Island. Business was conducted from the office of Commissioner George Meigs, owner of the Port Madison Mill.

#### Development

By the late 1800s, Port Blakely boasted the world's largest sawmill. Mill workers came from many nations, including Japanese and Hawaiian communities and a Native American village located nearby. Many Filipinos immigrated to Bainbridge Island during the 1920s; others came as shipyard workers during World War II. Both of the island's towns, Port Blakely and Port Madison, had large hotels, schools, foundries, and substantial shipbuilding enterprises. The Hall Brothers Shipyard in Blakely Harbor built 88 vessels, most of which were large schooners for hauling lumber.

#### Growing a Community

With few interior roads, most early island travel was by water. Mosquito Fleet steamers carried freight and passengers between Island landings and Seattle and Kitsap destinations. Communities grew around some 30 mosquito fleet landings, and residents knew their captain's whistle signature. Car ferry service began by barge from Point White to Retsil on the Kitsap Peninsula. Regular car service to Seattle began in 1923 from Port Blakely, but moved to Eagle Harbor in 1937. Eleven neighborhoods had their own schools until islanders voted to consolidate in the 1920s. The county's first school was in Port Madison.



## **The Impact of World War II**

In 1938, the U.S. Navy took over Fort Ward from the Army, confiscating several surrounding properties and evicting their owners. Large acreages were transformed into antenna fields overnight as top-secret, international, radio-listening stations were built. Radio communication and code schools were established that lasted through the Korean War. The Fort Ward command also oversaw the construction of the Navy's largest radio transmitter at Battle Point, with a tower 300 feet taller than the Space Needle.

With the attack on Pearl Harbor and the beginning of World War II in the Pacific, the Island was hit hard. In March 1942, Bainbridge Island became one of the first communities required to respond to Executive Order 9066, which uprooted those of Japanese ancestry, most of whom were U.S. citizens, and forced them to move inland. From Bainbridge Island, 220 Japanese-Americans were sent to Manzanar, California on the edge of the Mojave Desert, and then to Minidoka in Idaho.

Editors of the Bainbridge Review, Walt and Milly Woodward, kept Islanders informed on the activities of displaced residents during the war, and regular columns appeared from the internment camps. Editorials pointed out violations of the Bill of Rights inherent in the Executive Order. Many Islanders were appalled at this treatment of their friends and neighbors. They supported the Japanese-Americans, and welcomed them home at the end of the war. The Japanese American Exclusion Memorial, located across from Eagle Harbor, honors the first of 120,000 Japanese-Americans that were relocated from the West Coast.

## **After the War**

The town of Winslow incorporated in 1947, developed water and sewer utilities, and became the Island's urban center. The Agate Pass Bridge was built in 1950 connecting the Island to the Kitsap Peninsula. The Washington State Ferries took over the old shipyard at Eagle Harbor and Winslow became a busy connection to the Kitsap and Olympic peninsulas.

## **Island-wide Incorporation**

As the community developed, some Islanders felt they were paying an undue portion of the county's taxes and receiving indifferent county services. Others were concerned that major decisions affecting the Island were made with little input from Islanders. In 1969, a bid for incorporation of the area outside Winslow failed at the polls. Another effort in the early 80's did not reach the polls. In 1988, a citizens' Home Rule organization became active, culminating in the 1990 vote to allow the City of Winslow to annex the remainder of the Island. This vote passed but was so close that a recount was needed. In 1991, residents voted to change the City's name to Bainbridge Island.

## **The City Today**

Bainbridge Island is home to a community of over 23,000 citizens. Residents hold protection and conservation of the Island's natural systems as a primary community value. They have voted to tax themselves to purchase hundreds of acres of forests, meadows, beaches, trails, and public farmland to insure the sustainability of environmental protections, community recreational access, and opportunity for local food sources. Residents enjoy a wide range of amenities. Cultural sites include the Bainbridge Island Museum of Art, Bainbridge Island Historical Museum, Bloedel Reserve, Islandwood, Japanese American Exclusion



Memorial, and Bainbridge Performing Arts. The island also boasts numerous galleries, shops, museums, bakeries, and restaurants.

Highly-rated Bainbridge Island School District's mission is to prepare students for the global workplace and personal success. The approximately 1,440 enrolled students demonstrate some of the highest academic achievement in the state. In 2016, US News & World Report ranked Bainbridge High School on the list of "America's Best High Schools." Of the 22,000 public high schools ranked, BHS received a Gold Medal as #274 in the nation and fifth in the state. BHS also was designated as one of the US News Best High Schools in Science, Technology, Engineering & Math (STEM), ranking #154 in the nation. In addition, a number of Island students attend parochial and private schools on the Island.

## CITY STATISTICS

### GEOGRAPHICAL

<b>Location</b>	Kitsap County, Washington		
<b>Latitude</b>	47° 37' N	<b>Longitude</b>	122° 31' W
<b>Land Area</b>	27.61 Square Miles	<b>Miles of Shoreline</b>	53 Miles
<b>Rank in Size/State based on population</b>	42 <sup>nd</sup> of 281	<b>Rank in Size/County based on population</b>	2 <sup>nd</sup> of 4



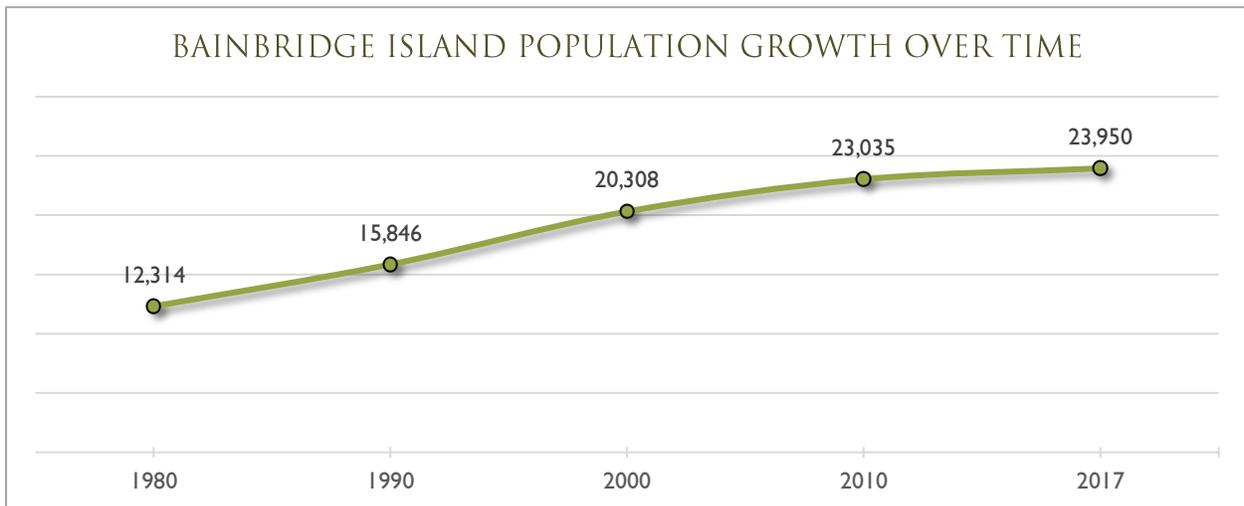


**GOVERNANCE**

<b>County</b>	Kitsap		
<b>Incorporated</b>	1991 (City of Winslow – 1947)		
<b>Form of Government</b>	Council-Manager		
<b>Type of Government</b>	Optional Code City		
<b>Departments</b>	Municipal Court, Executive, Finance & Administrative Services, Legislative, Planning & Community Development, Public Safety, Public Works		
<b>Services</b>	Building Inspections, Business Licensing, Code Enforcement, Notary Services, Permit Applications, Police & Emergency Services, Road Services, Waterfront Park, City Dock, Open Water Marina, Event Facilities, Vegetation Management		
<b>Utilities</b>	Water, Sewer, Surface and Stormwater		
<b>Acreage of Public Farmland</b>	67		
<b>Acres of City Owned Park and Open Space</b>	105.71		
<b>Miles of City Owned Trail</b>	3.3		
<b>Miles of Bike Lane</b>	23.5		
<b>External City Website Visits (2015-2017)</b>	630,790		
<b>Bond Rating</b>			
<b>UTGO</b>	Aa1	<b>LTGO</b>	Aa1

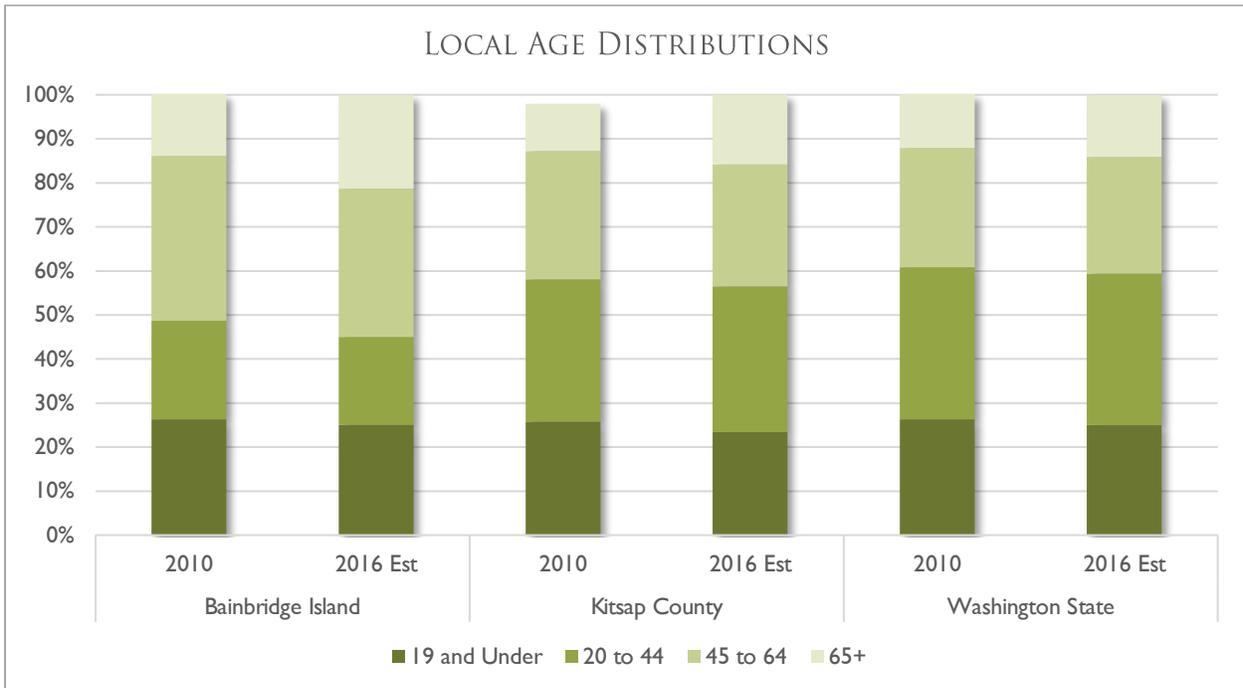
**DEMOGRAPHICS**

<b>Population</b>					
<b>Bainbridge Island</b>		<b>Kitsap County</b>		<b>Washington State</b>	
<b>2017</b>	23,950	<b>2017</b>	264,300	<b>2017</b>	7,310,300
<b>2010</b>	23,025	<b>2010</b>	251,133	<b>2010</b>	6,724,540
<b>% Change</b>	4.0%	<b>% Change</b>	5.2%	<b>% Change</b>	8.7%





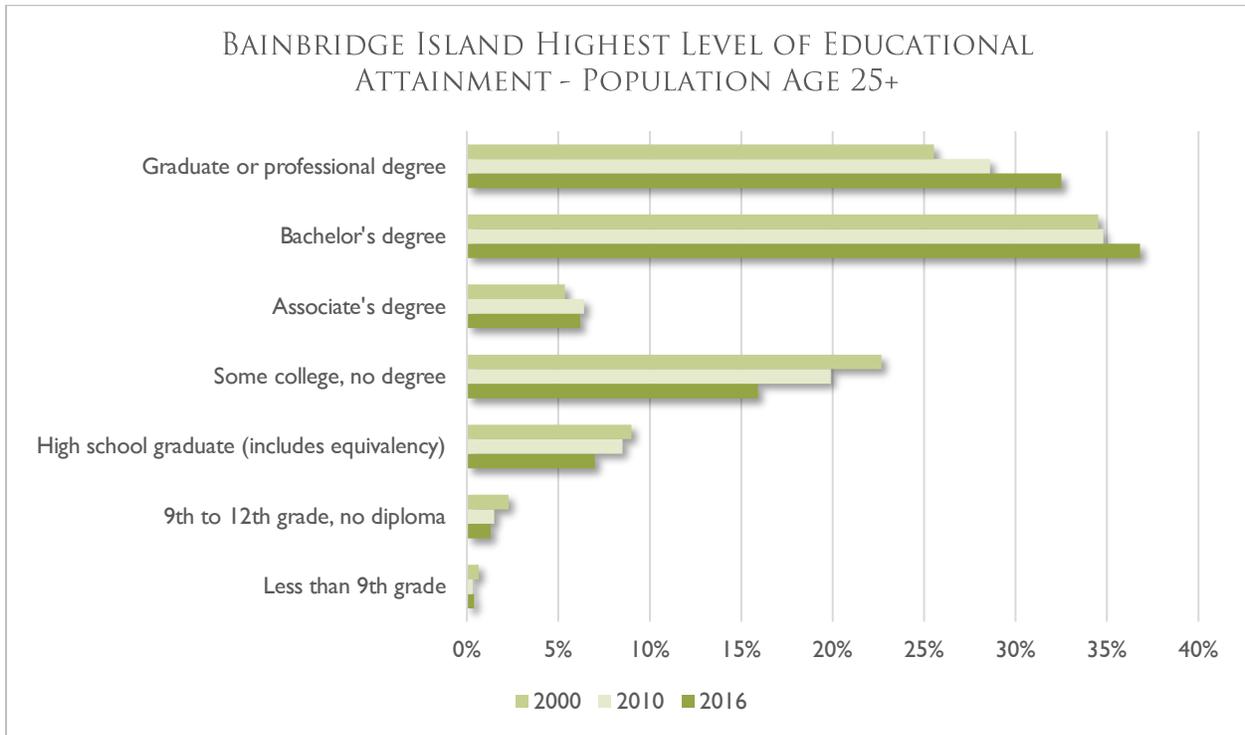
<b>Age Composition (2016 Estimates)</b>					
<b>Bainbridge Island</b>		<b>Kitsap County</b>		<b>Washington State</b>	
<b>Median Age</b>	48.5	<b>Median Age</b>	39.2	<b>Median Age</b>	37.6
<b>Persons under 5 years</b>	5%	<b>Persons under 5 years</b>	6%	<b>Persons under 5 years</b>	6%
<b>Persons under 19 years</b>	25%	<b>Persons under 19 years</b>	23%	<b>Persons under 19 years</b>	25%
<b>Persons 65 years and over</b>	21%	<b>Persons 65 years and over</b>	16%	<b>Persons 65 years and over</b>	14%



<b>Race (2016 Estimates)</b>					
<b>Bainbridge Island</b>		<b>Kitsap County</b>		<b>Washington State</b>	
<b>White alone</b>	89.9%	<b>White alone</b>	81.7%	<b>White alone</b>	77.3%
<b>Black</b>	1.0%	<b>Black</b>	2.4%	<b>Black</b>	3.6%
<b>American Indian</b>	0.3%	<b>American Indian</b>	1.2%	<b>American Indian</b>	1.3%
<b>Asian</b>	3.2%	<b>Asian</b>	4.6%	<b>Asian</b>	7.8%
<b>Pacific Islander</b>	0.1%	<b>Pacific Islander</b>	0.8%	<b>Pacific Islander</b>	0.6%
<b>Some Other Race</b>	1.4%	<b>Some Other Race</b>	1.9%	<b>Some Other Race</b>	3.9%
<b>Two or More Races</b>	4.2%	<b>Two or More Races</b>	7.4%	<b>Two or More Races</b>	5.3%
<b>Hispanic (any race)</b>	4.3%	<b>Hispanic (any race)</b>	7.1%	<b>Hispanic (any race)</b>	12.1%



Education					
Bainbridge Island		Kitsap County		Washington State	
High School/ GED or Higher	98%	High School/ GED or Higher	94%	High School/ GED or Higher	91%
Bachelor Degree or Higher	69%	Bachelor Degree or Higher	31%	Bachelor Degree or Higher	34%
Graduate/ Professional Degree or Higher	33%	Graduate/ Professional Degree or Higher	11%	Graduate/ Professional Degree or Higher	12%





**ECONOMY**

<b>Business Licenses (2017)</b>		
<b>Industry Area</b>		<b>Number of Licenses</b>
<b>1</b>	Professional, Scientific, and Technical Services	524
<b>2</b>	Construction	476
<b>3</b>	Other Services (except Public Administration)	249
<b>4</b>	Retail Trade	235
<b>5</b>	Administrative, Support, and Waste Management	216
<b>6</b>	Health Care and Social Assistance	185
<b>7</b>	Wholesale Trade	111
<b>8</b>	Real Estate, Rental, and Leasing	108
<b>9</b>	Manufacturing	105
<b>10</b>	Accommodation and Food Services	101
<b>11</b>	Arts, Entertainment, and Recreation	93
<b>12</b>	Educational Services	77
<b>13</b>	Finance and Insurance	67
<b>14</b>	Information	52
<b>15</b>	Transportation and Warehousing	23
<b>16</b>	Agriculture, Forestry, Fishing, and Hunting	19
<b>17</b>	Utilities	9
<b>18</b>	Public Administration	3
<b>19</b>	Management of Companies and Enterprises	2
<b>20</b>	Mining, Quarrying, and Oil and Gas Extraction	2
<b>Total:</b>		<b>2,657</b>

<b>Top Ten Employers (2017)</b>		
<b>Employer</b>		<b>Number of Employees</b>
<b>1</b>	Bainbridge Island School District	536
<b>2</b>	Town and Country Markets, Inc.	160
<b>3</b>	Safeway	150
<b>4</b>	Washington State Ferry System	126
<b>5</b>	Sage / Redington	136
<b>6</b>	City of Bainbridge Island	125
<b>7</b>	Soundcare Inc dba Messenger House	95
<b>8</b>	Islandwood	90
<b>9</b>	Virginia Mason, Winslow Clinic	68
<b>10</b>	Madrona Assisted Living LLC	76



<b>Top Ten Taxpayers (2017)</b>				
<b>Employer</b>		<b>Types of Business</b>	<b>2017 Assessed Value</b>	<b>% of Total City Taxable Assessed</b>
<b>1</b>	Puget Sound Energy	Gas & Electric Utility	\$19,007,652	0.28%
<b>2</b>	LBG Bainbridge LLC	Commercial Real Estate	\$16,823,890	0.24%
<b>3</b>	PNW Island Village LLC	Commercial Real Estate	\$15,621,350	0.23%
<b>4</b>	Country Club of Seattle	Country Club	\$11,644,460	0.17%
<b>5</b>	Madison Ave. Real Estate LLC	Commercial Real Estate	\$10,632,300	0.15%
<b>6</b>	Island Gateway LLC	Retail and Office	\$9,654,240	0.14%
<b>7</b>	PBPBS LLC	Property Management	\$9,422,440	0.14%
<b>8</b>	Simmons, Brad	Multi-Fam. Res. Complex	\$9,276,510	0.13%
<b>9</b>	Brandt, James & Linda	Science & Technology	\$8,246,820	0.12%
<b>10</b>	Sportsman Park LLC	Commercial Real Estate	\$7,900,000	0.11%
<b>Total:</b>			\$118,229,622	1.71%

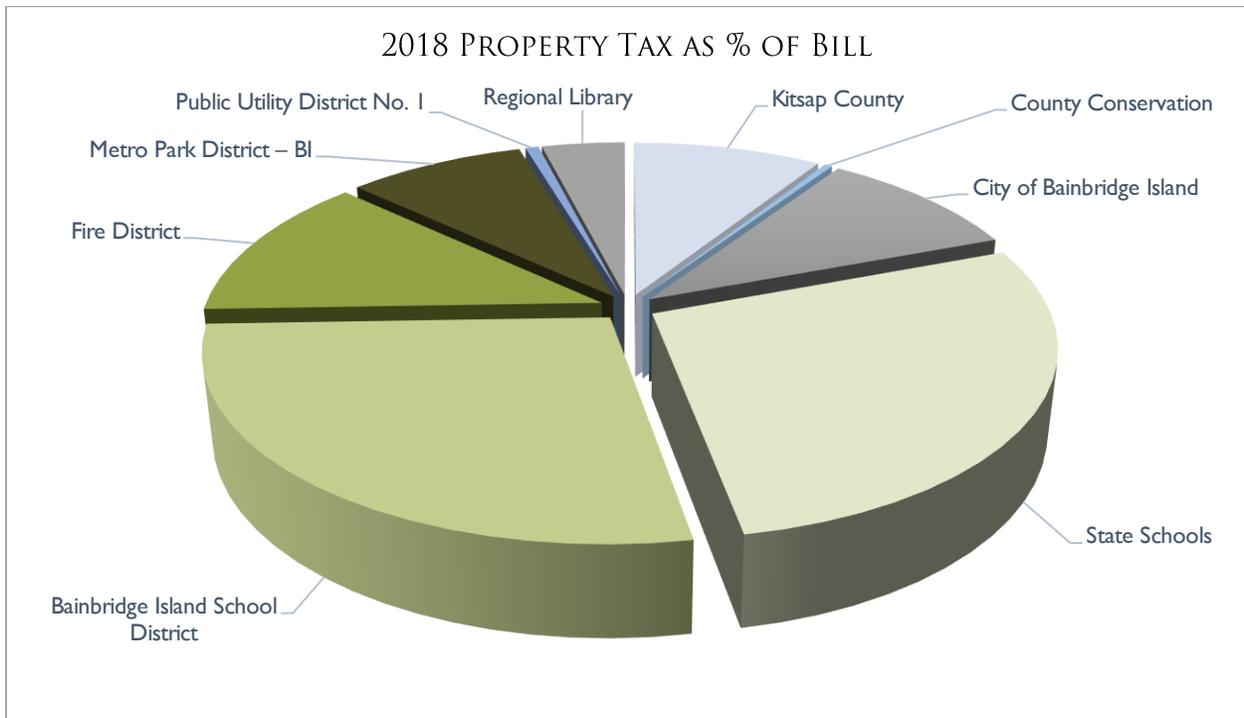
<b>Mean Household Income (2016 Estimates)</b>					
<b>Bainbridge</b>	\$136,266	<b>Kitsap</b>	\$81,914	<b>Washington</b>	\$84,022
<b>Unemployment Rate (Age 16+)</b>					
<b>Bainbridge</b>	3.9%	<b>Kitsap</b>	7.0%	<b>Washington</b>	6.8%

**TRANSIT**

<b>Annual Number of Ferry Riders through Bainbridge Island for 2017</b>			6,528,640		
<b>Mean Travel Time to Work - 2016 (minutes)</b>					
<b>Bainbridge</b>	43.4	<b>Kitsap</b>	30.3	<b>Washington</b>	26.7

**STATEMENT OF ASSESSMENT FOR PAYABLE TAXES FOR 2018**

2018 Property Tax	Tax Rate	Percentage of Bill
<b>Kitsap County</b>	0.978859	9.01%
<b>County Conservation</b>	0.040848	0.38%
<b>City of Bainbridge Island</b>	1.076425	9.91%
<b>State Schools</b>	3.021274	27.82%
<b>Bainbridge Island School District</b>	2.968010	27.33%
<b>Fire District</b>	1.351277	12.44%
<b>Metro Park District – BI</b>	0.921787	8.49%
<b>Public Utility District No. 1</b>	0.068160	0.63%
<b>Regional Library</b>	0.431689	3.98%



2018 Taxes			
Bainbridge Island		Kitsap County	
<b>Assessed Value</b>	\$7,542,154,897	<b>Assessed Value</b>	\$34,177,711,244
<b>Rate</b>	0.994464	<b>Rate</b>	0.940859
<b>Taxes</b>	\$7,500,402	<b>Taxes</b>	\$32,156,430
<b>Timber Excise Distribution</b>	\$267	<b>Timber Excise Distribution</b>	\$31,517
<b>Total</b>	\$7,500,669	<b>Total</b>	\$32,187,947



**SOURCES**

United States Census Bureau, 2000 National Census  
United States Census Bureau, 2010 National Census, Estimated for 2016  
United States Census Bureau, American Community Survey, Estimated from 2010-2016 data  
Office of Secretary of Washington State, Elections and Voting, Voter Registration Data  
Kitsap County, Statement of Assessments, 2017 Assessments for Taxes Payable in 2018  
Washington State Office of Financial Management, April 1, 2018 official population estimates  
Washington State Ferries – 2017 Annual WSF Traffic Statistics



## READER'S GUIDE TO THE BUDGET

The City of Bainbridge Island is required by State law to adopt a balanced budget each year. Understanding a governmental budget and its specialized terminology and organization can be a challenge. This Reader's Guide is being provided to highlight the kind of information contained in this document and to make the City's budget more understandable and useable for the reader.

### **Organization of the Budget Document**

This budget document contains legally required budget information, descriptive background information and various graphs and tables that will be helpful to the reader's understanding. It is organized into six major sections to help the reader more easily find information about the City and its budget. The sections that follow the Introduction and Table of Contents are:

- Understanding City Goals and Measuring Results
- Budget Development
- Summary by Fund
- Summary by Department
- Capital Improvement Plan
- Appendix

### **Introduction**

This section introduces the reader to the contents of the budget document along with a transmittal letter prepared by the City Manager, which provides an overview of the changes proposed in the current City budget.

### **Understanding City Goals and Measuring Results**

The information in this section states the City's goals through the vision and mission statements as well as the Comprehensive Plan guiding principles. Also in this section is information on initiatives established by the City to measure results, including Performance Measurement, Priority Based Budgeting, and the National Citizen Survey.

### **Budget Development**

This section contains information about the budget process, including preparing, reviewing, adopting the budget, and amending the budget after adoption. Financial policies and key assumptions are included in this section. This information provides the reader a solid understanding of the policies and assumptions made to build the budget. Growing from the policies and assumptions used to build the budget, we introduce the financial capacity and fiscal health of the organization. This section concludes with basis of budgeting and debt obligations.

### **Summary by Fund**

The summary by fund section provides fund descriptions and a 2019 budget status. A matrix is included that shows the relationship between the different types of funds and the distribution among departments. It also demonstrates the revenues and expenditures by nineteen funds used citywide. This section includes schedules for community services, outside professional services and intergovernmental services. Documents



defining the total uses of the budget, interfund uses, and expenditures that occur between departments and funds are in this portion of the overall budget document. A citywide budget comparison and revenues by fund are included. Graphs in this section will inform the reader of sources and uses for funds.

### **Summary by Department**

In this section, an overview for each department is included; the reader will find a narrative describing the services provided by that particular department. Included are the budget schedules for each department, organizational charts, and the individual department's performance measures.

### **Capital Improvement Plan**

The Capital Improvement Plan (CIP) section of the budget document represents an important element in the City's long-range and strategic planning. The CIP is a multi-year planning tool used to identify needed capital projects for improvements to the City's owned and operated infrastructure and to coordinate the financing and timing of these improvements. The CIP document is a roadmap for the next six years, and is strategically implemented to address the City's six key priorities; safe city, green well-planned community, reliable infrastructure and connected mobility, healthy and attractive community, vibrant economy, and good governance.

### **Appendix**

The appendix is a valuable tool for the reader. It includes adopted ordinances and resolutions that establish a road map that guide the preparation of the budget. Payscales for represented and unrepresented employees and the police guild can be found in this section. A comprehensive glossary is included to further inform the reader of specialized terminology.

# SECTION 1



## CITY GOALS & MEASURING RESULTS



## SECTION 1: CITY GOALS & MEASURING RESULTS

City of Bainbridge Island Leadership Statements .....	1
Comprehensive Plan Guiding Principles .....	2
Priority Based Budgeting.....	3-9
Performance Measurement .....	10
National Citizen Survey .....	11-12



## LEADERSHIP STATEMENTS

### **VISION**

Our vision statement balances organizational and community aspirations. The statement is short, memorable, and easy to share. The word “healthy” covers many different types of health, to include; financial, environmental, social, and organizational.

*A healthy Bainbridge Island, now and for future generations.*

### **MISSION**

Our mission is active, expresses feeling, and describes how we serve the community.

*Serve and respond with skill, trust, and care.*

### **VALUES**

Our values are reflected in everything we do. Our organization is committed to stewardship and professionalism. Teamwork and collaboration improve our work, keeps us connected to our coworkers and the community, and makes us better. Balance keeps us happy and healthy, it's contagious and makes us stronger.

*Stewardship - we manage our resources with intention.*

*Professionalism - we bring knowledge to our work and energy to new challenges.*

*Connection - respect and communication are central to our success.*

*Balance - personal well-being improves our work and makes our organization strong.*



## COMPREHENSIVE PLAN GUIDING PRINCIPLES

The 2016 Comprehensive Plan for the City of Bainbridge Island includes a Vision and eight Guiding Principles to focus our Comprehensive Plan and inform future City work program priorities, budget items, partnerships to establish and programs. The eight Guiding Principles have Guiding Policies to support them and are found in the Introduction section of the Comprehensive Plan. The Guiding Principles are listed below:

Guiding Principle #1: Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2: Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3: Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4: Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5: The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6: Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7: Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8: Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



## PRIORITY BASED BUDGETING

In the spring of 2014, the City of Bainbridge Island partnered with the Center for Priority Based Budgeting (CPBB) to implement a Priority Based Budgeting (PBB) process. PBB provides a way to compare community values with the programs and services that government provides. PBB helps the City and community:

- Identify key Council and community goals;
- Evaluate how well the City's resources are aligned with these goals; and
- Engage in strategic decision-making regarding funding, adding, and/or eliminating programs and services.

PBB allows the community and City employees to better understand the City's use of its limited resources. The PBB analysis contributes to the City's long-term financial sustainability by helping to identify explicit choices and trade-offs. The PBB process helps the City to develop a strategic budget that reflects community values and ensures a high level of city service to residents.

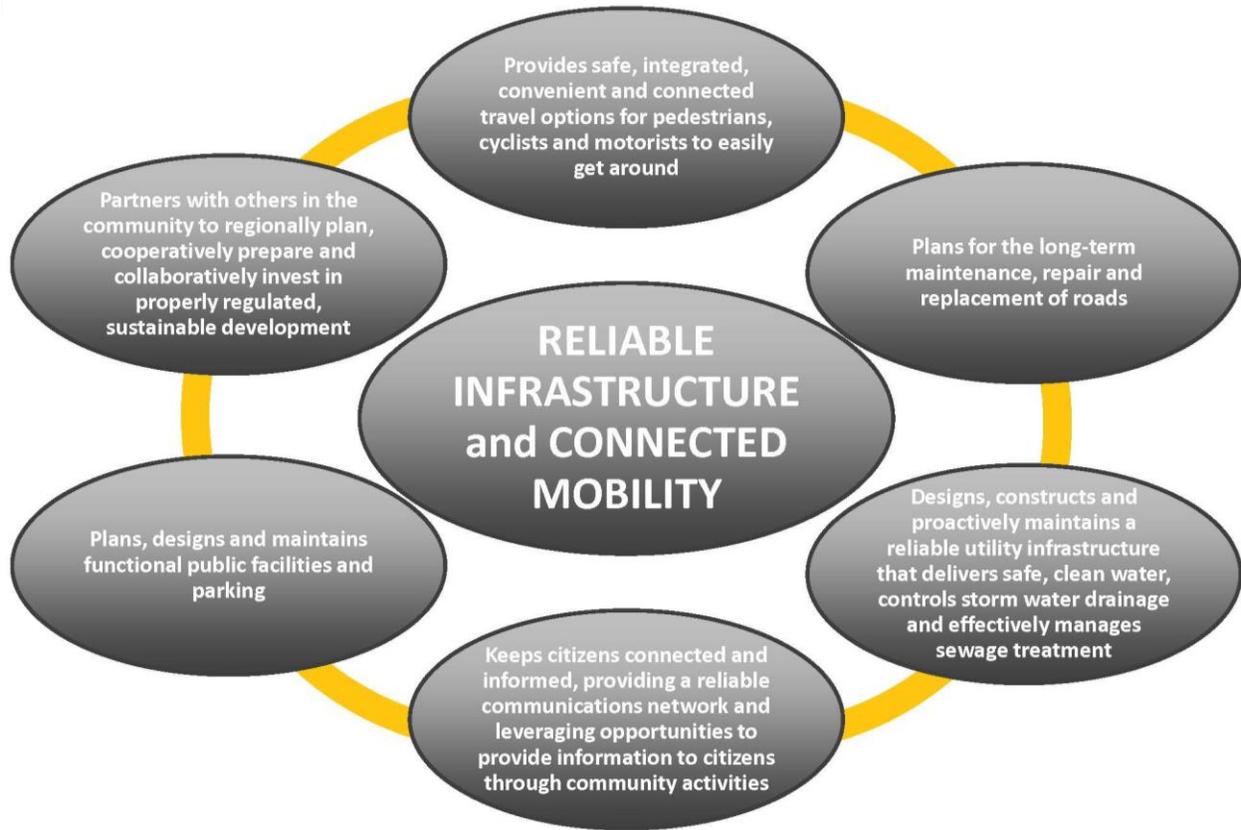
### **KEY CITY "RESULTS"**

Based on Council discussions, staff input, and consultant review, six strategic priorities were identified for the City of Bainbridge Island. These areas represent the City's primary focus, or "results":

- Safe City
- Green, Well-Planned Community
- Reliable Infrastructure and Connected Mobility
- Healthy and Attractive Community
- Vibrant Economy
- Good Governance

The pages that follow show the complete "Results Map" developed to represent in more detail how these priority areas are defined for Bainbridge Island.









## **RESOURCE ALIGNMENT DIAGNOSTIC TOOL**

The CPBB provides a “Resource Alignment Diagnostic Tool” that illustrates how well the City’s service delivery performs at meeting these strategic results. There are several inputs required for the tool to function, including: program inventory, personnel costs, non-personnel costs, and program scoring. Each of these elements is described below.

### **Program Inventory**

The first step of the PBB process is to establish a program inventory that encompasses all of the activities that the City performs. Each department develops a comprehensive list of programs and services offered. Each program is classified as either a “community program” or a “governance program.” Community programs are those that provide a direct service to the community. Governance programs contribute to the City’s performance as a municipal organization.

The final 2018 program inventory included a total of 403 programs across the City. 64% of these programs were classified as community, and 36% were classified as governance. The City’s complete program inventory is listed in the Appendix of this document.

### **Personnel Costs and FTE**

Once the program inventory has been developed, the next step is to input department personnel costs. Employee time is classified by “full-time equivalence” (FTE), on a scale of 0-1 (with 1 being the equivalent of a full-time employee). Each department then allocates the percentage of each employee’s FTE that is spent on specific programs. In total, 119 FTE were allocated, which represents \$16,208,712 in salary and benefits in 2018.

### **Non-Personnel Costs**

Non-personnel cost types are also allocated in the model. There are 21 different non-personnel cost types, such as advertising, capital projects and equipment, professional services, supplies and training. In total, \$7,323,691 in non-personnel costs was allocated to the program inventory for 2018.

### **Program Scoring**

The final step to PBB is to score each program on several dimensions. Staff score each program on five basic program attributes (BPAs), using a scale of 0-4: The BPAs include:

- Level of program mandate
- Reliance on the City to provide the program
- Cost recovery of the program
- Portion of the community served by the program
- Change in the demand for the program

Next, each program is scored against either the City's six priority results (in the case of community programs), or six governance results (in the case of governance programs). Each program's performance for each result is graded on a 0-4 scale. The community program results were described above. The governance program results are:

- Provides assurance of regulatory policy compliance to minimize and mitigate risk
- Attracts, motivates, develops and retains a high-quality, engaged and productive work force
- Protects, manages, optimizes and invests in its financial, human, physical and technology resources
- Provides responsive and accessible leadership and facilitates timely and effective two-way communication and input with all stakeholders
- Supports decision-making with timely and accurate short-term and long-range analysis
- Develops sustainable fiscal and operation policies and fosters trust and transparency by ensuring accountability, efficiency, integrity, innovation and best practices in all operations

#### **Program Rankings – Quartiles Most Aligned through Least Aligned**

The analysis described above results in a final score for each program. The score is developed using a formula that provides additional weight/emphasis for a program's alignment with the priority results, and also for the level of "mandate" identified within the BPA analysis.

The final product splits programs into four quartiles (noted as Most to Least Aligned) and provides a visual representation of how much money is being spent on the programs that fall into each quartile. In this representation, the Most Aligned Quartile identifies programs with the most direct connection and support of the City's results and other contributing attributes. The Least Aligned Quartile identifies the programs with the lowest relative connection to the results and other attributes.

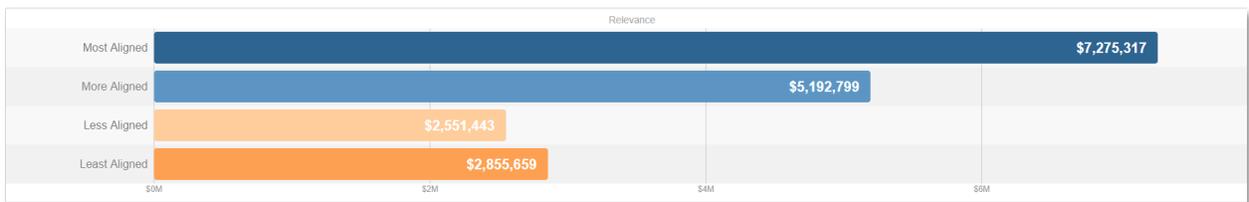


The following graphs represent the City’s total budgeted spending for the programs that fall into each quartile. The length of the bar indicates total dollars budgeted, with the longer bars representing a higher budgeted amount. Programs in the first quartile are determined by the PBB model to be those most closely aligned with the City’s Results, followed by the other quartiles. Least aligned programs are also important, and may reflect strongly-held community values, but receive a lower relative rank using the PBB scoring framework.

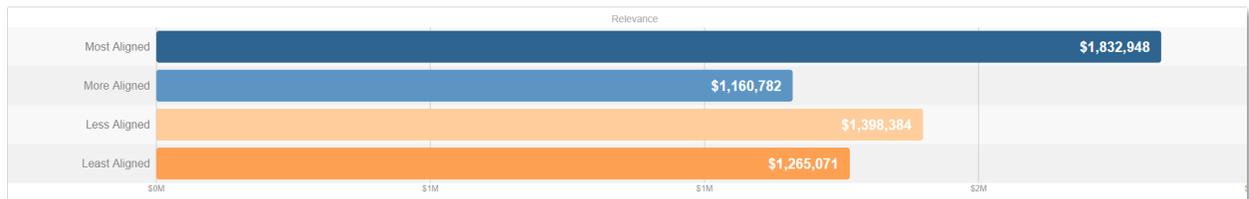
**Total Program Quartile Breakdown:**



**Community Programs Quartile Breakdown:**



**Governance Program Quartile Breakdown:**



Source: Center for Priority Based Budgeting, 2018

This analysis helps to illustrate the City’s ongoing effort to ensure that resources are aligned with the programs and services that have been identified as most critical. Across all program types, the City is currently providing the greatest level of resources to most aligned programs, as shown by the longest bars for that Quartile. Within Community programs, there is also noticeable spread in the level of spending between most/more aligned and other programs, with fewer resources in the less aligned categories. Within Governance programs, the level of resources directed towards less and least aligned programs is higher as a percentage of total budget as compared to the Community Programs, but the greatest proportion of this budget is dedicated to those programs most aligned with City goals. Total budget analyzed through this process is \$23.5 million, of which \$17.8 million or 76% is dedicated to community programs and \$5.7 million or 24% is budgeted for governance programs.



## PERFORMANCE MEASUREMENT

Performance measurement is a tool that can help to understand progress towards the City's goals and objectives, and to identify trends in City workload, customer service, and service delivery. In 2014, the City developed key performance measures for all City departments. The City has continued to collect data, develop new metrics, and report on the departmental performance measures on a biennial basis. The reporting on these measures is provided in Section Four (Summary by Department) of this book.

Metrics were chosen to reflect key areas of service delivery, customer service, and workload measures. Initially, performance data was limited to items for which some form of tracking was already in place, in order to meet the requirement to provide historical data alongside current and planned values. Additional metrics have been developed since then, based on input from departments on best management practice and specific community priorities.

The goal is to incorporate performance measurement into the regular work plan of City departments, and to adopt an emphasis on regular progress assessment, review, and accountability. The City will continue to seek a scale of data collection and tracking that is appropriate to the size of the organization, is sustainable given current staff resources, and is meaningful to the community and City leadership. By the end of 2018, most metrics included seven-year trends of performance, which allows for analysis of performance trends and key resource demands. In 2018 the City worked to integrate department performance measures with other City data platforms tracking department workplan priorities to better analyze the status and progress toward the achievement of the City and community's goals.

Moving forward, the City will continue to use the data on performance measurement to accomplish several objectives:

- Understand trends in workload and service delivery demands
- Identify customer service deficiencies
- Inform long-range planning related to staffing and capital plans
- Track progress towards key Priority Based Budget Results and community goals

## NATIONAL CITIZEN SURVEY (NCS)

In 2013, the City participated for the first time in the National Citizen Survey, a service offered by National Research Center, Inc. (NRC), to administer, analyze, and report results from a customizable citizen survey. The results provide information on community opinion and allow a comparison of the City's own results compared to results from over 500 other jurisdictions across the United States. The 2013 National Citizen Survey (NCS) launch was followed with additional surveys in 2014, 2015 and 2017. Going forward, the City will maintain an every-other-year schedule, with the next NCS scheduled for 2019.

NRC uses a methodology that reflects industry best practices to maximize response rates and ensure that results are representative of the entire Bainbridge Island community. These survey methods include:

- Selecting households at random within the jurisdiction to receive the survey and providing a framework for randomly selecting an individual within the household. Random selection ensures that the households selected to receive the survey are similar to the entire population.
- Using a multi-contact strategy to encourage response from people who may have different opinions or habits than those who would respond with only a single prompt.
- Using the most recent available information from the Census and American Community Survey about the characteristics of jurisdiction residents to weight the data to reflect the demographics of the population. Weighting ensures that stakeholders and other demographic groups are represented in proportion to their presence in the community.

Surveying citizens helps to measure service performance, benchmark service quality ratings, and assess community needs and priorities. The NCS provides the City with an important new tool to understand community expectations and experience by gathering customer perspectives on how the organization is performing.

Participating in the National Citizen Survey also provides the City with access to a national database of comparative resident opinion gathered in citizen surveys from approximately 500 jurisdictions whose residents evaluated local government services and gave their opinion about the quality of community life. This allows the City to see how its performance on a variety of metrics measures against other jurisdictions and helps the City to identify areas where improvement might be needed.

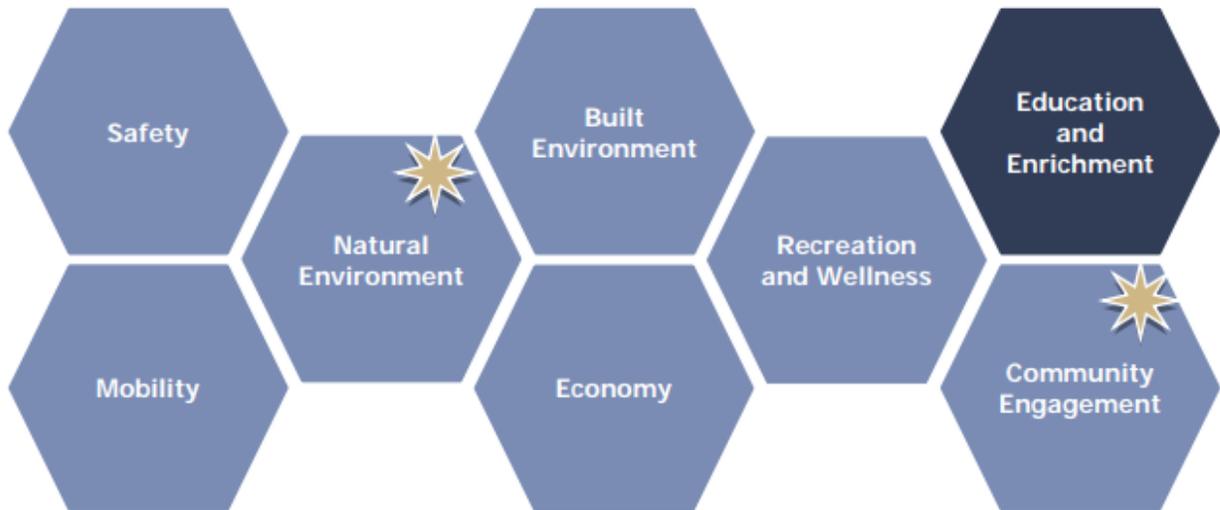
The City achieved a relatively high overall survey response rate of roughly 40% across all four surveys. In general, the survey results reflected the City's high level of citizen engagement and the community's strong interest in land use and development strategies. Most residents experienced a good quality of life on Bainbridge Island and believed the city was a good place to live. In 2017, the overall quality of life on Bainbridge Island was rated as "excellent" or "good" by 95% of respondents. This result was higher than the national benchmark for other participating communities. Bainbridge Island received similarly high rankings for several other aspects including: overall community appearance, sense of safety, natural environment, community engagement, attractiveness as a place to live, to raise children and to retire. The most important areas of focus for survey respondents were the community's natural environment and community engagement.

Over the course of the survey years, overall ratings have remained stable. Of the 133 items for which comparisons were available, 119 items were rated similarly in 2015 and 2017, seven items showed a decreased ranking and seven items showed an increase. The survey responses continue to identify challenges with traffic flow and parking. The results also indicate improved ratings for governance, sidewalk maintenance, emergency preparedness and welcoming citizen involvement. Complete results from the 2017 NCS survey, including year-over-year comparison, are available at the City’s website: [2017 NCS Trends Over Time](#)<sup>1</sup>

Additional information can be found in the 2017 NCS Community Livability Report. This summary serves to highlight key findings of the community survey. Eight key community facets are illustrated below with color shading to indicate the Bainbridge Island results in comparison to benchmarks across all participating cities.

- Higher than national benchmark
- Similar to national benchmark
- Lower than national benchmark

★ Most important



<sup>1</sup> 2017 NCS Trends Over Time URL: <http://bit.ly/2xHrXUn>

# SECTION 2



# BUDGET DEVELOPMENT



## SECTION 2: BUDGET DEVELOPMENT

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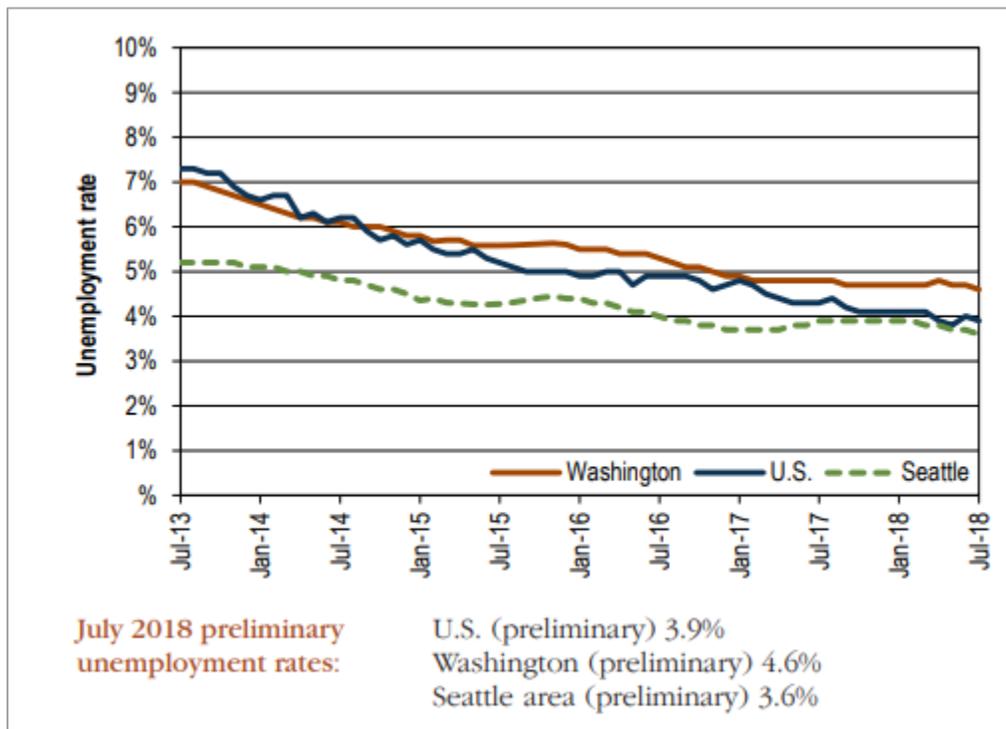
## FINANCE DIRECTOR’S MESSAGE

The following Finance Director’s summary provides background on decisions made in preparing the 2019-2020 Adopted Budget for the City of Bainbridge Island. The options available and the choices made by the City in preparing the Adopted Budget are determined by the financial and policy context in which the City operates.

### Background and Budgetary Trends

The City of Bainbridge Island experienced typical financial difficulties during the national and regional economic recession spanning December 2007 to June 2009. Yet, economic growth has been steady since that time. Over the past five years, the regional and local economy continued to grow. A slower rate of growth occurred in more recent months, along with emerging indicators showing a decrease in real-estate-related revenue streams. Current estimates predict over the next biennium either no continued growth or, in the case of real estate excise tax (REET), a small decline for the next biennium.

The region’s unemployment rate continued to decrease in 2018, with a 3.6% seasonally adjusted employment rate for Seattle-Tacoma-Bellevue in July 2018, lower than the Washington State rate of 4.6% and the national rate of 3.9%. The regional level of unemployment is now below 3.9%, comparable to July 2007 pre-recession levels.

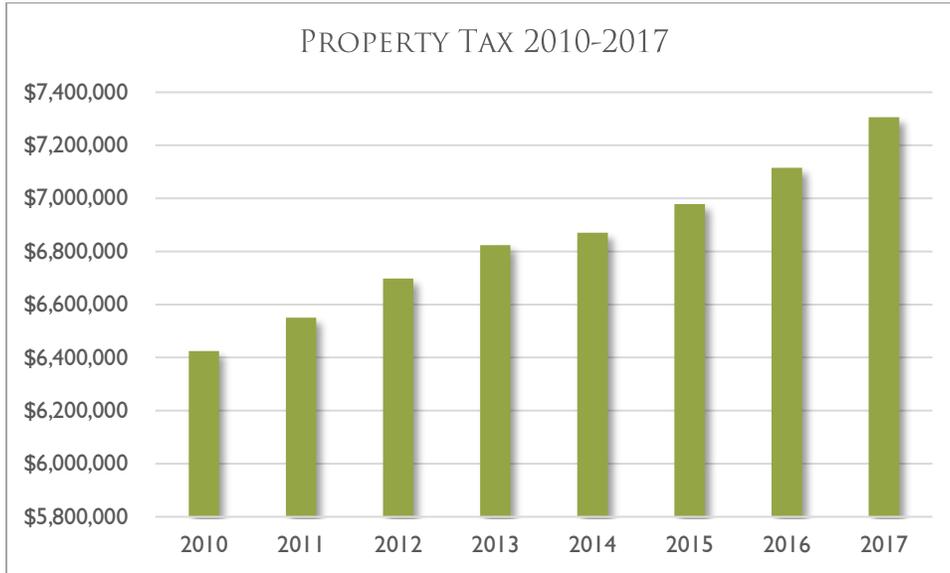


Source: U.S. Bureau of Labor Statistics, and Employment Security Department Workforce Information and Technology Services August 2018

The City’s revenue portfolio relies heavily on general property taxes which account for more than 40% of General Fund revenues. In Washington State, property taxes are a stable revenue source that grow annually

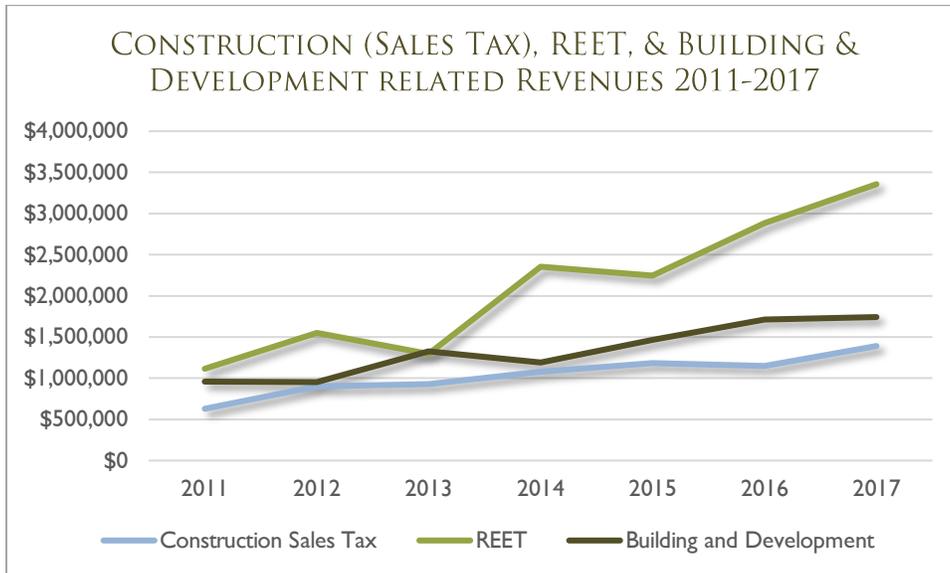


at a maximum rate of 1% plus tax on the value of new construction. This stable revenue stream helps the City maintain core services during periods of economic volatility.



Source: City of Bainbridge Island (bainbridgeislandwa.opengov.com)

As shown below, revenues at the City of Bainbridge Island have continued to benefit from building and growth. REET led the economic recovery as the real estate market began to rebound followed by construction-related sales tax, building permits, and other building and development related revenue.



Source: City of Bainbridge Island

In 2018, there were indications this growth trajectory may not continue into the 2019-2020 biennium. On the national level, home sales declined in four of the past five months while home prices show a steady annual increase. There is concern this indicates home buyers may no longer be able to afford new homes,

or they do not see properly priced homes in their area. The Federal Reserve is expected to raise rates in the later part of 2019, which could further reduce affordability for potential home buyers.

At the local level, the number of homes sold in the second quarter of 2018 decreased compared to the same period in 2017. The average price of homes sold during that timeframe also decreased, strengthening concern that continued growth in real-estate-related revenue streams may not be a reliable assumption for the next biennium. This led to a small decrease in the estimated 2020 REET revenue.

Retail-related sales tax shows continued growth at an average of seven percent per year. Sales tax reporting lags by two months. The lag results in a delayed reflection of local consumer confidence as portrayed by sales tax compared to the timing of transactions contributing to REET revenue. While growth in retail-related sales tax is estimated to continue in 2019, growth is predicted to slow in 2020.

The City reacted to the dramatic decline in overall general governmental revenue in 2008 and 2009 with corresponding reductions to programs and services, mostly achieved through significant reductions in City staffing. City staffing was 152 full-time equivalent (FTE) positions in 2008, the highest point of City staffing to date. By comparison, City staffing for 2019 includes 126 FTE, an increase over 2018 staffing of 119 FTE. As revenue growth slows or ceases, staffing increases will also slow or cease.

**Budget Process**

*Priority Based Budgeting.* The City begins its biennial budget process in late spring or early summer using Priority Based Budgeting (PBB). PBB is a budgeting approach aligning City budget conversations with the results the City wishes to achieve. In 2018, the City updated its PBB information. More detail on this process is included in Section I and in the appendix of the Adopted Budget.

At the outset of the PBB process in 2014, six strategic priorities based on Council discussions, staff input, and a consultant’s review, were identified and have been reaffirmed by Council in subsequent years. The following areas reflect key priorities toward which the City focuses its efforts:



Safe City



Green Well-Planned Community



Reliable Infrastructure and Connected Mobility



Healthy Community



Vibrant Economy



Good Governance

*Capital Budget.* The City Council and staff reviewed capital budget plans during the summer of 2018. The capital budget planning process included a review by Public Works and Planning and Community Development staff, in addition to the Planning Commission, the Utility Advisory Committee, and the community.

*Operating Budget.* Planning for the City’s operating budgets commenced with a Council review and approval of a consolidated set of financial policies. The policies provide an up-to-date framework within which budget development occurs. Operating budget development began in June 2018 with a meeting for all City



staff. Department directors and staff worked to develop budgets in alignment with the City's PBB priorities. Based on recent financial performance and requests for service, several departments proposed targeted increases to their operating budgets. Department staff took a zero-based budgeting approach to non-personnel expenses, while Finance staff performed a line item review of all personnel-related expenditures.

### **Near-term Budget Influences**

The City experienced a recovery from the financial pressures of the Great Recession with stable or increasing revenue from primary revenue sources. A combination of factors, including staff vacancies, revenue performance exceeding forecasts, and ongoing work to deliver capital projects, increased the City's General Fund balance each year since 2010.

The City tracks policy reserves for the General Fund. The reserves include an Emergency Reserve for 2019, with a target of \$1 million and a minimum General Fund balance of 25% of ongoing revenues, or \$4.5 million for the coming biennium. The City also maintains reserves in each utility fund, as described in the financial policies. The City has fully funded all reserves since the end of 2013, with a General Fund balance significantly exceeding the minimum target in recent years. The 2019-2020 Adopted Budget fully funds the General Fund reserves and utility fund reserves.

The General Fund balance is also available for one-time projects or investments. These projects and investments include the City's portion of the Wyatt Way Reconstruction project, operating initiatives such as implementation of the new Comprehensive Plan, and certain major maintenance projects.

The City's financial policies require recurring expenditures, including debt service, to be supported by recurring revenues. This approach ensures a balanced and sustainable budget, sizing expenditures at a level supported by appropriate revenues. The 2019 Adopted Budget identifies \$22.3 million of recurring costs in governmental funds, including \$1.2 million of debt service, and \$25 million of recurring revenues for the same funds.

### **Long-term Financial Planning**

The 2019-2020 Adopted Budget includes choices on key issues to position the organization for long-term financial sustainability. Through budget development, City staff review and respond to these issues ensuring sound financial plans. Key issues are:

- Broader economic conditions indicate near-term revenue performance for existing governmental revenue streams will experience modest growth overall, while the City is expected to experience some decreases in real estate related revenue streams in 2020.
- Utility revenues depend on rates set by the City Council. Sewer Utility rates have not changed since 2013 and will hold steady in 2019. Water Utility rates decreased in 2013 and continue unchanged. A rate study is currently underway for the Water and Sewer utilities, and rate updates based on the results of that study are anticipated in early 2019. Surface and Storm Water Management Utility rates increase annually within the biennium according to the rate ordinance adopted in 2017.
- The City continues to face significant and externally driven increases in recurring expenses. Currently, these expenses generate roughly \$700,000 annually in new costs for salaries and benefits to deliver existing services. These increases accumulate year-over-year and are, thus, expected to compound each



year. This challenge is faced almost universally by both public and private sector organizations as medical and pension expenses as well as general inflation levels continue to rise.

- The City has resumed capital projects and asset management at a level reflecting an emphasis on stewardship and long-range sustainability. This emphasis includes sound management of roads, facilities, fleet, equipment, and utility infrastructure. In total, the City's asset portfolio, not including land, is valued at \$84.2 million citywide. These assets require adequate stewardship and maintenance to avoid unplanned failures and maximize life-cycle performance.

### **Staff Increases**

The 2019-2020 Adopted Budget includes 7.5 new FTE and abrogates 1.0 FTE, for a net increase of 6.5 FTE or 16%, as detailed in the City Manager's message. Our approach to new staff is grounded in our commitment to provide excellent customer service, meet our increasing regulatory requirements, and deliver the high level of environmental stewardship and asset management our citizens expect. The staff increases reflect the City's plan to expand priority operating and capital programs to meet the community's desired level of service. In this context, new staff are added only when the City adequately demonstrates recurring revenues sufficient to support these additional, long-term expenses. Including the staff additions for 2019, City staff remains 17% lower than in 2008. More detail on staffing increases, and corresponding services, appears in the relevant department sections of the budget.

### **Conclusion**

Bainbridge Island is a unique, multi-faceted community, and our municipal organization works hard to serve the critical needs and priorities identified as integral to the community's goals. We do this within a framework emphasizing financial sustainability and accountability. A variety of tools and analyses are used to guide financial forecasting and financial sustainability. Improving innovation and efficiency is a continuous pursuit, enabling the City to provide the highest level of service using our existing resources.



## FINANCIAL POLICIES

The City's adopted municipal code is the main policy document of the City of Bainbridge Island. It establishes policy and guidelines for most City operations. In addition, the City defines its approach to operations or the scope of duties and responsibilities through additional policies and practices.

Stewardship of public funds on behalf of the community is the primary financial responsibility of the City of Bainbridge Island. Policies that define and maintain the City's fiscal stability have been created to help City officials plan fiscal strategy with a consistent approach. By adhering to its stated policies, City Council and City management seek to continually improve the City's financial stability and provide adequate funding for the services desired by the public. The City Council reviews the Financial Policies as a key initial step of budget development. In 2018, Council reviewed and adopted an updated set of financial policies. The entire text of the policies is included in the Appendix to this document, with certain key provisions cited below.

### **Key Policy Statements**

The primary purpose of financial policies is to provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

The City shall adopt a balanced budget. The City defines a balanced budget as one in which current biennium budgeted revenues in addition to fund balances are equal to or greater than current biennium budgeted expenditures. In addition, the City's budget shall maintain recurring expenditures at a level less than recurring revenues.

The City shall consider its financial capacity when making budget decisions. Staff shall deliver to Council a ten-year Financial Capacity Analysis as part of the biennial budget process. For each Financial Capacity Analysis, the financial assumptions shall be reasonable and shall take into account an appropriately chosen set of inflation factors and an appropriate set of economic projections. The Administration's chosen assumptions for revenues, expenditure inflation factors and economic measures shall be disclosed to the Council.

The City will strive to maintain a diverse and stable revenue stream to protect against short-run volatility of any single revenue source.

The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the Council has determined that provision of the specific service in question provides a benefit to the general public.

On a periodic basis, Building and Development Services (B&DS) rates shall be reviewed, with a goal of full cost recovery for the B&DS Fund.

The City will maintain expenditure categories according to state statute and administrative regulation.



Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).

The City's capital asset policy states physical inventory count of capital and attractive assets will occur every five years. The inventory count will verify the existence, condition and location of all assets. This GFOA recommended practice establishes a method for assessing assets so the City can appropriately plan and budget any capital maintenance or replacement needs.

The Capital Improvement Plan and the City operating budget will be reviewed at the same time to ensure that capital and operating needs are balanced with each other and support overall City goals.

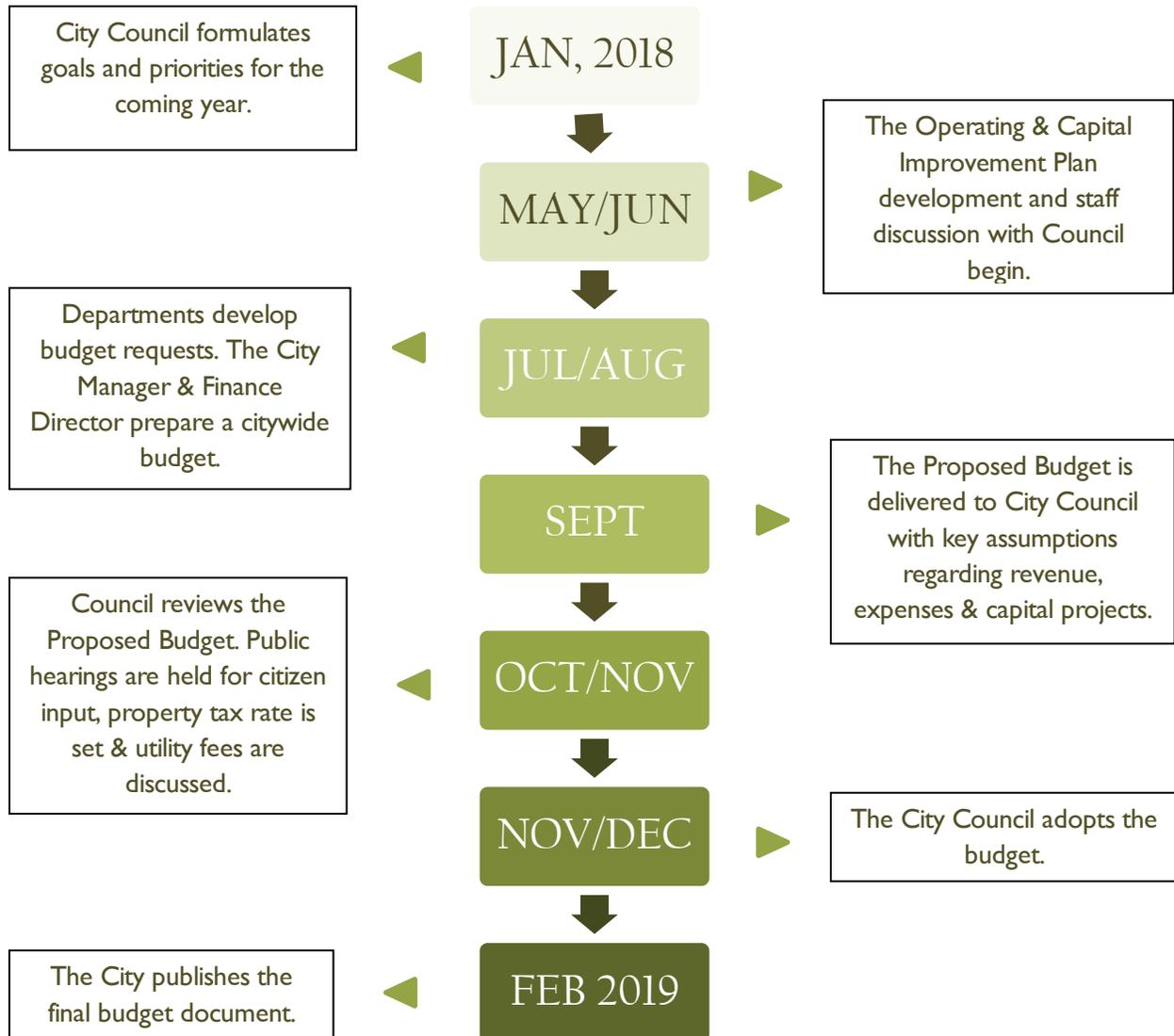
Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions. Reserve targets are set by the City Council for the General Fund, and for each utility fund.

The accounting system will maintain records on a basis consistent with accepted national standards for local government accounting and the Washington State Auditor's Budgeting, Accounting and Reporting System.

The City will ensure that City records are audited annually, resulting in a financial opinion. The results of the audit will be available to the public through the City's website.

## BUDGET PROCESS

Budget development is a continuous process that begins in January and culminates with the passage of a final budget in November or December. During the year, the City tracks budget to actuals to improve on the next year's budget. On a quarterly basis, Council considers a consolidated set of citywide budget and capital project adjustments, and amends the current year's budget, as necessary. Many of Council's actions, citizen input, and new legislative mandates throughout the year have budgetary implications that also need to be incorporated into the future budgets.



\*The City of Bainbridge Island adopts a biennial budget with a full budget process once every two years. In the mid-biennium, there is a review and necessary adjustments are made.

\*The Adopted Budget is monitored and amended as necessary during the budget year.



## KEY ASSUMPTIONS IN 2019 – 2020 BUDGET DEVELOPMENT

The City developed the 2019-2020 Adopted Budget beginning with some key citywide assumptions, and with additional detailed spending developed on a department-by-department basis.

Estimated beginning fund balances for each fund for 2019 based on actual 2018 performance through July and estimated revenue and expenditure performance through the end of 2018.

### **Revenue Estimates**

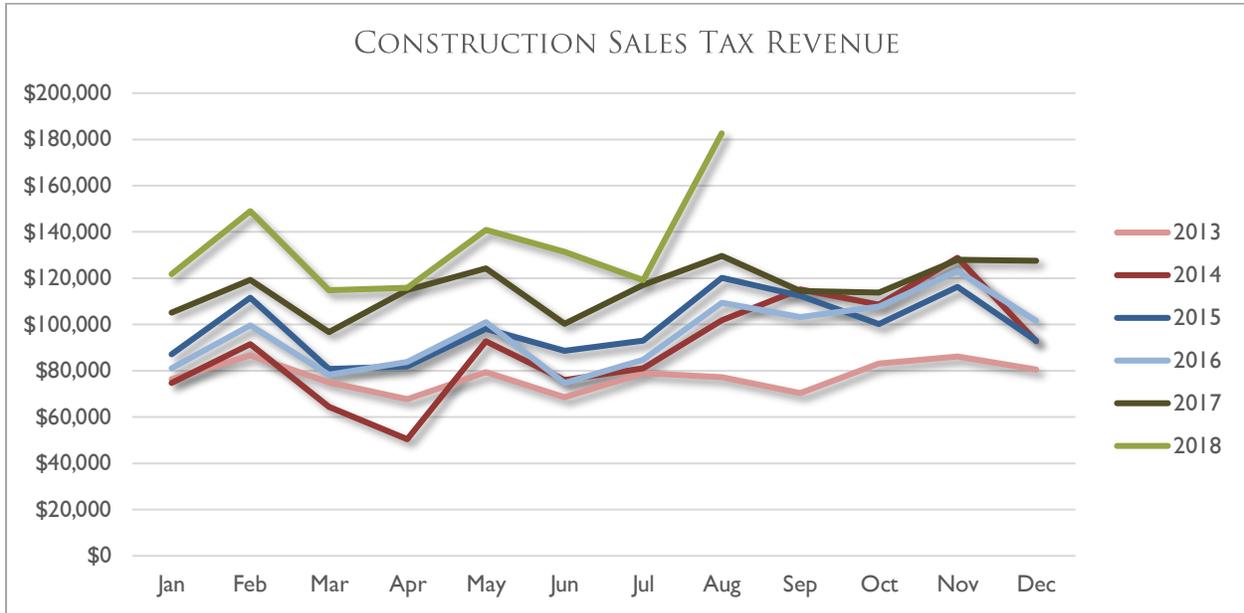
Revenue estimates were prepared by each source after an analysis of the City's past five years of revenue performance and expected near-term economic variabilities. In some cases, such as the statutory limits to increases to property tax, external factors guide the revenue estimate. In other cases, actual performance indicated a reduction or increase was warranted, and for other revenue sources, a general inflator was applied to the average of recent years' actuals.

### **Property Tax**

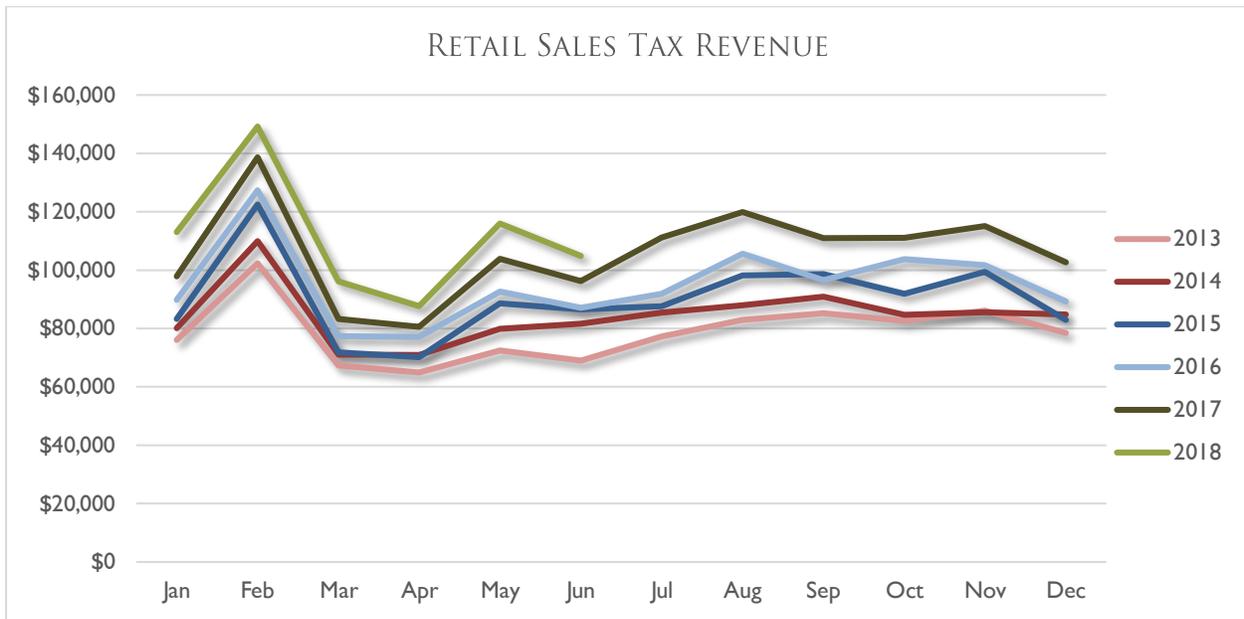
Growth in property tax in Washington State is limited to 1% plus new construction. Recent development has led to increases in construction. Therefore, estimated assessed value of Bainbridge Island property is also expected to grow. Kitsap County Assessor's Office forecasts assessed value to grow from \$7.5 billion in 2018 to \$8.4 billion in 2019. The 2019 – 2020 Biennium Budget assumes a 1.75% year over year increase in property tax revenue.

### **Sales Tax**

The strong local economy is generating significant growth in sales tax. Future growth is projected, but at slower rates. One reason for the current strong growth and projection for slowing in the future is the large influence of construction-related sales tax on the total. Construction sales tax revenue is typically 30 to 35 percent of the sales tax base. In the last five years construction sales tax revenue has been averaging 9% growth. Development is highly influenced by economic conditions and historically comprises a large portion of the City's sales tax revenue leaving the City's sales tax revenues at risk during economic downturns. This is the main reason for the slower growth rates.



Retail trade also makes up approximately 30 to 35 percent of total sales tax revenue. Retail trade sales tax revenue in the last five years has been averaging 7% growth. While retail sales tax revenue is also dependent on overall economic conditions, the year over year growth has been more consistent than construction sales tax revenue.



In summary, in 2019 we assumed a 15 percent increase in sales and use tax over 2018 Modified Budget, and in 2020 we assumed another 2 percent increase over 2019.

**Real Estate Excise Tax**

Washington State law allows cities to impose up to a 0.5 percent excise tax on property sales, which is known as the Real Estate Excise Tax (REET). The City has experienced substantial growth in REET in the

past three years. REET has grown from 2015 actual annual revenue of \$2.2 million to \$3.3 million in 2017. The City has averaged approximately 20 percent growth in revenue year-over-year since 2015. Growth in recent years can be attributed to both volume and average selling price. The number of properties sold in 2017 was 804 which is a 9 percent increase over 2016. Furthermore, the average selling price from 2016 to 2017 increased approximately 14 percent. However, recent months in 2018 REET revenue has shown some slowing. 2018 REET revenue is estimated at \$3.3 million. 2019 REET revenue is budgeted at \$3.2 million, and 2020 REET revenue is budgeted at \$3.0 million. This is consistent with other local jurisdiction REET revenue forecasts.



### Expenditure Estimates

Expense estimates were prepared for specific expenditures after an analysis of the City’s past five years of expense performance and expected near-term services.

### Personnel Costs

Cost allocation factors were updated. Consistent with best practices, the City reviewed the factors that it uses to distribute personnel costs across operating funds. For example, personnel costs related to Human Resources are distributed based on the number of full-time equivalent employees, while the Code Compliance officer’s costs are distributed based on the past three years of cases by topic. Departments including City Council, Public Safety, and the Municipal Court are entirely allocated to the General Fund. To prepare for the 2019-2020 budgets, staff updated the data on allocation factors based on information from the most recent years. Staff used updated data to distribute personnel costs and incorporated this information into the budgets. These changes represent a redistribution of personnel expenses rather than a net increase or decrease to City personnel spending.

Personnel costs were calculated for 2019-2020 using current proposed position lists and approved salary schedules along with estimated costs provided by external service providers such as the Department of



Retirement Services and the Association of Washington Cities (AWC). Vacant positions are estimated at top step. Personnel costs increase by 2.5% in 2019 and 2020, as an assumption for a cost-of-living increase based on current IAM collective bargaining agreement and expected increases due to employees moving up the established position steps. Medical costs increase by 6% for 2019 and 6% in 2020, based on current information from AWC. Also, under Washington's new Paid Family and Medical Leave (PFML) law, the City has phased in over the biennium a 0.4 percent of salary expense for additional benefits.

**Other Costs**

Other central costs such as insurance and utilities were updated based on recent actual costs or estimates from outside service providers.

Capital costs were updated based on the Capital Improvement Plan proposed with the budget.

Operating transfers were updated to match budgeted expenditure levels.

Departmental costs were developed for existing programs and services at approved service levels. Changes in costs for additional services or enhanced services are detailed in the department budget sections.

**Other Key Assumptions**

The Adopted Budget assumes a total Police and Municipal Court Building project budget of \$20 million, with half (\$10 million) funded from City cash and half (\$10 million) funded from Councilmanic bonds. The spending assumptions are as follows: \$10 million will be spent in 2018, \$5 million will be spent in 2019, and \$5 million will be spent in 2020. Revenue from the bonds, \$10 million in total, is assumed to be receipted in 2019.

In 2020, the sale of the Suzuki property is included in General Fund revenues in the amount of \$800,000.



## GENERAL FUND RESERVES

During 2018, Council reviewed and approved the City’s comprehensive financial policies, including the following reserve targets and definitions.

- Emergency Reserve: established to pay for unexpected emergencies that cannot reasonably be accommodated by current budget appropriations. The target level for this reserve is \$1.0 million.
- General Fund Stability Reserve: defined as the dollar amount of unencumbered fund balance, excluding amounts held in restricted or designated reserves. The year-end target level for this reserve is 25% of ongoing General Fund revenues, or approximately \$4.5 million in 2019 and 2020.
- The 2019-2020 Adopted Budget provides for additional items to be tracked as part of financial management. These amounts include the following:
  - Specially-tracked General Fund monies. These include PEG Capital Reserve, Police Investigative Reserve, Police Marine Reserve, Public Arts Subfund.
  - General Fund reserve for 2021-2022 capital plans. This reserve is the net City investment required to fund the current 2019-2020 CIP for projects that will begin in those two years.

The table below provides detail behind the total shown for the General Fund policy reserves at the end of 2019 and 2020. The budgeted total balance of the General Fund year-end is \$9,960,000 for 2019 and \$11,127,000 for 2020.

### Detail of General Fund Reserves at end of 2019 and 2020

General Fund Reserve Category	2019	2020
<b>Emergency Reserve</b>	1,000,000	1,000,000
<b>General Fund Stability Reserve Minimum</b>	4,500,000	4,600,000
<b>Other Specially-Tracked General Fund Monies</b>	133,000	133,000
<b>Reserve for 2021-2022 CIP</b>	-	1,625,000

## FINANCIAL CAPACITY/FISCAL HEALTH

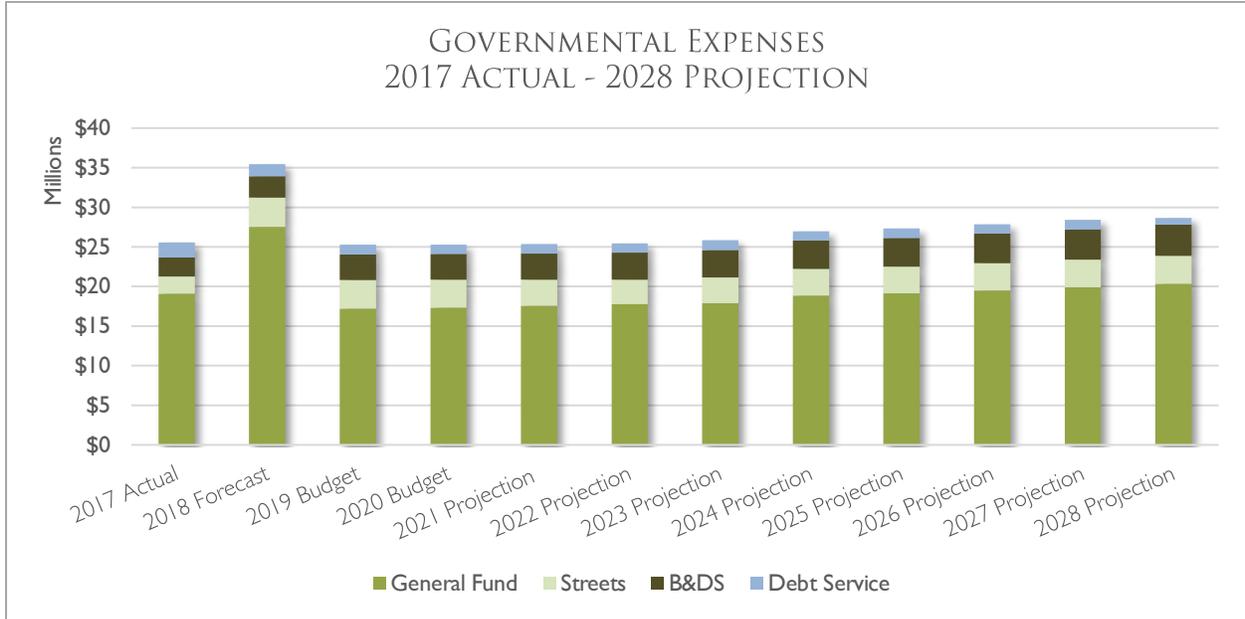
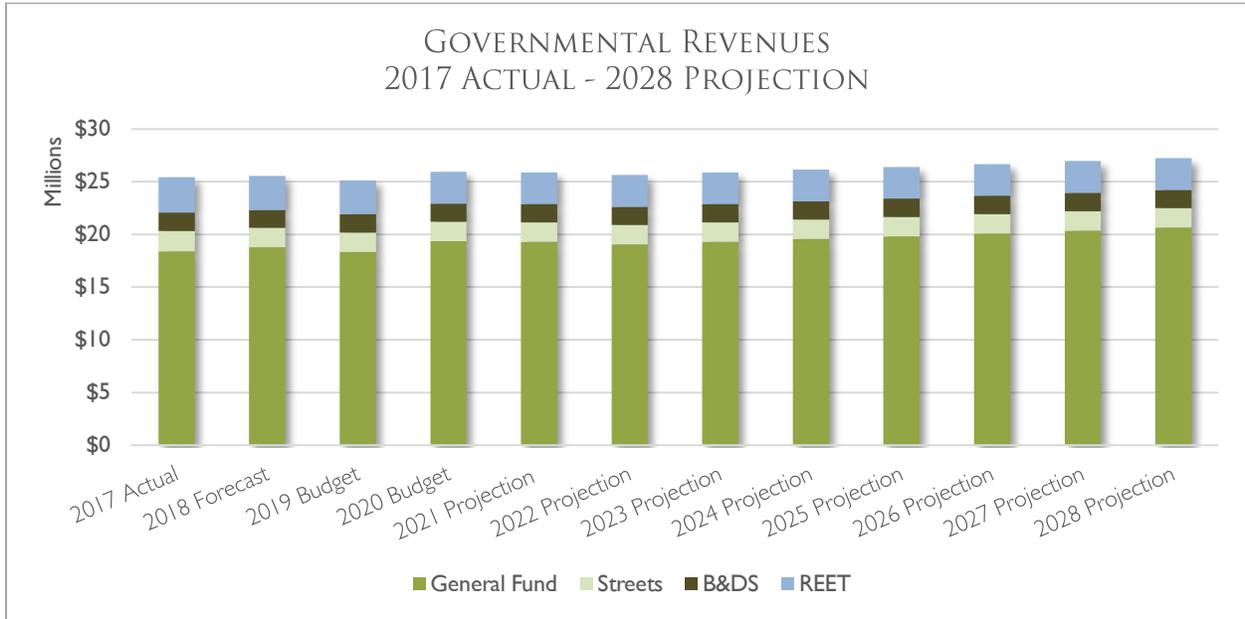
In an effort to support the review of the long-term viability of the City's financial structure, the Finance Department provides a ten-year forward look at the City's projected financial performance by fund. This is called the "Financial Capacity Analysis" (FCA) and is based on analyses completed using a tool called the Fiscal Health Model.

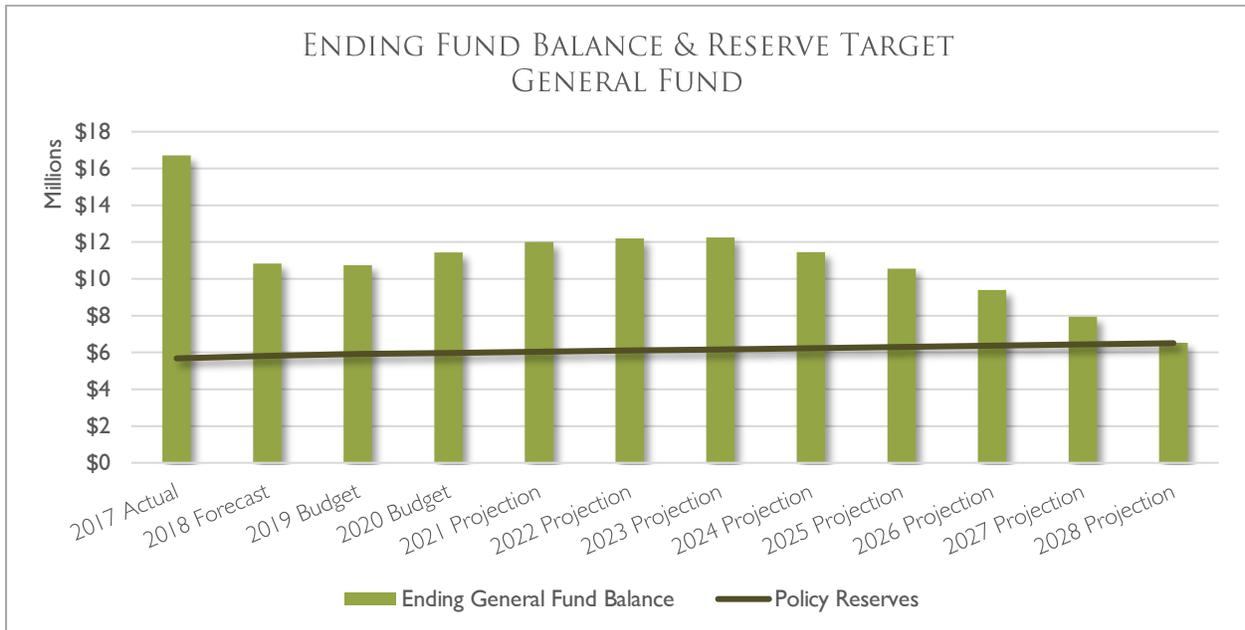
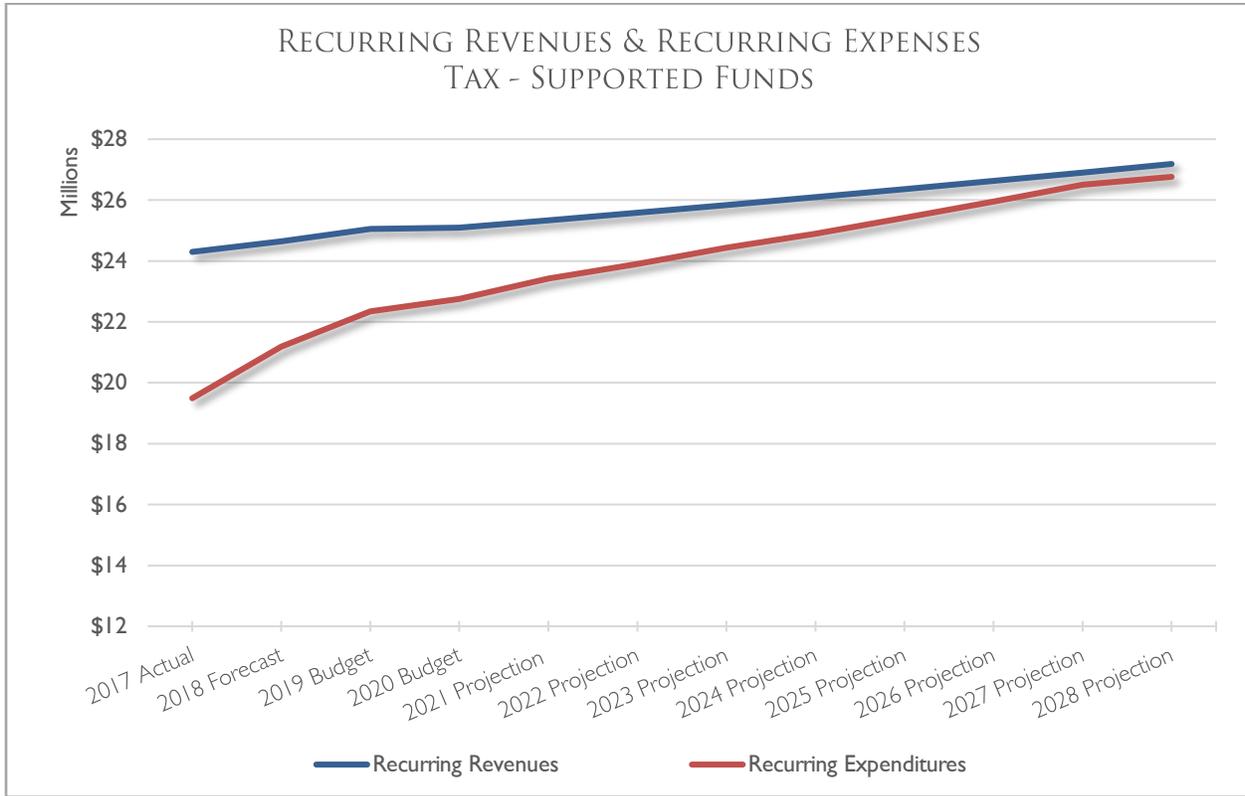
This forward-looking analysis focuses on long-range planning to guide macro-level financial planning in support of maintaining City services and financial stability, while moving toward its goals. The analysis is based on past actual results, current estimates and budgeted forecasts, and relies on a range of assumptions and escalators that require regular review. Thus, it can provide a useful look at the results of overall budget decisions and multi-year trends and impacts. We update this tool periodically, usually in conjunction with annual budget development, and as part of Council financial briefings, and use the updated information to provide context for future decision making.

The City has built General Fund balance over the past five years which is supporting capital investment, specifically the Police and Municipal Court Building. Absent new revenues or significant changes to spending patterns, the City's recurring expenses escalate at a faster pace than our recurring revenues. The City will continue to monitor the issue over the next five years and act accordingly. Going forward, reserves are fully funded for the next biennium. Periodic future updates will provide staff and Council with the information to position the City for continued financial stability.

To help interpret the information presented in the following charts, the below assumptions are presented as background and are incorporated into the FCA results for years after 2020:

- General Fund Sales Tax revenue growth of 2%, and Property Tax growth of 1.75%.
- For all funds, personnel costs assume an annual increase of 2.5% for salary costs and an annual increase of 6% for benefits costs;
- General operating expenses assume an annual increase of 2%;
- Councilmanic general obligation debt issued in 2019 to support the Police and Municipal Court Building project;
- No change to policy reserve targets or expenditure of reserve funds.
- Street annual preservation program at \$650,000, increasing annually for inflation;
- REET revenue held steady at \$3 million;
- Building and Development Services annual revenue held steady at \$1.7 million;
- Capital project expenses and revenues matched to current CIP.
- Streets annual revenue held steady at \$1.8 million.







## BASIS OF ACCOUNTING & BUDGETING

The basis of accounting determines how and when to recognize revenues and expenditures in the financial accounts of the City, and then to report them on the City's financial statements.

In the City's financial statements, governmental funds use a modified accrual basis of accounting (see glossary), while proprietary funds use accrual (see glossary). Beginning in 2002, the Governmental Accounting Standards Board Statement No. 34 required an additional set of government-wide financial statements that use accrual accounting.

The City's budget is prepared using the modified accrual basis of accounting. Revenues and receivables are recognized in the year in which they are available to fund that year's expenditures. Expenditures are recognized in the year the liability is incurred.

One major function of the City's budget is to evaluate what projects and programs, in addition to normal operations, the City plans to fund in the coming budget biennium and how the City will pay for those plans. Support can come from expected budget-year revenues, fund balance, new long-term debt or a combination of these resources.

City of Bainbridge Island - 2019 Adopted Budget  
Limits on Debt

Washington State law places limits on the amount of debt that cities may issue. Those limits cover all direct debt of the City. The City Council has the authority under RCW 35.42.200 to obligate the taxpayers without a vote of the people for up to a net aggregate total of 1.5% of the 'taxable property value' (assessed value) within the City. In addition, with a 60% vote of the people, the City can issue bonds of up to 2.5% of the assessed value for general purposes plus up to 2.5% for utility purposes plus up to 2.5% for open space and park facilities. The total for all purposes may not exceed 7.5% and the total for general purposes may not exceed 2.5% whether or not a vote has been held. There are no limits (other than political or market driven ones) on the amount of debt that can be issued which is not an obligation of the taxpayers (utility revenue debt and local assessment debt).

<b>LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)</b>	<b>1/1/2019 OUTSTANDING</b>	<b>PERCENTAGE OF LEGAL LIMIT</b>
2005 LTGO (Refunding) Bonds	\$ 390,000	
2007 LTGO (Construction) Bonds	2,260,000	
2008 LTGO (Construction) Bonds	1,070,000	
2011 LTGO (Construction & Refunding) Bonds	3,415,000	
<b>TOTAL LTGO BONDS</b>	<b>\$ 7,135,000</b>	
Public Works Trust Fund Loans	4,984,702	
All Other Direct General Obligation Debt	3,131,076	
<b>TOTAL DIRECT DEBT</b>	<b>\$ 15,250,778</b>	<b>13.5%</b>
	<b>LEGAL LIMIT</b> \$ 113,132,323	
	<b>REMAINING (UNUSED) MARGIN</b> \$ 97,881,545	
<b>SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)</b>		
For General Purposes	\$ 0	
For Utility Purposes	0	
For Parks & Open Space	2,760,000	
<b>TOTAL SPECIAL LEVY BONDS</b>	<b>\$ 2,760,000</b>	
<b>TOTAL GENERAL OBLIGATION DEBT</b>	<b>\$ 18,010,778</b>	<b>3.2%</b>
	<b>LEGAL LIMIT</b> \$ 565,661,616	
	<b>REMAINING (UNUSED) MARGIN</b> \$ 547,650,838	
<b>ASSESSMENT DEBT</b>		
Public Works Trust Loan for South Island Sewer	\$ 1,785,000	
2011 LID Street Bonds	186,817	
<b>TOTAL ASSESSMENT DEBT</b>	<b>\$ 1,971,817</b>	<b>No legal limit</b>
<b>REVENUE DEBT</b>		
Public Works Trust Loan #2 for WWTP Constr.	\$ 1,600,065	
<b>TOTAL REVENUE DEBT</b>	<b>\$ 1,600,065</b>	<b>No legal limit</b>

City of Bainbridge Island - 2019 Adopted Budget  
Long-Term Debt and Debt Service

<b>EXISTING DEBT</b>	<b>ORIGINAL ISSUE</b>	<b>1/1/2019 BALANCE</b>	<b>2019 PRINCIPAL</b>	<b>2019 INTEREST</b>	<b>12/31/2019 BALANCE</b>	<b>FINAL MATURITY</b>	<b>FUND</b>
2005 LTGO Refunding Bonds	\$ 7,410,000	\$ 390,000	\$ 390,000	\$ 16,770	\$ -	Oct-2019	General Obligation Bond Fund
PWTF Loan - New Storm Drain Decant Facility Design	179,025	57,270	9,545	286	47,725	Jun-2024	Storm & Surface Water Management
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	288,105	41,158	1,440	246,947	Jun-2025	Storm & Surface Water Management
PWTF Loan - South Island Sewer LID Construction	5,600,000	1,785,000	297,500	8,925	1,487,500	Jun-2024	Sewer Fund
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	126,524	21,088	633	105,436	Jun-2024	Sewer Fund
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	1,474,363	210,623	7,372	1,263,740	Jun-2025	Sewer Fund
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	1,600,065	200,008	8,000	1,400,057	Jun-2026	Sewer Fund
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	236,648	23,665	7,099	212,983	Jun-2028	General Obligation Bond Fund
2007 LTGO Bonds - Open Space Purchases & Winslow Way Design	4,120,000	2,260,000	215,000	92,080	2,045,000	Dec-2027	General Obligation Bond Fund
2008 LTGO Bonds - Capital Construction	1,770,000	1,070,000	85,000	45,695	985,000	Jun-2028	General Obligation Bond Fund
2011 LTGO Bonds - Sewer Treatment Plant Upgrade Construction	5,700,000	3,415,000	230,000	136,600	3,185,000	Dec-2030	Sewer Fund
2011 LID Bonds - Winslow Way Construction	755,300	186,817	37,364	8,519	149,453	May-2023	General Obligation Bond Fund
2013 Voted Refunding Bonds	5,230,000	2,760,000	500,000	110,400	2,260,000	Dec-2023	General Obligation Bond Fund
PWTF Loan - Sewer Beach Mains Design	383,542	204,340	20,434	1,022	183,906	Jun-2028	Sewer Fund
PWTF Loan - Sewer Beach Mains Construction	3,474,933	2,597,452	185,532	6,494	2,411,920	Jun-2032	Sewer Fund
<b>TOTAL EXISTING DEBT</b>	<b>\$ 43,426,147</b>	<b>\$ 18,451,584</b>	<b>\$ 2,466,917</b>	<b>\$ 451,335</b>	<b>\$ 15,984,667</b>		
<b>2018 BUDGETED NEW DEBT</b>							
2019 Public Safety and Municipal Court Facility	10,000,000	0	0	360,000	10,000,000	Dec-2038	
<b>TOTAL EXISTING DEBT AND BUDGETED NEW DEBT</b>	<b>\$ 53,426,147</b>	<b>\$ 18,451,584</b>	<b>\$ 2,466,917</b>	<b>\$ 811,335</b>	<b>\$ 25,984,667</b>		

**DEBT ITEMS NOT INCLUDED ABOVE:** The following types of debt are not included above: Interfund Debt, Compensated Absences, Net Pension Liability, Other Post-Employment Benefits, Post-Closure Landfill Costs, Accounts Payable and Accrued Payroll.

City of Bainbridge Island - 2020 Adopted Budget  
Limits on Debt

Washington State law places limits on the amount of debt that cities may issue. Those limits cover all direct debt of the City. The City Council has the authority under RCW 35.42.200 to obligate the taxpayers without a vote of the people for up to a net aggregate total of 1.5% of the 'taxable property value' (assessed value) within the City. In addition, with a 60% vote of the people, the City can issue bonds of up to 2.5% of the assessed value for general purposes plus up to 2.5% for utility purposes plus up to 2.5% for open space and park facilities. The total for all purposes may not exceed 7.5% and the total for general purposes may not exceed 2.5% whether or not a vote has been held. There are no limits (other than political or market driven ones) on the amount of debt that can be issued which is not an obligation of the taxpayers (utility revenue debt and local assessment debt).

<b>LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)</b>	<b>1/1/2020 OUTSTANDING</b>	<b>PERCENTAGE OF LEGAL LIMIT</b>
2007 LTGO (Construction) Bonds	\$ 2,045,000	
2008 LTGO (Construction) Bonds	985,000	
2011 LTGO (Construction & Refunding) Bonds	3,185,000	
2018 LTGO (Construction) Bonds	10,000,000	
<b>TOTAL LTGO BONDS</b>	<b>\$ 16,215,000</b>	
Public Works Trust Fund Loans	4,472,657	
All Other Direct General Obligation Debt	3,131,076	
<b>TOTAL DIRECT DEBT</b>	<b>\$ 23,818,733</b>	21.1%
	<b>LEGAL LIMIT \$ 113,132,323</b>	
	<b>REMAINING (UNUSED) MARGIN \$ 89,313,590</b>	
<b>SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)</b>		
For General Purposes	\$ 0	
For Utility Purposes	0	
For Parks & Open Space	2,260,000	
<b>TOTAL SPECIAL LEVY BONDS</b>	<b>\$ 2,260,000</b>	
<b>TOTAL GENERAL OBLIGATION DEBT</b>	<b>\$ 26,078,733</b>	4.6%
	<b>LEGAL LIMIT \$ 565,661,616</b>	
	<b>REMAINING (UNUSED) MARGIN \$ 539,582,883</b>	
<b>ASSESSMENT DEBT</b>		
Public Works Trust Loan for South Island Sewer	\$ 1,487,500	
2011 LID Street Bonds	149,453	
<b>TOTAL ASSESSMENT DEBT</b>	<b>\$ 1,636,953</b>	No legal limit
<b>REVENUE DEBT</b>		
Public Works Trust Loan #2 for WWTP Constr.	\$ 1,400,057	
<b>TOTAL REVENUE DEBT</b>	<b>\$ 1,400,057</b>	No legal limit

City of Bainbridge Island - 2020 Adopted Budget  
Long-Term Debt and Debt Service

<b>EXISTING DEBT</b>	<b>ORIGINAL ISSUE</b>	<b>1/1/2020 BALANCE</b>	<b>2020 PRINCIPAL</b>	<b>2020 INTEREST</b>	<b>12/31/2020 BALANCE</b>	<b>FINAL MATURITY</b>	<b>Fund</b>
PWTF Loan - New Storm Drain Decant Facility Design	179,025	47,725	9,545	238	38,180	Jun-2024	Storm & Surface Water Management
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	246,947	41,158	1,235	205,789	Jun-2025	Storm & Surface Water Management
PWTF Loan - South Island Sewer LID Construction	5,600,000	1,487,500	297,500	7,438	1,190,000	Jun-2024	Sewer Fund
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	105,436	21,088	527	84,348	Jun-2024	Sewer Fund
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	1,263,740	210,623	6,319	1,053,117	Jun-2025	Sewer Fund
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	1,400,057	200,008	7,000	1,200,049	Jun-2026	Sewer Fund
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	212,983	23,665	6,389	189,318	Jun-2028	General Obligation Bond Fund
2007 LTGO Bonds - Open Space Purchases & Winslow Way Design	4,120,000	2,045,000	220,000	83,480	1,825,000	Dec-2027	General Obligation Bond Fund
2008 LTGO Bonds - Capital Construction	1,770,000	985,000	90,000	41,845	895,000	Jun-2028	General Obligation Bond Fund
2011 LTGO Bonds - Sewer Treatment Plant Upgrade Construction	5,700,000	3,185,000	235,000	127,400	2,950,000	Dec-2030	Sewer Fund
2011 LID Bonds - Winslow Way Construction	755,300	149,453	37,364	6,815	112,089	May-2023	General Obligation Bond Fund
2013 Voted Refunding Bonds	5,230,000	2,260,000	520,000	90,400	1,740,000	Dec-2023	General Obligation Bond Fund
PWTF Loan - Sewer Beach Mains Design	383,542	183,906	20,434	920	163,472	Jun-2028	Sewer Fund
PWTF Loan - Sewer Beach Mains Construction	3,474,933	2,411,920	185,532	6,030	2,226,388	Jun-2032	Sewer Fund
<b>TOTAL EXISTING DEBT</b>	<b>\$ 36,016,147</b>	<b>\$ 15,984,667</b>	<b>\$ 2,111,917</b>	<b>\$ 386,036</b>	<b>\$ 13,872,750</b>		
<b>2018 BUDGETED NEW DEBT</b>							
2019 Public Safety and Municipal Court Facility	10,000,000	10,000,000	400,000	500,000	9,600,000	Dec-2038	
<b>TOTAL EXISTING DEBT AND BUDGETED NEW DEBT</b>	<b>\$ 46,016,147</b>	<b>\$ 25,984,667</b>	<b>\$ 2,511,917</b>	<b>\$ 886,036</b>	<b>\$ 23,472,750</b>		

**The following types of debt are not included above:**

Interfund Debt, Compensated Absences, Net Pension Liability, Other Post-Employment Benefits, Post-Closure Landfill Costs, Accounts Payable, and Accrued Payroll.

# SECTION 3



## SUMMARY BY FUND



## SECTION 3: SUMMARY BY FUND

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## FUND DESCRIPTION AND 2019 BUDGET STATUS

The City of Bainbridge Island prepares a budget for each City fund, which the City Council adopts as the legal limit of expenditure for the fiscal year. In certain cases, the City Council may amend the budget by ordinance during the year to accommodate unexpected expenditures or allow for spending of higher than budgeted revenues, or to reduce the expenditure limit in case of a revenue shortfall.

For 2019, the Adopted Budget by fund is shown following this introduction. The funds are presented in numerical order, with governmental, or “tax-supported” funds generally at the beginning, followed by the utility funds and the City’s ER&R fund. For the General Fund and funds for which the budget projects an increase or decrease to the fund balance that is greater than 10%, an explanation is included in the introduction.

### **TAX SUPPORTED FUNDS**

#### **General Fund**

Accounts for the City’s unrestricted ongoing operations and is the primary operating fund of the City. It accounts for all financial resources of the general government except those required to be accounted for in another fund. The fund includes expenditures for the City Council, Court, Executive, Finance and Administrative Services, Police, Planning and Community Development, and Public Works. Major revenue sources are property taxes, sales taxes and business and occupation taxes.

The 2019 Adopted Budget shows a very stable General Fund. Ending fund balance is estimated to decrease \$400,000, or 3.8%, from \$10.4 million to \$10.0 million. This decrease is primarily due to one-time expenditures on major maintenance projects, an increase in city employee staffing, and small operating transfer to the Capital Construction Fund supporting one-time capital expenditures. The \$10.0 million projected ending fund balance in 2019 exceeds the total required by City policies of roughly \$5.0 million in the General Fund.

#### **Street Fund**

Accounts for maintenance of the City’s roads, road shoulders, streets, sidewalks, bike lanes and trails. The fund receives revenue from State taxes on gasoline that can only be used for expenditures on the City’s transportation system. The fund also receives taxes imposed on commercial parking lots that can only be used for transportation purposes as restricted in RCW chapter 82.80. Supplemental funding, as needed, comes from the General Fund and the Real Estate Excise Tax fund. The Transportation Benefit Fund also provides resources used for non-capital transportation-related activities such as the City’s annual street preservation program.

The 2019 Adopted Budget shows a decrease in fund balance of \$28,000, or 17%, from \$164,000 to \$136,000 due to the timing of expenditures.



**Real Estate Excise Tax (REET) Fund**

Accounts for REET revenues received by the City. The State of Washington allows cities to charge a tax on the sale of real estate up to ½ of 1%. The revenue raised by this tax is restricted to capital construction projects as described in RCW Chapter 82.46.

The 2019 Adopted Budget shows an increase of \$118,000, or 336%, from \$35,000 to \$153,000. This increase is due to the amount of eligible expenses for REET Funds.

**Civic Improvement (Hotel/Motel Tax) Fund**

Accounts for revenues received from a tax imposed on the revenues of hotels and motels. Funds are used to aid local tourism in accordance with state guidelines.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

**Affordable Housing Fund**

Accounts for revenues and expenditures related to Affordable Housing.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

**Floor Area Ratio (FAR) Fund**

Accounts for payments from developers to add density above the base level specified in the Winslow Master Plan. Funds may be used to preserve agricultural land and develop public amenities and/or infrastructure in Winslow.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

**Tree Fund**

Accounts for revenue from certain developer permits and is restricted to supporting the City's tree program.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

**Transportation Benefit Fund**

Accounts for revenue received through a vehicle licensing fee, which is restricted to funding certain transportation improvements. Average revenues for the past three years were approximately \$420,000. Forward to page 148 for expenditure details.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

**Transportation Impact Fee Fund**

Accounts for revenue from impact fees levied on certain types of development, which is restricted to funding transportation improvements that increase capacity.

The 2019 Adopted Budget shows an increase of \$100,000, or 30% for this fund. This increase is due to limited eligible expenses from this fund in 2019, resulting in the accumulation of fund balance.



### **General Obligation (GO) Bond Fund**

Accounts for revenues and expenditures of GO debt. Each debt issue is accounted for in a separate sub-fund. This fund receives the special levy for the Open Space Bonds.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

### **Local Improvement District (LID) Bond Fund**

This fund receives LID assessments and pays principal and interest due on LID debt while keeping necessary reserves to ensure timely bond payments.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

### **Capital Construction**

Accounts for all major capital construction projects except those paid for with Local Improvement District (LID) debt proceeds or the City's Water, Sewer or Storm and Surface Water Management utility resources.

The 2019 Adopted Budget shows an increase of \$1.8 million, or 55% for this fund. The budget shows completion of all funded projects from 2018 and a carry-over of fund balance attributed to the Police and Municipal Court Facility capital project. If projects continue, the appropriation and associated funding will carry forward into 2020.

### **Building & Development Services Fund**

Segregates revenues and costs associated with permitting of building and development. The City classifies its Building and Development Services fund as an enterprise fund for accounting and financial statement purposes because a majority of land use and building permitting costs are recovered through user charges. However, for budgeting purposes, it is considered a "Tax-Supported" fund because costs not covered by user charges are funded through transfers from the General Fund. The Building and Development Services Fund consists of two sub-funds for these activities that separately track costs and related revenues.

The 2019 Adopted Budget shows no significant change to fund balance for this fund.

## **UTILITY FUNDS**

### **Water Fund**

Accounts for all activities related to the City's water utility.

The 2019 Adopted Budget shows a decrease in fund balance of \$1.6 million, or 22%, from \$7.2 million to \$5.6 million. Water rates, and therefore revenue, are flat while significant capital projects are planned for the Water Fund in 2019, diminishing fund balance. Project details can be found in the Capital Improvements section of the Adopted Budget.



### **Sewer Fund**

Accounts for all activities related to the City's sewer utility.

The 2019 Adopted Budget shows a decrease in fund balance of \$1.3 million, or 23%, from \$5.7 million to \$4.4 million. Sewer rates, and therefore revenue, are flat while significant capital projects are planned for the Sewer Fund in 2019, diminishing the fund balance. Project details can be found in the Capital Improvements section of the Adopted Budget.

### **Storm & Surface Water Management Fund**

Accounts for all activities related to the City's storm and surface water management utility.

The 2019 Adopted Budget shows a decrease of \$780,000, or 50%, from \$1.5 million to \$770,000. This is the result of an increase to rate revenue, offset by increased capital spending that spends down the fund balance in 2019, and a one-time Island-wide Stormwater Study. Project details can be found in the Capital Improvements section of the Adopted Budget.

## **INTERNAL SERVICE FUNDS**

### **Equipment Rental and Revolving Fund**

Accounts for revenues for equipment rental from other City funds and for expenditures for purchase of replacement capital equipment.

## **UNAPPROPRIATED FUNDS**

### **Agency Fund and Expendable Trust Fund**

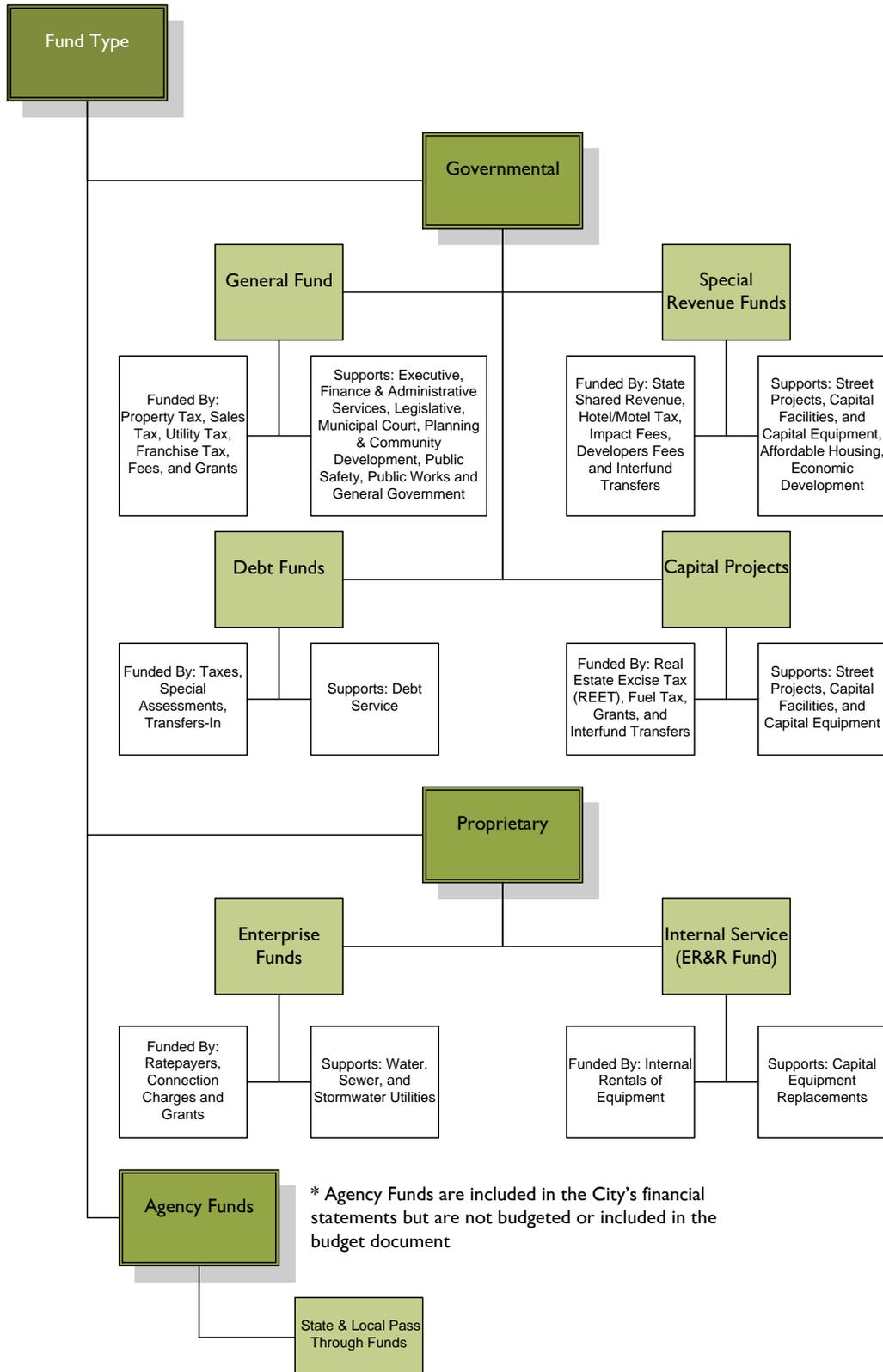
For budget purposes, the City has combined several distinct funds and sub-funds. These funds share the characteristic that the money accounted for in them belongs to someone other than the City or that the City has a junior claim on the money. Included are construction retainage accounts, performance bonds and guarantees, court trust funds and money held in transit to Kitsap County, Kitsap County Sewer District 7, or the State of Washington.

### **Clearing Fund**

An accounting mechanism for funds that will be allocated at a later date.



# CITY OF BAINBRIDGE ISLAND FUND TYPES CHART



**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET**

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2019
BEGINNING FUND BALANCE	10,425,000	164,000	2,702,100	202,000	3,226,000	14,460,000	320,000	31,499,100
<b>REVENUES</b>								
Taxes	16,793,380	851,000	3,889,000	610,400	-	-	-	22,143,780
Fees & Service Charges	975,400	35,000	760,000	-	-	-	1,737,000	3,507,400
Intergovernment Revenue	608,600	555,000	-	-	9,000	-	-	1,172,600
Fines & Forfeits	49,000	-	-	-	-	-	-	49,000
Charges for Utility Services	-	-	-	-	-	7,376,000	1,000	7,377,000
Miscellaneous	45,000	-	-	-	-	494,000	-	539,000
Assessments	-	-	-	40,000	-	90,000	-	130,000
Investment Revenue	50,000	-	5,920	8,000	-	101,000	-	164,920
Gain on Sale of Fixed Assets	15,000	10,000	-	-	-	-	-	25,000
<b>TOTAL REVENUES</b>	<b>18,536,380</b>	<b>1,451,000</b>	<b>4,654,920</b>	<b>658,400</b>	<b>9,000</b>	<b>8,061,000</b>	<b>1,738,000</b>	<b>35,108,700</b>
<b>OTHER SOURCES</b>								
Loans/Sale of Bonds	-	-	-	-	10,000,000	-	-	10,000,000
From other Funds and Sub-Funds	-	2,294,662	100,000	1,235,310	273,000	35,000	1,577,583	5,515,555
<b>TOTAL RESOURCES</b>	<b>28,961,380</b>	<b>3,909,662</b>	<b>7,457,020</b>	<b>2,095,710</b>	<b>13,508,000</b>	<b>22,556,000</b>	<b>3,635,583</b>	<b>82,123,355</b>
<b>EXPENDITURES</b>								
Salaries	6,968,614	1,121,027	-	-	-	2,316,161	2,002,717	12,408,519
Benefits	2,759,390	477,421	-	-	-	930,591	775,060	4,942,462
Supplies	560,788	198,699	-	-	-	253,248	48,226	1,060,961
Professional Services	1,738,480	224,224	262,000	-	-	438,234	189,000	2,851,938
Community Services	821,000	-	114,500	-	-	35,000	-	970,500
Other Services & Charges	3,129,597	1,425,251	-	-	-	2,052,956	291,380	6,899,184
Intergovernmental Services	760,600	-	2,000	-	-	946,780	1,200	1,710,580
<b>TOTAL OPERATING EXPENDITURES</b>	<b>16,738,470</b>	<b>3,446,622</b>	<b>378,500</b>	<b>-</b>	<b>-</b>	<b>6,972,969</b>	<b>3,307,583</b>	<b>30,844,144</b>
<b>NON-OPERATING EXPENDITURES</b>								
Capital Equipment	328,345	326,940	68,498	-	-	406,144	-	1,129,927
Capital Projects	-	-	-	-	8,508,000	3,050,000	-	11,558,000
Debt Service	1,500	-	-	1,891,592	-	1,386,685	-	3,279,777
<b>TOTAL EXPENDITURES</b>	<b>17,068,314</b>	<b>3,773,562</b>	<b>446,998</b>	<b>1,891,592</b>	<b>8,508,000</b>	<b>11,815,798</b>	<b>3,307,583</b>	<b>46,811,847</b>
<b>OTHER USES</b>								
To Other Funds and Sub-Funds	1,933,183	-	3,582,372	-	-	-	-	5,515,555
<b>ENDING FUND BALANCE, RESERVES &amp; CONTINGENCIES</b>	<b>9,959,883</b>	<b>136,100</b>	<b>3,427,650</b>	<b>204,118</b>	<b>5,000,000</b>	<b>10,740,202</b>	<b>328,000</b>	<b>29,795,953</b>
<b>TOTAL USES</b>	<b>28,961,380</b>	<b>3,909,662</b>	<b>7,457,020</b>	<b>2,095,710</b>	<b>13,508,000</b>	<b>22,556,000</b>	<b>3,635,583</b>	<b>82,123,355</b>

**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET**

	Water	Sewer	SSWM	Total 2019
BEGINNING FUND BALANCE	7,182,000	5,733,000	1,545,000	14,460,000
REVENUES				
Charges for Utility Services	1,095,000	3,682,000	2,599,000	7,376,000
Miscellaneous	194,000	300,000	-	494,000
Assessments	-	90,000	-	90,000
Investment Revenue	46,000	40,000	15,000	101,000
TOTAL REVENUES	1,335,000	4,112,000	2,614,000	8,061,000
OTHER SOURCES				
From other Funds and Sub-Funds	35,000	-	-	35,000
TOTAL RESOURCES	8,552,000	9,845,000	4,159,000	22,556,000
EXPENDITURES				
Salaries	496,748	1,029,657	789,756	2,316,161
Benefits	197,290	429,601	303,700	930,591
Supplies	63,022	111,929	78,297	253,248
Professional Services	77,597	145,419	215,218	438,234
Community Services	35,000	-	-	35,000
Other Services & Charges	618,160	862,006	572,790	2,052,956
Intergovernmental Services	159,340	580,900	206,540	946,780
TOTAL OPERATING EXPENDITURES	1,647,157	3,159,511	2,166,301	6,972,969
NON-OPERATING EXPENDITURES				
Capital Equipment	76,963	56,368	272,813	406,144
Capital Projects	1,250,000	900,000	900,000	3,050,000
Debt Service	-	1,334,252	52,433	1,386,685
TOTAL EXPENDITURES	2,974,120	5,450,131	3,391,547	11,815,798
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,577,880	4,394,869	767,453	10,740,202
TOTAL USES	8,552,000	9,845,000	4,159,000	22,556,000

**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET**

	Capital & LID Construction
BEGINNING FUND BALANCE	3,226,000
REVENUES	
Intergovernment Revenue	9,000
TOTAL REVENUES	<u>9,000</u>
OTHER SOURCES	
Loans/Sale of Bonds	10,000,000
From other Funds and Sub-Funds	273,000
TOTAL RESOURCES	<u><u>13,508,000</u></u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Projects	8,508,000
TOTAL EXPENDITURES	<u>8,508,000</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,000,000
TOTAL USES	<u><u>13,508,000</u></u>

**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET**

	<u>Internal Services</u>
BEGINNING FUND BALANCE	1,000,000
REVENUES	
Fees & Service Charges	560,000
TOTAL REVENUES	<u>560,000</u>
TOTAL RESOURCES	<u>1,560,000</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Equipment	68,498
TOTAL EXPENDITURES	<u>68,498</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	1,491,502
TOTAL USES	<u><u>1,560,000</u></u>

**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET**

**SUMMARY BY FUND**

	ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON- OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE	
<b><u>CITY FUNDS</u></b>							
001	GENERAL FUND	10,425,000	18,536,380	-	16,738,470	2,263,028	9,959,883
101	STREET FUND	164,000	1,451,000	2,294,662	3,446,622	326,940	136,100
103	REAL ESTATE EXCISE TAX FUND	35,000	3,200,120	-	-	3,082,372	152,748
104	CIVIC IMPROVEMENT FUND	229,000	253,000	-	262,000	-	220,000
108	AFFORDABLE HOUSING FUND	200,000	-	100,000	114,500	-	185,500
151	FAR-PUBLIC AMENITIES	14,600	100	-	-	-	14,700
152	FAR-FARMLAND/AGRICULTURE	82,000	800	-	-	-	82,800
161	TREE FUND	500	-	-	-	-	500
171	TRANSP BEN FUND	810,000	440,500	-	2,000	400,000	848,500
173	TRANSPORTATION IMPACT FEE FUND	331,000	200,400	-	-	100,000	431,400
201	GO BOND FUND	32,000	610,400	1,235,310	-	1,845,709	32,001
203	LID BOND FUND	170,000	48,000	-	-	45,883	172,117
301	CAPITAL CONSTRUCTION FUND	3,226,000	9,000	10,273,000	-	8,508,000	5,000,000
302	LID CAPITAL CONSTRUCTION FUND	-	-	-	-	-	-
401	WATER OPERATING FUND	7,182,000	1,335,000	35,000	1,647,157	1,326,963	5,577,880
402	SEWER OPERATING FUND	5,733,000	4,112,000	-	3,159,511	2,290,620	4,394,869
403	STORM & SURFACE WATER FUND	1,545,000	2,614,000	-	2,166,301	1,225,246	767,453
407	BUILDING & DEVELOPMENT FUND	320,000	1,738,000	1,577,583	3,307,583	-	328,000
501	EQUIPMENT RENTAL & REVOLVING	1,000,000	560,000	-	-	68,498	1,491,502
<b>TOTAL CITY FUNDS</b>		<b>31,499,100</b>	<b>35,108,700</b>	<b>15,515,555</b>	<b>30,844,144</b>	<b>21,483,258</b>	<b>29,795,953</b>

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET**

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2020
BEGINNING FUND BALANCE	9,959,883	136,100	3,427,650	204,117	5,000,000	10,740,202	328,000	29,795,952
<b>REVENUES</b>								
Taxes	17,064,350	851,000	3,689,000	610,400	-	-	-	22,214,750
Fees & Service Charges	968,500	35,000	789,300	-	-	-	1,662,000	3,454,800
Intergovernment Revenue	436,600	555,000	-	-	853,000	-	-	1,844,600
Fines & Forfeits	49,000	-	-	-	-	-	-	49,000
Charges for Utility Services	-	-	-	-	-	7,431,000	1,000	7,432,000
Miscellaneous	45,000	-	-	-	-	494,000	-	539,000
Assessments	-	-	-	40,000	-	90,000	-	130,000
Investment Revenue	50,000	-	2,800	7,000	-	71,500	-	131,300
Gain on Sale of Fixed Assets	815,000	10,000	-	-	-	-	-	825,000
<b>TOTAL REVENUES</b>	<b>19,428,450</b>	<b>1,451,000</b>	<b>4,481,100</b>	<b>657,400</b>	<b>853,000</b>	<b>8,086,500</b>	<b>1,663,000</b>	<b>36,620,450</b>
<b>OTHER SOURCES</b>								
From other Funds and Sub-Funds	-	2,364,119	100,000	1,185,380	207,000	35,000	1,702,462	5,593,961
<b>TOTAL RESOURCES</b>	<b>29,388,333</b>	<b>3,951,219</b>	<b>8,008,750</b>	<b>2,046,897</b>	<b>6,060,000</b>	<b>18,861,702</b>	<b>3,693,462</b>	<b>72,010,363</b>
<b>EXPENDITURES</b>								
Salaries	7,256,942	1,143,019	-	-	-	2,402,514	2,104,987	12,907,463
Benefits	2,876,080	490,177	-	-	-	971,372	805,886	5,143,515
Supplies	545,390	213,267	-	-	-	572,111	28,908	1,359,676
Professional Services	1,422,919	84,470	260,000	-	-	273,435	141,200	2,182,024
Community Services	442,000	-	114,500	-	-	35,000	-	591,500
Other Services & Charges	2,756,259	1,482,101	-	-	-	2,068,798	287,580	6,594,738
Intergovernmental Services	767,250	-	2,000	-	-	948,334	1,200	1,718,784
<b>TOTAL OPERATING EXPENDITURES</b>	<b>16,066,840</b>	<b>3,413,035</b>	<b>376,500</b>	<b>-</b>	<b>-</b>	<b>7,271,564</b>	<b>3,369,762</b>	<b>30,497,700</b>
<b>NON-OPERATING EXPENDITURES</b>								
Capital Equipment	234,525	391,285	83,148	-	-	123,042	-	832,000
Capital Projects	-	-	-	-	6,060,000	1,460,000	-	7,520,000
Debt Service	1,200	-	-	1,839,958	-	1,378,002	-	3,219,160
<b>TOTAL EXPENDITURES</b>	<b>16,302,566</b>	<b>3,804,319</b>	<b>459,648</b>	<b>1,839,958</b>	<b>6,060,000</b>	<b>10,232,608</b>	<b>3,369,762</b>	<b>42,068,861</b>
<b>OTHER USES</b>								
To Other Funds and Sub-Funds	1,959,213	-	3,634,748	-	-	-	-	5,593,961
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	11,126,554	146,900	3,914,354	206,939	0	8,629,094	323,700	24,347,541
<b>TOTAL USES</b>	<b>29,388,333</b>	<b>3,951,219</b>	<b>8,008,750</b>	<b>2,046,897</b>	<b>6,060,000</b>	<b>18,861,702</b>	<b>3,693,462</b>	<b>72,010,363</b>

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET**

	Water	Sewer	SSWM	Total 2020
BEGINNING FUND BALANCE	5,577,880	4,394,869	767,453	10,740,202
REVENUES				
Charges for Utility Services	1,090,000	3,682,000	2,659,000	7,431,000
Miscellaneous	194,000	300,000	-	494,000
Assessments	-	90,000	-	90,000
Investment Revenue	28,000	30,000	13,500	71,500
TOTAL REVENUES	1,312,000	4,102,000	2,672,500	8,086,500
OTHER SOURCES				
From other Funds and Sub-Funds	35,000	-	-	35,000
TOTAL RESOURCES	6,924,880	8,496,869	3,439,953	18,861,702
EXPENDITURES				
Salaries	513,099	1,055,937	833,477	2,402,514
Benefits	205,413	442,623	323,336	971,372
Supplies	367,568	117,794	86,749	572,111
Professional Services	71,672	116,360	85,403	273,435
Community Services	35,000	-	-	35,000
Other Services & Charges	658,211	771,980	638,607	2,068,798
Intergovernmental Services	154,240	579,920	214,174	948,334
TOTAL OPERATING EXPENDITURES	2,005,203	3,084,615	2,181,746	7,271,564
NON-OPERATING EXPENDITURES				
Capital Equipment	64,350	58,692	-	123,042
Capital Projects	750,000	100,000	610,000	1,460,000
Debt Service	-	1,325,819	52,183	1,378,002
TOTAL EXPENDITURES	2,819,553	4,569,126	2,843,929	10,232,608
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	4,105,327	3,927,743	596,024	8,629,094
TOTAL USES	6,924,880	8,496,869	3,439,953	18,861,702

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET**

	Capital & LID Construction
BEGINNING FUND BALANCE	5,000,000
REVENUES	
Intergovernment Revenue	853,000
TOTAL REVENUES	<u>853,000</u>
OTHER SOURCES	
From other Funds and Sub-Funds	207,000
TOTAL RESOURCES	<u>6,060,000</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Projects	6,060,000
TOTAL EXPENDITURES	<u>6,060,000</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	<u>0</u>
TOTAL USES	<u><u>6,060,000</u></u>

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET**

	<u>Internal Services</u>
BEGINNING FUND BALANCE	1,491,502
REVENUES	
Fees & Service Charges	589,300
TOTAL REVENUES	<u>589,300</u>
TOTAL RESOURCES	<u>2,080,802</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Equipment	83,148
TOTAL EXPENDITURES	<u>83,148</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	1,997,654
TOTAL USES	<u><u>2,080,802</u></u>

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET**

**SUMMARY BY FUND**

	ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON- OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE	
<b><u>CITY FUNDS</u></b>							
001	GENERAL FUND	9,959,883	19,428,450	-	16,066,840	2,194,938	11,126,554
101	STREET FUND	136,100	1,451,000	2,364,119	3,413,035	391,285	146,900
103	REAL ESTATE EXCISE TAX FUND	152,748	3,000,000	-	-	3,117,748	35,000
104	CIVIC IMPROVEMENT FUND	220,000	250,000	-	260,000	-	210,000
108	AFFORDABLE HOUSING FUND	185,500	-	100,000	114,500	-	171,000
151	FAR-PUBLIC AMENITIES	14,700	100	-	-	-	14,800
152	FAR-FARMLAND/AGRICULTURE	82,800	800	-	-	-	83,600
161	TREE FUND	500	-	-	-	-	500
171	TRANSP BEN FUND	848,500	440,500	-	2,000	400,000	887,000
173	TRANSPORTATION IMPACT FEE FUND	431,400	200,400	-	-	117,000	514,800
201	GO BOND FUND	32,000	610,400	1,185,380	-	1,795,779	32,001
203	LID BOND FUND	172,117	47,000	-	-	44,179	174,938
301	CAPITAL CONSTRUCTION FUND	5,000,000	853,000	207,000	-	6,060,000	-
401	WATER OPERATING FUND	5,577,880	1,312,000	35,000	2,005,203	814,350	4,105,327
402	SEWER OPERATING FUND	4,394,869	4,102,000	-	3,084,615	1,484,511	3,927,743
403	STORM & SURFACE WATER FUND	767,453	2,672,500	-	2,181,746	662,183	596,024
407	BUILDING & DEVELOPMENT FUND	328,000	1,663,000	1,702,462	3,369,762	-	323,700
501	EQUIPMENT RENTAL & REVOLVING	1,491,502	589,300	-	-	83,148	1,997,654
<b>TOTAL CITY FUNDS</b>		<b>29,795,952</b>	<b>36,620,450</b>	<b>5,593,961</b>	<b>30,497,700</b>	<b>17,165,121</b>	<b>24,347,541</b>

**CITY OF BAINBRIDGE ISLAND**  
**2019 AND 2020 ADOPTED BUDGET**  
**BUDGET COMPARISON - CITYWIDE**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Taxes	21,261,486	20,844,440	22,143,780	22,214,750
Fees & Service Charges	3,528,333	3,179,891	3,507,400	3,454,800
Intergovernment Revenue	3,839,470	4,733,500	1,172,600	1,844,600
Fines & Forfeits	95,260	109,000	49,000	49,000
Charges for Utility Services	7,234,095	7,328,500	7,377,000	7,432,000
Miscellaneous	1,120,159	528,600	539,000	539,000
Assessments	139,172	294,000	130,000	130,000
Investment Revenue	481,282	164,903	164,920	131,300
Gain on Sale of Fixed Assets	44,966	5,000	25,000	825,000
<b>TOTAL REVENUES</b>	<b>37,744,222</b>	<b>37,187,834</b>	<b>35,108,700</b>	<b>36,620,450</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	11,925	-	10,000,000	-
Other External Sources	-	-	-	-
From other Funds and Sub-Funds	9,670,911	5,972,949	5,515,555	5,593,961
Beginning Fund Balance	34,192,631	27,634,723	31,499,100	29,795,952
<b>TOTAL RESOURCES</b>	<b>81,619,688</b>	<b>70,795,506</b>	<b>82,123,355</b>	<b>72,010,363</b>
<b>EXPENDITURES</b>				
Salaries	10,465,304	11,801,453	12,408,519	12,907,463
Benefits	4,054,533	4,914,557	4,942,463	5,143,515
Supplies	974,264	939,252	1,060,961	1,359,676
Professional Services	1,701,686	3,974,752	2,851,938	2,182,024
Community Services	423,549	606,475	970,500	591,500
Other Services & Charges	3,600,589	6,010,470	6,899,184	6,594,738
Intergovernmental Services	1,559,031	1,696,905	1,710,580	1,718,784
<b>TOTAL OPERATING EXPENDITURES</b>	<b>22,778,955</b>	<b>29,943,864</b>	<b>30,844,144</b>	<b>30,497,700</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	498,102	683,410	1,129,927	832,000
Capital Projects	6,304,172	18,377,876	11,558,000	7,520,000
Debt Service	3,933,085	3,615,754	3,279,777	3,219,160
Other Non-operating Expenditures	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>33,514,314</b>	<b>52,620,903</b>	<b>46,811,847</b>	<b>42,068,861</b>
<b>OTHER USES</b>				
Interfund Loan Repayment/Impact Fees	-	-	-	-
To Other Funds and Sub-Funds	9,670,911	5,972,949	5,515,555	5,593,961
<b>TOTAL USES</b>	<b>43,185,225</b>	<b>58,593,852</b>	<b>52,327,402</b>	<b>47,662,822</b>

**CITY OF BAINBRIDGE ISLAND  
2019 & 2020 ADOPTED BUDGET**

**REVENUES BY FUND**

<b>TAX SUPPORTED REVENUES</b>	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b><u>GENERAL FUND</u></b>				
Property Taxes	7,305,973	7,296,493	7,566,000	7,698,000
Sales and Use Tax	4,121,833	4,100,000	4,800,000	4,900,000
Sales Tax - Criminal Justice	368,218	400,000	400,000	408,000
B&O Tax and Penalties	530,509	593,000	593,000	593,000
Utility Tax on Private Utilities	2,891,472	2,609,200	2,922,600	2,961,150
Utility Tax on City Utilities	491,739	500,247	500,580	493,000
<b>TAXES</b>	<b>15,709,744</b>	<b>15,498,940</b>	<b>16,782,180</b>	<b>17,053,150</b>
Leasehold & Other Taxes	10,882	11,200	11,200	11,200
Business License & Penalties	183,196	185,000	180,000	180,000
Franchise Fees on Cable TV	400,066	353,500	400,000	400,000
Franchise Fees on Cable TV - PEG Capital	29,699	26,000	26,000	26,000
Other Licenses & Permits	3,823	4,000	4,000	4,000
Adult Probation Fees	48,970	55,000	50,000	50,000
Court Fees & Law Enforcement Charges	3,930	2,500	3,000	3,000
All Other Taxes	112,542	43,500	51,500	51,500
Interfund Rent	290,934	269,552	260,900	254,000
<b>FEES &amp; SERVICE CHARGES</b>	<b>1,084,043</b>	<b>950,252</b>	<b>986,600</b>	<b>979,700</b>
Criminal Justice	51,795	30,100	81,600	81,600
Liquor Excise	114,526	65,000	120,000	122,000
Liquor Profits	200,603	200,000	196,000	194,000
Intergovernmental Service Revenue	-	3,000	-	-
Law Enforcement Grants	27,717	-	172,000	-
Planning and Other Operating Grants	54,592	-	24,000	24,000
Vessel Registration	14,200	15,000	15,000	15,000
<b>INTERGOVERNMENT REVENUE</b>	<b>463,432</b>	<b>313,100</b>	<b>608,600</b>	<b>436,600</b>
Traffic Fines	40,349	32,000	20,000	20,000
Parking Fines	39,990	62,000	20,000	20,000
D.U.I. Penalties	5,216	-	2,000	2,000
Other Traffic Misdemeanors	2,425	2,000	2,000	2,000
Non-Traffic Misdemeanors	575	4,000	1,000	1,000
Court Recoupments	1,375	3,000	1,000	1,000
All Other Fines & Forfeits	5,330	6,000	3,000	3,000
<b>FINES &amp; FORFEITS</b>	<b>95,260</b>	<b>109,000</b>	<b>49,000</b>	<b>49,000</b>
Facilities Rental	30,349	25,000	15,000	15,000
Dock Use Charges	31,876	14,000	20,000	20,000
Private Donations/Sales of PDRs/FAR Purchases	81,158	-	-	-
All Other Miscellaneous	16,400	9,000	9,000	9,000
Electric Car Charger Revenue	1,766	1,000	1,000	1,000
Cash Adjustment	115	-	-	-
<b>MISCELLANEOUS</b>	<b>161,664</b>	<b>49,000</b>	<b>45,000</b>	<b>45,000</b>
Interest	226,430	87,933	50,000	50,000
<b>INVESTMENT REVENUE</b>	<b>226,430</b>	<b>87,933</b>	<b>50,000</b>	<b>50,000</b>
Gain on Sale of Fixed Assets	18,618	5,000	15,000	815,000
<b>OTHER EXTERNAL SOURCES</b>	<b>18,618</b>	<b>5,000</b>	<b>15,000</b>	<b>815,000</b>
<b>TOTAL GENERAL FUND</b>	<b>17,759,192</b>	<b>17,013,225</b>	<b>18,536,380</b>	<b>19,428,450</b>

**CITY OF BAINBRIDGE ISLAND  
2019 & 2020 ADOPTED BUDGET**

**REVENUES BY FUND**

<b>TAX SUPPORTED REVENUES</b>	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b><u>STREETS FUND</u></b>				
Commercial Parking Lot Tax	919,373	846,600	851,000	851,000
M.V. Fuel Tax - Streets & Arterials	514,573	510,000	525,000	525,000
Right of Way Permits	39,150	31,620	35,000	35,000
Other Revenues-Streets	55,732	20,400	40,000	40,000
<b>TOTAL STREETS FUND</b>	<b>1,528,828</b>	<b>1,408,620</b>	<b>1,451,000</b>	<b>1,451,000</b>
<b><u>BUILDING &amp; DEV. SERVICES FUNDS</u></b>				
Building Permits & Inspections	635,733	495,000	625,000	600,000
Planning Review of Building Permits	149,327	145,000	150,000	150,000
Fire Inspections & Reviews	71,320	60,000	90,000	90,000
Engineering Fees	1,272	-	1,000	1,000
Zoning & Subdivision	206,525	320,000	250,000	200,000
Plan Checking Fees	491,589	470,000	500,000	500,000
Other Planning & Development Fees	184,298	110,000	122,000	122,000
Interest on Investments & Other Rev - B&Ds	2,591	-	-	-
<b>TOTAL BUILDING &amp; DEV. SERVICES FUNDS</b>	<b>1,742,654</b>	<b>1,600,000</b>	<b>1,738,000</b>	<b>1,663,000</b>
<b><u>SPECIAL REV. FUNDS</u></b>				
<b>REAL ESTATE EXCISE TAX FUND</b>				
Real Estate Excise Tax	3,356,147	3,300,000	3,200,000	3,000,000
Interest on Investments-Real Estate Excise	522	120	120	-
	<b>3,356,669</b>	<b>3,300,120</b>	<b>3,200,120</b>	<b>3,000,000</b>
<b>CIVIC IMPROVEMENT FUND</b>				
Hotel/Motel Tax	240,255	180,000	250,000	250,000
Interest on Investments & Other Rev - Hotel/Mot	3,082	1,000	3,000	-
	<b>243,337</b>	<b>181,000</b>	<b>253,000</b>	<b>250,000</b>
<b>FAR-PUBLIC AMENITIES</b>				
Zoning & Subdivision	346	-	-	-
Interest on Investments & Other Rev - FAR	134	70	100	100
	<b>479</b>	<b>70</b>	<b>100</b>	<b>100</b>
<b>FAR-FARMLAND/AGRICULTURE</b>				
Zoning & Subdivision	518	-	-	-
Interest on Investments & Other Rev - FAR	750	380	800	800
	<b>1,269</b>	<b>380</b>	<b>800</b>	<b>800</b>
<b>TRANSP BEN FUND</b>				
Transportation Benefit	419,027	400,000	439,000	439,000
Interest	7,140	1,500	1,500	1,500
	<b>426,167</b>	<b>401,500</b>	<b>440,500</b>	<b>440,500</b>
<b>TRANSPORTATION IMPACT FEE FUND</b>				
Transportation Impact Fee	187,149	100,000	200,000	200,000
Interest on Investments	3,381	400	400	400
	<b>190,530</b>	<b>100,400</b>	<b>200,400</b>	<b>200,400</b>
<b>TOTAL SPECIAL REVENUE</b>	<b>4,218,452</b>	<b>3,983,470</b>	<b>4,094,920</b>	<b>3,891,800</b>

**CITY OF BAINBRIDGE ISLAND  
2019 & 2020 ADOPTED BUDGET  
REVENUES BY FUND**

<b>TAX SUPPORTED REVENUES</b>	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b><u>BOND FUNDS</u></b>				
<b>GO BOND FUND</b>				
Property Taxes - BOND LEVY	603,803	607,700	610,400	610,400
	<b>603,803</b>	<b>607,700</b>	<b>610,400</b>	<b>610,400</b>
<b>LID BOND FUND</b>				
LID Assessments	12,425	22,500	8,000	7,000
LID Special Assessments	39,632	40,000	40,000	40,000
	<b>52,058</b>	<b>62,500</b>	<b>48,000</b>	<b>47,000</b>
<b>TOTAL BOND FUNDS</b>	<b>655,860</b>	<b>670,200</b>	<b>658,400</b>	<b>657,400</b>
<b><u>CAPITAL &amp; LID CONSTRUCTION FUNDS</u></b>				
<b>CAPITAL CONSTRUCTION FUND</b>				
WA State & Local Grants & Donations	593,600	2,700,000	9,000	150,000
US Government Grants	2,243,504	1,140,000	-	703,000
	<b>2,837,104</b>	<b>3,840,000</b>	<b>9,000</b>	<b>853,000</b>
<b>TOTAL CAPITAL &amp; LID CONSTRUCTION FUNDS</b>	<b>2,837,104</b>	<b>3,840,000</b>	<b>9,000</b>	<b>853,000</b>
<b>TOTAL TAX SUPPORTED REVENUES</b>	<b>28,742,090</b>	<b>28,515,515</b>	<b>26,487,700</b>	<b>27,944,650</b>

**CITY OF BAINBRIDGE ISLAND**  
**2019 & 2020 ADOPTED BUDGET**  
**REVENUES BY FUND**

UTILITY REVENUES	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<u><b>WATER, SEWER &amp; SSWM UTILITIES FUNDS</b></u>				
<b>WATER OPERATING FUND</b>				
Water Charges	1,231,536	1,090,500	1,095,000	1,090,000
Connections & All Others	328,155	143,000	194,000	194,000
Interest on Investments-Utility	67,488	32,000	46,000	28,000
	<b>1,627,179</b>	<b>1,265,500</b>	<b>1,335,000</b>	<b>1,312,000</b>
<b>SEWER OPERATING FUND</b>				
Sewer Charges	3,678,601	3,682,000	3,682,000	3,682,000
U.L.I.D. Assessments	178,668	250,000	90,000	90,000
Connections & All Others	636,710	336,600	300,000	300,000
WA State & Other Intergovernmental Revenue	11,925	-	-	-
Interest on Investments-Utility	62,934	20,000	40,000	30,000
	<b>4,568,838</b>	<b>4,288,600</b>	<b>4,112,000</b>	<b>4,102,000</b>
<b>STORM &amp; SURFACE WATER FUND</b>				
Storm Water Management Charges	2,289,037	2,556,000	2,599,000	2,659,000
Connections & All Others	(8,749)	50,000	-	-
Interest on Investments-Utility	12,828	3,000	15,000	13,500
	<b>2,293,116</b>	<b>2,609,000</b>	<b>2,614,000</b>	<b>2,672,500</b>
<b>TOTAL WATER, SEWER &amp; SSWM UTILITIES FUNDS</b>	<b>8,489,133</b>	<b>8,163,100</b>	<b>8,061,000</b>	<b>8,086,500</b>
<b>TOTAL UTILITY REVENUES</b>	<b>8,489,133</b>	<b>8,163,100</b>	<b>8,061,000</b>	<b>8,086,500</b>
<u><b>INTERNAL SERVICES</b></u>				
<b>EQUIPMENT RENTAL &amp; REVOLVING</b>				
Equipment & Vehicle	520,097	509,219	560,000	589,300
Interest on Investments	4,826	-	-	-
<b>TOTAL INTERNAL SERVICES</b>	<b>524,923</b>	<b>509,219</b>	<b>560,000</b>	<b>589,300</b>
<b>TOTAL REVENUE-ALL FUNDS</b>	<b>37,756,146</b>	<b>37,187,834</b>	<b>35,108,700</b>	<b>36,620,450</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**GENERAL FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Taxes	15,720,627	15,510,140	16,793,380	17,064,350
Fees & Service Charges	1,038,281	939,052	975,400	968,500
Intergovernment Revenue	463,432	313,100	608,600	436,600
Fines & Forfeits	95,260	109,000	49,000	49,000
Charges for Utility Services	34,880	-	-	-
Miscellaneous	161,664	49,000	45,000	45,000
Investment Revenue	226,430	87,933	50,000	50,000
Gain on Sale of Fixed Assets	18,618	5,000	15,000	815,000
<b>TOTAL REVENUES</b>	<b>17,759,192</b>	<b>17,013,225</b>	<b>18,536,380</b>	<b>19,428,450</b>
<b>OTHER SOURCES</b>				
Other External Sources	(226,828)	-	-	-
From other Funds and Sub-Funds	877,836	-	-	-
Beginning Fund Balance	15,331,526	13,800,000	10,425,000	9,959,883
<b>TOTAL RESOURCES</b>	<b>33,741,726</b>	<b>30,813,225</b>	<b>28,961,380</b>	<b>29,388,333</b>
<b>EXPENDITURES</b>				
Salaries	6,190,416	6,676,842	6,968,614	7,256,942
Benefits	2,304,308	2,734,813	2,759,390	2,876,080
Supplies	568,877	561,265	560,788	545,390
Professional Services	1,106,988	2,800,405	1,738,480	1,422,919
Community Services	419,049	461,475	821,000	442,000
Other Services & Charges	1,779,263	2,656,651	3,129,597	2,756,259
Intergovernmental Services	709,619	763,457	760,600	767,250
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,078,521</b>	<b>16,654,909</b>	<b>16,738,470</b>	<b>16,066,840</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	377,198	279,267	328,345	234,525
Capital Projects	-	107,340	-	-
Debt Service	2,283	3,000	1,500	1,200
<b>TOTAL EXPENDITURES</b>	<b>13,458,002</b>	<b>17,044,516</b>	<b>17,068,314</b>	<b>16,302,566</b>
<b>OTHER USES</b>				
To Other Funds and Sub-Funds	5,068,070	1,948,329	1,933,183	1,959,213
<b>TOTAL USES</b>	<b>18,526,072</b>	<b>18,992,845</b>	<b>19,001,497</b>	<b>18,261,779</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**STREET FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Taxes	921,627	846,600	851,000	851,000
Fees & Service Charges	41,300	31,620	35,000	35,000
Intergovernment Revenue	539,553	530,400	555,000	555,000
Gain on Sale of Fixed Assets	26,347	-	10,000	10,000
<b>TOTAL REVENUES</b>	<b>1,528,828</b>	<b>1,408,620</b>	<b>1,451,000</b>	<b>1,451,000</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	1,241,623	2,021,653	2,294,662	2,364,119
Beginning Fund Balance	233,418	704,000	164,000	136,100
<b>TOTAL RESOURCES</b>	<b>3,003,869</b>	<b>4,134,273</b>	<b>3,909,662</b>	<b>3,951,219</b>
<b>EXPENDITURES</b>				
Salaries	897,125	1,184,039	1,121,027	1,143,019
Benefits	392,852	550,059	477,421	490,177
Supplies	166,020	93,614	198,699	213,267
Professional Services	58,739	312,888	224,224	84,470
Other Services & Charges	588,963	1,663,184	1,425,251	1,482,101
Intergovernmental Services	3,862	5,800	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,107,559</b>	<b>3,809,585</b>	<b>3,446,622</b>	<b>3,413,035</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	43,592	208,906	326,940	391,285
<b>TOTAL EXPENDITURES</b>	<b>2,151,151</b>	<b>4,018,491</b>	<b>3,773,562</b>	<b>3,804,319</b>
<b>TOTAL USES</b>	<b>2,151,151</b>	<b>4,018,491</b>	<b>3,773,562</b>	<b>3,804,319</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**REAL ESTATE EXCISE TAX FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
REVENUES				
Taxes	3,356,147	3,300,000	3,200,000	3,000,000
Investment Revenue	522	120	120	-
<b>TOTAL REVENUES</b>	<b>3,356,669</b>	<b>3,300,120</b>	<b>3,200,120</b>	<b>3,000,000</b>
OTHER SOURCES				
Beginning Fund Balance	25,137	35,000	35,000	152,748
<b>TOTAL RESOURCES</b>	<b>3,381,806</b>	<b>3,335,120</b>	<b>3,235,120</b>	<b>3,152,748</b>
OTHER USES				
To Other Funds and Sub-Funds	3,325,005	3,300,120	3,082,372	3,117,748
<b>TOTAL USES</b>	<b>3,325,005</b>	<b>3,300,120</b>	<b>3,082,372</b>	<b>3,117,748</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**CIVIC IMPROVEMENT FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
REVENUES				
Taxes	240,255	180,000	250,000	250,000
Investment Revenue	3,082	1,000	3,000	-
<b>TOTAL REVENUES</b>	<b>243,337</b>	<b>181,000</b>	<b>253,000</b>	<b>250,000</b>
OTHER SOURCES				
Beginning Fund Balance	252,673	223,000	229,000	220,000
<b>TOTAL RESOURCES</b>	<b>496,010</b>	<b>404,000</b>	<b>482,000</b>	<b>470,000</b>
EXPENDITURES				
Professional Services	199,978	273,000	262,000	260,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>199,978</b>	<b>273,000</b>	<b>262,000</b>	<b>260,000</b>
<b>TOTAL EXPENDITURES</b>	<b>199,978</b>	<b>273,000</b>	<b>262,000</b>	<b>260,000</b>
<b>TOTAL USES</b>	<b>199,978</b>	<b>273,000</b>	<b>262,000</b>	<b>260,000</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**AFFORDABLE HOUSING FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<hr/>				
OTHER SOURCES				
From other Funds and Sub-Funds	104,500	110,000	100,000	100,000
Beginning Fund Balance	59,176	61,500	200,000	185,500
<hr/>				
TOTAL RESOURCES	163,676	171,500	300,000	285,500
<hr/>				
EXPENDITURES				
Community Services	4,500	110,000	114,500	114,500
<hr/>				
TOTAL OPERATING EXPENDITURES	4,500	110,000	114,500	114,500
<hr/>				
TOTAL EXPENDITURES	4,500	110,000	114,500	114,500
<hr/>				
TOTAL USES	4,500	110,000	114,500	114,500
<hr/>				

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**FAR-PUBLIC AMENITIES**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<hr/>				
REVENUES				
Fees & Service Charges	346	-	-	-
Investment Revenue	134	70	100	100
TOTAL REVENUES	<hr/> 479	70	100	100
OTHER SOURCES				
Beginning Fund Balance	14,066	14,060	14,600	14,700
TOTAL RESOURCES	<hr/> 14,545	14,130	14,700	<hr/> 14,800

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**FAR-FARMLAND/AGRICULTURE**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<hr/>				
REVENUES				
Fees & Service Charges	518	-	-	-
Investment Revenue	750	380	800	800
TOTAL REVENUES	<hr/> 1,269	380	800	800
OTHER SOURCES				
Beginning Fund Balance	80,357	80,380	82,000	82,800
TOTAL RESOURCES	<hr/> 81,626	80,760	82,800	<hr/> 83,600

**CITY OF BAINBRIDGE ISLAND  
FY 2019 & 2020 ADOPTED BUDGET**

**TREE FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
OTHER SOURCES				
Beginning Fund Balance	-	-	500	500
TOTAL RESOURCES	-	-	500	500

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**TRANSPORTATION BENEFIT FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
REVENUES				
Taxes	419,027	400,000	439,000	439,000
Investment Revenue	7,140	1,500	1,500	1,500
<b>TOTAL REVENUES</b>	<b>426,167</b>	<b>401,500</b>	<b>440,500</b>	<b>440,500</b>
OTHER SOURCES				
Beginning Fund Balance	750,458	732,342	810,000	848,500
<b>TOTAL RESOURCES</b>	<b>1,176,625</b>	<b>1,133,842</b>	<b>1,250,500</b>	<b>1,289,000</b>
EXPENDITURES				
Intergovernmental Services	-	2,000	2,000	2,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
OTHER USES				
To Other Funds and Sub-Funds	400,000	399,500	400,000	400,000
<b>TOTAL USES</b>	<b>400,000</b>	<b>401,500</b>	<b>402,000</b>	<b>402,000</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**TRANSPORTATION IMPACT FEE FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<hr/>				
REVENUES				
Fees & Service Charges	187,149	100,000	200,000	200,000
Investment Revenue	3,381	400	400	400
TOTAL REVENUES	<hr/> 190,530	<hr/> 100,400	<hr/> 200,400	<hr/> 200,400
OTHER SOURCES				
Beginning Fund Balance	177,217	219,400	331,000	431,400
TOTAL RESOURCES	<hr/> 367,747	<hr/> 319,800	<hr/> 531,400	<hr/> 631,800
OTHER USES				
To Other Funds and Sub-Funds	-	325,000	100,000	117,000
TOTAL USES	<hr/> -	<hr/> 325,000	<hr/> 100,000	<hr/> 117,000

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**GO BOND FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
REVENUES				
Taxes	603,803	607,700	610,400	610,400
<b>TOTAL REVENUES</b>	<b>603,803</b>	<b>607,700</b>	<b>610,400</b>	<b>610,400</b>
OTHER SOURCES				
From other Funds and Sub-Funds	1,882,005	1,547,440	1,235,310	1,185,380
Beginning Fund Balance	2,048	1,500	32,000	32,000
<b>TOTAL RESOURCES</b>	<b>2,487,855</b>	<b>2,156,640</b>	<b>1,877,710</b>	<b>1,827,780</b>
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	2,484,234	2,155,140	1,845,709	1,795,779
<b>TOTAL EXPENDITURES</b>	<b>2,484,234</b>	<b>2,155,140</b>	<b>1,845,709</b>	<b>1,795,779</b>
<b>TOTAL USES</b>	<b>2,484,234</b>	<b>2,155,140</b>	<b>1,845,709</b>	<b>1,795,779</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**LID BOND FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<hr/>				
REVENUES				
Assessments	39,632	44,000	40,000	40,000
Investment Revenue	12,425	18,500	8,000	7,000
TOTAL REVENUES	<hr/> 52,058	<hr/> 62,500	<hr/> 48,000	<hr/> 47,000
OTHER SOURCES				
Beginning Fund Balance	166,498	154,861	170,000	172,117
TOTAL RESOURCES	<hr/> 218,556	<hr/> 217,361	<hr/> 218,000	<hr/> 219,117
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	49,314	47,639	45,883	44,179
TOTAL EXPENDITURES	<hr/> 49,314	<hr/> 47,639	<hr/> 45,883	<hr/> 44,179
TOTAL USES	<hr/> 49,314	<hr/> 47,639	<hr/> 45,883	<hr/> 44,179

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**CAPITAL CONSTRUCTION FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	620	-	-	-
Intergovernment Revenue	2,836,484	3,840,000	9,000	853,000
<b>TOTAL REVENUES</b>	<b>2,837,104</b>	<b>3,840,000</b>	<b>9,000</b>	<b>853,000</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	-	-	10,000,000	-
Other External Sources	226,828	-	-	-
From other Funds and Sub-Funds	4,779,047	1,207,000	273,000	207,000
Beginning Fund Balance	2,925,785	-	3,226,000	5,000,000
<b>TOTAL RESOURCES</b>	<b>10,768,764</b>	<b>5,047,000</b>	<b>13,508,000</b>	<b>6,060,000</b>
<b>EXPENDITURES</b>				
<b>NON-OPERATING EXPENDITURES</b>				
Capital Projects	5,529,798	11,666,611	8,508,000	6,060,000
<b>TOTAL EXPENDITURES</b>	<b>5,529,798</b>	<b>11,666,611</b>	<b>8,508,000</b>	<b>6,060,000</b>
<b>OTHER USES</b>				
To Other Funds and Sub-Funds	877,836	-	-	-
<b>TOTAL USES</b>	<b>6,407,634</b>	<b>11,666,611</b>	<b>8,508,000</b>	<b>6,060,000</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**WATER OPERATING FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Charges for Utility Services	1,231,536	1,090,500	1,095,000	1,090,000
Miscellaneous	328,155	143,000	194,000	194,000
Investment Revenue	67,488	32,000	46,000	28,000
<b>TOTAL REVENUES</b>	<b>1,627,179</b>	<b>1,265,500</b>	<b>1,335,000</b>	<b>1,312,000</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	-	8,750	35,000	35,000
Beginning Fund Balance	6,839,816	5,852,873	7,182,000	5,577,880
<b>TOTAL RESOURCES</b>	<b>8,466,995</b>	<b>7,127,123</b>	<b>8,552,000</b>	<b>6,924,880</b>
<b>EXPENDITURES</b>				
Salaries	401,093	431,495	496,748	513,099
Benefits	168,820	186,825	197,290	205,413
Supplies	54,587	53,304	63,022	367,568
Professional Services	62,517	220,049	77,597	71,672
Community Services	-	35,000	35,000	35,000
Other Services & Charges	265,094	282,021	618,160	658,211
Intergovernmental Services	124,244	157,225	159,340	154,240
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,076,355</b>	<b>1,365,919</b>	<b>1,647,157</b>	<b>2,005,203</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	25,771	39,200	76,963	64,350
Capital Projects	40,370	2,949,600	1,250,000	750,000
<b>TOTAL EXPENDITURES</b>	<b>1,142,495</b>	<b>4,354,719</b>	<b>2,974,120</b>	<b>2,819,553</b>
<b>TOTAL USES</b>	<b>1,142,495</b>	<b>4,354,719</b>	<b>2,974,120</b>	<b>2,819,553</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**SEWER OPERATING FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Charges for Utility Services	3,678,601	3,682,000	3,682,000	3,682,000
Miscellaneous	636,710	336,600	300,000	300,000
Assessments	99,540	250,000	90,000	90,000
Investment Revenue	142,062	20,000	40,000	30,000
<b>TOTAL REVENUES</b>	<b>4,556,913</b>	<b>4,288,600</b>	<b>4,112,000</b>	<b>4,102,000</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	11,925	-	-	-
Beginning Fund Balance	6,059,047	4,096,990	5,733,000	4,394,869
<b>TOTAL RESOURCES</b>	<b>10,627,884</b>	<b>8,385,590</b>	<b>9,845,000</b>	<b>8,496,869</b>
<b>EXPENDITURES</b>				
Salaries	800,169	908,181	1,029,657	1,055,937
Benefits	332,007	398,581	429,601	442,623
Supplies	103,983	107,355	111,929	117,794
Professional Services	20,794	141,923	145,419	116,360
Other Services & Charges	444,164	651,762	862,006	771,980
Intergovernmental Services	522,387	553,578	580,900	579,920
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,223,504</b>	<b>2,761,379</b>	<b>3,159,511</b>	<b>3,084,615</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	25,771	75,609	56,368	58,692
Capital Projects	346,709	3,265,859	900,000	100,000
Debt Service	1,344,317	1,357,038	1,334,252	1,325,819
<b>TOTAL EXPENDITURES</b>	<b>3,940,301</b>	<b>7,459,885</b>	<b>5,450,131</b>	<b>4,569,126</b>
<b>TOTAL USES</b>	<b>3,940,301</b>	<b>7,459,885</b>	<b>5,450,131</b>	<b>4,569,126</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**STORM & SURFACE WATER FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	150	-	-	-
Intergovernment Revenue	-	50,000	-	-
Charges for Utility Services	2,288,887	2,556,000	2,599,000	2,659,000
Miscellaneous	(8,961)	-	-	-
Investment Revenue	13,041	3,000	15,000	13,500
<b>TOTAL REVENUES</b>	<b>2,293,116</b>	<b>2,609,000</b>	<b>2,614,000</b>	<b>2,672,500</b>
<b>OTHER SOURCES</b>				
Beginning Fund Balance	1,040,361	837,453	1,545,000	767,453
<b>TOTAL RESOURCES</b>	<b>3,333,477</b>	<b>3,446,453</b>	<b>4,159,000</b>	<b>3,439,953</b>
<b>EXPENDITURES</b>				
Salaries	772,255	970,006	789,756	833,477
Benefits	307,433	396,407	303,700	323,336
Supplies	58,688	71,485	78,297	86,749
Professional Services	35,334	99,386	215,218	85,403
Other Services & Charges	280,468	490,638	572,790	638,607
Intergovernmental Services	195,480	210,245	206,540	214,174
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,649,658</b>	<b>2,238,167</b>	<b>2,166,301</b>	<b>2,181,746</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	25,771	54,008	272,813	-
Capital Projects	387,295	388,465	900,000	610,000
Debt Service	52,937	52,937	52,433	52,183
<b>TOTAL EXPENDITURES</b>	<b>2,115,660</b>	<b>2,733,577</b>	<b>3,391,547</b>	<b>2,843,929</b>
<b>TOTAL USES</b>	<b>2,115,660</b>	<b>2,733,577</b>	<b>3,391,547</b>	<b>2,843,929</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**BUILDING & DEVELOPMENT FUND**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	1,739,872	1,600,000	1,737,000	1,662,000
Charges for Utility Services	192	-	1,000	1,000
Miscellaneous	2,591	-	-	-
<b>TOTAL REVENUES</b>	<b>1,742,654</b>	<b>1,600,000</b>	<b>1,738,000</b>	<b>1,663,000</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	785,900	1,078,106	1,577,583	1,702,462
Beginning Fund Balance	235,050	320,800	320,000	328,000
<b>TOTAL RESOURCES</b>	<b>2,763,604</b>	<b>2,998,906</b>	<b>3,635,583</b>	<b>3,693,462</b>
<b>EXPENDITURES</b>				
Salaries	1,404,246	1,630,889	2,002,717	2,104,987
Benefits	549,113	647,872	775,060	805,886
Supplies	22,109	52,230	48,226	28,908
Professional Services	217,336	127,100	189,000	141,200
Other Services & Charges	242,636	266,215	291,380	287,580
Intergovernmental Services	3,440	4,600	1,200	1,200
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,438,881</b>	<b>2,728,906</b>	<b>3,307,583</b>	<b>3,369,762</b>
<b>TOTAL EXPENDITURES</b>	<b>2,438,881</b>	<b>2,728,906</b>	<b>3,307,583</b>	<b>3,369,762</b>
<b>TOTAL USES</b>	<b>2,438,881</b>	<b>2,728,906</b>	<b>3,307,583</b>	<b>3,369,762</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET**  
**EQUIPMENT RENTAL & REVOLVING**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<hr/>				
REVENUES				
Fees & Service Charges	520,097	509,219	560,000	589,300
Investment Revenue	4,826	-	-	-
TOTAL REVENUES	<hr/> 524,923	509,219	560,000	589,300
OTHER SOURCES				
Beginning Fund Balance	-	500,564	1,000,000	1,491,502
TOTAL RESOURCES	<hr/> 524,923	1,009,783	1,560,000	2,080,802
<hr/>				
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Capital Equipment	-	26,420	68,498	83,148
TOTAL EXPENDITURES	<hr/> -	26,420	68,498	83,148
TOTAL USES	<hr/> -	26,420	68,498	83,148
<hr/>				

**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET  
SUMMARY BY FUND**

**Exhibit A  
ORDINANCE NO. 2018-39**

<u>CITY FUNDS</u>	<u>2019 EXPENDITURES</u>
001 GENERAL FUND	19,001,497
101 STREET FUND	3,773,562
103 REAL ESTATE EXCISE TAX FUND	3,082,372
104 CIVIC IMPROVEMENT FUND	262,000
108 AFFORDABLE HOUSING FUND	114,500
171 TRANSPORTATION BENEFIT FUND	402,000
173 TRANSPORTATION IMPACT FEE FUND	100,000
201 GO BOND FUND	1,845,709
203 LID BOND FUND	45,883
301 CAPITAL CONSTRUCTION FUND	8,508,000
401 WATER OPERATING FUND	2,974,120
402 SEWER OPERATING FUND	5,450,131
403 STORM & SURFACE WATER FUND	3,391,547
407 BUILDING & DEVELOPMENT FUND	3,307,583
501 EQUIPMENT RENTAL & REVOLVING	68,498
	<hr/>
<b>TOTAL EXPENDITURES</b>	<b><u><u>52,327,402</u></u></b>

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET  
SUMMARY BY FUND**

**Exhibit B  
ORDINANCE NO. 2018-39**

<u>CITY FUNDS</u>	<u>2020 EXPENDITURES</u>
001 GENERAL FUND	18,261,779
101 STREET FUND	3,804,319
103 REAL ESTATE EXCISE TAX FUND	3,117,748
104 CIVIC IMPROVEMENT FUND	260,000
108 AFFORDABLE HOUSING FUND	114,500
171 TRANSPORTATION BENEFIT FUND	402,000
173 TRANSPORTATION IMPACT FEE FUND	117,000
201 GO BOND FUND	1,795,779
203 LID BOND FUND	44,179
301 CAPITAL CONSTRUCTION FUND	6,060,000
401 WATER OPERATING FUND	2,819,553
402 SEWER OPERATING FUND	4,569,126
403 STORM & SURFACE WATER FUND	2,843,929
407 BUILDING & DEVELOPMENT FUND	3,369,762
501 EQUIPMENT RENTAL & REVOLVING	83,148
	<hr/>
<b>TOTAL EXPENDITURES</b>	<b><u><u>47,662,822</u></u></b>



## Community Services

	2018 REVISED	2019 ADOPTED	2020 ADOPTED
<b>EXECUTIVE DEPARTMENT</b>			
<b>Executive Department-Community Services-General Fund Supported</b>			
<b>Health Housing &amp; Human Services:</b>			
Community Funding	330,000	660,000	-
Facilitation: 2017-18 cycle	21,975	7,000	-
Facilitation: 2019-20 cycle	24,000	6,000	1,000
Facilitation: 2021-22 cycle	-	-	20,000
Housing Trust Fund	100,000	100,000	100,000
Subtotal Health Housing & Human Services	475,975	773,000	121,000
<b>Affordable Housing:</b>			
Housing Resource Board (HRB)-IMHP Management	4,500	4,500	4,500
Housing Resource Board (HRB)-IMHP Rent Default	10,000	10,000	10,000
Subtotal Housing Resource Board	14,500	14,500	14,500
<b>Cultural Element Implementation:</b>			
Community Funding	300,000	-	300,000
Facilitation: 2018-19 cycle	7,000	4,000	5,000
Facilitation: 2020-21 cycle	-	20,000	4,000
Professional Services	24,000	-	-
Subtotal Cultural Element	331,000	24,000	309,000
<b>Public Art Program:</b>			
General Fund Contribution	-	74,000	62,000
Public Art Subfund			
AHB Administrative Support	-	24,000	12,000
Annual Conservation / Maintenance	10,000	10,000	10,000
Projects (TBD)	26,000	TBD	TBD
<b>Community &amp; Economic Development:</b>			
Kitsap Economic Development Alliance (KEDA)	10,000	10,000	10,000
Transfer to BIDA via Water	35,000	35,000	35,000
Economic Development	25,000	25,000	25,000
Neighborhood Matching Grant	15,000	15,000	15,000
Subtotal Community & Economic Development	85,000	85,000	85,000
GENERAL FUND SUBTOTAL	906,475	970,500	591,500
<b>Executive Department-Community Services-Civic Improvement Fund Supported</b>			
<b>Economic Development:</b>			
Economic Development	270,000	262,000	260,000
Subtotal Civic Improvement Fund Economic Development	270,000	262,000	260,000
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 1,176,475</b>	<b>\$ 1,232,500</b>	<b>\$ 851,500</b>

## Intergovernmental Services

	<b>2018 REVISED</b>	<b>2019 ADOPTED</b>	<b>2020 ADOPTED</b>
<b>MUNICIPAL COURT</b>			
<b>Municipal Court - Intergovernmental Services-Tax Supported</b>			
Kitsap County-Jury Panels	1,000	3,000	3,000
<b>Total Municipal Intergovernmental Services</b>	<b>1,000</b>	<b>3,000</b>	<b>3,000</b>
<b>EXECUTIVE</b>			
<b>Executive-Intergovernmental Services-Tax Supported</b>			
Recordings with County Auditor	2,500	2,000	2,000
<b>Total Executive Intergovernmental Services</b>	<b>2,500</b>	<b>2,000</b>	<b>2,000</b>
<b>PUBLIC SAFETY</b>			
<b>Public Safety - Intergovernmental Services-Tax Supported</b>			
Kitsap County-Prisoner Detention	82,400	70,000	85,500
Kitsap County Task Force	2,884	3,000	3,150
BI Fire District-Fire Prevention	176,973	180,000	189,000
Cencom Investigations	32,000	42,000	50,400
Cencom Patrol	75,000	98,000	117,600
<b>Total Public Safety Intergovernmental Services</b>	<b>369,257</b>	<b>393,000</b>	<b>445,650</b>
<b>PUBLIC WORKS</b>			
<b>Public Works - Intergovernmental Services-Utility</b>			
Kitsap County Conservation District	40,800	40,800	40,800
O&M Sewer Operations S/D #7	199,875	230,000	235,000
<b>Total Public Works Intergovernmental Services</b>	<b>240,675</b>	<b>270,800</b>	<b>275,800</b>

## Intergovernmental Services

	<b>2018 REVISED</b>	<b>2019 ADOPTED</b>	<b>2020 ADOPTED</b>
<b>GENERAL GOVERNMENT</b>			
<b>General Government - Intergovernmental Services -Tax Supported</b>			
Association of WA Cities-Consortium	2,000	2,000	2,000
Election Costs	50,000	50,000	-
Kitsap County-Voter Registration	45,000	50,000	50,000
State Auditor's Office-Audit Services	49,600	-	-
Kitsap Sound Regional Council-Regional Planning	52,100	15,000	15,000
Building Audit Services	4,200	-	-
Kitsap County Health District-Public Health	52,000	83,000	85,000
	<hr/>		
Subtotal Tax Supported Intergovernmental Services	254,900	200,000	152,000
	<hr/>		
Intergovernmental-Taxes and Assessments			
Puget Sound Clean Air Authority	26,000	26,500	28,500
Kitsap County-Detox Support	6,500	6,500	6,500
Interfund-Taxes and Assessments (Fire Flow)	112,200	112,200	112,200
Subtotal Tax Supported Intergovernmental & Interfund	144,700	145,200	147,200
	<hr/>		
<b>Utilities Assessments</b>			
Utilities External Taxes	188,626	195,000	198,000
Utilities Interfund Taxes and Assessments	495,247	500,580	494,134
	<hr/>		
Subtotal Utility Supported Intergovernmental Taxes	683,873	695,580	692,134
	<hr/>		
<b>Total General Government Intergovernmental Services</b>	<b>1,083,473</b>	<b>1,040,780</b>	<b>991,334</b>
	<hr/>		
<b>TOTAL INTERGOVERNMENTAL SERVICES</b>	<b>\$ 1,696,905</b>	<b>\$ 1,709,580</b>	<b>\$ 1,717,784</b>
	<hr/>		



## Outside Professional Services

	<b>2018 REVISED</b>	<b>2019 ADOPTED</b>	<b>2020 ADOPTED</b>
<b>LEGISLATIVE DEPARTMENT</b>			
<b>Legislative - Outside Professional Services Tax Supported</b>	5,000	16,000	16,000
<b>Total Legislative Outside Professional Services</b>	<b>5,000</b>	<b>16,000</b>	<b>16,000</b>
<b>MUNICIPAL COURT</b>			
<b>Municipal Court - Outside Professional Services Tax Supported</b>			
Judge Pro-Tem	5,000	4,000	4,000
Interpreters & Expert Witnesses	3,000	3,500	3,500
Investigator	4,000	2,000	2,000
Other Contracts	-	-	-
<b>Total Municipal Court Outside Professional Services</b>	<b>12,000</b>	<b>9,500</b>	<b>9,500</b>
<b>EXECUTIVE DEPARTMENT</b>			
<b>Executive - Outside Professional Services-Tax Supported</b>			
Legal - Outside Legal Services	35,000	35,000	35,000
Legal - Outside Attorney Labor Negotiations	20,000	20,000	20,000
Legal - Litigation	250,000	205,000	215,000
Public Defender/Conflict Public Defender	62,000	65,000	70,000
Subtotal Legal	<b>367,000</b>	<b>325,000</b>	<b>340,000</b>
Hearing Examiner			
Hearing Examiner Pro-Tem	60,000	110,000	110,000
Hearing Examiner Support	15,000	15,000	15,000
Subtotal Hearing Examiner	<b>75,000</b>	<b>125,000</b>	<b>125,000</b>
Executive Contracts	870,000	141,000	62,000
Community Outreach	32,000	197,000	107,000
Human Resources	25,000	15,000	15,000
City Clerk	12,000	16,000	16,500
Comprehensive Plan Support	44,969	-	-
Emergency Preparedness	49,655	35,000	25,000
Public Access Television	37,000	37,000	37,000
Subtotal General Executive Contracts	<b>1,070,624</b>	<b>441,000</b>	<b>262,500</b>
<b>Executive- Outside Professional Services-Utility Supported</b>	-	-	-
<b>Total Executive Outside Professional Services</b>	<b>1,512,624</b>	<b>891,000</b>	<b>727,500</b>



## Outside Professional Services

	<b>2018 REVISED</b>	<b>2019 ADOPTED</b>	<b>2020 ADOPTED</b>
<b>FINANCE DEPARTMENT</b>			
<b>Finance - Outside Professional Services-Tax Supported</b>			
Financial Reporting	10,000	26,500	26,500
MUNIS/Crystal Report Development	10,000	10,000	10,000
Fiscal Health Tool	6,000	-	-
Priority Based Budgeting	6,385	-	-
Subtotal Tax Supported	<u>32,385</u>	<u>36,500</u>	<u>36,500</u>
<b>Finance - Outside Professional Services-Utility Supported</b>			
Water/Sewer Administration	16,000	26,000	26,000
Subtotal Utility Supported	<u>16,000</u>	<u>26,000</u>	<u>26,000</u>
<b>Total Finance Outside Professional Services</b>	<b><u>48,385</u></b>	<b><u>62,500</u></b>	<b><u>62,500</u></b>
<b>PUBLIC SAFETY</b>			
<b>Public Safety - Outside Professional Services-Tax Supported</b>			
Navigator Program	-	30,000	30,000
Prisoner Detention Medical Services	-	20,000	21,000
Search and Rescue K9 Services	-	3,000	3,150
Security and Monitoring Services	6,180	12,932	11,550
Community Outreach	1,030	4,500	4,725
Derelict Vessel Removal Program	11,330	30,000	31,500
Investigative Professional Services	3,060	4,000	4,200
Patrol Professional Services	3,090	11,500	13,075
<b>Total Public Safety Outside Professional Services</b>	<b><u>24,690</u></b>	<b><u>115,932</u></b>	<b><u>119,200</u></b>
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>			
<b>Planning &amp; Community Development - Outside Professional Services-Tax Supported</b>			
Comprehensive Plan Update	353,669	200,000	200,000
Building Permits	2,100	-	-
Building and Development Rate Study	-	50,000	-
Postcard Notification Services	-	10,000	12,000
<b>Total Planning &amp; Community Development Outside Professional Services</b>	<b><u>355,769</u></b>	<b><u>260,000</u></b>	<b><u>212,000</u></b>



## Outside Professional Services

	<b>2018 REVISED</b>	<b>2019 ADOPTED</b>	<b>2020 ADOPTED</b>
<b>PUBLIC WORKS</b>			
<b>Public Works - Outside Professional Services-Tax Supported</b>			
Project Professional Services	421,686	235,000	-
On Call Professional Service-Engineering	25,000	25,000	25,000
On Call Materials-Soils Testing Services	25,000	15,000	15,000
On Call Surveying Services	25,000	25,000	25,000
Eel Grass Survey and Mitigation	-	40,000	-
Road Rating Study	25,000	-	-
Traffic Concurrency Study	30,000	25,000	25,000
Joint SR305 Study	15,000	-	-
Groundwater Management	26,187	12,000	12,000
Water Quality and Flow Monitoring Program	70,129	58,600	21,100
GEO Tech Professional Services	-	15,000	15,000
Bridge Inspection	-	-	9,548
Lab Services-Facilities	500	-	-
Facilities Professional Services-Annual Inspections (O&M)	33,427	16,141	17,923
Facilities Alarm Services (O&M)	1,728	2,297	2,366
Waypoint Well Monitoring	15,000	15,000	15,000
Tree Care (O&M)	2,040	10,300	10,609
Transportation & Modeling TIA Review	30,000	-	-
Noxious Weed Control	10,500	50,500	50,500
Janitorial Contract	135,000	134,879	138,925
Decant Facility Vincent Road Landfill Monitoring	-	8,755	9,018
Recording Fees	-	2,500	2,500
Subtotal Tax Supported	<b>891,197</b>	<b>690,972</b>	<b>394,489</b>
<b>Public Works - Outside Professional Services-Utility Supported</b>			
Professional Service-Water	3,161	6,106	6,267
Water Lab Services-O&M	10,006	10,616	10,935
Water/Sewer Rate Study	50,000	-	-
Sewer Lab Services-O&M	2,578	20,404	20,995
Rockaway Beach Lab Services	3,929	1,779	1,832
Backflow testing	34,000	29,870	30,766
SCADA upgrades (water and sewer)	130,000	-	70,000
Decant Facility Vincent Road Landfill Monitoring	15,000	-	-
Locate Services (O&M)	1,935	2,469	2,544
Stormwater Routine Lab Services (O&M)	4,250	2,718	2,799
Stormwater Illicit Discharge Laboratory Services	7,500	7,500	7,500
Water Quality and Flow Monitoring Program	26,000	58,600	21,100
Water Conservation and Education Outreach	5,000	-	-
Stormwater Technical Assistance	-	1,000	1,000
Spill Testing & Clean Up Services-Engineering	37,500	37,500	37,500
Janitorial Contract	-	4,172	4,297
Project Professional Services	96,508	15,500	15,500
Island Wide Stormwater Study	-	100,000	-
WWTP Tertiary Treatment Study	-	100,000	-
Subtotal Utility Supported	<b>427,367</b>	<b>398,234</b>	<b>233,035</b>
<b>Total Public Works Outside Professional Services</b>	<b>1,318,564</b>	<b>1,089,206</b>	<b>627,524</b>



### Outside Professional Services

	<b>2018 REVISED</b>	<b>2019 ADOPTED</b>	<b>2020 ADOPTED</b>
<b>GENERAL GOVERNMENT</b>			
<b>General Government - Outside Professional Services Tax Supported</b>			
Financial Audit Services	-	40,000	40,800
Commons Maintenance	2,000	2,000	2,000
Property Maintenance	22,000	-	-
Civil Service	25,000	15,000	15,000
Animal Control	67,170	78,800	80,000
WestSound Wildlife Shelter	8,550	10,000	10,000
Hotel/Motel Expenditures	273,000	262,000	260,000
<b>Total General Government Outside Professional Services</b>	<b>397,720</b>	<b>407,800</b>	<b>407,800</b>
<b>CITYWIDE TOTAL OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,674,752</b>	<b>2,851,938</b>	<b>2,182,024</b>

# SECTION 4



## SUMMARY BY DEPARTMENT



## SECTION 4: SUMMARY BY DEPARTMENT

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**CITY OF BAINBRIDGE ISLAND - 2018 MODIFIED & 2019 ADOPTED BUDGET**

**TOTAL EXPENDITURES BY DEPARTMENT AND FUND**

	Legislative	Municipal Court	Executive	Finance, IT & Admin Services	Police	Planning & Community Development	Public Works	General Government	Total 2019 ADOPTED	Total 2018 Modified	2019 to 2018	% Variance
GENERAL FUND	423,753	673,181	3,882,032	2,722,222	6,164,385	965,812	2,822,693	1,347,420	19,001,497	18,992,845	8,652	- %
STREET FUND	-	-	157,038	113,225	-	-	3,302,999	200,300	3,773,562	3,998,491	(224,929)	(5.6%)
REAL ESTATE EXCISE TAX FUND	-	-	-	3,082,372	-	-	-	-	3,082,372	3,300,120	(217,748)	(6.6%)
CIVIC IMPROVEMENT FUND	-	-	-	-	-	-	-	262,000	262,000	273,000	(11,000)	(4.0%)
AFFORDABLE HOUSING FUND	-	-	114,500	-	-	-	-	-	114,500	110,000	4,500	4.1%
TRANSP BEN FUND	-	-	-	400,000	-	-	-	2,000	402,000	401,500	500	0.1%
TRANSPORTATION IMPACT FEE FUND	-	-	-	100,000	-	-	-	-	100,000	325,000	(225,000)	(69.2%)
GO BOND FUND	-	-	-	-	-	-	-	1,845,709	1,845,709	2,155,140	(309,431)	(14.4%)
LID BOND FUND	-	-	-	-	-	-	-	45,883	45,883	47,639	(1,756)	(3.7%)
CAPITAL CONSTRUCTION FUND	-	-	50,000	-	-	-	8,458,000	-	8,508,000	11,666,611	(3,158,611)	(27.1%)
BUILDING & DEVELOPMENT FUND	-	-	327,017	93,831	-	2,142,942	546,093	197,700	3,307,583	2,728,906	578,678	21.2%
EQUIPMENT RENTAL & REVOLVING	-	-	-	-	-	-	68,498	-	68,498	26,420	42,078	159.3%
<b>TAX SUPPORTED FUNDS</b>	<b>423,753</b>	<b>673,181</b>	<b>4,530,588</b>	<b>6,511,649</b>	<b>6,164,385</b>	<b>3,108,754</b>	<b>15,198,283</b>	<b>3,901,012</b>	<b>40,511,604</b>	<b>44,025,672</b>	<b>(3,514,068)</b>	<b>(8.0%)</b>
WATER OPERATING FUND	-	-	104,921	126,540	-	2,768	2,417,250	322,640	2,974,120	4,354,719	(1,380,599)	(31.7%)
SEWER OPERATING FUND	-	-	115,899	171,140	-	2,768	3,181,972	1,978,352	5,450,131	7,459,885	(2,009,754)	(26.9%)
STORM & SURFACE WATER FUND	-	-	92,095	77,784	-	42,036	2,824,735	354,898	3,391,547	2,733,577	657,971	24.1%
<b>UTILITY SUPPORTED FUNDS</b>	<b>-</b>	<b>-</b>	<b>312,915</b>	<b>375,463</b>	<b>-</b>	<b>47,573</b>	<b>8,423,957</b>	<b>2,655,890</b>	<b>11,815,798</b>	<b>14,548,181</b>	<b>(2,732,382)</b>	<b>(18.8%)</b>
<b>OVERALL TOTALS</b>	<b>423,753</b>	<b>673,181</b>	<b>4,843,503</b>	<b>6,887,112</b>	<b>6,164,385</b>	<b>3,156,327</b>	<b>23,622,240</b>	<b>6,556,902</b>	<b>52,327,402</b>	<b>58,573,852</b>	<b>(6,246,450)</b>	<b>(10.7%)</b>

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**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED & 2020 ADOPTED BUDGET**

**TOTAL EXPENDITURES BY DEPARTMENT AND FUND**

	Legislative	Municipal Court	Executive	Finance, IT & Admin Services	Police	Planning & Community Development	Public Works	General Government	Total 2020 ADOPTED	Total 2019 ADOPTED	2020 to 2019	% Variance
GENERAL FUND	423,753	691,519	3,410,270	2,777,515	6,059,237	960,772	2,634,252	1,304,460	18,261,779	19,001,497	(739,719)	(3.9%)
STREET FUND	-	-	162,455	117,555	-	-	3,316,609	207,700	3,804,319	3,773,562	30,758	0.8%
REAL ESTATE EXCISE TAX FUND	-	-	-	3,117,748	-	-	-	-	3,117,748	3,082,372	35,376	1.1%
CIVIC IMPROVEMENT FUND	-	-	-	-	-	-	-	260,000	260,000	262,000	(2,000)	(0.8%)
AFFORDABLE HOUSING FUND	-	-	114,500	-	-	-	-	-	114,500	114,500	-	- %
TRANSP BEN FUND	-	-	-	400,000	-	-	-	2,000	402,000	402,000	-	- %
TRANSPORTATION IMPACT FEE FUND	-	-	-	117,000	-	-	-	-	117,000	100,000	17,000	17.0%
GO BOND FUND	-	-	-	-	-	-	-	1,795,779	1,795,779	1,845,709	(49,930)	(2.7%)
LID BOND FUND	-	-	-	-	-	-	-	44,179	44,179	45,883	(1,704)	(3.7%)
CAPITAL CONSTRUCTION FUND	-	-	-	-	-	-	6,060,000	-	6,060,000	8,508,000	(2,448,000)	(28.8%)
BUILDING & DEVELOPMENT FUND	-	-	334,222	97,517	-	2,187,810	550,912	199,300	3,369,762	3,307,583	62,178	1.9%
EQUIPMENT RENTAL & REVOLVING	-	-	-	-	-	-	83,148	-	83,148	68,498	14,650	21.4%
<b>TAX SUPPORTED FUNDS</b>	<b>423,753</b>	<b>691,519</b>	<b>4,021,447</b>	<b>6,627,335</b>	<b>6,059,237</b>	<b>3,148,582</b>	<b>12,644,922</b>	<b>3,813,418</b>	<b>37,430,214</b>	<b>40,511,604</b>	<b>(3,081,390)</b>	<b>(7.6%)</b>
WATER OPERATING FUND	-	-	107,128	130,780	-	2,844	2,257,242	321,560	2,819,553	2,974,120	(154,566)	(5.2%)
SEWER OPERATING FUND	-	-	119,799	177,136	-	2,844	2,310,688	1,958,659	4,569,126	5,450,131	(881,006)	(16.2%)
STORM & SURFACE WATER FUND	-	-	95,197	80,896	-	43,887	2,259,457	364,492	2,843,929	3,391,547	(547,619)	(16.1%)
<b>UTILITY SUPPORTED FUNDS</b>	<b>-</b>	<b>-</b>	<b>322,123</b>	<b>388,812</b>	<b>-</b>	<b>49,575</b>	<b>6,827,386</b>	<b>2,644,711</b>	<b>10,232,608</b>	<b>11,815,798</b>	<b>(1,583,191)</b>	<b>(13.4%)</b>
<b>OVERALL TOTALS</b>	<b>423,753</b>	<b>691,519</b>	<b>4,343,570</b>	<b>7,016,148</b>	<b>6,059,237</b>	<b>3,198,157</b>	<b>19,472,308</b>	<b>6,458,129</b>	<b>47,662,822</b>	<b>52,327,402</b>	<b>(4,664,581)</b>	<b>(8.9%)</b>



# CITY COUNCIL

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**CITY COUNCIL**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	87,000	87,000	87,000	87,000
Benefits	6,755	7,000	6,703	6,703
<b>Salaries &amp; Benefits</b>	<b>93,755</b>	<b>94,000</b>	<b>93,703</b>	<b>93,703</b>
Supplies	2,406	2,000	2,500	2,500
<b>Supplies</b>	<b>2,406</b>	<b>2,000</b>	<b>2,500</b>	<b>2,500</b>
Professional Services	-	5,000	16,000	16,000
Communication	632	250	400	400
Travel	601	500	500	500
Training	6,343	2,000	3,500	3,500
Advertising	4,047	7,000	7,000	7,000
Operating Leases	75	-	-	-
All Other Miscellaneous	-	100	150	150
Contingency & Settlement	-	186,427	300,000	300,000
<b>Services &amp; Charges</b>	<b>11,699</b>	<b>201,277</b>	<b>327,550</b>	<b>327,550</b>
<b>TOTAL EXPENDITURES</b>	<b>107,859</b>	<b>297,277</b>	<b>423,753</b>	<b>423,753</b>

## CITY COUNCIL

The City Council is the legislative and policy-making body of the government. City Council members are the elected representatives of the citizens of Bainbridge Island. The Council represents the public interest in developing public policy, establishes the goals and priorities that provide the framework for the City’s budget, and adopts the City’s budget.

There are seven seats on the City Council. There are two seats for each ward on the Island: Central, North, South, and one At-Large seat. Citizens elect council members to four-year terms, with elections held every two years. The City Council elects a mayor from within its members to direct the administrative management of the Council.

### BUDGET NOTES AND CHANGES – CITY COUNCIL

- Appropriate \$300,000 in each year to fund a contingency budget in compliance with the Financial Policies as adopted in 2018. The budget is moved to the appropriate operating department upon approval of contingency spending.

### PRIORITY BASED BUDGETING RESULTS – CITY COUNCIL



Green, Well-Planned Community



Safe City



Healthy and Attractive Community



Vibrant Economy



Reliable Infrastructure and Connected Mobility



Good Governance



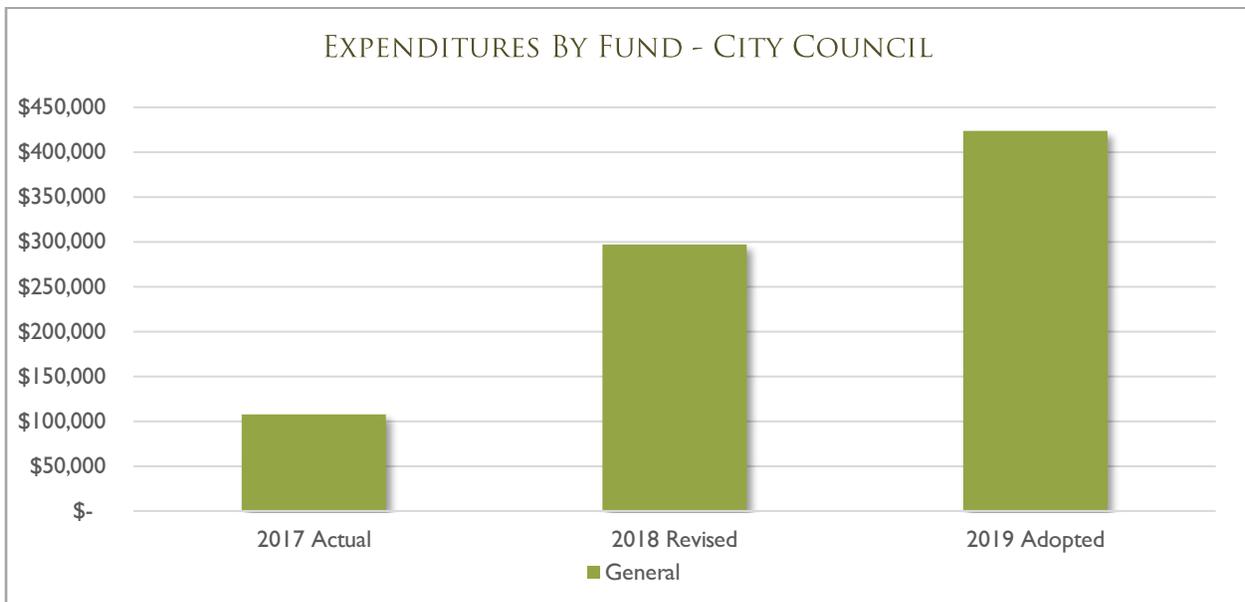
**DEPARTMENT SUMMARY – CITY COUNCIL**





**EXPENDITURES BY FUND – CITY COUNCIL**

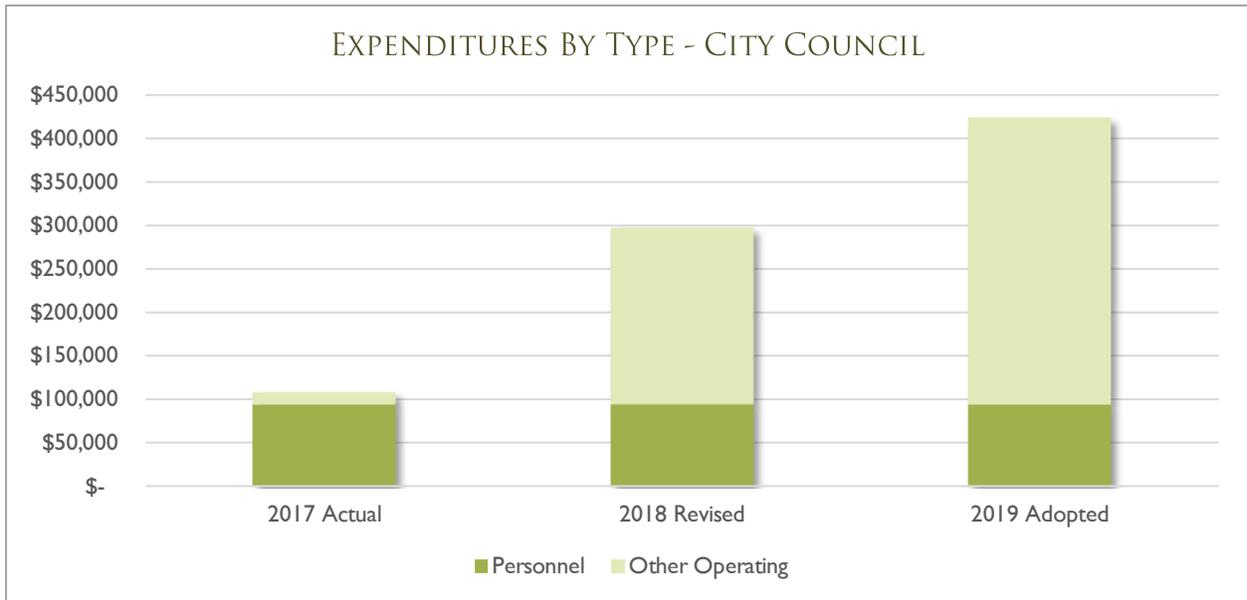
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 107,859	\$ 297,277	\$ 423,753	\$ 126,476
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 107,859</b>	<b>\$ 297,277</b>	<b>\$ 423,753</b>	<b>\$ 126,476</b>





**EXPENDITURES BY TYPE – CITY COUNCIL**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 93,755	\$ 94,000	\$ 93,703	\$ (297)
Other Operating	\$ 14,105	\$ 203,277	\$ 330,050	\$ 126,773
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 107,860</b>	<b>\$ 297,277</b>	<b>\$ 423,753</b>	<b>\$ 126,476</b>





# EXECUTIVE

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**EXECUTIVE DEPARTMENT**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	1,391,749	1,568,568	1,596,083	1,648,744
Benefits	502,561	605,103	577,320	596,525
<b>Salaries &amp; Benefits</b>	<b>1,894,311</b>	<b>2,173,671</b>	<b>2,173,403</b>	<b>2,245,270</b>
Supplies	111,275	38,839	40,200	40,200
Computer Equipment & Software	57,805	126,500	81,500	81,500
<b>Supplies</b>	<b>169,080</b>	<b>165,339</b>	<b>121,700</b>	<b>121,700</b>
Professional Services	717,999	1,812,624	891,000	727,500
Community Services	423,549	606,475	970,500	591,500
Communication	6,694	29,969	41,700	41,700
Travel	4,275	11,300	11,500	11,500
Training	20,039	36,137	40,000	40,000
Advertising	9,064	17,400	27,000	27,500
Operating Leases	58,519	56,000	70,000	70,000
Insurance	125	-	-	-
Repair & Maintenance	259,003	245,000	284,100	304,300
All Other Miscellaneous	17,152	182,750	160,600	160,600
<b>Services &amp; Charges</b>	<b>1,516,419</b>	<b>2,997,656</b>	<b>2,496,400</b>	<b>1,974,600</b>
Intergovernmental Services	2,620	2,500	2,000	2,000
<b>Intergovernmental &amp; Interfund</b>	<b>2,620</b>	<b>2,500</b>	<b>2,000</b>	<b>2,000</b>
Capital Equipment	22,680	-	-	-
Capital Projects	-	-	50,000	-
<b>Other Expenditures</b>	<b>22,680</b>	<b>-</b>	<b>50,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>3,605,110</b>	<b>5,339,165</b>	<b>4,843,503</b>	<b>4,343,570</b>

## EXECUTIVE

### **BUDGET NOTES AND CHANGES – EXECUTIVE**

- Dedicate 1.0 FTE to Emergency Preparedness activities. The incumbent in this existing position had previously served as both the Secretary/Chief Examiner for the Civil Service Commission and the City's Emergency Preparedness Coordinator. This change increases the City's staffing for emergency preparedness.
- Add 0.50 FTE and \$61,000 in funding to support Human Resources functions and serve as Secretary/Chief Examiner of the Civil Service Commission. Roughly half of this new position, or 0.25 FTE, is expected to be dedicated to Civil Service Commission activities.
- Increase budget by \$65,000 in 2019 for annual farmland property management. This funding will be provided to Friends of the Farms for management of the City-owned farmland.
- Adjust budget to reflect a flat funding model for public art, with a \$50,000 annual budget for lease or purchase of public art pieces. This replaces the previous approach, which was tied to capitalized costs of certain completed capital projects.
- Provide annual funding of \$24,000 in 2019 and \$12,000 in 2020 for public art program administrative support.

### **DEPARTMENT SUMMARY – EXECUTIVE**

The Executive Department establishes direction for the City organization as a whole and functions as a coordination and communication hub. The Executive Department seeks to implement the policy and operational decisions developed by City Council. It also works to help City departments continually improve the manner in which they do business with the public, expand the service delivery achieved by approved budgets, and produce positive results for key projects and initiatives. The Executive Department works to identify external trends that will impact City operations in the future, in order to anticipate potential impacts and develop proactive responses that will ensure long-term sustainability.

The department provides service in eight main areas: city management, legal, city clerk, public records, human resources, emergency preparedness, information technology, and community engagement.

The City Manager balances policy directives and resources to protect and preserve the health, safety, welfare, and quality of life for the community. From managing the day-to-day operations of the City organization to providing leadership and guidance on organizational policy and direction, this office serves as the City's chief executive officer and official spokesperson.

The City Attorney provides legal advice to the City Manager, City Council, and City Departments. This office reviews ordinances, resolutions, contracts, and other legal documents for compliance with local, State and Federal law and to protect and advance the City's interests. The City Attorney also manages litigation and the retention of outside legal resources.



The Public Records function manages City responses to requests for public records, records retention and records management. This area also works to provide citywide guidance on policies and practices related to public records, and ensures compliance with State training requirements.

The City Clerk supports the City Council and administration. The City Clerk prepares and publishes a wide variety of official documents, including official legal notices for public hearings, City Council meetings, and advertisements for bids, City Council agenda materials and minutes, and updates to the Bainbridge Island Municipal Code.

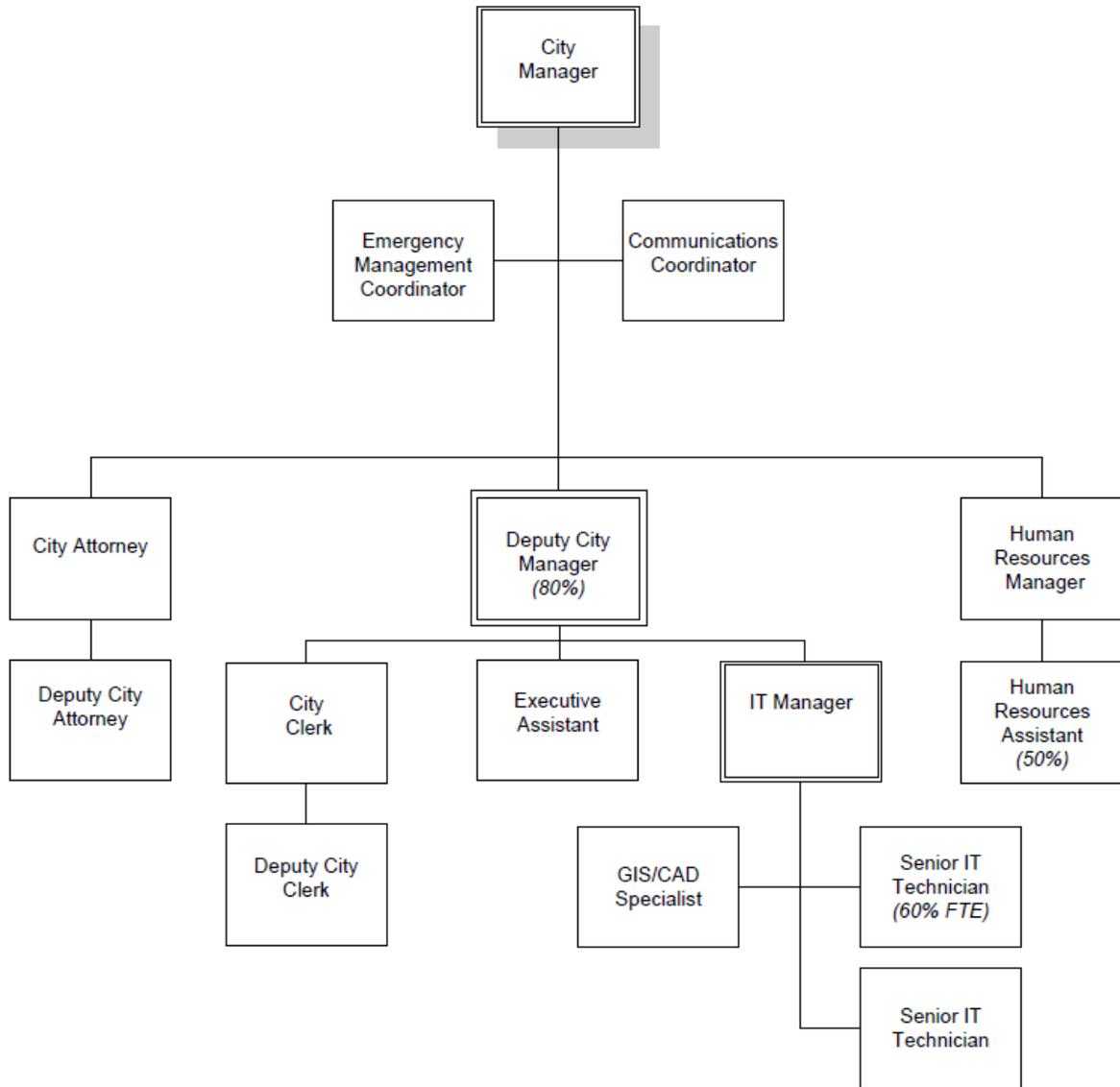
The Human Resources function provides policy direction on human resource management issues and manages programs that attract, develop, retain and engage a skilled and diverse workforce. Human Resources supports the City Manager and department directors to minimize risk and maximize employee productivity in areas including recruiting, retention, performance management, compensation, benefits, labor relations and training and development.

The Emergency Preparedness function organizes and implements training, planning, outreach, and other activities that encourage City staff readiness in the event of significant community events. This function also interacts extensively with community partners and the general public to encourage a high level of citizen readiness and awareness. The Emergency Preparedness Coordinator leads the effort to identify and provide necessary emergency supplies and equipment to City staff, and to recommend and implement the components and organization of the City's Emergency Operations Center (EOC).

Community Engagement manages the development, implementation and control of effective communication with citizens, staff and Council, with the goal of increasing the understanding of and support for city priorities, messages and programs. Working with the City Manager, department directors and staff, proactive outreach strategies for public participation are initiated, designed and implemented. This function is also responsible for support and engagement related to citizen advisory committees, volunteers and other community groups whose activities intersect with City functions.

The Information Technology (IT) unit provides technical support, systems administration, web, and GIS/mapping maintenance services. IT manages and procures computers, phone, and software for all City departments, and sets the strategic direction for technology use in the City's programs and services.

**ORGANIZATIONAL CHART – EXECUTIVE**



**PRIORITY BASED BUDGETING RESULTS – EXECUTIVE**



Green, Well-Planned Community



Safe City



Healthy and Attractive Community



Vibrant Economy



Good Governance



Reliable Infrastructure and Connected Mobility

**SERVICES PROVIDED – EXECUTIVE**

- Assist City Council in the development of the City’s strategic goals and implement work programs.
- Manage the day-to-day operations of the City organization by directing and supervising all departments of the City.
- Provide legal advice to the City Manager, City Council, City Departments, and various boards, committees and commissions through direct consultations and written legal opinions.
- Manage litigation and supervise the preparation of ordinances, resolutions, contracts, and other legal documents ensuring compliance with local, State, and Federal law adequate for the protection of the City.
- Oversee communication efforts citywide, to both internal and external audiences. Deliver content through a variety of channels, including social media.
- Facilitate emergency preparedness within the City organization and throughout the broader community.
- Support citizen volunteer efforts and actively seek opportunities to improve and expand citizen engagement with City activities.
- Prepare City Council agenda packets and official City Council minutes.
- Oversee the preparation, publication, codification, and filing of legal notices and ordinances in accordance with established procedures and legal requirements.
- Support citizen committees and commissions, including annual appointments, public meeting notices, and publication of committee agendas and minutes.
- Manage and administer City funding to a wide range of community service programs including housing, human services, public art, and economic development.
- Coordinate, monitor, and respond to public records requests pursuant to the Revised Code of Washington and City procedures, including review of records to determine responsiveness and need for redaction and privilege log.
- Plan, organize, control, and manage the Human Resources operations and programs of the City including recruitment/selection, compensation/classification, training/development, labor relations, safety, personnel records, policy development, and general management assistance.
- Manage, inventory, store, and dispose of City records in conformity with State law.

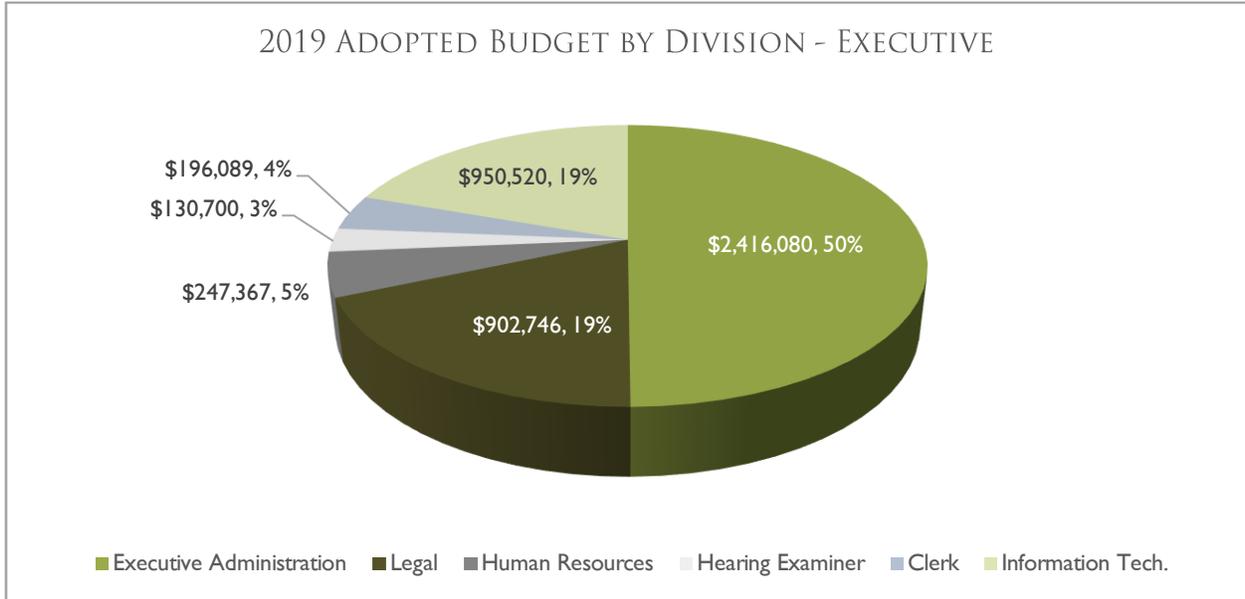


- Provide Information Technology backbone, systems administration, user support, and data security for the City.
- Manage City mapping and Geographic Information Systems (GIS) data, creating maps and datasets to support City and community objectives.

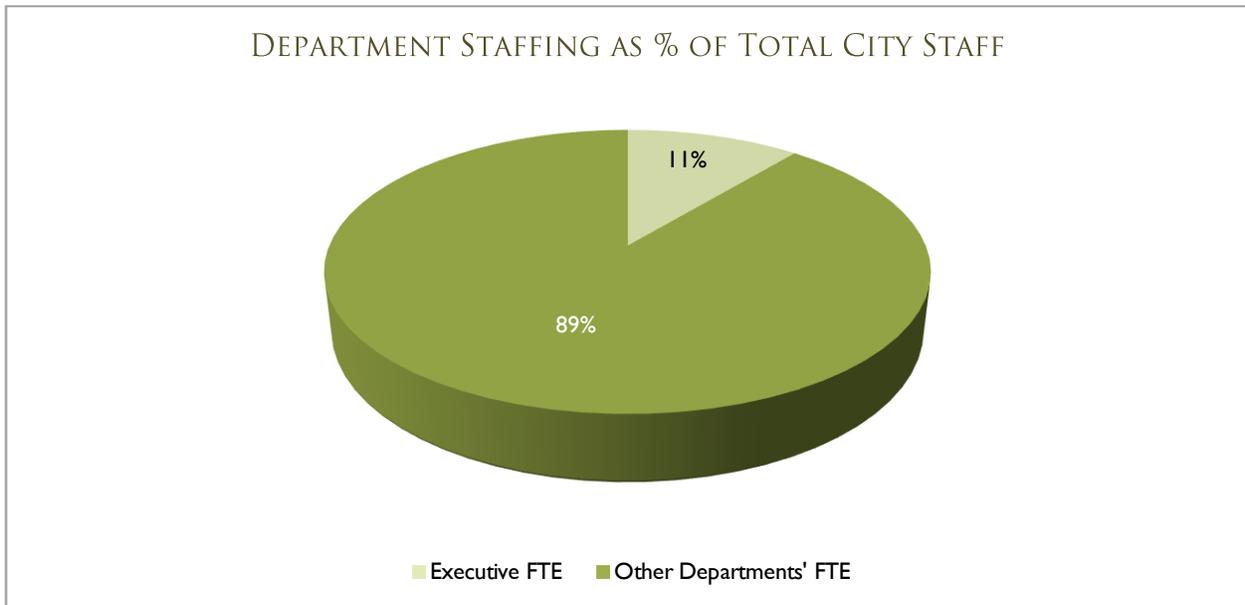
### **OBJECTIVES FOR 2019 – 2020 – EXECUTIVE**

- Expand community outreach and communications activities.
- Continue progress towards Council-established goal of making the City of Bainbridge Island a leader in emergency preparedness.
- Support priority implementation activities identified within update to the City's Comprehensive Plan.
- Complete site selection and design, and initiate construction for new Police and Municipal Court facility.
- Complete site development process for City's Suzuki property and identify buyer.
- Support Council consideration of significant transportation project portfolio and funding options.
- Support Community WiFi initiative and City Broadband Utility research and potential pilot efforts.

**DEPARTMENT SUMMARY – EXECUTIVE**



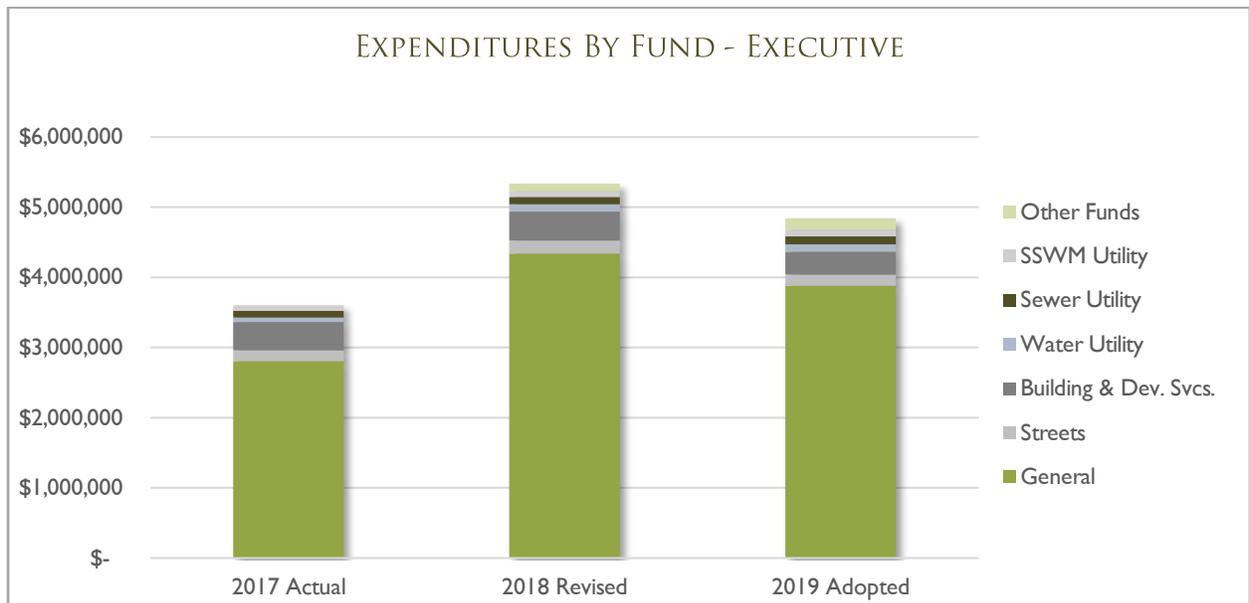
**DEPARTMENT STAFFING – EXECUTIVE**





**EXPENDITURES BY FUND – EXECUTIVE**

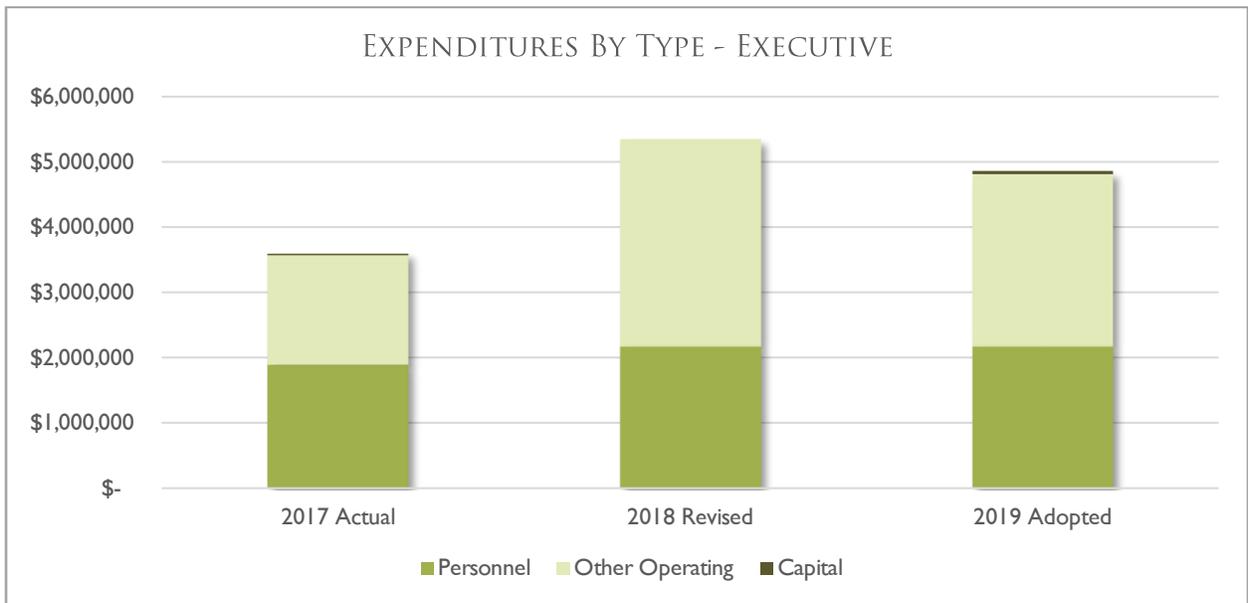
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 2,807,831	\$ 4,338,300	\$ 3,882,032	\$ (456,268)
Streets	\$ 152,885	\$ 188,986	\$ 157,038	\$ (31,948)
Building & Dev. Svcs.	\$ 402,585	\$ 409,548	\$ 327,017	\$ (82,531)
Water Utility	\$ 64,288	\$ 104,548	\$ 104,921	\$ 373
Sewer Utility	\$ 96,100	\$ 104,490	\$ 115,899	\$ 11,409
SSWM Utility	\$ 76,921	\$ 83,293	\$ 92,095	\$ 8,802
Other Funds	\$ 4,500	\$ 110,000	\$ 164,500	\$ 54,500
<b>Total Budget</b>	<b>\$ 3,605,110</b>	<b>\$ 5,339,165</b>	<b>\$ 4,843,503</b>	<b>\$ (495,662)</b>





**EXPENDITURES BY TYPE – EXECUTIVE**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 1,894,311	\$ 2,173,671	\$ 2,173,403	\$ (268)
Other Operating	\$ 1,688,119	\$ 3,165,495	\$ 2,620,100	\$ (545,395)
Capital	\$ 22,680	\$ -	\$ 50,000	\$ 50,000
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 3,605,110</b>	<b>\$ 5,339,166</b>	<b>\$ 4,843,503</b>	<b>\$ (495,663)</b>





**PERFORMANCE MEASURES – EXECUTIVE**

**PRIORITY BASED BUDGETING**

Indicators	2014	2015	2016	2017	2018
Number of City Programs	447	N/A*	392	N/A*	404
Percent of Budgeted Spending on Community Programs in Quartiles One and Two	I	N/A*	I	N/A*	I
Percent of Budgeted Spending on Governance Programs in Quartiles I and II	I	N/A*	I	N/A*	I

\*DATA ONLY AVAILABLE FOR NEW BUDGET YEARS

**NATIONAL CITIZEN SURVEY**

Indicators	2013	2014	2015	2016	2017	2018
Percentage of Citizens that Value the Level of City Provided Services Per Taxes Paid as Excellent or Good	49%	48%	51%	N/A*	50%	N/A*
Percentage of Citizens that Believe the Overall Direction of the City is Excellent or Good	44%	41%	43%	N/A*	41%	N/A*
Percentage of Citizens that Believe the Job the Bainbridge Island Government Does at Welcoming Citizen Involvement is Excellent or Good	59%	42%	47%	N/A*	54%	N/A*
Percentage of Citizens that Believe the Overall Image or Reputation of Bainbridge Island is Excellent or Good	84%	84%	86%	N/A*	84%	N/A*
Percentage of Citizens that Believe the Services Provided by the City are Excellent or Good	61%	61%	68%	N/A*	70%	N/A*
Percentage of Citizens that Believe the Overall Impression of City Employees is Excellent or Good	78%	70%	77%	N/A*	79%	N/A*

\*NO NCS DATA WAS COLLECTED FOR 2016 OR 2018



**PERFORMANCE MEASURES – EXECUTIVE**

**CITY CLERK**

Indicators	2017	2018
Average Number of Days to Close a Request	9	14
Executive Public Records Requests	N/A	166
Planning Public Records Requests	N/A	326
Public Works Public Records Requests	N/A	66
Police Public Records Requests	N/A	541
Finance Public Records Requests	N/A	29
Staff Hours Spent on Public Records Requests	N/A	1371
Number of Notary Services Performed	152	130

Public Records Requests by Complexity	2015	2016	2017	2018
1 - Immediately Available	85	44	443	441
2 - Coordination Needed	181	238	353	333
3 - May Include Exempt	76	150	137	137
4 - Complex	78	56	46	56
Public Records Requests - Total*	420	488	994	1,128

**\*TOTAL MAY NOT EQUAL THE SUM OF THE VALUES IN THE FOUR COMPLEXITY CATEGORIES DUE TO A SMALL NUMBER OF UN-CLASSIFIABLE REQUESTS. RECORDS REQUESTS HANDLED BY THE PUBLIC SAFETY DEPARTMENT AND PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT WERE REPORTED SEPARATELY UNTIL 2017.**



**PERFORMANCE MEASURES – EXECUTIVE**

**INFORMATION TECHNOLOGY**

Indicators	2012	2013	2014	2015	2016	2017	2018
Number of Computers Managed	178	184	186	173	178	185	194
Number of Peripherals Managed	45	49	52	129	133	150	156
Number of GIS-Related Map and Data Requests (internal/external)	N/A	141/66	126/88	162/51	178/38	130/96	177/106
Number of Applications Moved to Hosted Versions to Utilize Cloud-Based Data Storage	1	1	2	3	1	0	0
Percentage of Data Stored in Cloud-Based Data Storage	Less than 1%	Less than 1%	Approx 3%	Approx 5%	Approx 6%	Approx 6%	Approx 6%

**COMMUNITY ENGAGEMENT – TRADITIONAL MEDIA**

Indicators	2013	2014	2015	2016	2017	2018
Press Releases Issued	N/A	24	80	82	79	57

**COMMUNITY ENGAGEMENT – SOCIAL MEDIA**

Indicators	2013	2014	2015	2016	2017	2018
Twitter	N/A	271	617	867	1,133	1,332
City Manager Update	306	384	622	716	794	1,007
Facebook	492	791	1,221	1,643	2,102	2,426
Nixle	N/A	1,497	2,128	3,959	6,374	8,168
NotifyMe	N/A	2,467	4,097	4,452	5,330	7,025
Number of Hits on the Website	N/A	N/A	198,207	224,104	208,479	218,716



**PERFORMANCE MEASURES – EXECUTIVE**

**HUMAN RESOURCES**

Indicators	2012	2013	2014	2015	2016	2017	2018
Percent of Annual City-Wide Employee Turnover	11%	13%	11%	4%	14%	7%	9%
Percent of Annual Voluntary Employee Turnover	8%	6%	11%	4%	14%	6%	9%
Average Number of Days to Fill a Position	63	67	60	50	63	71	51
Workplace Injuries - Total	N/A	N/A	N/A	7	10	8	8
-Medical Claims	N/A	N/A	N/A	6	8	5	7
-Time Loss Claims	N/A	N/A	N/A	1	2	3	1





# FINANCE & ADMINISTRATIVE SERVICES

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**

**FINANCE**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	736,055	911,498	926,905	963,913
Benefits	269,510	378,202	343,552	356,674
<b>Salaries &amp; Benefits</b>	<b>1,005,565</b>	<b>1,289,700</b>	<b>1,270,457</b>	<b>1,320,587</b>
Supplies	7,795	23,000	13,100	13,100
Computer Equipment & Software	-	1,000	-	-
<b>Supplies</b>	<b>7,795</b>	<b>24,000</b>	<b>13,100</b>	<b>13,100</b>
Professional Services	41,843	48,385	62,500	62,500
Communication	3,605	1,500	4,500	5,000
Travel	161	5,000	-	-
Training	5,891	10,000	15,000	15,000
Advertising	44	1,000	-	-
Operating Leases	7,441	4,000	4,000	4,000
Insurance	15	-	-	-
Repair & Maintenance	82	2,000	-	-
All Other Miscellaneous	2,394	6,000	2,000	2,000
<b>Services &amp; Charges</b>	<b>61,475</b>	<b>77,885</b>	<b>88,000</b>	<b>88,500</b>
Intergovernmental Services	100	-	-	-
<b>Intergovernmental &amp; Interfund</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>
To Other Funds and Sub-Funds	9,670,911	5,972,949	5,515,555	5,593,961
<b>Other Uses</b>	<b>9,670,911</b>	<b>5,972,949</b>	<b>5,515,555</b>	<b>5,593,961</b>
<b>TOTAL EXPENDITURES</b>	<b>10,745,846</b>	<b>7,364,534</b>	<b>6,887,112</b>	<b>7,016,148</b>



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## FINANCE AND ADMINISTRATIVE SERVICES

### **BUDGET NOTES AND CHANGES – FINANCE AND ADMINISTRATIVE SERVICES**

- Increase professional services budget to fully budget for outside services such as utility billing, ad hoc reporting and the City's financial advisor.

### **DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES**

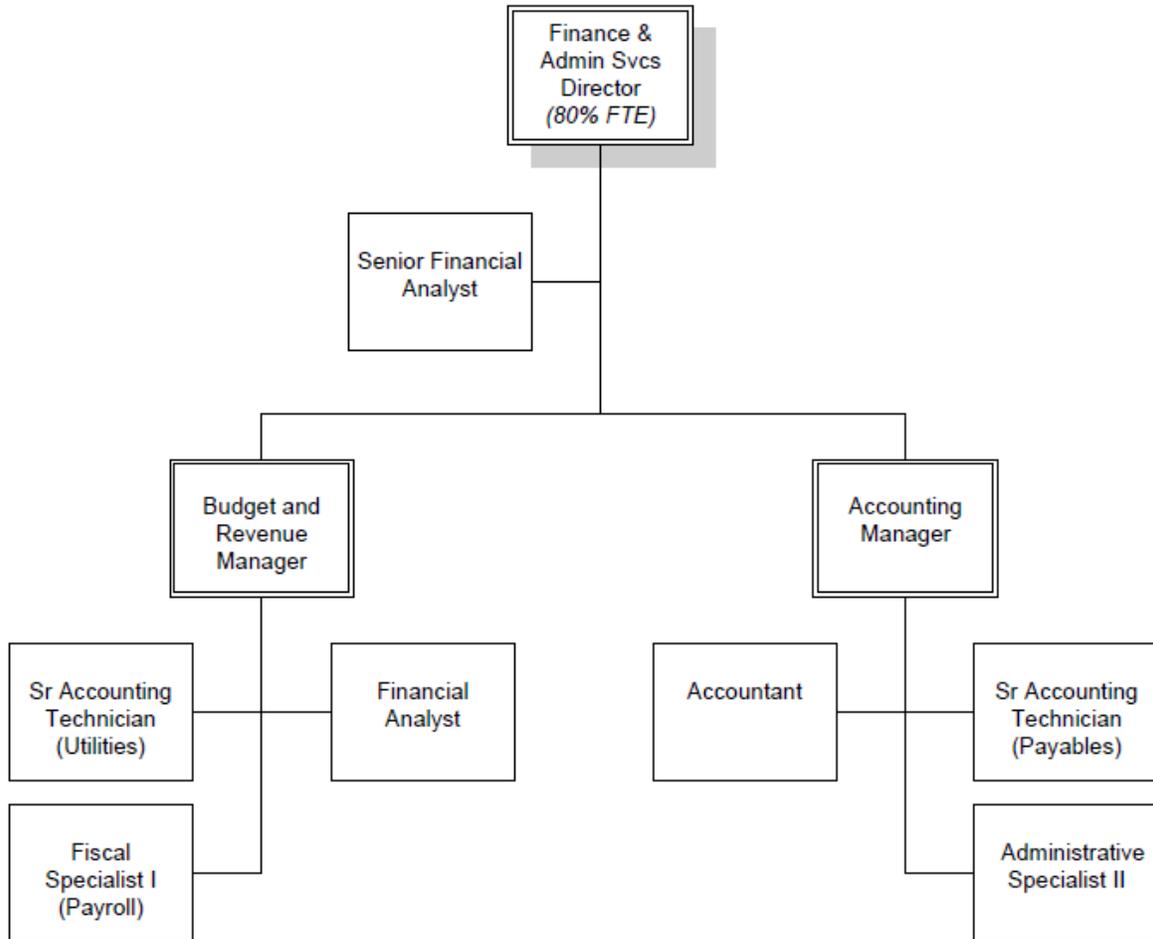
The Finance and Administrative Services Department provides financial services such as cashiering and utility billing to citizens as well as administrative and technology central support to the City's five operating departments. The department has three primary functions: Accounting and Audit, Budget and Operations, and citywide Financial Planning.

The Accounting group completes all required financial reporting and audit functions. This group also provides front desk reception and cashiering services, as well as processing and paying invoices for goods and services received by the City.

The Budget group collects money on behalf of the City through utility billing and accounts receivable. This group processes payroll. This group monitors financial performance throughout the year, and prepares adjustments as needed for Council consideration and approval. This group also performs periodic reporting and maintains the information on the City's financial transparency web portal.

The Financial Planning staff work with both budget and accounting functions. This group's primary focus includes forecasting revenue and monitoring capital and operating spending. Forecasting is done both for same-year analysis and with a two to six-year outlook.

**ORGANIZATIONAL CHART – FINANCE AND ADMINISTRATIVE SERVICES**



**PRIORITY BASED BUDGETING RESULTS – FINANCE AND ADMINISTRATIVE SERVICES**

Good Governance

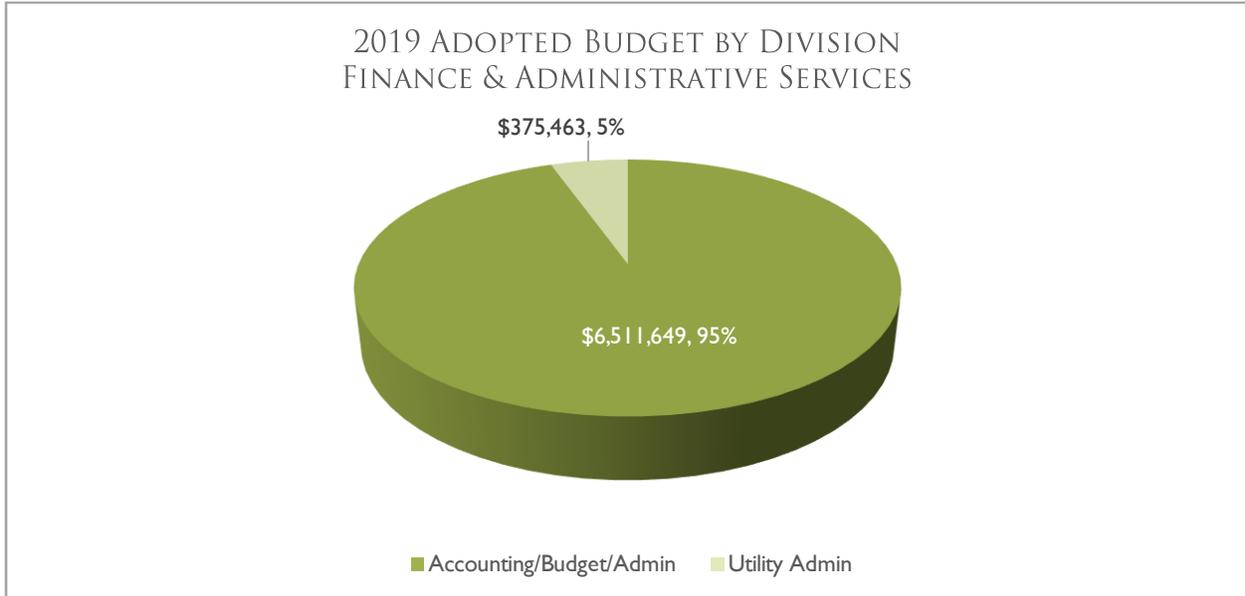
**SERVICES PROVIDED – FINANCE AND ADMINISTRATIVE SERVICES**

- Maintains financial operations, policies, processes, and controls for the City.
- Staffs City Hall front desk, providing cashiering, information and reception services.
- Manages and maintains financial records in conformity with Generally Accepted Accounting Principles (GAAP) and in compliance with local, state, and federal laws.
- Administers payroll, accounts payable, business licensing, utility billing, general ledger maintenance, cash management, long-term debt, and all internal financial controls.
- Prepares, monitors, and reports on the City's budget and Capital Improvement Plan.

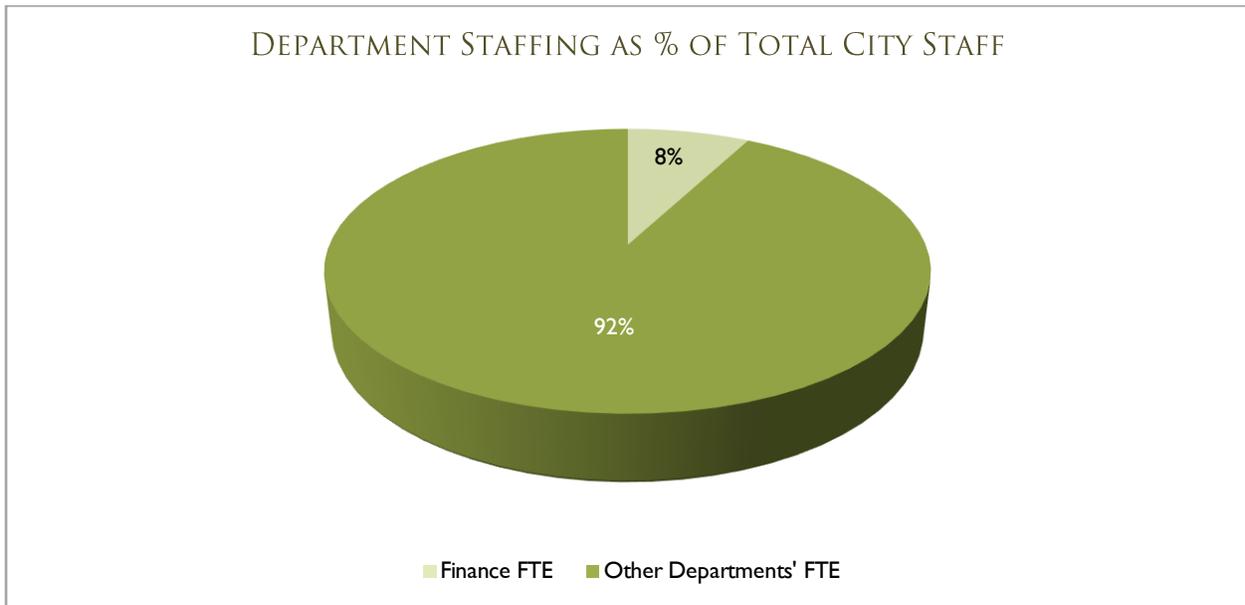
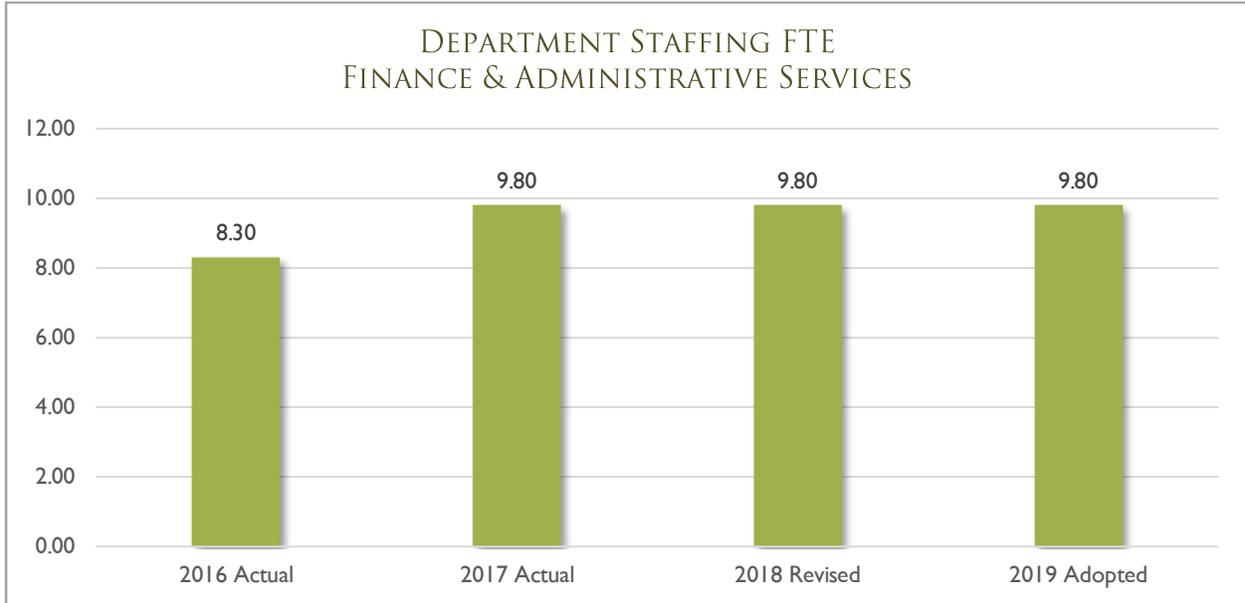
**OBJECTIVES FOR 2019 – 2020 – FINANCE AND ADMINISTRATIVE SERVICES**

- Participate in Police and Municipal Court Building project planning and financing. Issue long-term debt as approved by the City Council for this project.
- Increase internal and external use of financial transparency portal, especially OpenGov functionality.
- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- Receive Distinguished Budget Presentation Award from GFOA.
- Improve capital and operating reporting to support ongoing project planning and management.

**DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES**



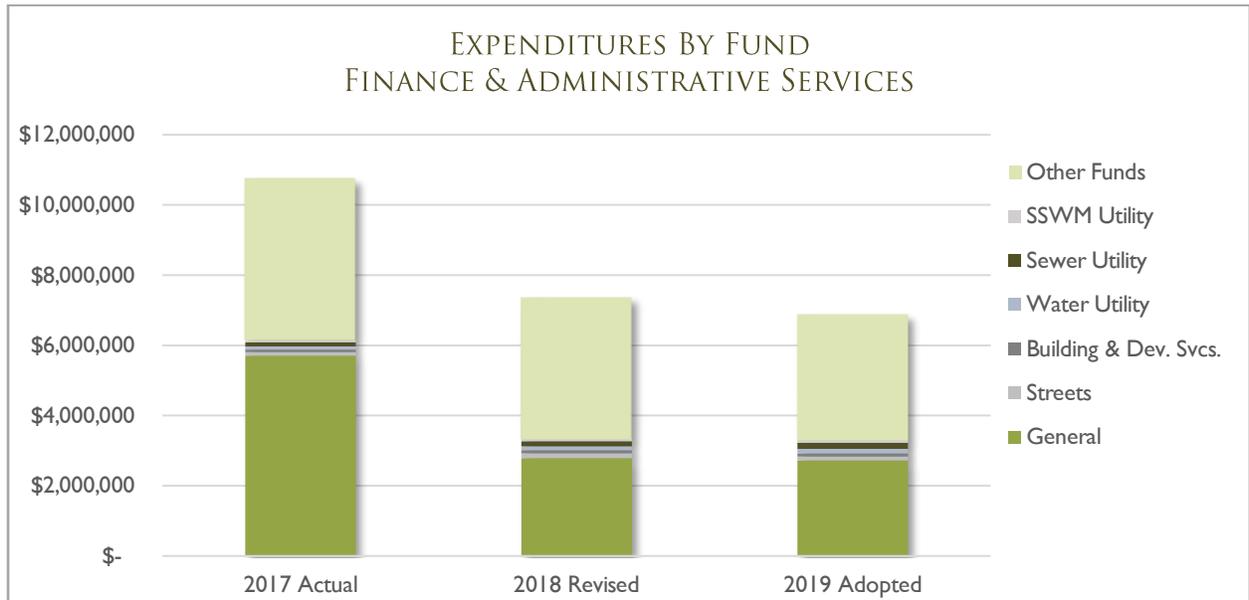
**DEPARTMENT STAFFING – FINANCE AND ADMINISTRATIVE SERVICES**





**EXPENDITURES BY FUND – FINANCE AND ADMINISTRATIVE SERVICES**

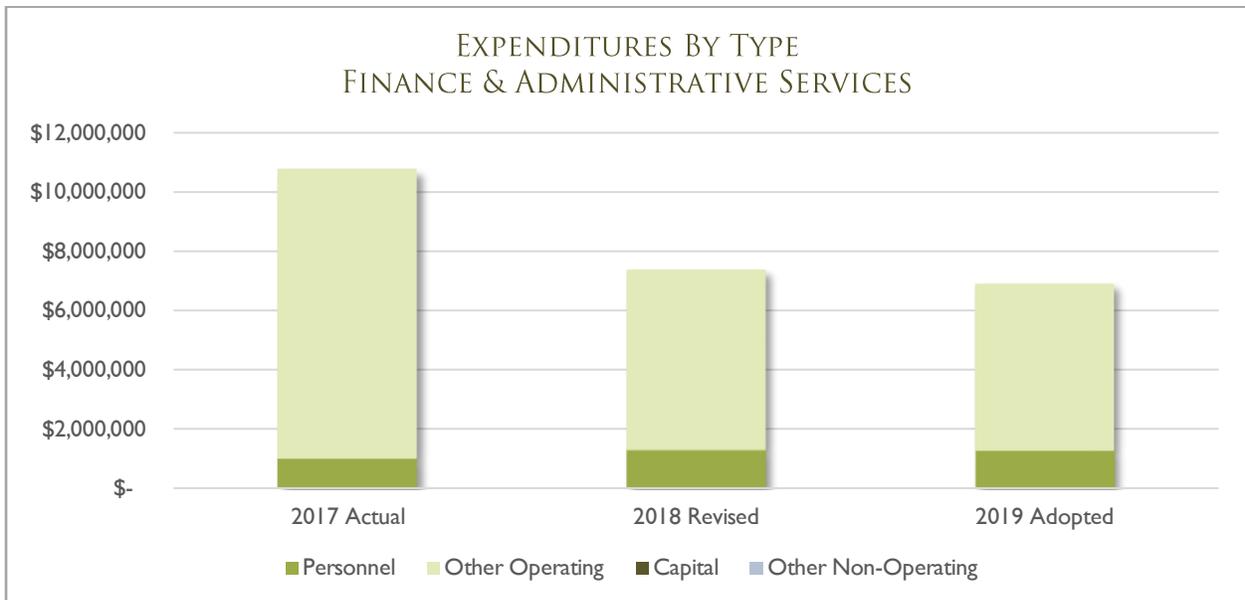
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 5,703,553	\$ 2,788,644	\$ 2,722,222	\$ (66,422)
Streets	\$ 101,844	\$ 132,643	\$ 113,225	\$ (19,418)
Building & Dev. Svcs.	\$ 74,266	\$ 96,821	\$ 93,831	\$ (2,990)
Water Utility	\$ 87,543	\$ 104,859	\$ 126,540	\$ 21,681
Sewer Utility	\$ 119,084	\$ 144,952	\$ 171,140	\$ 26,188
SSWM Utility	\$ 56,716	\$ 71,995	\$ 77,784	\$ 5,789
Other Funds	\$ 4,602,841	\$ 4,024,620	\$ 3,582,372	\$ (442,248)
<b>Total Budget</b>	<b>\$ 10,745,846</b>	<b>\$ 7,364,534</b>	<b>\$ 6,887,112</b>	<b>\$ (477,422)</b>





**EXPENDITURES BY TYPE – FINANCE AND ADMINISTRATIVE SERVICES**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 1,005,565	\$ 1,289,700	\$ 1,270,457	\$ (19,243)
Other Operating	\$ 9,740,281	\$ 6,074,834	\$ 5,616,655	\$ (458,179)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 10,745,846</b>	<b>\$ 7,364,534</b>	<b>\$ 6,887,112</b>	<b>\$ (477,422)</b>





**PERFORMANCE MEASURES – FINANCE AND ADMINISTRATIVE SERVICES**

**ACCOUNTING & AUDIT**

Indicators	2012	2013	2014	2015	2016	2017	2018
State Audit Results (for prior year report)	No Findings	Finding	No Findings				
Number of Accounts Payable Invoices Processed	6,167	6,600	6,913	7,058	7,358	7,789	7,937
Number of Cash Receipt Transactions Processed	38,976	40,070	31,644	30,578	30,869	31,840	33,290
Number of Payroll Direct Deposits Processed	2,783	2,555	2,635	2,725	2,895	3,035	3,185
Number of Business Licenses Issued	2,877	3,100	3,141	3,236	3,429	3,713	3,021
Number of New Business Licenses Issued	300	471	312	315	341	300	467
Percent of Total Dollar Value Paid by Credit Card	1%	2%	1%	2%	2%	2%	2%
Obtained Certificate of Achievement for Excellence in Financial Reporting from GFOA	N/A	N/A	N/A	Yes	Yes	Yes	Yes

**BUDGET & REVENUE**

Indicators	2012	2013	2014	2015	2016	2017	2018
Number of Utility Connections	4,413	4,442	4,504	4,531	4,595	4,738	4,886
General Fund Year-End Cash Balance as a Percent of Annual General Fund Revenues	58%	71%	89%	97%	95%	84%	105%
Bond Rating Change over Time	A1	A1	Aa3	Aa3	Aa1	Aa1	Aa1
Total Citywide Capital-Debt as a Percentage of Total Capital Assets (at Book Value)	24%	22%	20%	20%	19%	15%	12%
Total Citywide Debt as a Percentage of Capacity	9%	8%	7%	7%	6%	4%	3%
Obtained Distinguished Budget Award from GFOA	N/A	N/A	N/A	Yes	Yes	Yes	Yes



# MUNICIPAL COURT

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**MUNICIPAL COURT**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	378,681	411,500	412,645	424,030
Benefits	129,256	159,000	164,136	169,089
<b>Salaries &amp; Benefits</b>	<b>507,937</b>	<b>570,500</b>	<b>576,781</b>	<b>593,119</b>
Supplies	5,546	9,400	6,000	6,000
<b>Supplies</b>	<b>5,546</b>	<b>9,400</b>	<b>6,000</b>	<b>6,000</b>
Professional Services	5,517	12,000	9,500	9,500
Communication	92	-	200	200
Travel	1,533	2,000	1,500	1,500
Training	4,831	3,000	6,000	6,000
Operating Leases	11,262	16,000	66,000	68,000
Repair & Maintenance	108	1,000	200	200
All Other Miscellaneous	3,545	3,500	4,000	4,000
<b>Services &amp; Charges</b>	<b>26,887</b>	<b>37,500</b>	<b>87,400</b>	<b>89,400</b>
Intergovernmental Services	-	1,000	3,000	3,000
<b>Intergovernmental &amp; Interfund</b>	<b>-</b>	<b>1,000</b>	<b>3,000</b>	<b>3,000</b>
<b>TOTAL EXPENDITURES</b>	<b>540,370</b>	<b>618,400</b>	<b>673,181</b>	<b>691,519</b>



## MUNICIPAL COURT

### **BUDGET NOTES AND CHANGES – MUNICIPAL COURT**

- Bainbridge Island Municipal Court continues to process passports by appointment. Revenue generated from passports is estimated at \$20,000 in 2019 and 2020.
- Court facility rent has been moved from General Government to Municipal Court department.

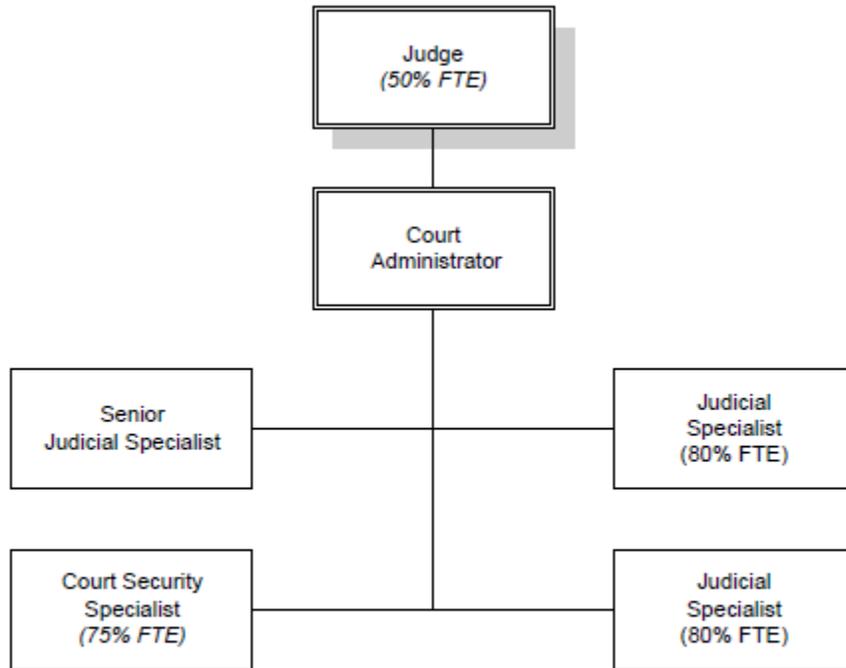
### **DEPARTMENT SUMMARY – MUNICIPAL COURT**

The Bainbridge Island Municipal Court provides a local forum for fair, accessible, and timely resolution of alleged violations of Washington State statutes and municipal ordinances that occur on Bainbridge Island.

The Municipal Court has jurisdiction over misdemeanor criminal cases, traffic infractions, parking citations, and municipal code violations filed by the Bainbridge Island Police Department, the Prosecuting Attorney, animal control, and the City code compliance staff. The Court also has jurisdiction to hear citizen requests for civil protection orders. Court administration oversees the Court's schedule and tracks fines and penalties paid to the Court.

The Court maintains a probation function to monitor defendants who are placed on probation or are subject to pre-trial diversion agreements. The judge conducts probation review hearings to ensure and support full compliance with these agreements. The court security officer manages the jail alternatives program for those who are sentenced to electronic home detention, Secure Continuous Remote Alcohol Monitoring (SCRAM), GPS monitoring, and drug-testing.

**ORGANIZATIONAL CHART – MUNICIPAL COURT**



**PRIORITY BASED BUDGETING RESULTS – MUNICIPAL COURT**

Safe City

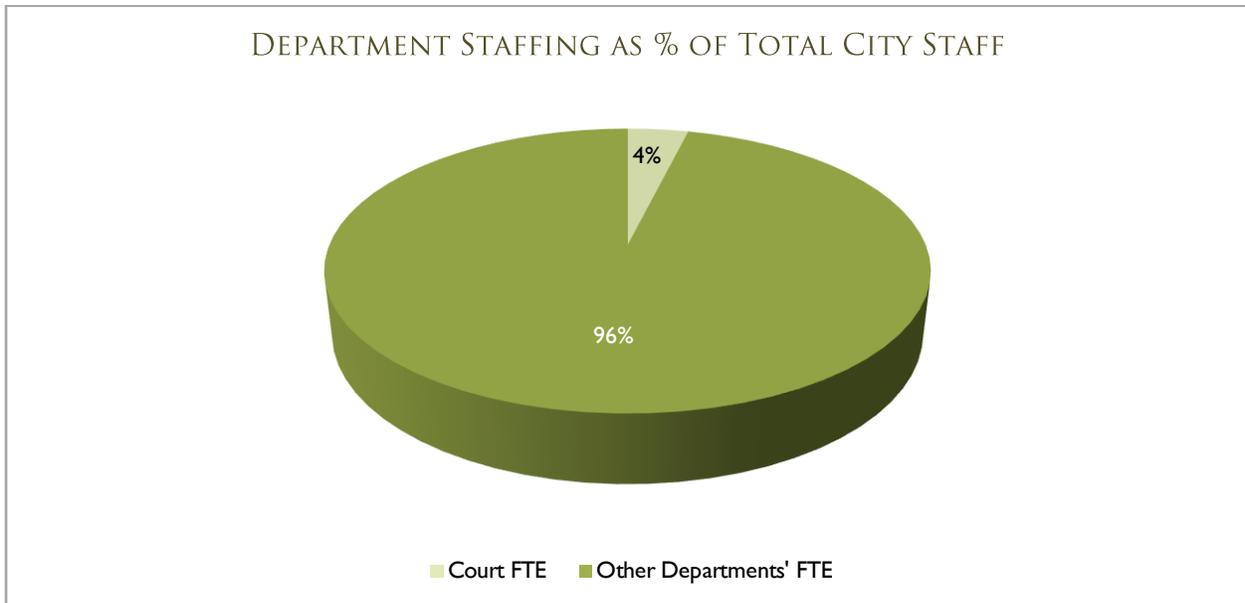
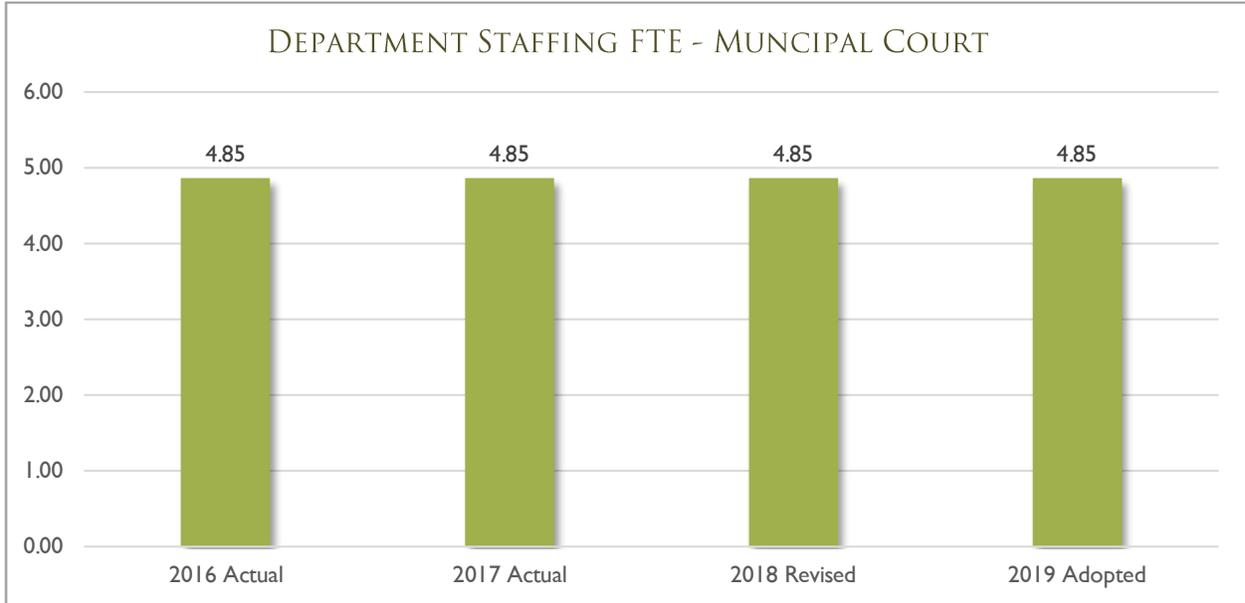
Healthy and Attractive  
Community**SERVICES PROVIDED – MUNICIPAL COURT**

- Adjudication of criminal misdemeanor offenses such as domestic violence assault, driving under the influence of alcohol and drugs, hit and run, theft, and vehicle prowling.
- Petition for domestic violence, anti-harassment, stalking, and sexual assault protection orders.
- Mitigation and contested hearings for parking, traffic, animal control, and code violations.
- Probation monitoring for all pre-trial diversion agreements and misdemeanor sentencing conditions.
- Monitoring of offenders placed on electronic home detention, SCRAM alcohol monitoring devices, and GPS monitoring devices.
- Houses YWCA domestic violence advocates. Advocates provide information and advocacy-based counseling for victims of domestic violence in criminal cases. The YWCA staff also assists victims with petitions for protection orders.
- Passport application acceptance.

**OBJECTIVES FOR 2019 – 2020 – MUNICIPAL COURT**

- Participate in project team for new Police and Municipal Court Building.
- Continue development of programs to aid mentally ill defendants.
- Participate in city outreach events such as National Night Out and the Police Department Citizens Academy.

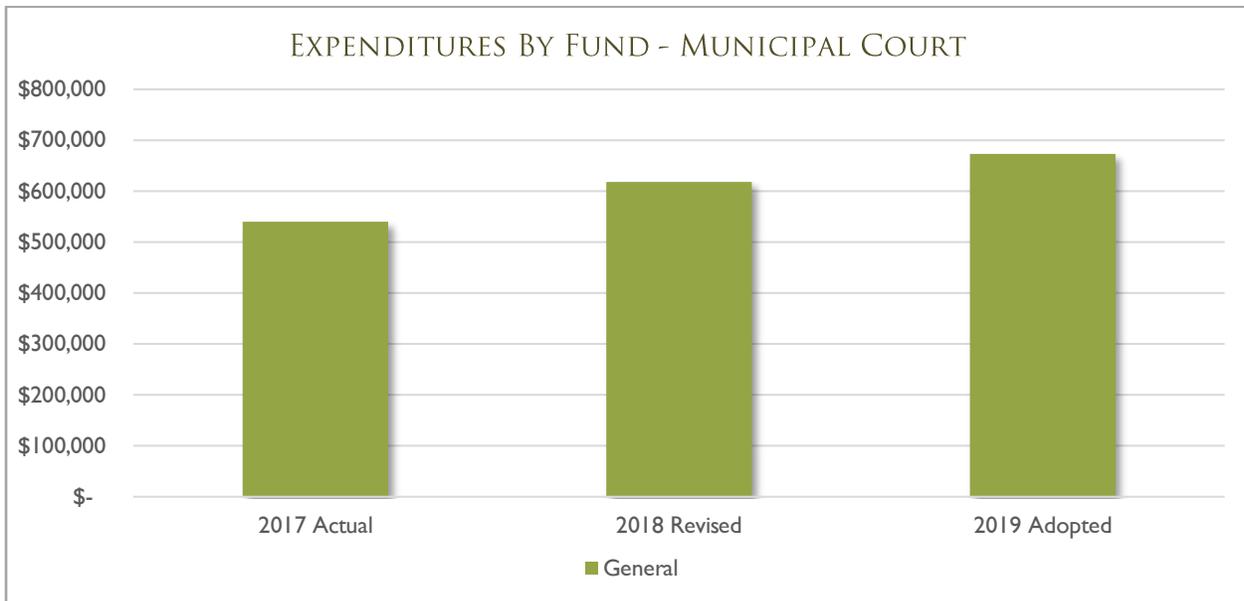
### DEPARTMENT STAFFING – MUNICIPAL COURT





**EXPENDITURES BY FUND – MUNICIPAL COURT**

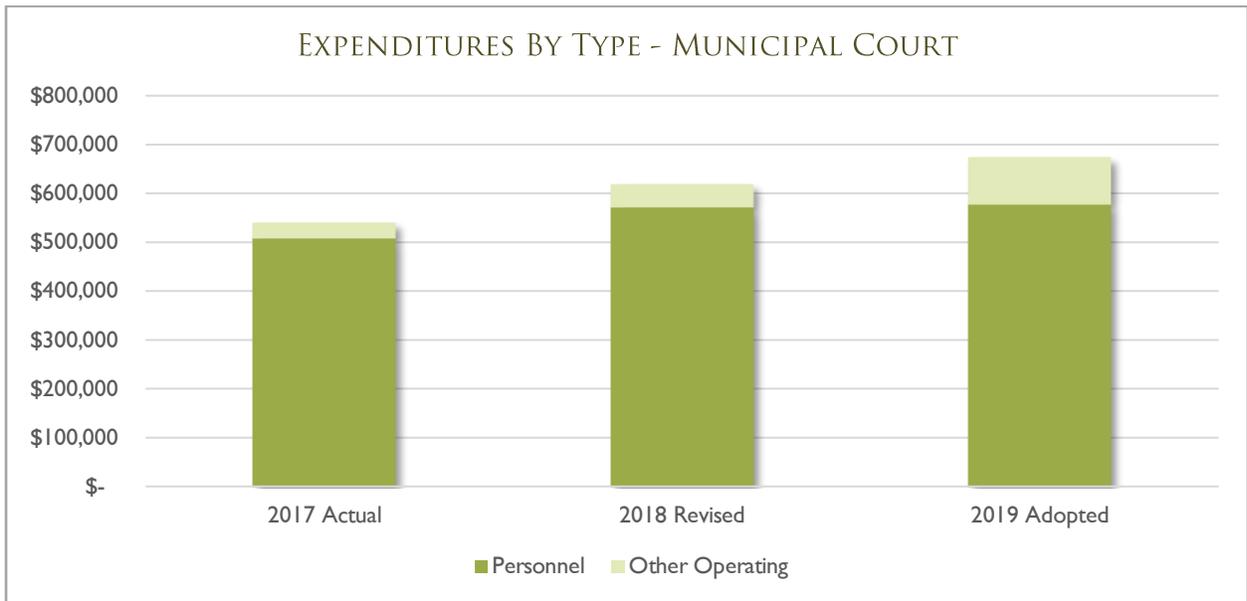
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 540,370	\$ 618,400	\$ 673,181	\$ 54,781
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 540,370</b>	<b>\$ 618,400</b>	<b>\$ 673,181</b>	<b>\$ 54,781</b>





**EXPENDITURES BY TYPE – MUNICIPAL COURT**

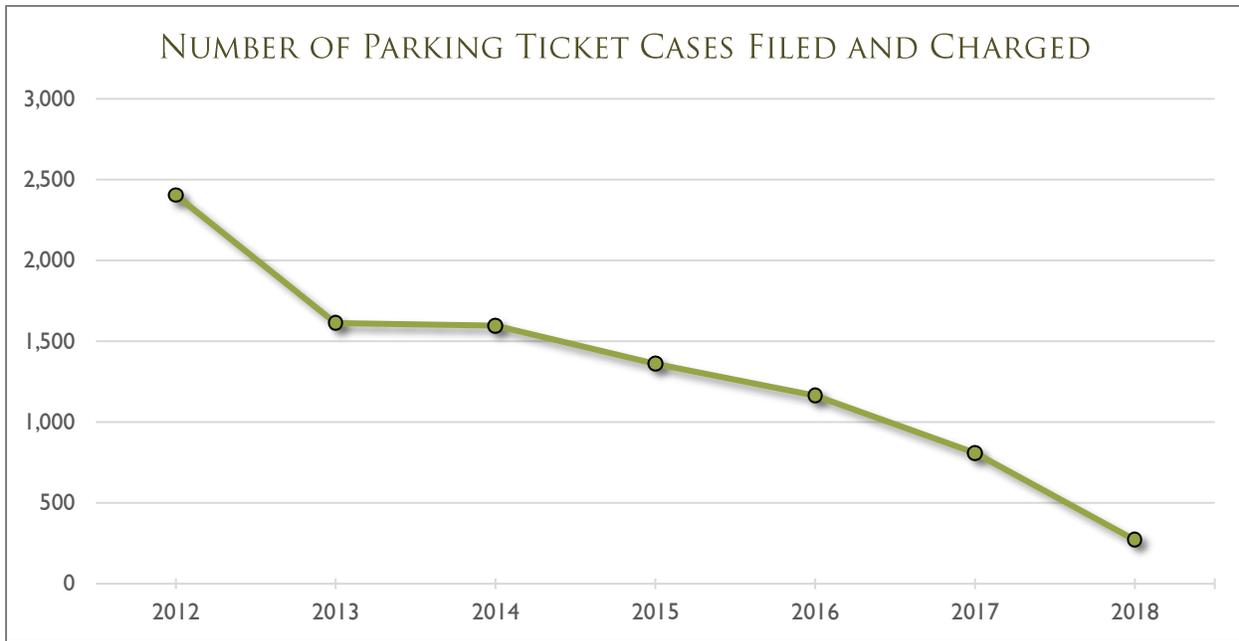
Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 507,937	\$ 570,500	\$ 576,781	\$ 6,281
Other Operating	\$ 32,433	\$ 47,900	\$ 96,400	\$ 48,500
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 540,370</b>	<b>\$ 618,400</b>	<b>\$ 673,181</b>	<b>\$ 54,781</b>





**PERFORMANCE MEASURES – MUNICIPAL COURT**

Indicators	2012	2013	2014	2015	2016	2017	2018
Cases Filed	3,256	2,542	2,381	2,419	1,985	1,826	1,197
Protection Orders Filed	40	40	48	34	59	67	50
Cases Disposed of	3,661	2,661	2,265	2,675	2,245	1,928	1,299
Hearings Held	3,446	2,879	2,405	2,236	2,196	2,366	2,519
Days per Electronic Home Monitoring (EHM) Use	402	1,375	1,226	864	770	1,054	1,789
Number of Parking Ticket Cases Filed and Charged	2,404	1,613	1,597	1,361	1,163	810	271
EHM vs Jail - Savings to City	N/A	N/A	N/A	\$53,460	\$50,820	\$90,644	\$155,965
Number of Passports Handled / Processed	N/A	N/A	N/A	N/A	N/A	N/A / 653	1,280 / 1,036





# PLANNING & COMMUNITY DEVELOPMENT

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**PLANNING & COMMUNITY DEV**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	1,577,358	1,719,730	1,965,175	2,039,227
Benefits	624,062	700,240	757,923	787,872
<b>Salaries &amp; Benefits</b>	<b>2,201,420</b>	<b>2,419,970</b>	<b>2,723,097</b>	<b>2,827,099</b>
Supplies	35,287	52,360	49,500	30,000
Computer Equipment & Software	21,372	-	-	-
<b>Supplies</b>	<b>56,660</b>	<b>52,360</b>	<b>49,500</b>	<b>30,000</b>
Professional Services	101,828	355,769	260,000	212,000
Communication	-	3,675	2,500	-
Travel	532	1,050	250	250
Training	13,741	18,900	41,880	25,030
Advertising	8,051	12,443	13,000	13,300
Operating Leases	30,861	49,177	52,000	59,050
Insurance	15	32	-	-
Repair & Maintenance	7,113	-	2,000	2,000
All Other Miscellaneous	5,163	7,455	11,100	11,400
<b>Services &amp; Charges</b>	<b>167,304</b>	<b>448,500</b>	<b>382,730</b>	<b>323,030</b>
Intergovernmental Services	630	-	1,000	1,000
<b>Intergovernmental &amp; Interfund</b>	<b>630</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL EXPENDITURES</b>	<b>2,426,014</b>	<b>2,920,830</b>	<b>3,156,327</b>	<b>3,181,129</b>



## PLANNING & COMMUNITY DEVELOPMENT

### **BUDGET NOTES AND CHANGES – PLANNING & COMMUNITY DEVELOPMENT**

- Add 1.0 FTE Natural Resource Specialist and \$113,000 in ongoing funding. This new position will support the development and implementation of policies related to natural resources, will assist with application of City Code, particularly for current planning, and will serve as a technical resource for other City staff. This new position will be included in the planned rate study for development-related fees, consistent with City financial policies calling for development services to move towards full cost recovery.
- Add 1.0 FTE Administrative Specialist II to provide additional capacity for customer service, public records requests, and provide support for advisory committee, boards, and commissions.
- Include Professional Services funding of \$200,000 in each year of the biennium to provide consultant support for the highest priority efforts associated with implementing the Comprehensive Plan.

### **DEPARTMENT SUMMARY – PLANNING & COMMUNITY DEVELOPMENT**

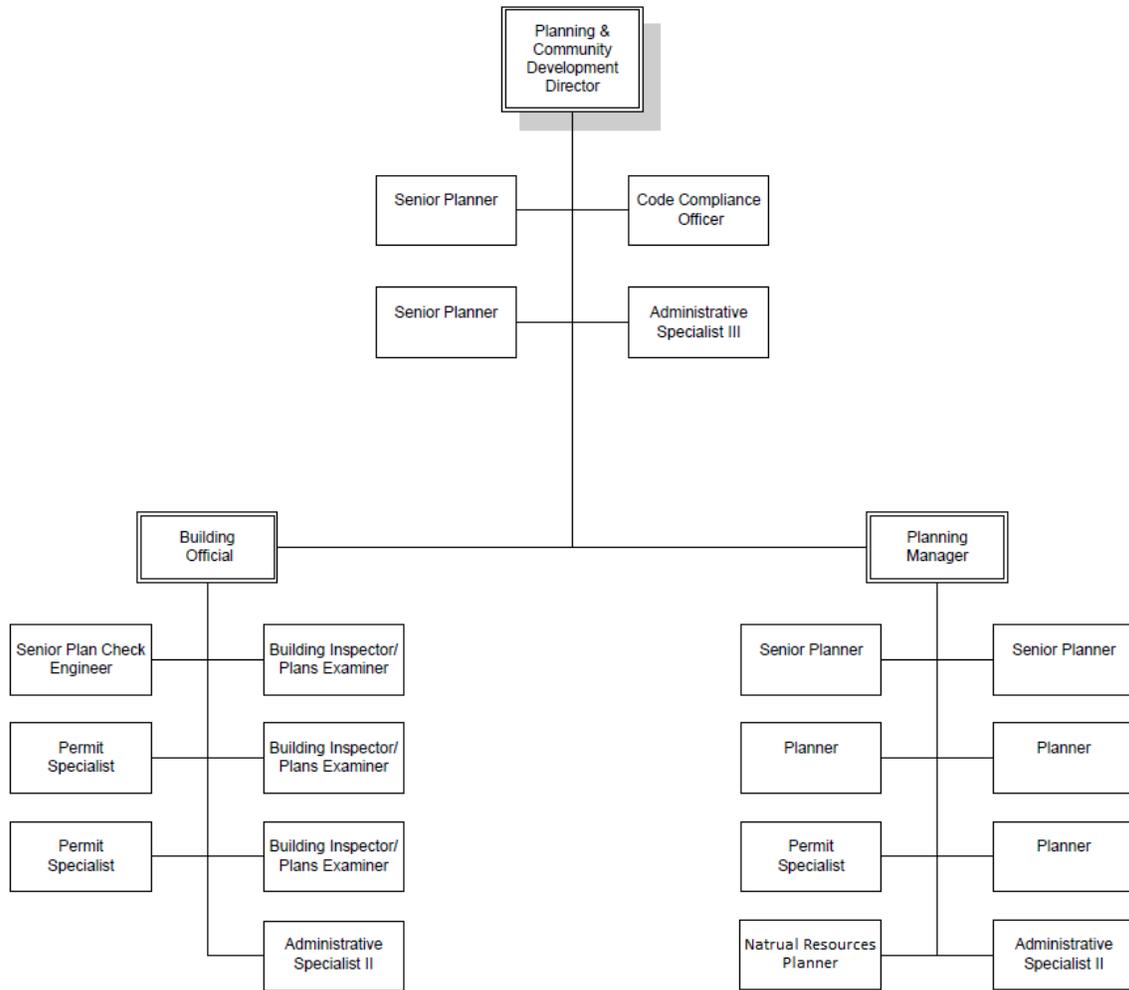
The Planning and Community Development Department implements the City's land use policies and regulations through planning and building permit review, ordinance development and code compliance. The department engages the public through a variety of avenues intended to keep citizens involved in development activities, regulatory changes and planning projects. Department staff also provide public information on and front counter customer service for Current and Long-Range Planning, Building Services and Code Compliance.

Current and Long-Range Planning staff review development proposals for conformance with applicable zoning, shoreline, critical areas and environmental regulations. Planning Staff are also responsible for developing and administering the municipal code (Titles 1, 2, 15-18), and processing zoning and development-related ordinances as well as maintaining and updating required plans such as the Comprehensive Plan and the Shoreline Management Program.

Building Services Staff administer the International Building Codes for residential, commercial and industrial structures through plan review, permitting and inspection services in order to protect the health, safety and welfare of the community. The Building Division is also responsible for FEMA Floodplain Management and citywide parcel addressing coordination.

Code Compliance Staff investigates code violation complaints with the goal of working with citizens to resolve code enforcement issues and bring properties into compliance while increasing awareness of the City's regulations.

### ORGANIZATIONAL CHART – PLANNING & COMMUNITY DEVELOPMENT



**PRIORITY BASED BUDGETING RESULTS – PLANNING & COMMUNITY DEVELOPMENT**



Green, Well-Planned Community



Healthy and Attractive Community



Good Governance



Vibrant Economy



Reliable Infrastructure and Connected Mobility

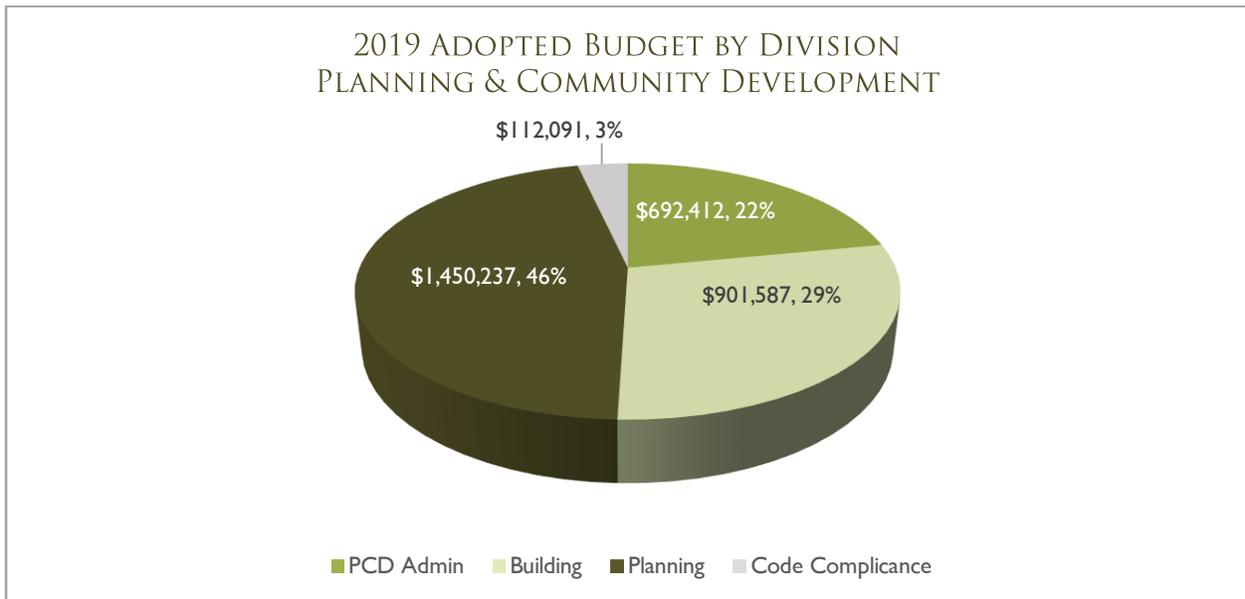
**SERVICES PROVIDED – PLANNING & COMMUNITY DEVELOPMENT**

- Serve as a resource to the community for information on the comprehensive plan and the municipal code (i.e., zoning, development regulations, building requirements, environmental, shoreline environs, and critical areas) and City planning and permitting processes.
- Review and process applications for land use development permits and conduct site inspections.
- Review and process building permit applications and conduct building inspections.
- Review and investigate alleged code violations.
- Review and process Comprehensive Plan amendment requests and rezone requests.
- Develop and process ordinances amending the City’s land use and zoning regulations.
- Provide staffing to the Planning Commission, Historic Preservation Commission, Design Review Board, Environmental Technical Advisory Committee, Affordable Housing Task Force, and Island Center Subarea Plan Steering Committee.
- Coordinate with the County and its cities on regional planning activities.

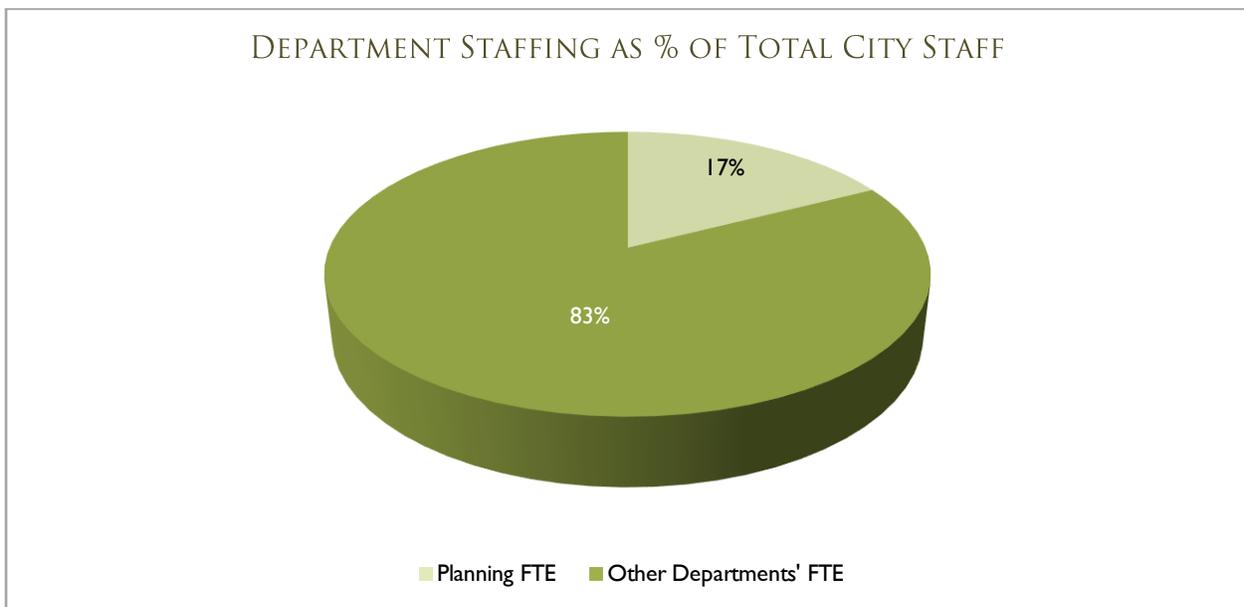
**OBJECTIVES FOR 2019–2020 – PLANNING & COMMUNITY DEVELOPMENT**

- Ensure all staff has completed training and certifications needed in their respective areas to best serve the community of Bainbridge Island.
- Coordinate long-term implementation of the 2016 Comprehensive Plan through work program items, program development and consideration of budget priorities.
- Prepare Shoreline Master Plan amendments to conform to state laws.
- Continue to improve development review timelines through the creation of SmartGov templates to facilitate permitting steps and staff report development.
- Process land use permit applications within state-mandated timelines.
- Maintain SMARTGov database as the City’s official filing format for permits, easing the way toward a paperless permit review process.
- Implement City Council annual work program priorities.

**DEPARTMENT SUMMARY – PLANNING & COMMUNITY DEVELOPMENT**



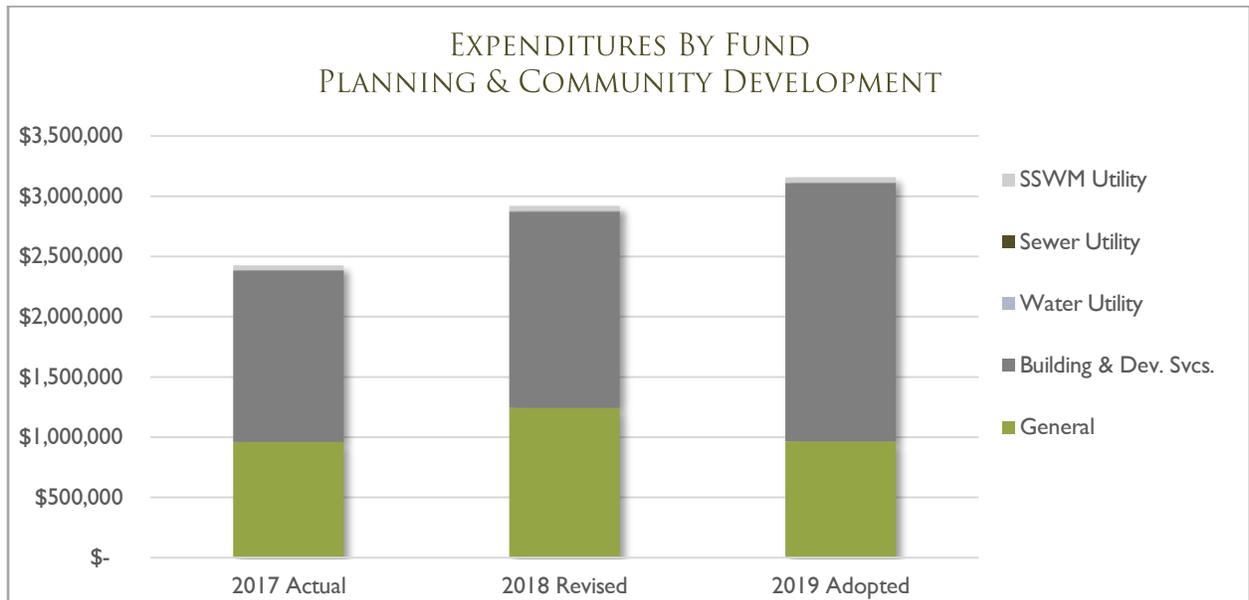
### DEPARTMENT STAFFING – PLANNING & COMMUNITY DEVELOPMENT





**EXPENDITURES BY FUND – PLANNING & COMMUNITY DEVELOPMENT**

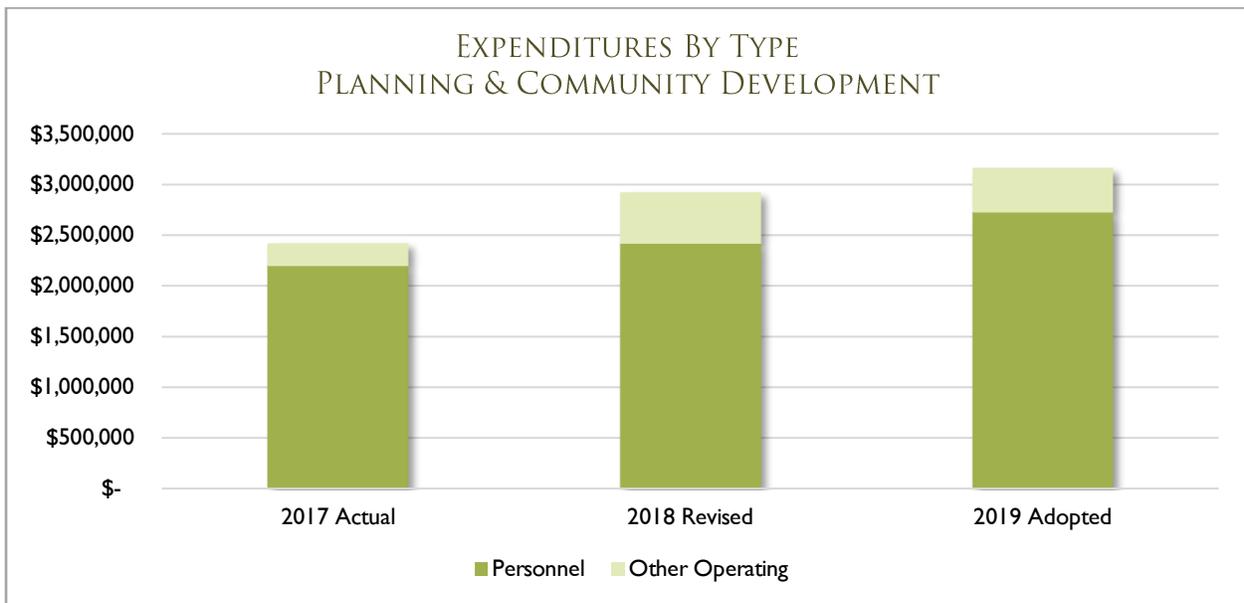
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 961,157	\$ 1,242,206	\$ 965,812	\$ (276,394)
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ 1,418,665	\$ 1,628,636	\$ 2,142,942	\$ 514,307
Water Utility	\$ 3,046	\$ 3,521	\$ 2,768	\$ (753)
Sewer Utility	\$ 3,046	\$ 3,521	\$ 2,768	\$ (753)
SSWM Utility	\$ 40,100	\$ 42,947	\$ 42,036	\$ (911)
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,426,014</b>	<b>\$ 2,920,830</b>	<b>\$ 3,156,327</b>	<b>\$ 235,497</b>





**EXPENDITURES BY TYPE – PLANNING & COMMUNITY DEVELOPMENT**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 2,201,420	\$ 2,419,970	\$ 2,723,097	\$ 303,127
Other Operating	\$ 224,594	\$ 500,860	\$ 433,230	\$ (67,630)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,426,014</b>	<b>\$ 2,920,830</b>	<b>\$ 3,156,327</b>	<b>\$ 235,497</b>



**PERFORMANCE MEASURES – PLANNING & COMMUNITY DEVELOPMENT****CURRENT PLANNING**

Indicators	2012	2013	2014	2015	2016	2017	2018
Number of Current Planning Permits Submitted	186	197	216	242	262	225	256
Number of Current Planning Permits Completed	196	162	156	249	236	215	285
Value (fees) of Submitted Current Planning Permits	\$389,358	\$445,630	\$336,903	\$408,763	\$562,811	\$370,950	\$289,582
Value (fees) Collected for Completed Current Planning Permits	\$283,315	\$284,173	\$386,443	\$462,222	\$432,547	\$306,118	\$231,127
Number of Clearing Permits Issued	42	51	94	123	128	146	83
Number of Appeals	2	8	4	1	10	4	2

**LONG RANGE PLANNING**

Indicators	2012	2013	2014	2015	2016	2017	2018
Number of Ordinances in Legislative Process	6	15	13	12	3	3	3
Number of Approved Ordinances	3	11	11	7	7	3	21
Number of Approved Resolutions	0	2	4	6	1	2	6

**CODE COMPLIANCE**

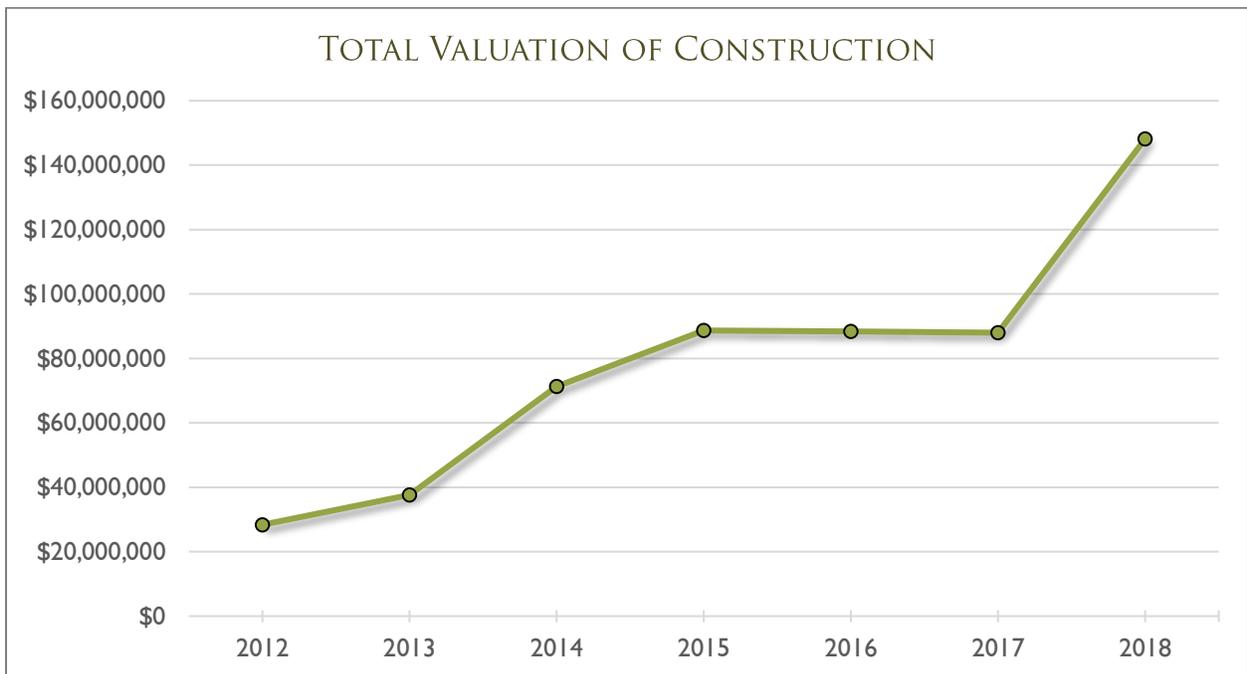
Indicators	2012	2013	2014	2015	2016	2017	2018
Request for Service	118	115	188	183	212	168	170
Service Request Converted to Full Cases	N/A	N/A	63	66	76	71	53
Cases Move Forward to Enforcement	0	0	0	0	3	1	3
Court Hearings	0	0	0	0	2	0	0
Sign Permits Issued	11	9	33	18	16	18	13
Building Violations	N/A	N/A	N/A	63	80	63	70
Planning Violations	N/A	N/A	N/A	85	86	65	61
Stormwater Violations	N/A	N/A	N/A	7	4	4	0
Miscellaneous Violations	N/A	N/A	N/A	28	42	36	39
Total Violations	N/A	N/A	N/A	183	212	168	170



**PERFORMANCE MEASURES – PLANNING & COMMUNITY DEVELOPMENT**

**BUILDING SERVICES**

Indicator	2012	2013	2014	2015	2016	2017	2018
Average Permit Turnaround (in days)	42	38	29	39	44	53	80
Percent of Construction Document Review Completed in 30 Days (1st Submittal)	62%	64%	63%	60%	65%	68%	59%
Number of Building Plans Reviewed (including revisions)	557	583	695	724	828	976	774
Number of Building Site Inspections Performed	2,326	4,137	3,750	3,974	3,201	5,021	4,682
Number of Permits Issued Online	0	0	3	30	56	143	80
Total Valuation of Construction	\$28,370,525	\$37,641,588	\$71,337,448	\$88,698,532	\$88,413,722	\$88,031,328	\$148,130,009
Commercial Permits Issued	N/A	N/A	N/A	95	131	151	104
Residential Permits Issued	N/A	N/A	N/A	611	675	820	655
Total Number of Building Permits Issued	489	509	670	706	806	971	774





# PUBLIC SAFETY

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**PUBLIC SAFETY**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	2,697,651	2,925,314	3,199,142	3,363,116
Benefits	948,334	1,074,760	1,158,597	1,204,328
<b>Salaries &amp; Benefits</b>	<b>3,645,986</b>	<b>4,000,074</b>	<b>4,357,739</b>	<b>4,567,444</b>
Supplies	162,314	179,784	223,499	172,463
Computer Equipment & Software	5,699	4,120	42,139	79,090
<b>Supplies</b>	<b>168,012</b>	<b>183,904</b>	<b>265,638</b>	<b>251,553</b>
Professional Services	64,988	24,690	115,932	119,200
Travel	9,782	8,240	12,100	12,705
Training	54,248	47,174	56,200	69,038
Advertising	1,265	4,120	6,530	6,857
Operating Leases	195,364	197,287	212,500	223,375
Insurance	-	40	-	-
Repair & Maintenance	83,550	395,213	410,660	171,582
All Other Miscellaneous	13,109	17,656	27,300	28,665
<b>Services &amp; Charges</b>	<b>422,307</b>	<b>694,420</b>	<b>841,222</b>	<b>631,422</b>
Intergovernmental Services	367,567	369,257	393,000	445,650
<b>Intergovernmental &amp; Interfund</b>	<b>367,567</b>	<b>369,257</b>	<b>393,000</b>	<b>445,650</b>
Capital Equipment	273,471	249,735	306,786	163,168
<b>Other Expenditures</b>	<b>273,471</b>	<b>249,735</b>	<b>306,786</b>	<b>163,168</b>
<b>TOTAL EXPENDITURES</b>	<b>4,877,343</b>	<b>5,497,390</b>	<b>6,164,385</b>	<b>6,059,237</b>

## PUBLIC SAFETY

### BUDGET NOTES AND CHANGES – PUBLIC SAFETY

- Add two (a total of 2.0 FTE) Patrol Officers and \$225,000 in ongoing funding. The addition to the sworn staff will allow the department to staff all shifts with three officers and complete the staffing plan proposed in 2014. These new positions create an expected reduction of \$30,000 in overall overtime.
- Increase budget by \$132,000 for two police vehicles and associated equipment to support the new officers.
- Increase budget by \$20,000 to implement a Corporal salary band. The four corporal positions will provide relief supervisory capacity for on-duty officers.
- Add \$30,000 to support the Navigator Program, which pairs mentally ill individuals with trained advocates who offer support and assist them in navigating the myriad of resources available.
- The Department of Public Safety applied for a FEMA grant in fall of 2018 to repair, refurbish, and upgrade its primary marine vessel. They were awarded the grant in September 2018. The grant amount awarded is approximately \$172,000 and the City's local match is \$57,000.
- Add required supplies, training, and services in anticipation of the arrival of the K9 officer in early 2019 and the launch of a search and rescue K9 program.

### DEPARTMENT SUMMARY – PUBLIC SAFETY

The Bainbridge Island Police Department serves and protects the residents, businesses, guests and visitors to the Island. Members of the department work individually and collectively to promote peace and public safety through education, enforcement and outreach. The department consists of four divisions: Administration, Patrol, Investigations and Marine.

The Administration division provides overall direction to the department through policy development, training, and financial management. The Chief and Deputy Chief provide oversight, assistance with capital projects, budgeting, emergency operations, intergovernmental relations, and work with community groups to improve the quality of life for all islanders. The Administration division also maintains records and evidence and responds to public records requests.

The Patrol division is responsible for proactive patrol, traffic enforcement, and is the first response to calls for service. Along with traditional vehicles, this group uses bicycle and foot patrols to serve the public and is the most frequently seen division of the department. Patrol responds to calls for service 24 hours a day to maintain peace and order on the Island.

The Investigations division consists of detectives who are assigned cases based on reports received from citizens, patrol, and outside agencies. They gather information through court-approved search warrants,



witness interviews and other research. Detectives perform follow-up investigations on cases initially handled by patrol officers with regard to property crimes and crimes against persons and may also provide courtroom testimony and conduct background checks.

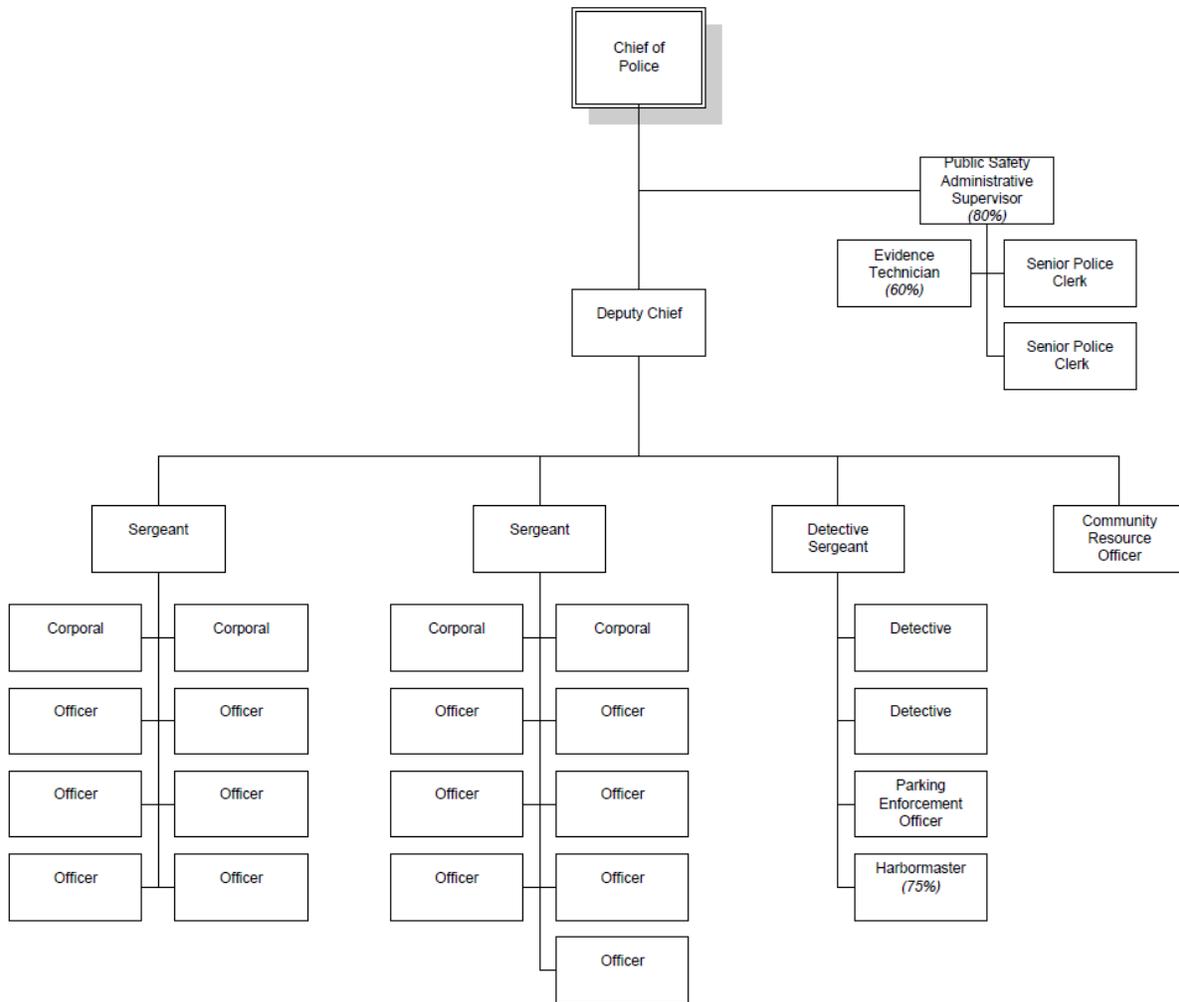
The Marine division provides enforcement and safety on the waters surrounding the Island. With 53 miles of shoreline the Marine division is a critical component of public safety. This division has several missions; namely the enforcement of marine laws, search and rescue calls for persons and vessels in distress, emergency environmental response, and homeland security duties. Additionally, the Marine division participates in recreational boating enforcement, education, training, and provides vessel inspections.

The Harbormaster coordinates activities related to Bainbridge Island harbors, as well as ensuring compliance with federal, state and local laws regulating harbor activity, and addressing derelict or abandoned vessels.

The Parking Enforcement Officer (PEO) performs field and office work relating to the enforcement of traffic and parking regulations.



### ORGANIZATIONAL CHART – PUBLIC SAFETY



**PRIORITY BASED BUDGETING RESULTS – PUBLIC SAFETY**

Safe City

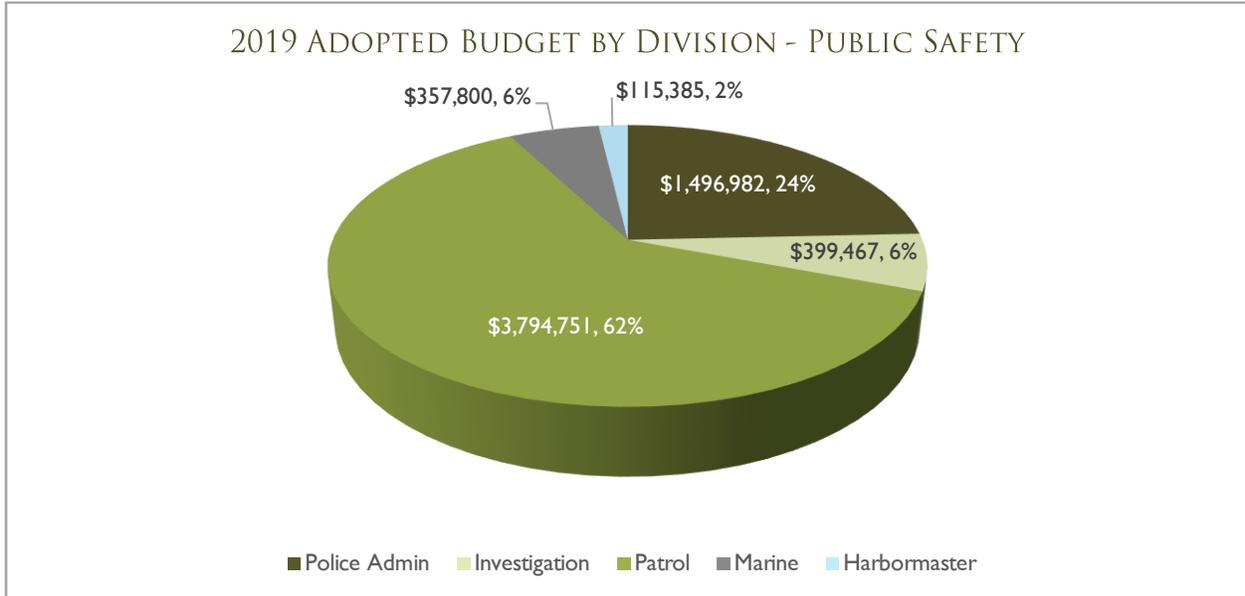
Healthy and Attractive  
Community**SERVICES PROVIDED – PUBLIC SAFETY**

- 911 Calls for service
- Traffic control
- Process protection orders and bench warrants
- Register stolen property
- Homeland and maritime security
- Emergency preparedness
- Animal licensing
- Concealed pistol licenses
- Special events permits
- Fingerprinting
- Found property
- Community outreach events and citizens' academy
- Alarm registration and vacation house checks

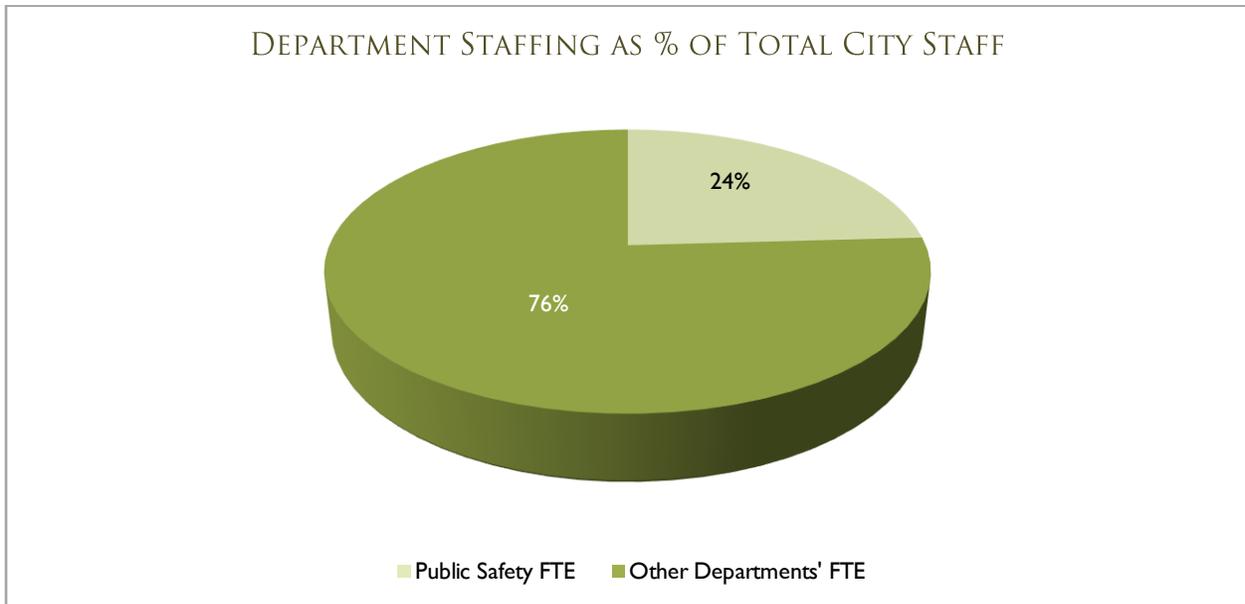
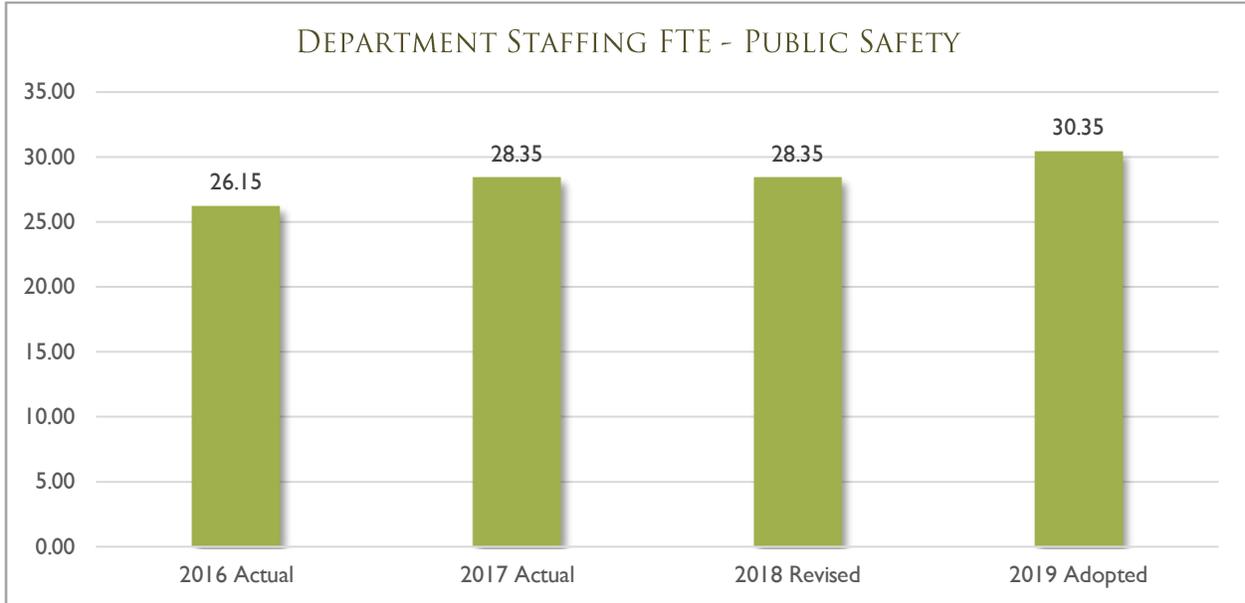
**OBJECTIVES FOR 2019-2020 – PUBLIC SAFETY**

- Maintain WASPC Accreditation.
- Continue expanded emphasis on officer training and professional development.
- Expand recruitment and succession planning efforts.
- Continue support for planning and design of new police facility.
- Continue expanded community engagement initiatives.
- Implement K9 program

**DEPARTMENT SUMMARY – PUBLIC SAFETY**



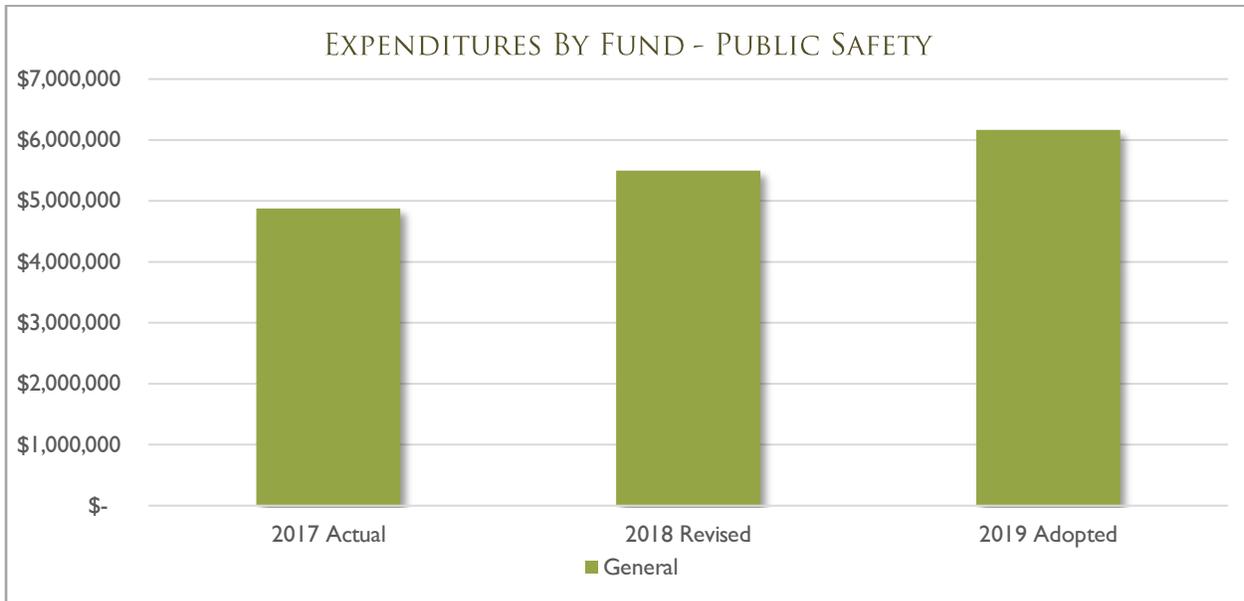
**DEPARTMENT STAFFING – PUBLIC SAFETY**





**EXPENDITURES BY FUND – PUBLIC SAFETY**

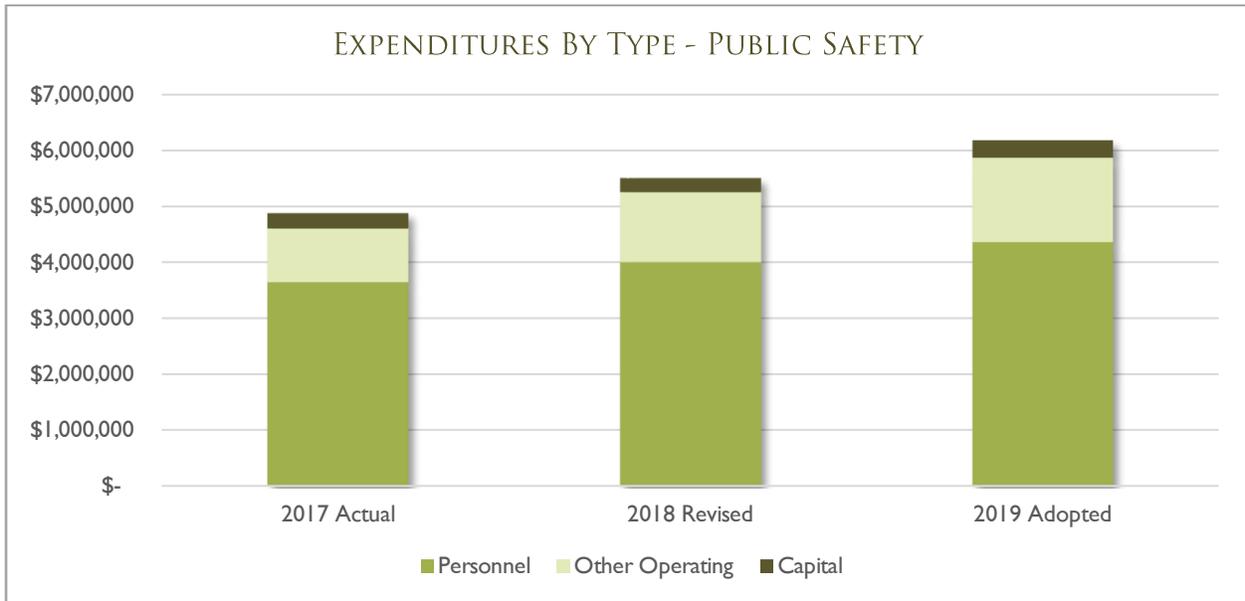
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 4,877,343	\$ 5,497,390	\$ 6,164,385	\$ 666,995
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 4,877,343</b>	<b>\$ 5,497,390</b>	<b>\$ 6,164,385</b>	<b>\$ 666,995</b>





**EXPENDITURES BY TYPE – PUBLIC SAFETY**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 3,645,986	\$ 4,000,074	\$ 4,357,739	\$ 357,665
Other Operating	\$ 957,886	\$ 1,247,581	\$ 1,499,860	\$ 252,279
Capital	\$ 273,471	\$ 249,735	\$ 306,786	\$ 57,051
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 4,877,343</b>	<b>\$ 5,497,390</b>	<b>\$ 6,164,385</b>	<b>\$ 666,995</b>





**PERFORMANCE MEASURES – PUBLIC SAFETY**

Indicator	2012	2013	2014	2015	2016	2017	2018
Calls for Service	11,021	12,849	13,161	15,001	16,978	17,478	21,752
Top Priority Calls: Average Time from Dispatch to Arrival (min/sec)	N/A	N/A	N/A	4.28	4.14	4.39	3.43
Case Reports	1,731	1,870	1,876	1,703	1,877	1,669	1,805
Criminal Citations	96	81	59	77	53	27	60
Traffic Infractions	636	761	573	817	602	784	624
Traffic Collisions	194	200	217	265	280	220	230
Adult Arrests	437	353	248	265	330	320	369
Juvenile Arrests	46	16	6	10	13	15	12
Violent Crime Cases Categorized as Domestic Violence	N/A	N/A	N/A	40	40	15	13
Driving Under the Influence	32	30	37	26	50	39	65
Drugs/Narcotics	47	27	28	23	28	24	15
Use of Force Incidents	N/A	5	5	3	6	4	8
Complaints Against Sworn Personnel: Total	7	9	27	15	14	11	9
Complaints Sustained Against Sworn Personnel: Total	4	0	3	6	3	2	3
Crimes Against Persons (Murder, Forcible Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Intimidation, Non-Forcible Sex Offenses, Kidnapping, Human Trafficking, and Violation of No Contact Order)	101	90	84	83	103	82	127
Crimes Against Persons: Cleared by Arrest	35	35	25	23	42	28	31
Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion / Blackmail, Counterfeiting / Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction / Damage/ Vandalsim of Property)	510	568	582	524	489	376	369
Crimes Against Property: Cleared by Arrest	47	44	39	41	43	30	30



# PUBLIC WORKS

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**PUBLIC WORKS**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	3,584,559	4,065,168	4,149,569	4,309,934
Benefits	1,516,162	1,768,702	1,760,632	1,848,724
<b>Salaries &amp; Benefits</b>	<b>5,100,721</b>	<b>5,833,870</b>	<b>5,910,201</b>	<b>6,158,657</b>
Supplies	525,993	491,750	592,023	924,323
Computer Equipment & Software	4,665	4,000	4,000	4,000
<b>Supplies</b>	<b>530,658</b>	<b>495,750</b>	<b>596,023</b>	<b>928,323</b>
Professional Services	478,130	1,318,564	1,089,206	627,524
Communication	29	2,630	26,839	26,879
Travel	1,457	650	2,200	2,200
Training	33,065	29,721	48,200	48,950
Advertising	1,904	1,224	1,300	1,300
Operating Leases	368,973	339,011	395,677	414,461
Insurance	60	400	250	250
Utilities	93,666	140,146	151,870	156,424
Repair & Maintenance	657,367	2,332,772	2,728,005	2,526,080
All Other Miscellaneous	23,006	93,760	70,528	133,657
<b>Services &amp; Charges</b>	<b>1,657,658</b>	<b>4,258,879</b>	<b>4,514,075</b>	<b>3,937,725</b>
Intergovernmental Services	241,090	240,675	270,800	275,800
<b>Intergovernmental &amp; Interfund</b>	<b>241,090</b>	<b>240,675</b>	<b>270,800</b>	<b>275,800</b>
Capital Equipment	201,950	433,675	823,141	668,832
Capital Projects	6,304,172	18,377,876	11,508,000	7,520,000
<b>Other Expenditures</b>	<b>6,506,122</b>	<b>18,811,551</b>	<b>12,331,141</b>	<b>8,188,832</b>
<b>TOTAL EXPENDITURES</b>	<b>14,036,249</b>	<b>29,640,724</b>	<b>23,622,240</b>	<b>19,489,337</b>



## PUBLIC WORKS

### **BUDGET NOTES AND CHANGES – PUBLIC WORKS**

- Add 1.0 FTE Operations Project Manager position and \$134,000 in ongoing funding to support the City's major maintenance initiative, allowing for more projects to be completed, reducing maintenance backlog and improving the condition of City facilities.
- The 2019-2020 budget establishes major facility maintenance as a focus for the coming biennium. With the addition of the position listed above, the budget anticipates delivery of a total of \$1.7 million of projects at City-owned facilities across the Island in the coming biennium. Additional detail is provided in the Major Maintenance section on the following page.
- The 2019-2020 budget includes \$140,000 in funding for projects on City-owned farmland in the coming biennium.
- Eliminate 1.0 FTE Engineering Specialist – Water Resources position as part of a reorganization of some aspects of the existing water resources program. The goal is to continue a baseline level of data collection efforts by City staff, and to continue and expand technical analysis of that data by certified hydrologists.
- Add 1.0 FTE Wastewater Treatment Plant Operator II position and \$100,000 to provide for additional trained and certified staff and address succession planning at this critical community facility.
- Add 1.0 Term Limited FTE Hydrogeologist position and \$150,000 funding in each year of the biennium to provide for technical analysis of water resources.

**MAJOR MAINTENANCE – 2019-2020 ADOPTED BUDGET**

The 2019-2020 budget includes several major maintenance projects within the operating budget. These projects are not listed in the Capital Improvement Plan, as they are not capital in nature, but do represent significant investments in the infrastructure of the City. Projects in the Major Maintenance category include those shown in the table below. As project budgets are more fully scoped, the complement of projects may change.

**Governmental Funds (Facilities and Streets)**

Project Description	2019	2020
Replace failing board and batten siding system (City Hall)	\$155,000	-
I/R economizer operations and tune-up building	\$29,000	-
Shade covenant tree management (Suyematsu Farm)	\$52,000	-
Replace HVAC controls and install air quality detectors (PW Yard)	-	\$42,000
Develop and manage hazardous tree removal contract	\$62,000	\$64,000
Develop and manage HWY 305 overhead vegetation management contract	\$26,000	\$27,000
Develop and manage sidewalk repair contract	-	\$27,000

**Utility Funds (Water Utility)**

Project Description	2019	2020
Meter Improvements	-	\$300,000

**Utility Funds (Sewer Utility)**

Project Description	2019	2020
Control Building-Replace roof (Wastewater Treatment Plant)	\$30,000	-
Lift Station SCADA Upgrades	\$140,000	\$70,000
Clean 305 wet well	\$26,000	-
Install regulatory air gap (Wastewater Treatment Plant)	-	\$36,000
SCADA Upgrades	\$150,000	-

**Utility Funds (Shared)**

Project Description	2019	2020
Develop Water/Sewer/SSWM lab testing contract	\$28,000	\$29,000

Ongoing major maintenance programs are also funded:

- Annual asset maintenance programs for streets (\$657,000), facilities (\$120,000), water utility (\$75,000), sewer utility (\$50,000), storm and surface water management utility (\$150,000). These are existing programs and represent ongoing investment in City assets.
- Projects on city-owned farmland total \$140,000. Planned projects include septic, water, tree management, and building repairs on the Suyematsu and Morales farm properties.

Annual asset street maintenance program consists of a combination of asphalt repair, overlay, chip sealing, and non-motorized spot improvements. In the last biennium average budgeted expenditures for this program were approximately \$620,000 annually. \$400,000 of this spending was funded by Transportation Benefit Fund (TBF) revenues. The remaining funding came from the General Fund. Budgeted expenditures



in the current biennium are \$657,000 annually. Again, \$400,000 of this spending is budgeted to be funded by TBF revenues, and the General Fund will support the remaining amount.

## **DEPARTMENT SUMMARY – PUBLIC WORKS**

The Public Works Department plans, designs, constructs, operates and maintains public improvements, facilities and equipment owned by the City of Bainbridge Island and the public. The department provides services in five main areas: Administration, Engineering, Development Engineering, Water Resources, and Operations & Maintenance.

The Administration Division provides overall direction and management to the department, including contract and work order management. This group also provides a range of public services such as gathering information for public records requests, maintaining the department's website, and processing permits.

The Engineering Division oversees the pre-design, design and construction of all public improvements and implementation of the Capital Improvement Plan adopted by the City Council. This division also provides project management, professional services, survey and construction management.

Development Engineering staff review applications for compliance with local and state regulations and technical requirements associated with the City's design and construction standards and stormwater management regulations. Staff also conduct site inspections for private development construction of public facilities.

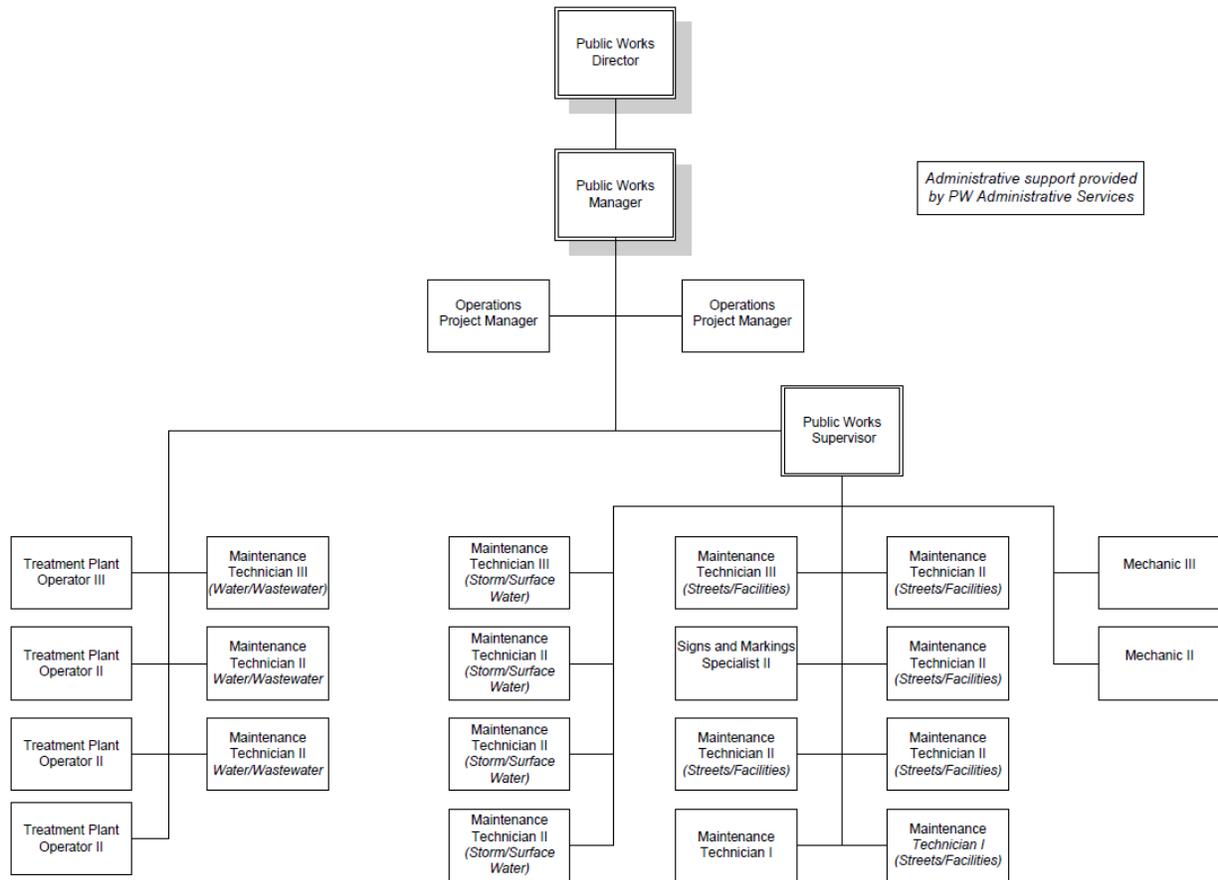
The Water Resources group oversees ground and surface water planning, protection, and monitoring activities. This group also oversees overall City regulatory compliance with the stormwater permit.

The Operations and Maintenance Division operates, repairs, and maintains the City's infrastructure, including streets, sidewalks, medians, green space, trails, buildings, water utility production, treatment and distribution, wastewater utility collection and treatment, and stormwater utility collection, treatment, and conveyance. This group includes mechanics who maintain the City's vehicles and mechanical equipment.





### ORGANIZATIONAL CHART – PUBLIC WORKS: OPERATIONS & MAINTENANCE DIVISION



**PRIORITY BASED BUDGETING RESULTS – PUBLIC WORKS**Green, Well-Planned  
CommunityHealthy and Attractive  
Community

Safe City

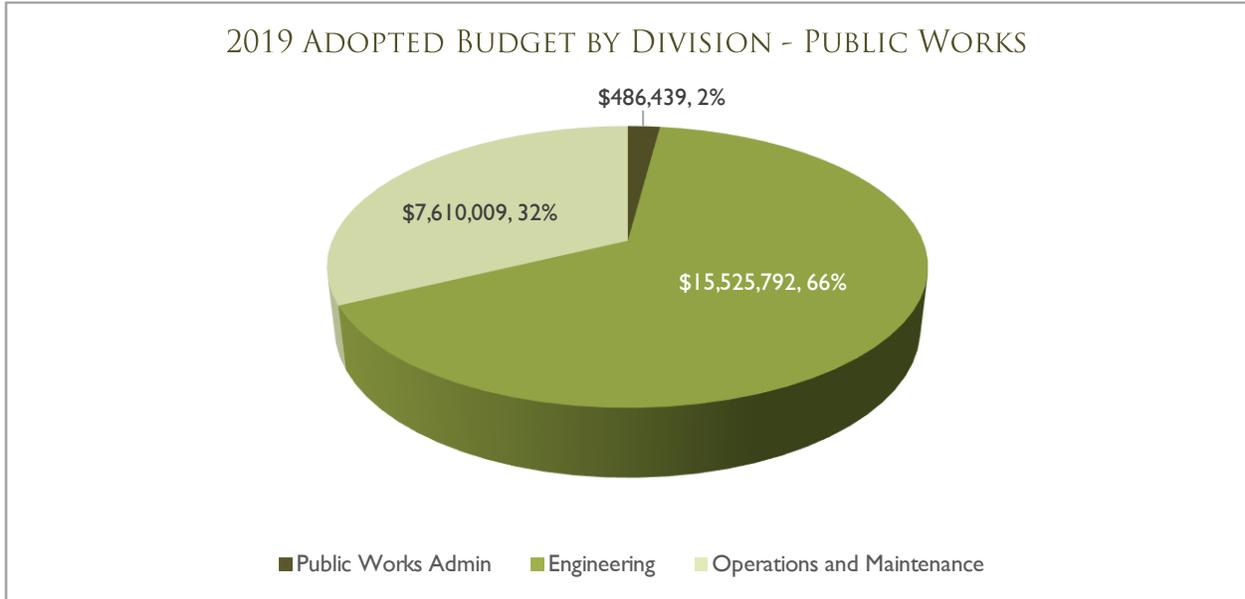
Reliable Infrastructure  
and Connected Mobility**SERVICES PROVIDED – PUBLIC WORKS**

- Operates the water, sewer, and stormwater utilities.
- Manages the City-owned rights-of-way including the street, sidewalk, and trail networks.
- Manages the City Capital Improvement Program from planning and programming through design and construction.
- Maintains City-owned facilities including: City Hall, police station, parks, trails, and road ends.
- Manages and maintains equipment and vehicle fleet.
- Monitors the surface and groundwater resources of the island.

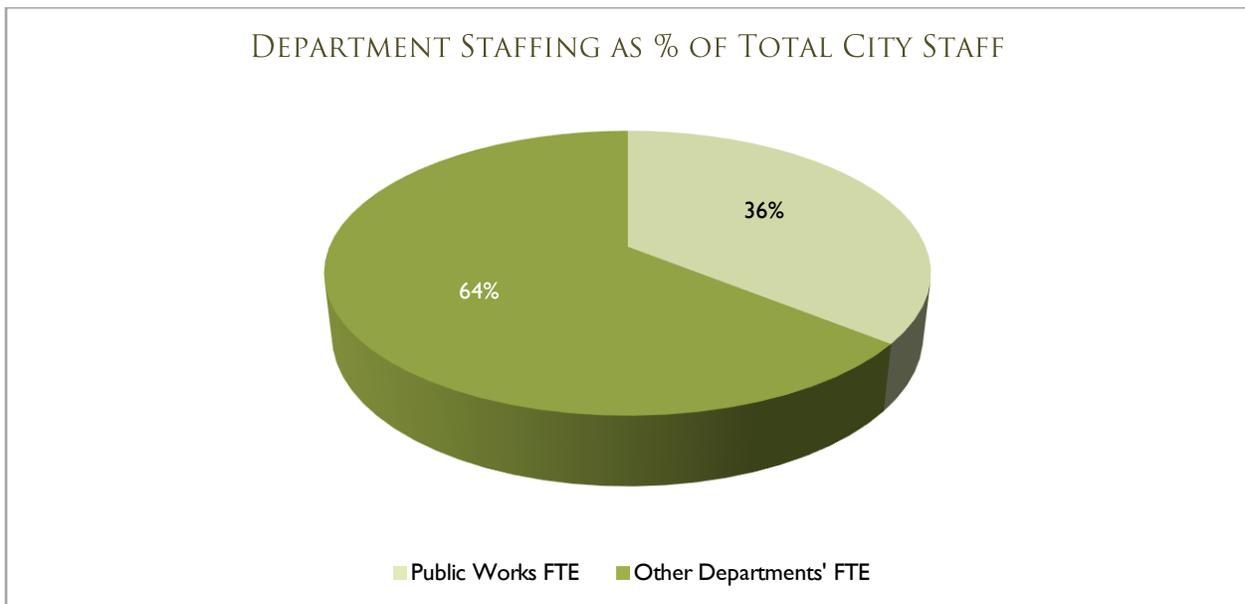
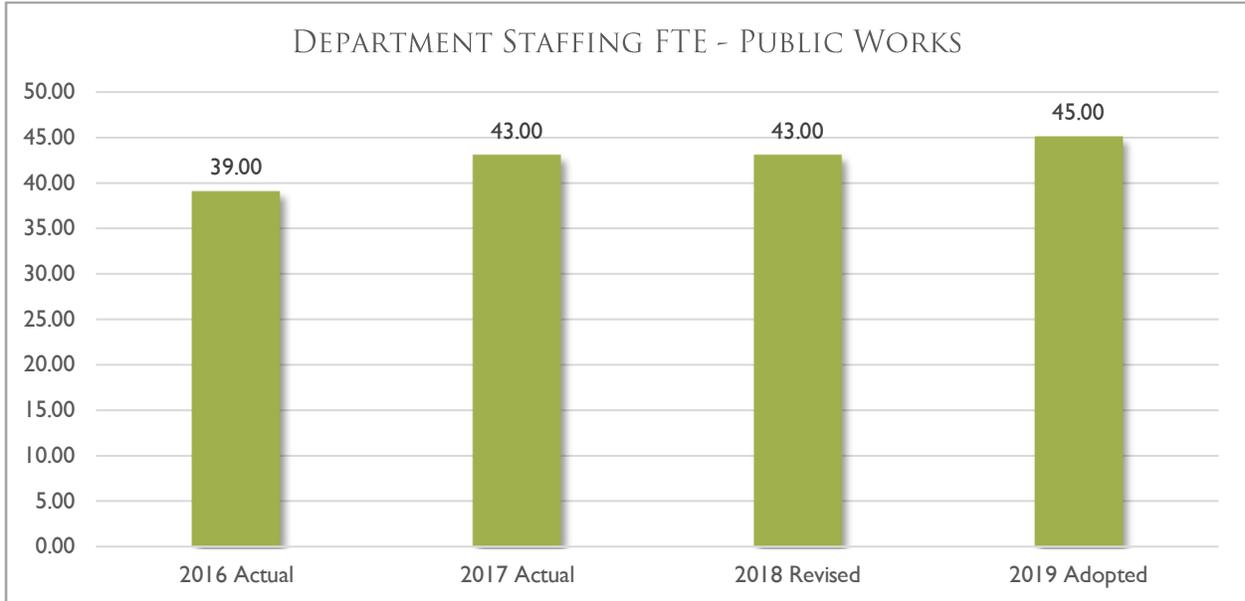
**OBJECTIVES FOR 2019 – 2020 – PUBLIC WORKS**

- Manage delivery of Police/Municipal Court Building project within established schedule and budget.
- Complete construction of the State Route 305/Olympic Drive project, including non-motorized improvements and power undergrounding.
- Complete the Wyatt Way Improvements project.
- Complete the Sportsman Club and New Brooklyn Road intersection improvement project.
- Implement enhanced major maintenance program at City facilities, including hiring new staff person to coordinate increased number of projects.
- Continue American Public Works Association accreditation process, with goal of accreditation in 2020.
- Complete the culvert replacement for McDonald Creek at Eagle Harbor Drive.
- Complete construction of a new sewer force main on Madison Avenue.

**DEPARTMENT SUMMARY – PUBLIC WORKS**



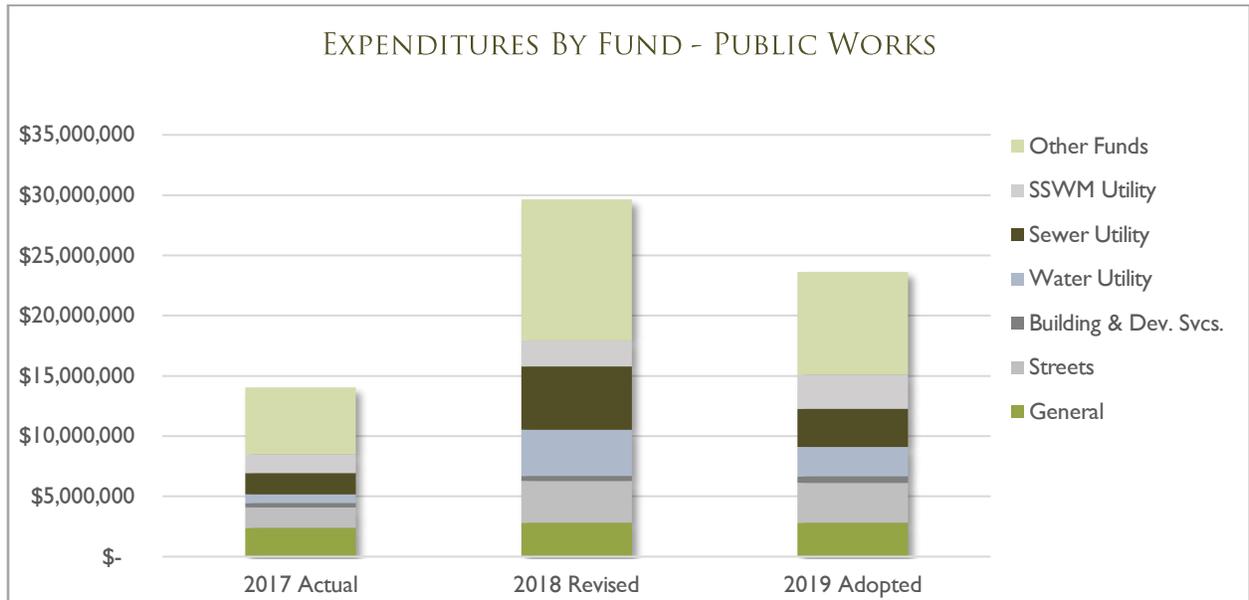
### DEPARTMENT STAFFING – PUBLIC WORKS





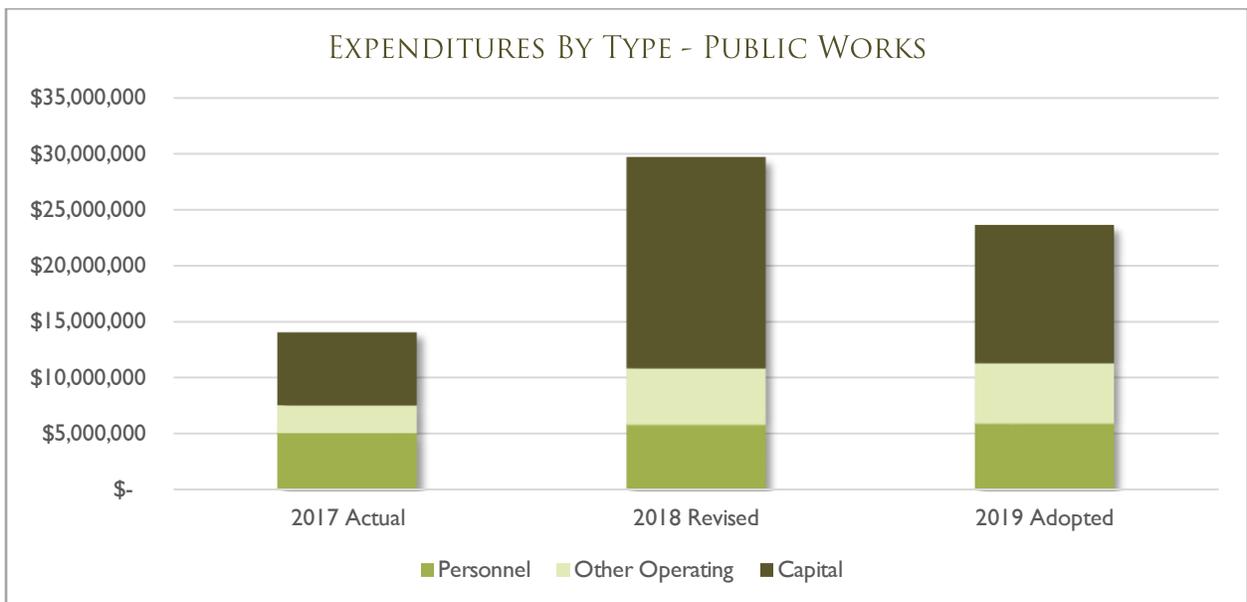
**EXPENDITURES BY FUND – PUBLIC WORKS**

Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 2,400,832	\$ 2,812,465	\$ 2,822,693	\$ 10,228
Streets	\$ 1,695,970	\$ 3,459,001	\$ 3,302,999	\$ (156,002)
Building & Dev. Svcs.	\$ 354,767	\$ 432,755	\$ 546,093	\$ 113,338
Water Utility	\$ 704,165	\$ 3,827,437	\$ 2,417,250	\$ (1,410,187)
Sewer Utility	\$ 1,774,942	\$ 5,255,652	\$ 3,181,972	\$ (2,073,680)
SSWM Utility	\$ 1,575,776	\$ 2,160,384	\$ 2,824,735	\$ 664,351
Other Funds	\$ 5,529,798	\$ 11,693,031	\$ 8,526,498	\$ (3,166,533)
<b>Total Budget</b>	<b>\$ 14,036,249</b>	<b>\$ 29,640,724</b>	<b>\$ 23,622,240</b>	<b>\$ (6,018,484)</b>



**EXPENDITURES BY TYPE – PUBLIC WORKS**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 5,100,721	\$ 5,833,870	\$ 5,910,201	\$ 76,331
Other Operating	\$ 2,429,406	\$ 4,995,304	\$ 5,380,898	\$ 385,594
Capital	\$ 6,506,122	\$ 18,811,551	\$ 12,331,141	\$ (6,480,410)
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 14,036,249</b>	<b>\$ 29,640,725</b>	<b>\$ 23,622,240</b>	<b>\$ (6,018,485)</b>



**PERFORMANCE MEASURES – PUBLIC WORKS****STREETS**

Indicator	2012	2013	2014	2015	2016	2017	2018
Number of Cubic Yards of Street Waste Removed During Roadway Sweeping	349	237	321	191	262	441	463
Number of Hours Spent on Roadside Mowing	1,012	1,154	768	841	705	595	881
Number of Hours Spent on Overhead Vegetation Control	728	1,046	1,186	1,883	1,632	1,405	1,425
Number of Hours Spent on Street Sweeping	835	798	820	671	364	810	788
Number of Hours Spent on Bikelane Sweeping	N/A	N/A	201	205	98	100	206
Number of Miles Completed Towards the C40 Non-Motorized Improvements	0.71	0.16	0.11	0.30	0.39	0.00	1.67

**FLEET & FACILITIES SERVICES**

Indicator	2012	2013	2014	2015	2016	2017	2018
Number of Square Feet Facilities Maintained	62,607	62,607	62,607	62,607	62,607	62,607	62,607
Number of Vehicles and Equipment Maintained	145	145	149	153	160	157	164
Average Age of Vehicles and Equipment (in years)	9.2	10.2	10.5	10.9	11.2	10.9	10.7

**WATER UTILITY**

Indicator	2012	2013	2014	2015	2016	2017	2018
Number of Scheduled Water Plant Inspections	799	804	853	832	810	901	917
Number of Coliform Bacteria Samples Collected	151	217	156	167	166	169	185
Number of Unsatisfactory Routine Coliform Bacteria Samples	0	0	0	0	0	0	0
Average Water Use Per Single Family Residence - Winslow Water System (gallons per day)	138	146	144	156	152	155	161
Average Water Use Per Single Family Residence - Rockaway Beach Water System (gallons per day)	197	194	236	232	209	211	262



**PERFORMANCE MEASURES – PUBLIC WORKS**

**SEWER UTILITY**

Indicator	2012	2013	2014	2015	2016	2017	2018
Winslow Wastewater Treatment Plant (WWTP): average sewage flow treated (million gallons per day)	0.49	0.46	0.56	0.54	0.60	0.61	0.55
Annual average percent of WWTP Biochemical Oxygen Demand (BOD) removal - 85% required by NPDES permit	99%	99%	99%	99%	98%	98%	99%
Average percent of treatment plant total suspended solids (TSS) removal	99%	99%	99%	98%	98%	98%	99%
Number of Sewage Pump Stations Inspected	780	780	832	884	884	884	884
Sewage Spills (gallons)	1,550	450,550	275,160	880	2,635	5,000	4,105

**STORM WATER UTILITY**

Indicator	2012	2013	2014	2015	2016	2017	2018
Number of Catch Basins Inspected	153	322	375	410	554	739	1,112
Number of Catch Basins Cleaned	138	221	176	379	506	647	1,110
Linear Feet of Open Conveyance Ditched	1,745	5,885	5,967	1,285	4,735	4,959	4,833
Number of Culverts Inspected (Four Year Cycle by Zone)	519	1,154	806	696	139	403	228
Number of Culverts Cleaned	136	125	101	263	40	3	53



# GENERAL GOVERNMENT

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2019 & 2020 ADOPTED BUDGET - ALL FUNDS**  
**GENERAL GOVERNMENT**

	2017 ACTUAL	2018 REVISED	2019 ADOPTED	2020 ADOPTED
Salaries	12,250	112,675	72,000	71,500
Benefits	57,893	221,550	173,600	173,600
<b>Salaries &amp; Benefits</b>	<b>70,143</b>	<b>334,225</b>	<b>245,600</b>	<b>245,100</b>
Supplies	34,107	6,500	6,500	6,500
<b>Supplies</b>	<b>34,107</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
Professional Services	291,381	397,720	407,800	407,800
Communication	124,412	153,410	166,950	169,250
Travel	-	1,500	-	-
Training	1,446	5,000	5,000	5,000
Operating Leases	341,772	323,552	265,200	259,000
Insurance	450,438	385,562	433,500	454,500
Utilities	567,692	549,836	573,795	577,485
Repair & Maintenance	419	-	-	-
All Other Miscellaneous	84,514	59,000	132,000	123,000
<b>Services &amp; Charges</b>	<b>1,862,075</b>	<b>1,875,580</b>	<b>1,984,245</b>	<b>1,996,035</b>
Intergovernmental Services	194,259	254,900	200,000	152,000
Intergovernmental-Taxes and Assessments	148,825	221,126	228,000	233,000
Interfund - Taxes and Assessments	603,939	607,447	612,780	606,334
<b>Intergovernmental &amp; Interfund</b>	<b>947,024</b>	<b>1,083,473</b>	<b>1,040,780</b>	<b>991,334</b>
<b>Other Expenditures</b>	<b>3,933,085</b>	<b>3,615,754</b>	<b>3,279,777</b>	<b>3,219,160</b>
<b>TOTAL EXPENDITURES</b>	<b>6,846,434</b>	<b>6,915,532</b>	<b>6,556,902</b>	<b>6,458,129</b>



## GENERAL GOVERNMENT

The purpose of the General Government budget is to pay certain citywide costs out of a central location, in order to track and manage citywide costs.

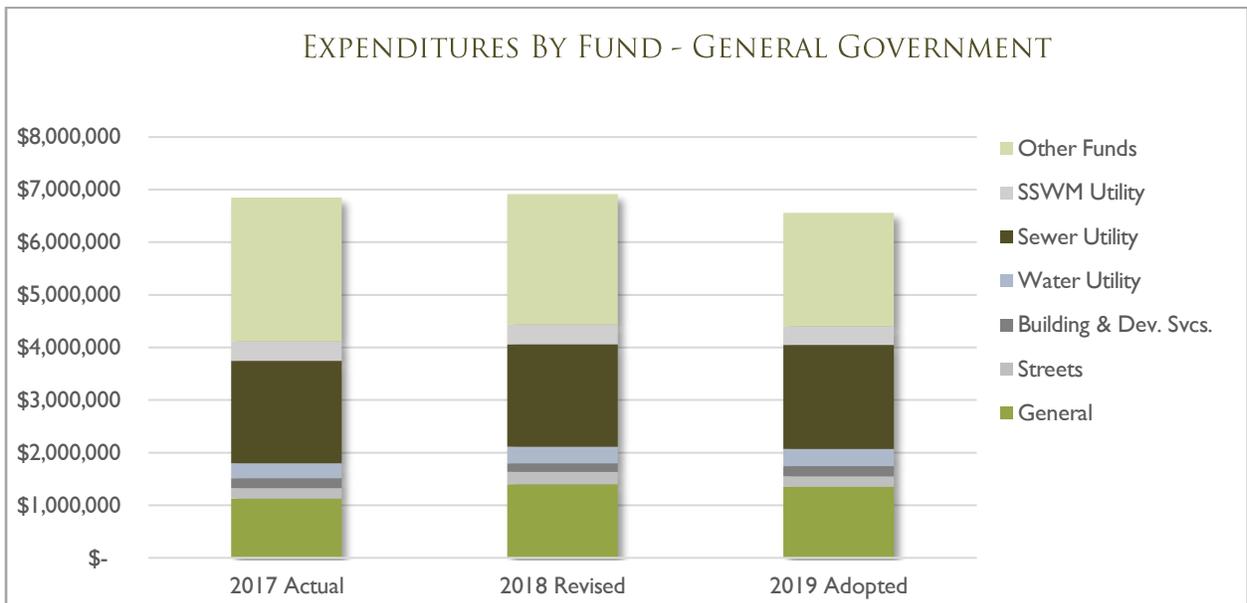
### **BUDGET NOTES AND CHANGES – GENERAL GOVERNMENT**

- The 2019-2020 budget transfers the funding for the City's Court facility rent to Municipal Court Department budget.
- Adjustments to intergovernmental and professional service contracts to reflect new contract amounts with various agencies.
- Adjustments to taxes and assessments in correlation with revenue budgets.
- Adjustments to debt service in correlation with expected debt service for current debt.



**EXPENDITURES BY FUND – GENERAL GOVERNMENT**

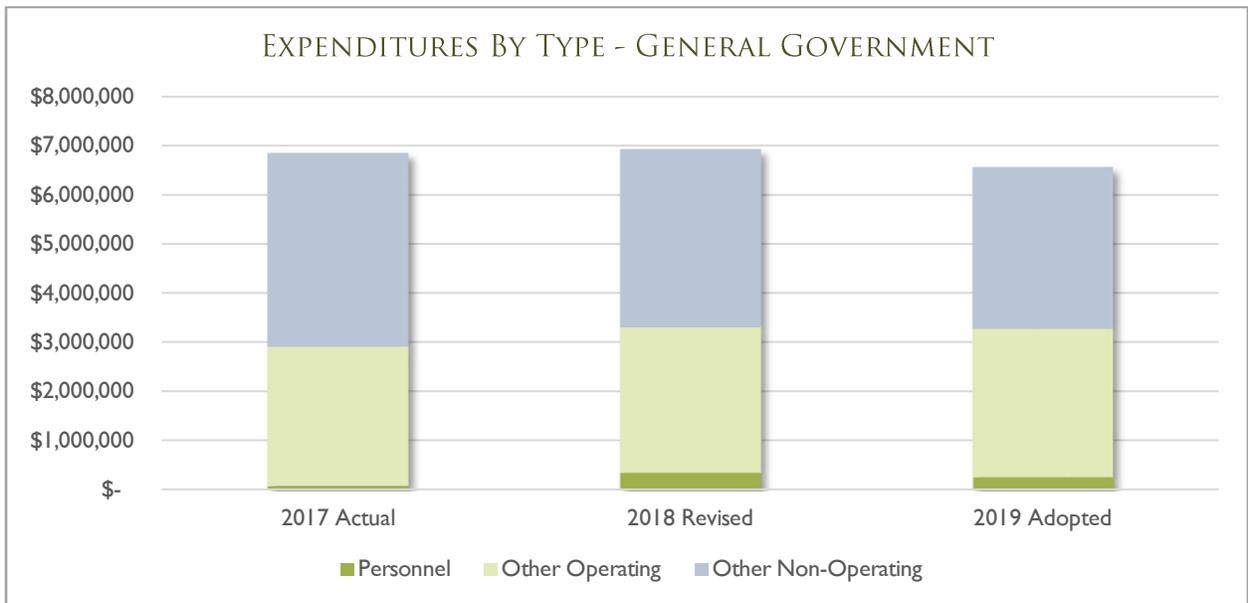
Fund	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
General	\$ 1,127,127	\$ 1,398,164	\$ 1,347,420	\$ (50,744)
Streets	\$ 200,452	\$ 237,861	\$ 200,300	\$ (37,561)
Building & Dev. Svcs.	\$ 188,598	\$ 161,146	\$ 197,700	\$ 36,554
Water Utility	\$ 283,453	\$ 314,354	\$ 322,640	\$ 8,286
Sewer Utility	\$ 1,947,130	\$ 1,951,270	\$ 1,978,352	\$ 27,082
SSWM Utility	\$ 366,147	\$ 374,958	\$ 354,898	\$ (20,060)
Other Funds	\$ 2,733,526	\$ 2,477,779	\$ 2,155,592	\$ (322,187)
<b>Total Budget</b>	<b>\$ 6,846,434</b>	<b>\$ 6,915,532</b>	<b>\$ 6,556,902</b>	<b>\$ (358,630)</b>





**EXPENDITURES BY TYPE – GENERAL GOVERNMENT**

Category	2017 Actual	2018 Revised	2019 Adopted	Change 2019 over 2018
Personnel	\$ 71,589	\$ 339,225	\$ 250,600	\$ (88,625)
Other Operating	\$ 2,841,760	\$ 2,960,553	\$ 3,026,525	\$ 65,972
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ 3,933,085	\$ 3,615,754	\$ 3,279,777	\$ (335,977)
<b>Total Budget</b>	<b>\$ 6,846,434</b>	<b>\$ 6,915,532</b>	<b>\$ 6,556,902</b>	<b>\$ (358,630)</b>



# SECTION 5



# CAPITAL IMPROVEMENT PLAN



## SECTION 5: CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan Summary .....	164-166
Transportation .....	167-169
Non-Motorized .....	170-174
Fleet and Equipment.....	175
Facilities.....	176-181
Water .....	182-188
Sewer.....	189-194
Stormwater.....	195-200

## CAPITAL IMPROVEMENT PLAN SUMMARY

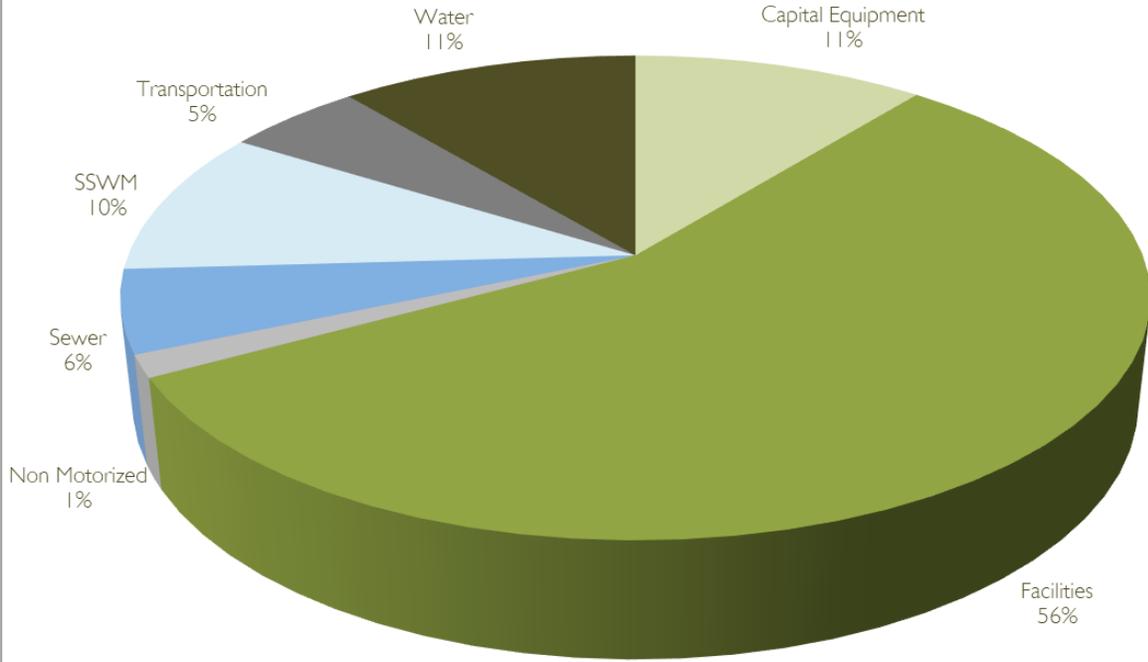
The Capital Improvement Plan (CIP) represents an important element in the City's long-range and strategic planning. The CIP is a multi-year planning tool used to identify needed capital projects for preservation and improvements to the City's owned and operated infrastructure, and to coordinate the financing and timing of these improvements. The CIP document is a roadmap for the next six years, and is strategically implemented to address the City's six key priorities; safe city, green well-planned community, reliable infrastructure and connected mobility, healthy and attractive community, vibrant economy, and good governance.

Capital projects at the City have a construction or acquisition cost equal to, or greater than, \$50,000, and an estimated useful life of one year or greater. Projects and assets that do not meet these requirements are operating expenses and included in the operating budget. Major repairs will only be capitalized if they increase the value, extend the useful life beyond the original estimate, or increase the capacity, capability or efficiency of an existing capital asset.

The 2019-2020 CIP, compared to more recent plans, emphasizes facilities, stormwater, and water utility projects with fewer new projects in the transportation and non-motorized sections. The acquisition of land and building for the new Police and Municipal Court is planned in 2018 and the renovation is planned in 2019-2020.

Fiscal year 2019 and 2020 capital improvements are incorporated into the 2019 – 2020 Biennial Budget. The following pages organize each project by project type, such as: transportation, non-motorized, fleet & capital equipment, facilities, water, sewer, or stormwater. In addition to the summary "Level Zero", for each section, a "Level One" sheet lists the projects, estimated costs, and potential grant funding. There is an additional "Level Two" for capital projects that have spending authority this biennium, describing the project, its benefits, estimated schedule, funding sources and uses, and, where appropriate, estimates for the on-going annual impact on the operating budget.

2019-2020 CAPITAL IMPROVEMENT PLAN  
SUMMARY BY PROJECT TYPE  
TOTAL \$18,061,000



*City of Bainbridge Island  
Total CIP (2019 - 2024)  
2019-2020 Adopted Budget*

	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>In (1000s)</b>									
Transportation Projects	3,880	100	820	25	300	550	500	-	6,175
Transportation Grants	2,671	-	703	-	-	-	-	-	3,374
Non Motorized Projects	2,860	30	240	860	2,550	-	500	-	7,040
Non Motorized Grants	2,036	9	150	210	1,900	-	-	-	4,305
Fleet and Equipment	-	1,127	832	627	380	1,464	759	-	5,189
General Gov't Funded	-	706	688	567	341	384	602	-	3,288
Utility Funded	-	421	144	60	39	1,080	157	-	1,901
Facility Projects	10,210	5,152	5,000	-	-	-	-	-	20,362
Facility Grants	-	-	-	-	-	-	-	-	-
Water Projects	725	1,250	750	75	2,600	790	1,930	-	8,120
Water Grants	-	-	-	-	-	-	-	-	-
Sewer Projects	1,250	900	100	3,050	600	750	1,400	-	8,050
Sewer Grants	-	-	-	-	-	-	-	-	-
SSWM Projects	260	1,000	760	450	600	650	-	-	3,720
SSWM Grants	-	-	-	-	450	-	-	-	450
Utility Funding	2,235	3,571	1,754	3,635	3,389	3,270	3,487	-	21,341
General Govt Funding	12,243	5,979	5,895	1,242	1,291	934	1,602	-	29,186
Total Project Cost Less Grants	14,478	9,550	7,649	4,877	4,680	4,204	5,089	-	50,527
Grant Totals	4,707	9	853	210	2,350	-	-	-	8,129
<b>TOTAL PROJECT COST . . . . .</b>	<b>19,185</b>	<b>9,559</b>	<b>8,502</b>	<b>5,087</b>	<b>7,030</b>	<b>4,204</b>	<b>5,089</b>	<b>-</b>	<b>58,656</b>

*City of Bainbridge Island  
Transportation CIP (2019- 2024)  
2019-2020 Adopted Budget*

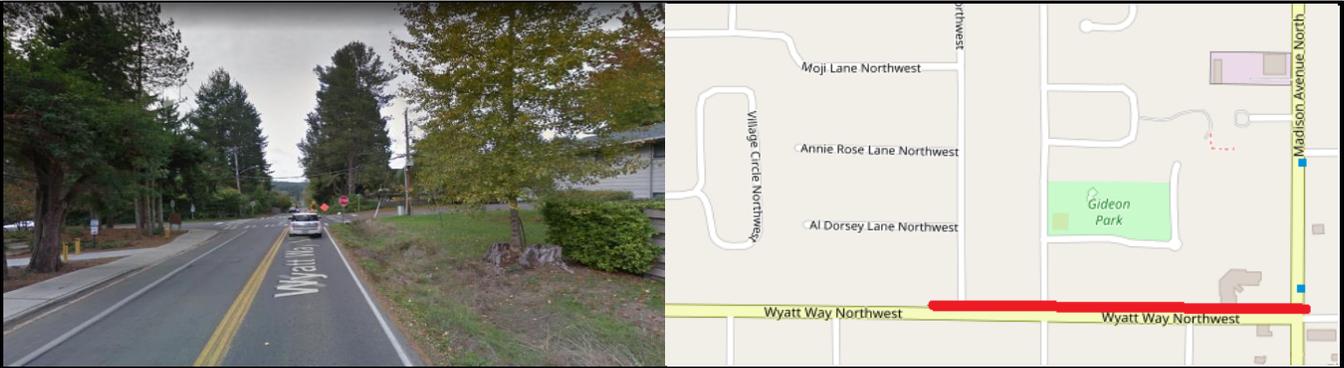
Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>TRANSPORTATION PROJECTS - 6-YEAR CIP</b>																	
Wyatt Way Reconstruction Phase I <i>Madison - Lovell</i>	X	X	2,516		Y	Y			3,700	-	-	-	-	-	-	-	3,700
Sportsman Club/New Brooklyn <i>Intersection Imprv.</i>	X	X	858		Y				180	100	820	-	-	-	-	-	1,100
Country Club Rd Reconstruction & Drainage Improvements <i>Past Toe Jam to Seawall</i>			-		Y				-	-	-	25	250	-	-	-	275
Manitou Beach Road Stabilization (Phase 1) <i>Murden Cove to Falk</i>			-		Y				-	-	-	-	50	500	-	-	550
Manitou Beach Road Stabilization (Phase 2) <i>Falk to Skiff</i>			-		Y				-	-	-	-	-	50	500	-	550
City Funding									1,209	100	117	25	300	550	500	-	2,801
Grant Totals									2,671	-	703	-	-	-	-	-	3,374
<b>TOTALS</b>									<b>3,880</b>	<b>100</b>	<b>820</b>	<b>25</b>	<b>300</b>	<b>550</b>	<b>500</b>	<b>-</b>	<b>6,175</b>

**Project:** Wyatt Way Reconstruction Phase I

**Number:** 00708

**Location:** Madison to Lovell

**Project Description**



**Description:** Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Additional right of way needed along frontage. Design 50% completed in 2006. State (TIB) grant funding received in 2015.

**Benefit:** Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

**Schedule:** YR1/2: design, ROW, and permitting, YR3: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$1,184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,184
Water Fund	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$2,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,516
<b>Sub-total</b>	<b>\$3,850</b>	<b>\$0</b>	<b>\$3,850</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$3,850	\$0							
Construction			\$0						
<b>Sub-total</b>	<b>\$3,850</b>	<b>\$0</b>	<b>\$3,850</b>						

**Estimated Impact on Future Operating Budget (1000's)**

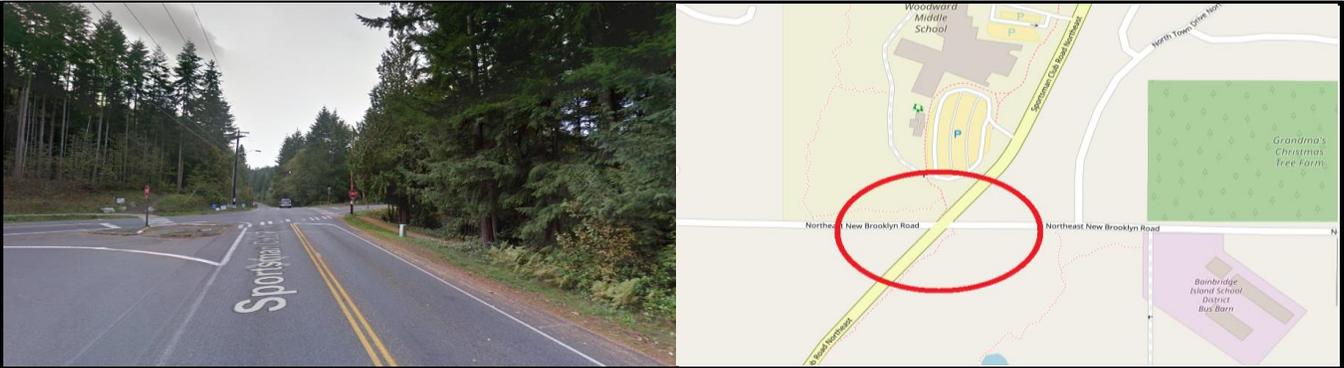
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Sportsman Club Road and New Brooklyn Road

**Number:** 00715

**Location:** Intersection Improvements

**Project Description**



**Description:** Capacity (level of service) improvements at intersection of Sportsman Club Road and New Brooklyn Road. Level of service C from 2004 study. Since that time, the Sakai and Woodward schools have changed schedules, resulting in impacts to the intersection. A roundabout is proposed. Estimated schedule and costs assume a right-of-way donation by the School District.

**Benefit:** Relieve current and future congestion.

**Schedule:** YR1: design and permitting, YR2: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trans. Impact Fees	\$25	\$100	\$117	\$0	\$0	\$0	\$0	\$0	\$242
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$155	\$0	\$703	\$0	\$0	\$0	\$0	\$0	\$858
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$180</b>	<b>\$100</b>	<b>\$820</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,100</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$180	\$100							\$280
Construction			\$820						\$820
<b>Sub-total</b>	<b>\$180</b>	<b>\$100</b>	<b>\$820</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,100</b>

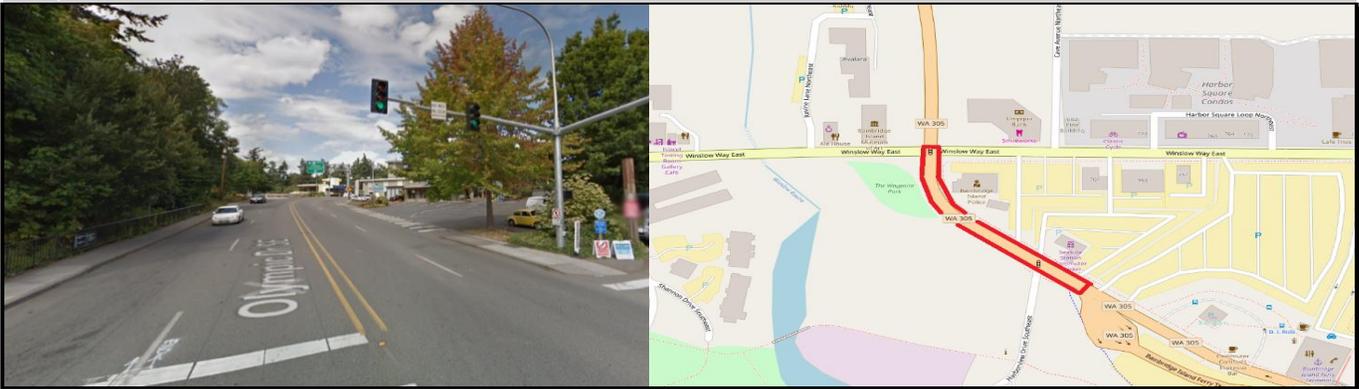
**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

*City of Bainbridge Island  
Non-Motorized Transportation CIP (2019- 2024)  
2019-2020 Adopted Budget*

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>NON-MOTORIZED PROJECTS - 6-YEAR CIP</b>																	
SR305/Olympic Drive Non Motorized	X	X	2,042		Y	Y			2,813	-	-	-	-	-	-	-	2,813
<i>Harbor Dr. to Winslow Way</i>																	
High School Road Safety Improvements	X		159						-	30	150	-	-	-	-	-	180
<i>SR305 to Grow</i>																	
Madison Avenue Sidewalk Improvements	X		1,410		Y				-	-	-	260	1,750	-	-	-	2,010
<i>Wyatt to High School</i>																	
C40 - Bucklin Ph 2	X		-		Y				47	-	-	600	-	-	-	-	647
<i>Blakely - Fletcher Bay</i>																	
C40 - Eagle Harbor - Phase I	X		-		Y		Y		-	-	90	-	-	-	500	-	590
<i>Wyatt - Past Bucklin</i>																	
C40 - Eagle Harbor - Phase 2	X		700						-	-	-	-	800	-	-	-	800
<i>Past Bucklin to Eagle</i>																	
City Project Funding									818	21	90	650	650	-	500	-	2,729
Grant Totals									2,042	9	150	210	1,900	-	-	-	4,311
<b>TOTALS</b>									<b>2,860</b>	<b>30</b>	<b>240</b>	<b>860</b>	<b>2,550</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>7,040</b>
<b>OTHER NON-MOTORIZED PROJECTS</b>																	
Manitou Beach Rd Impr.	Manitou Beach Rd															TBD	
Crosswalk to STO	Crossing SR305 at Vineyard Lane															TBD	
Sidewalk Extension	Pt. White Dr. Schel Chelb Park to Lynwood. Ctr															TBD	
Intersection Impr.	SR305 at High School Rd															TBD	
Miller Road Impr.	Crosswalk and other safety improvements															TBD	

**Project Description**



**Description:** The Olympic Drive/Winslow Way intersection serves the ferry on and off-loading traffic. This project provides improvements for pedestrians and cyclists along this heavily-trafficked roadway. The unique needs of multi-modal transportation within a limited intersection area have led to a complex project planned and approved by WSDOT and FHWA. The project will also replace an existing undersized water main in Olympic Drive and Harborview Drive with a new 8-inch line and install one new fire hydrant.

**Benefit:** Non-motorized level of service improvement, safety enhancements.

**Schedule:** Phase I Design started in 2013, additional grant funding received in 2018, construction planned to begin in winter 2018-2019.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$771
Water Fund	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$878	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$878
State Grant	\$1,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,164
<b>Sub-total</b>	<b>\$2,988</b>	<b>\$0</b>	<b>\$2,988</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$120								
Construction	\$2,868								
<b>Sub-total</b>	<b>\$2,988</b>	<b>\$0</b>	<b>\$2,988</b>						

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** High School Road Safety Improvements

**Number:**

**Location:** SR305 to Grow

**Project Description**



**Description:** Improve pedestrian safety by installing mid-block crosswalk improvements on High School Road near Hildebrand and Grow. Modify parking on High School Road near Hildebrand crossing to reduce conflicts with non-motorized users. Install speed reader sign near Ordway Elementary on Madison Ave.

**Benefit:** Increase pedestrian and other non-motorized safety.

**Schedule:** Design in 2019, construction in 2020.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$21
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$9	\$150	\$0	\$0	\$0	\$0	\$0	\$159
<b>Sub-total</b>	<b>\$0</b>	<b>\$30</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction		\$30	\$150						
<b>Sub-total</b>	<b>\$0</b>	<b>\$30</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** C40 Eagle Harbor Drive Phase I

**Number:**

**Location:** Wyatt to past Bucklin Hill

**Project Description**



**Description:** Current level of service E for Pedestrians and D for cyclists. Provides shoulder widening on both sides. Necessitates upgrading Cooper Creek Culvert to accommodate road widening. Involves ROW acquisition. Assumes additional land will be needed to mitigate displaced wetlands. It is desirable to improve curb radius at bottom of Wyatt.

**Benefit:** Safety and Non Motorized Transportation Connectivity.

**Schedule:** YR1: preliminary design, ROW, YR2: ROW, YR3/4: ROW, permitting, design, YR5: construction.

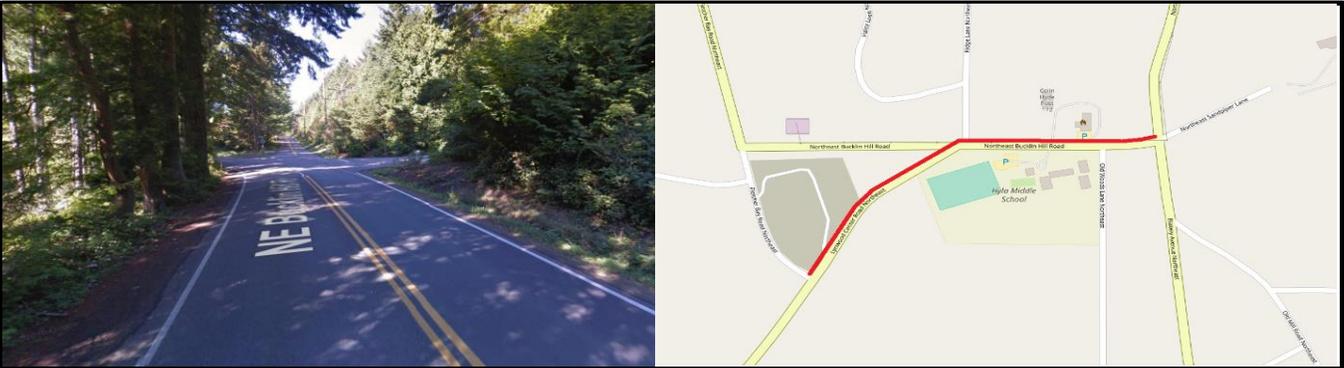
**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$90	\$0	\$0	\$0	\$500	\$0	\$590
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$100	\$0	\$0	\$500	\$0	\$0	\$600
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$1,190</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting			\$190						\$190
Construction						\$500	\$500	\$0	\$1,000
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$1,190</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project Description**



**Description:** Provide shoulder widening on both sides of Bucklin Hill Road and Lynwood Center Road from Blakely Avenue to Fletcher Bay Road. The project is planned to be designed by COBI staff with the support of a consultant for right-of-way acquisition.

**Benefit:** Safety and non-motorized transportation connectivity.

**Schedule:** YR1: design to 30% and begin ROW acquisition, YR2/3: completion of right of way acquisition, permitting, and design, YR4: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$47	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$647
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$47</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$647</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$47								\$47
Construction				\$600					\$600
<b>Sub-total</b>	<b>\$47</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$647</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

*City of Bainbridge Island  
FLEET and EQUIPMENT CIP (2019 - 2024)  
2019-2020 Adopted Budget*

Project	Grant Eligible	Grant Awarded	General Comp	Strts Component	Wtr Component	Swr Component	SSVM Comp	2019	2020	2021	2022	2023	2024	Total
<b>FLEET &amp; EQUIPMENT - 6-YEAR CIP (1000s)</b>														
Police Vehicles (5)			1,473					330	208	219	230	237	249	1,473
Broom Sweeper				96				96	-	-	-	-	-	96
Chipper				95				95	-	-	-	-	-	95
Van					49	12		61	-	-	-	-	-	61
PUP Trailer				13			13	26	-	-	-	-	-	26
Dump Truck Cab/Chassis				138			138	276	-	-	-	-	-	276
Light Duty Pick Up			11	11	11	11	11	55	-	-	-	-	-	55
SUV			12		23		23	58	-	-	-	-	-	58
Slope Mower and Trailer							60	60	-	-	-	-	-	60
Video Inspection Camera						35	35	70	-	-	-	-	-	70
Heavy Duty Pickup			19	76				-	95	-	-	-	-	95
Van					14	56		-	70	-	-	-	-	70
Medium Duty Pickup Truck					59	15		-	74	-	-	-	-	74
Light Duty Pick Up			60					-	60	-	-	-	-	60
Manlift				325				-	325	-	-	-	-	325
Track Excavator				160				-	-	160	-	-	-	160
Medium Duty Pickup				66				-	-	66	-	-	-	66
Medium Duty Pickup			20	20	20	20	20	-	-	100	-	-	-	100
Police Motorcycle			41					-	-	41	-	-	-	41
Police Motorcycle			41					-	-	41	-	-	-	41
Light Duty Pickup			13	13	13	13	13	-	-	-	65	-	-	65
Light Duty Pickup			65					-	-	-	65	-	-	65
Police Boat Trailer			20					-	-	-	20	-	-	20
Vactor Truck						460	460	-	-	-	-	920	-	920
Heavy Duty Pickup					59		59	-	-	-	-	118	-	118
Heavy Duty Pickup			24	95				-	-	-	-	119	-	119
Light Duty Pickup			14	14	14	14	14	-	-	-	-	70	-	70
Light Duty Pickup			14	14	14	14	14	-	-	-	-	-	70	70
Light Duty Pickup			70					-	-	-	-	-	70	70
Van						92	23	-	-	-	-	-	115	115
Police Boat			95					-	-	-	-	-	95	95
Loader				160				-	-	-	-	-	160	160
<b>TOTALS</b> .....								1,127	832	627	380	1,464	759	5,189

*City of Bainbridge Island  
Facilities CIP (2019 - 2024)  
2019-2020 Adopted Budget*

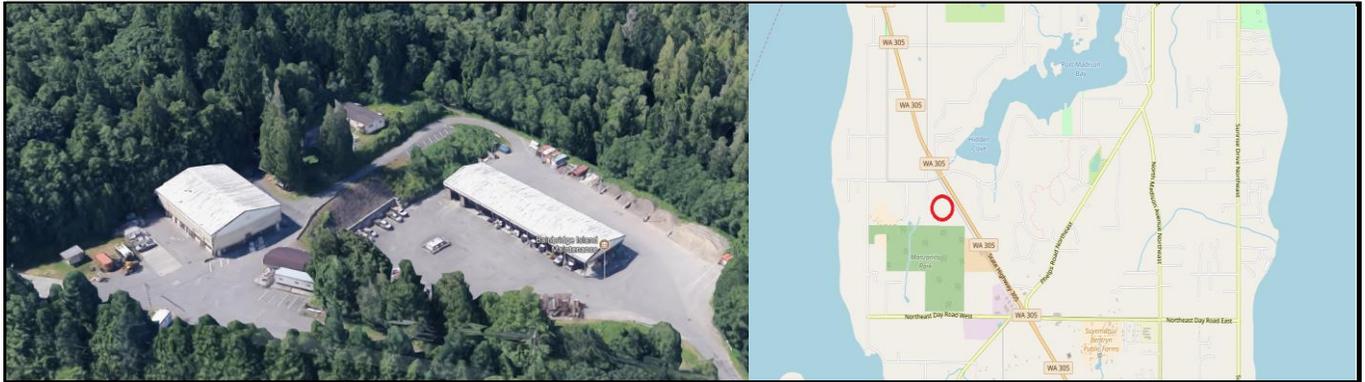
Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>FACILITIES PROJECTS - 6-YEAR CIP</b>																	
City Dock			-	Y					-	30	-	-	-	-	-	-	30
<i>Waterfront Park</i>																	
Police and Municipal Court Building			-	Y					10,000	5,000	5,000	-	-	-	-	-	20,000
<i>Police Station/Court</i>																	-
AM Radio	x	x	-	Y					100	50	-	-	-	-	-	-	150
<i>EOC</i>																	-
Downtown Parking Facility			-	Y					-	TBD	TBD	-	-	-	-	-	-
<i>Winslow</i>																	
Fueling System				Y					90	-	-	-	-	-	-	-	90
<i>Public Works Facility</i>																	
Open Water Marina Additional Buoys				Y					20	72	-	-	-	-	-	-	92
<i>Marina</i>																	
<b>City Total</b>									10,210	5,152	5,000	-	-	-	-	-	20,362
<b>Grant Totals</b>									-	-	-	-	-	-	-	-	-
<b>TOTALS</b> .....									10,210	5,152	5,000	-	-	-	-	-	20,362

**Project:** Fueling System Design/Upgrade

**Number:** 00811

**Location:** Public Works Facility

**Project Description**



Description: Design and construction of capacity improvements to the fuel system at the Public Works facility.

Benefit: Upgrades to system will allow better service to users, including City police and public works. The improvements will include biodiesel tank installation to better facilitate renewable energy alternatives. Additionally, the system will increase the City's emergency management reserve, allowing continuing service in emergency situations.

Schedule: Design in 2018, construction in 2019.

**Capital Funding (1000's)**

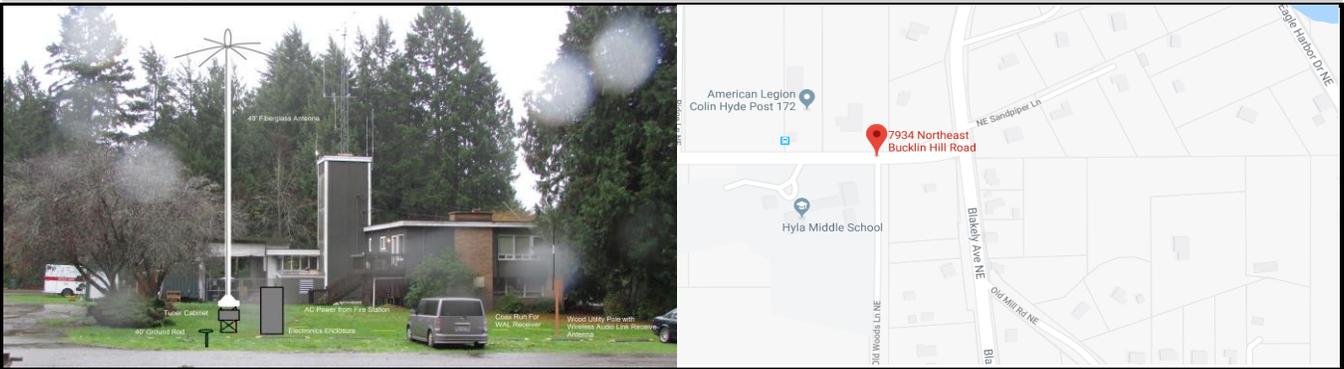
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$90	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$90</b>	<b>\$0</b>	<b>\$90</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
Construction	\$70	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70
<b>Sub-total</b>	<b>\$90</b>	<b>\$0</b>	<b>\$90</b>						

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs	2017	2018	2019	2020	2021	2022	2023-2034	Total
Operating									
Debt Service									
<b>Sub-total</b>									

**Project:** AM Radio  
**Location:** EOC, Bucklin Fire Station  
**Project Description**

**Number:**



**Description:** Construct radio antenna foundation and electrical service connection.

**Benefit:** Installation of an AM radio transmitter at the Fire Station on Bucklin Hill Road will provide for improved communications throughout the island during emergency preparation response, and recovery operations.

**Schedule:** Construction in 2019.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$100	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$100</b>	<b>\$50</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$100	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$150
<b>Sub-total</b>	<b>\$100</b>	<b>\$50</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>

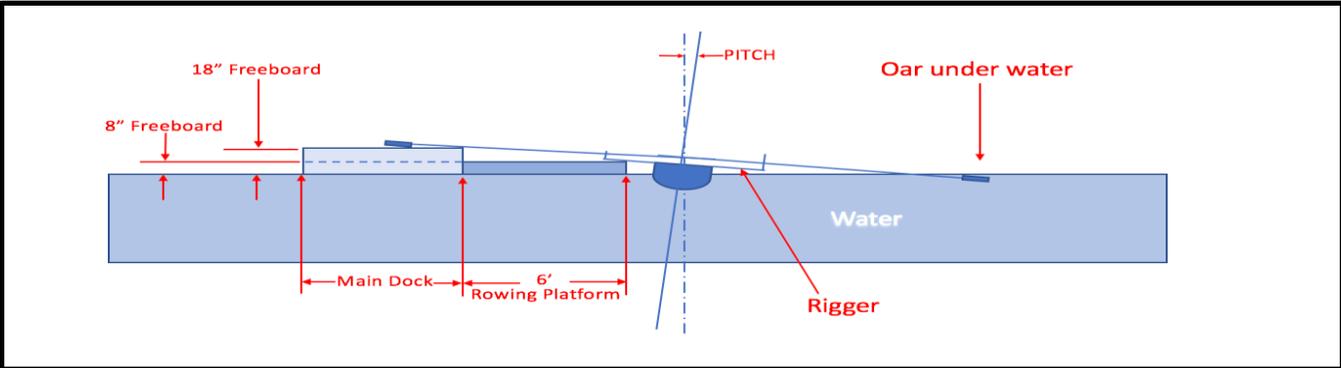
**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>									

**Project:** City Dock Modifications  
**Location:** Waterfront Park

**Number:**

**Project Description**



Description: This project provides for improvements to the new Waterfront Park City Dock.

Benefit: Maintain utility of public infrastructure associated with the City park. Ensure user safety is maintained. Enhance accessibility and utility for various user groups.

Schedule: Design in 2019, Construction TBD

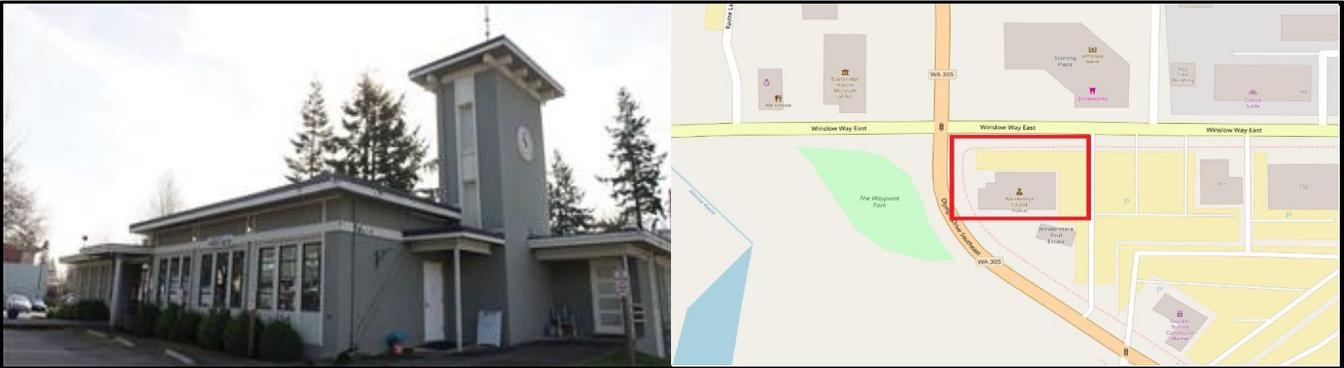
**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$30
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$30
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>									

**Project Description**



Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.

Benefit: Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

Schedule: Site selection process underway.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Long-Term Debt	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Sub-total</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>FUNDING USES (1000's)</b>									
Design/Land Acquisition	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Construction	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Sub-total</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

**Estimated Impact on Future Operating Budget (1000's)**

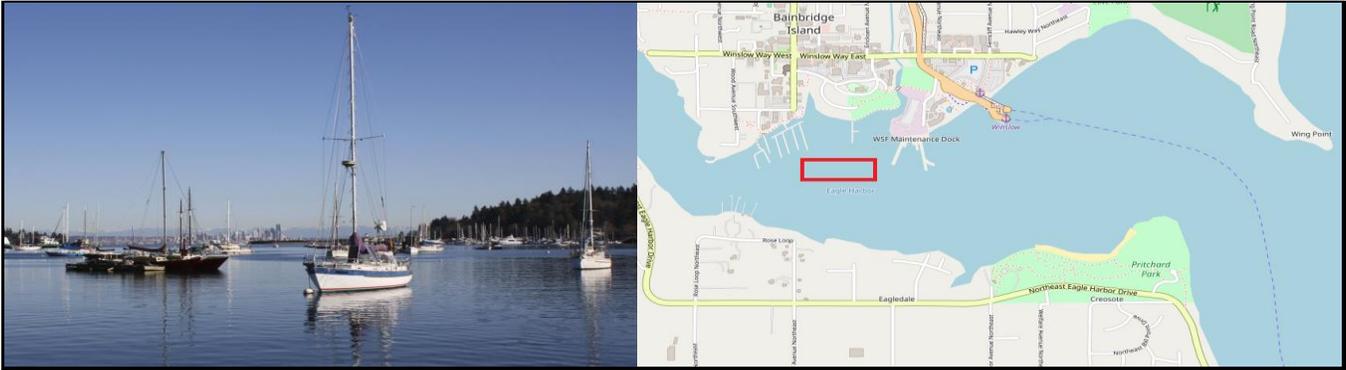
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating				\$100	\$100	\$100	\$100	\$1,400	\$1,800
Debt Service		\$360	\$720	\$720	\$720	\$720	\$720	\$10,080	\$14,040
<b>Sub-total</b>	<b>\$0</b>	<b>\$360</b>	<b>\$720</b>	<b>\$820</b>	<b>\$820</b>	<b>\$820</b>	<b>\$820</b>	<b>\$11,480</b>	<b>\$15,840</b>

**Project:** Open Water Marina Additional Buoys

**Number:**

**Location:** Marina

**Project Description**



**Description:** Install additional mooring buoys in the City's leased area inside Eagle Harbor.

**Benefit:** The City has an open-water marina in an area of Eagle Harbor that has been served over the years by a number of buoys and a linear moorage system. The linear moorage system will be removed in 2018 due to deterioration and obsolescence. In order to accommodate as many boaters as possible in the marina, additional mooring buoys will be installed where the linear moorage system used to be.

**Schedule:** Construction in 2019.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$20	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$92
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$20</b>	<b>\$72</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$92</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$72
<b>Sub-total</b>	<b>\$0</b>	<b>\$72</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>									

*City of Bainbridge Island  
Water CIP (2019 - 2024)  
2019-2020 Adopted Budget*

Project	Location	Grant Eligible	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total	
<b>WATER PROJECTS - 6-YEAR CIP (1000s)</b>																	
SR 305 Olympic Drive Non-Motorized Improvements	Olympic Drive			Y	Y			175	-	-	-	-	-	-	-	175	
Rockaway Intertie	Rockaway				Y			250	-	-	-	-	-	-	-	250	
Wyatt Way Reconstruction	Wyatt Way				Y			150	-	-	-	-	-	-	-	150	
High Zone Improvements	High School/New Brooklyn				Y			150	-	750	-	-	-	-	-	900	
Chlorine Generator Upgrades	Various				Y			-	250	-	-	-	-	-	-	250	
New Storage Tank	New Brooklyn				Y			-	1,000	-	-	2,250	-	-	-	3,250	
Fire Flow Improvements	Winslow				Y			-	-	-	75	350	-	-	-	425	
Well Development/Rehab	Pritchard Park				Y			-	-	-	-	-	200	-	-	200	
Pipeline Improvements	Shephard Way				Y			-	-	-	-	-	50	300	-	350	
Emergency Generator	Head of the Bay				Y			-	-	-	-	-	40	130	-	170	
Water Treatment Improvements	Head of the Bay				Y			-	-	-	-	-	500	1,500	-	2,000	
<b>City Project Funding</b>								725	1,250	750	75	2,600	790	1,930	-	8,120	
<b>Grant Totals</b>								-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>								725	1,250	750	75	2,600	790	1,930	-	8,120	

**Project Description**



**Description:** The Olympic Drive/Winslow Way intersection serves the ferry on and off-loading traffic. This project provides improvements for pedestrians and cyclists along this heavily-trafficked roadway. The unique needs of multi-modal transportation within a limited intersection area have led to a complex project planned and approved by WSDOT and FHWA. The project will also replace an existing undersized water main in Olympic Drive and Harborview Drive with a new 8-inch line and install one new fire hydrant.

**Benefit:** Non-motorized level of service improvement, safety enhancements.

**Schedule:** Phase I Design started in 2013, 2018 grant applications awarded.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$777
Water Fund	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$872
State Grant	\$1,164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,164
<b>Sub-total</b>	<b>\$2,988</b>	<b>\$0</b>	<b>\$2,988</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction	\$2,988								
<b>Sub-total</b>	<b>\$2,988</b>	<b>\$0</b>	<b>\$2,988</b>						

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Rockaway Intertie

**Number:** 00815

**Location:** Rockaway

**Project Description**



**Description:** The Rockaway Beach Water System has a single well with declining production and limited capacity to meet peak demands. This project will complete an intertie with the adjacent KPUD water system to provide redundant source of supply to meet peak demands and facilitate well maintenance.

**Benefit:** Improve the reliability and fire protection for the Rockaway Water System.

**Schedule:** YR I : Design and construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$250</b>	<b>\$0</b>	<b>\$250</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction	\$250								
<b>Sub-total</b>	<b>\$250</b>	<b>\$0</b>	<b>\$250</b>						

**Estimated Impact on Future Operating Budget (1000's)**

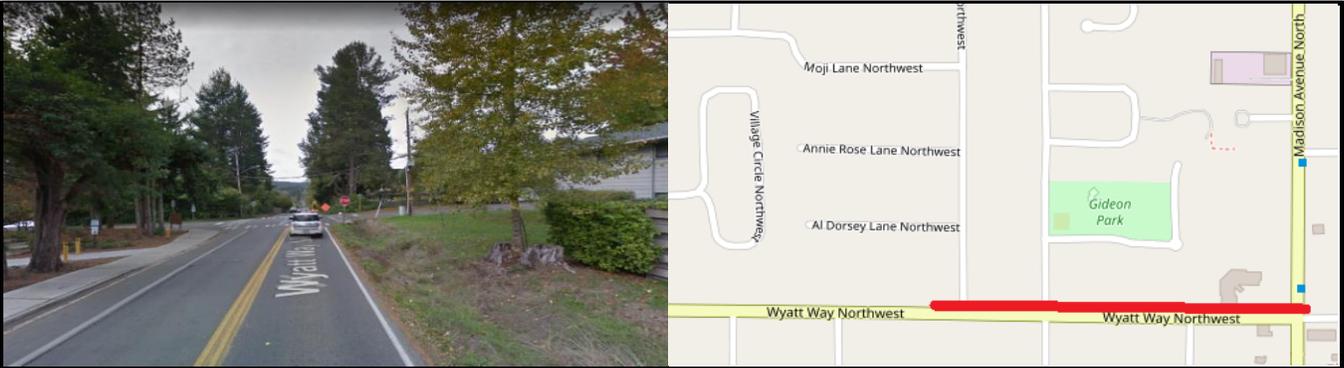
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Wyatt Way Reconstruction Phase I

**Number:** 00708

**Location:** Madison to Lovell

**Project Description**



**Description:** Capacity (level of service) improvements to the intersection of Madison Avenue and Wyatt Way, including a roundabout. Complete sidewalk and bicycle facilities on both sides of Wyatt from Madison to Lovell. Reconstruct roadway surfacing and drainage. Additional right of way needed along frontage. Design 50% completed in 2006. State (TIB) grant funding received in 2015.

**Benefit:** Relieve current and future intersection congestion and ensure mobility by implementing improvements prior to development. Address a gap in non-motorized facilities to improve mobility and safety. Support businesses and employment in the downtown area.

**Schedule:** YR1/2: design, ROW, and permitting, YR3: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$1,184	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,184
Water Fund	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$2,516	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,516
<b>Sub-total</b>	<b>\$3,850</b>	<b>\$0</b>	<b>\$3,850</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$3,850								
Construction									
<b>Sub-total</b>	<b>\$3,850</b>	<b>\$0</b>	<b>\$3,850</b>						

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project Description**



**Description:** Construction of a new storage tank to correct several deficiencies including service to a higher pressure zone requires additional booster pumps and piping to supply water to this location.

**Benefit:** Improve water system quality and fire protection.

**Schedule:** YR1: design. YR2: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$150	\$0	\$750	\$0	\$0	\$0	\$0	\$0	\$900
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$150</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$150								
Construction			\$750						
<b>Sub-total</b>	<b>\$150</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$900</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Chlorine Generator Upgrades

**Number:**

**Location:** Various

**Project Description**



Description: The City's chlorine generators at the Sands, Fletcher Bay, and Head of the Bay Well Site are between 9 and 15 years old. These three 36 pounds per day (ppd) units need to be replaced.

Benefit: Improve water quality for the system.

Schedule: YR1: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$250
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction		\$250							\$250
<b>Sub-total</b>	<b>\$0</b>	<b>\$250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250</b>

**Estimated Impact on Future Operating Budget (1000's)**

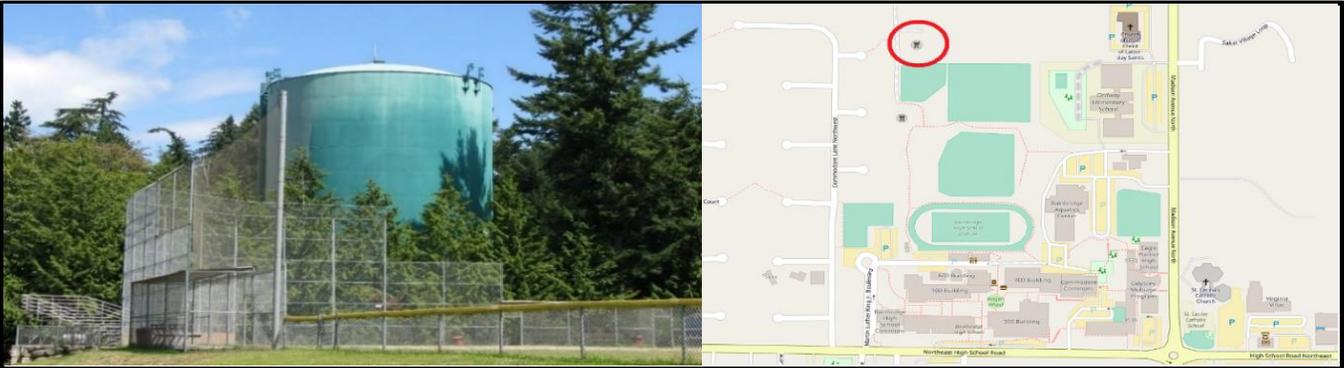
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** New Storage Tank

**Number:**

**Location:** New Brooklyn

**Project Description**



**Description:** Construct a new, approximately 500,000 gallon reservoir near the existing tank site near the high school.

**Benefit:** A new tank built at a sufficient elevation, and to the most recent design standards, will correct several deficiencies associated with existing tanks including: significant dead storage, pressure zone deficiencies, water quality issues, and seismic deficiencies.

**Schedule:** YR1: design, YR4: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$1,000	\$0	\$0	\$2,250	\$0	\$0	\$0	\$3,250
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction		\$1,000			\$2,250				\$3,250
<b>Sub-total</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

*City of Bainbridge Island  
Sewer CIP (2019 - 2024)  
2019-2020 Adopted Budget*

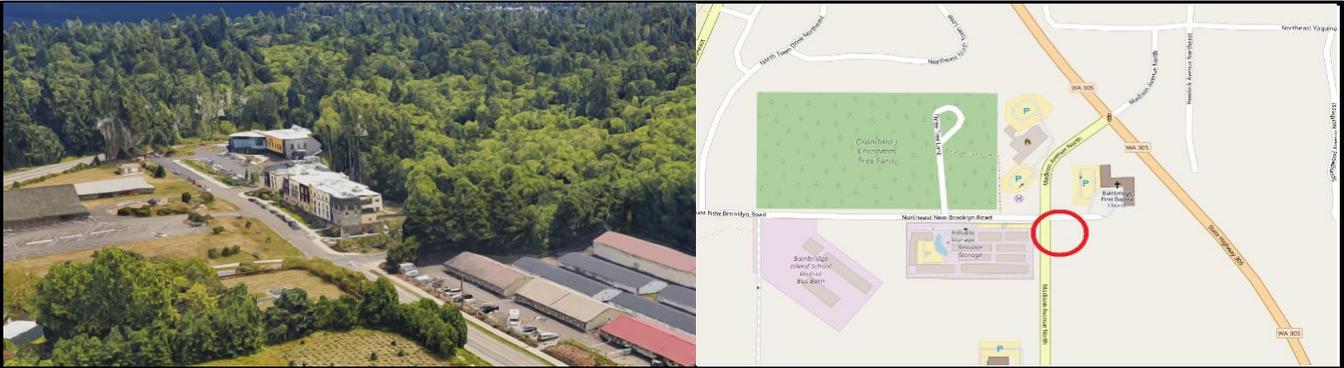
Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>SEWER PROJECTS - 6-YEAR CIP (1000s)</b>																		
Pump Station/Force Main Upgrade	NTW/New Brooklyn/Madison			-				Y		700	-	-	-	-	-	-	-	700
Rehabilitate Pump Station (Old Treatment Plant)	Old Treatment Plant			-				Y		550	-	-	-	-	-	-	-	550
Rehabilitate Pumps	Sunday Cove			-				Y		-	150	-	-	-	-	-	-	150
Pump Station & Force Main	Wood Ave			-				Y		-	750	-	2,500	-	-	-	-	3,250
Rehabilitate Pump Station (Wing Point)	Wing Point			-				Y		-	-	100	450	-	-	-	-	550
Rehabilitate Pump Station (Island Terrace)	Island Terrace			-				Y		-	-	-	100	400	-	-	-	500
Install Gravity Sewers	Sunday Cove			-				Y		-	-	-	-	200	450	-	-	650
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell			-				Y		-	-	-	-	-	100	500	-	600
Extend WWTP Outfall	Wing Point			-						-	-	-	-	-	200	900	-	1,100
<b>City Total</b>										1,250	900	100	3,050	600	750	1,400	-	8,050
<b>Grant Total</b>										-	-	-	-	-	-	-	-	-
<b>TOTALS</b>										1,250	900	100	3,050	600	750	1,400	-	8,050

**Project:** Pump Station/Force Main Upgrade

**Number:** 00783

**Location:** NTW/New Brooklyn/Madison

**Project Description**



**Description:** This project provides upgrades to the City’s North Town Woods sanitary sewer pump station and force main pipe in New Brooklyn Road and Madison Avenue. These upgrades will increase the capacity of the sewer system to serve the planned service area. The first project has been awarded to replace the force main from Madison Avenue to Three Tree Lane with a new section of gravity main. This work will be completed by the end of 2017. A new force main from High School Road to New Brooklyn Road is under design and will be constructed in early 2018.

**Benefit:** System capacity and reliability.

**Schedule:** YRI: Design and construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$700</b>	<b>\$0</b>	<b>\$700</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction	\$700								\$700
<b>Sub-total</b>	<b>\$700</b>	<b>\$0</b>	<b>\$700</b>						

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating									
Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Rehabilitate Pump Station

**Number:** 00921

**Location:** Old Treatment Plant

**Project Description**



**Description:** This pump station was last upgraded in 1978 and the station needs upgrading of the mechanical equipment, electrical system, wet well controls, and the emergency generator.

**Benefit:** Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

**Schedule:** Design in 2019, construction in 2020.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$550
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$550</b>	<b>\$0</b>	<b>\$550</b>						
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction	\$550								\$550
<b>Sub-total</b>	<b>\$550</b>	<b>\$0</b>	<b>\$550</b>						

**Estimated Impact on Future Operating Budget (1000's)**

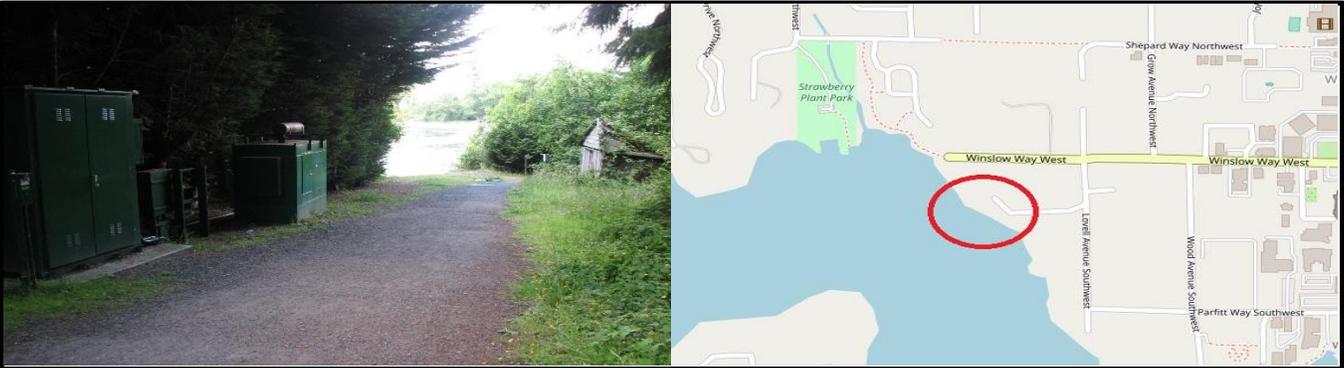
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Rehabilitate Pumps

**Number:**

**Location:** Sunday Cove

**Project Description**



**Description:** Some components of the Sunday Cove pump station will reach the end of their useful life, which is assumed to be approximately 30 years, over the next few years. In addition to replacement of the pumps and motors, this project will include the replacement of the station’s emergency generator.

**Benefit:** Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

**Schedule:** YR1: Design and construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting									
Construction		\$150							\$150
<b>Sub-total</b>	<b>\$0</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>

**Estimated Impact on Future Operating Budget (1000's)**

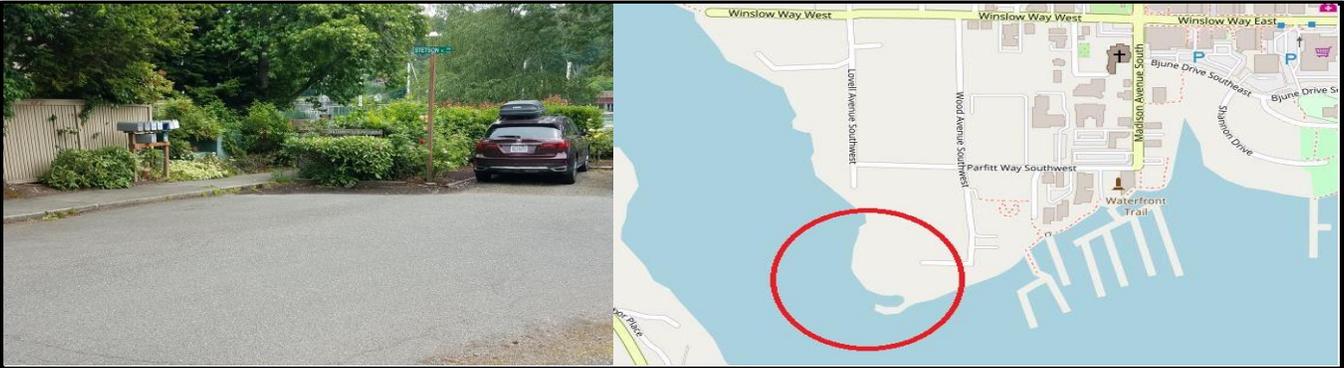
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Pump Station and Force Main

**Number:**

**Location:** Wood Ave

**Project Description**



**Description:** The current Lower Lovell sewer beach main is severely deteriorated. It is infeasible to repair or replace the line in its current location, so projects are needed to design and construct a new collection system for the basin in the upland area. The City has contracted with Gray & Osborne to evaluate alternatives to facilitate replacing the West Eagle Harbor Beach Sewer Main. The preferred alternative to address the flows in the Wood Avenue Subbasin is a Wood Lift Station and Existing Beach Main. This alternative would continue to collect flows from the east end of the basin through the existing beach main and direct these flows to the proposed Wood Lift Station. In addition to the existing beach main flows, the Wood Lift Station would also collect flows from the west portion of the basin and would direct these flows to the manhole at the intersection of Wood Avenue SW and Parfitt SW.

**Benefit:** Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

**Schedule:** YR1: design/permitting, YR3: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$750	\$0	\$2,500	\$0	\$0	\$0	\$0	\$3,250
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250</b>

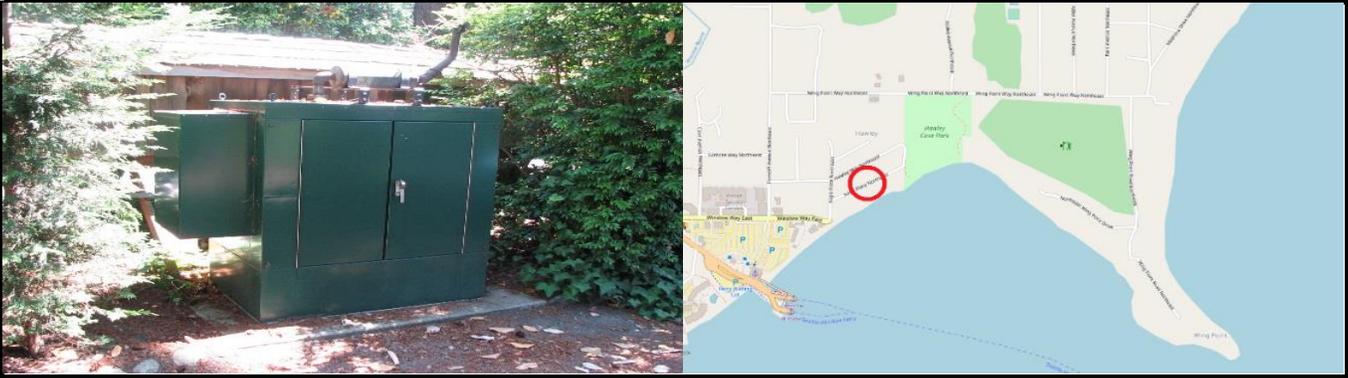
**FUNDING USES (1000's)**

Design/permitting									\$0
Construction		\$750		\$2,500			\$0		\$3,250
<b>Sub-total</b>	<b>\$0</b>	<b>\$750</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project Description**



**Description:** The Wing Point Pump Station has not been upgraded since its construction in 1979 and it is reaching the end of its useful life. Besides the general condition concerns that also apply to the City’s other aging pump stations (wet well controls should be replaced to meet current safety standards and the performance of the cathodic protection components of these stations should be assessed), the Wing Point Pump Station has some unique upgrade requirements. First, the station access hatch is currently under water during extreme high tides and should be extended. Second, it is recommended that an air vacuum relief valve be installed in the force main at the discharge of the Wing Point pumps.

**Benefit:** Improves reliability of current sewer collection system.

**Schedule:** YR1: design, YR2: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$100	\$450	\$0	\$0	\$0	\$0	\$550
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting			\$100						\$100
Construction				\$450					\$450
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$450</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

*City of Bainbridge Island  
Stormwater CIP (2019 - 2024)  
2019-2020 Adopted Budget*

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>STORMWATER PROJECTS - 6-YEAR CIP (1000s)</b>																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	200	900	-	-	-	-	-	-	1,100
Pritchard Park Outfall			-					Y	-	100	-	-	-	-	-	-	100
Yeomalt Area Drainage Improvements			-					Y	60	-	510	-	-	-	-	-	570
Wing Point Culvert			-					Y	-	-	150	-	-	-	-	-	150
Blakely Ave. Drainage Improvements			-					Y	-	-	-	450	-	-	-	-	450
Springbrook Creek Restoration and Culvert Replacement	x		450					Y	-	-	-	-	600	-	-	-	600
Blakely Falls Creek Culvert (Halls Hill)			-					Y	-	-	-	-	-	150	-	-	150
C40 Eagle Harbor Phase I			-	Y				Y	-	-	100	-	-	500	-	-	600
City Funding									260	1,000	760	450	150	650	-	-	3,270
Grant Totals									-	-	-	-	450	-	-	-	450
<b>TOTALS</b>									<b>260</b>	<b>1,000</b>	<b>760</b>	<b>450</b>	<b>600</b>	<b>650</b>	<b>-</b>	<b>-</b>	<b>3,720</b>

**Project:** Eagle Harbor Drive at McDonald Creek

**Number:** 00823

**Location:** 5530 Eagle Harbor Drive

**Project Description**



**Description:** The existing concrete culvert is perched at its outlet and a section of pipe has dropped. Shoulder settlement is an indicator there may be separations. The project provides for the repair of the existing concrete culvert, assuming trenchless methods can be employed to line the culvert.

**Benefit:** Preservation. Avoid a more costly replacement and mitigate failure risk.

**Schedule:** Design and permitting in 2017 and 2018, construction in 2019.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$200	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$200</b>	<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,100</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$200	\$0							\$200
Construction		\$900		\$0					\$900
<b>Sub-total</b>	<b>\$200</b>	<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,100</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Pritchard Park Outfall

**Number:**

**Location:** Pritchard Park

**Project Description**



**Description:** Relocate stormwater outfall for Nikkei Memorial Park as agreed in legal settlement with adjacent property owner.

**Benefit:** Achieve compliance with legal settlement and coordinate on-site construction with planned improvements to the memorial.

**Schedule:** Design in 2018, construction in 2019.

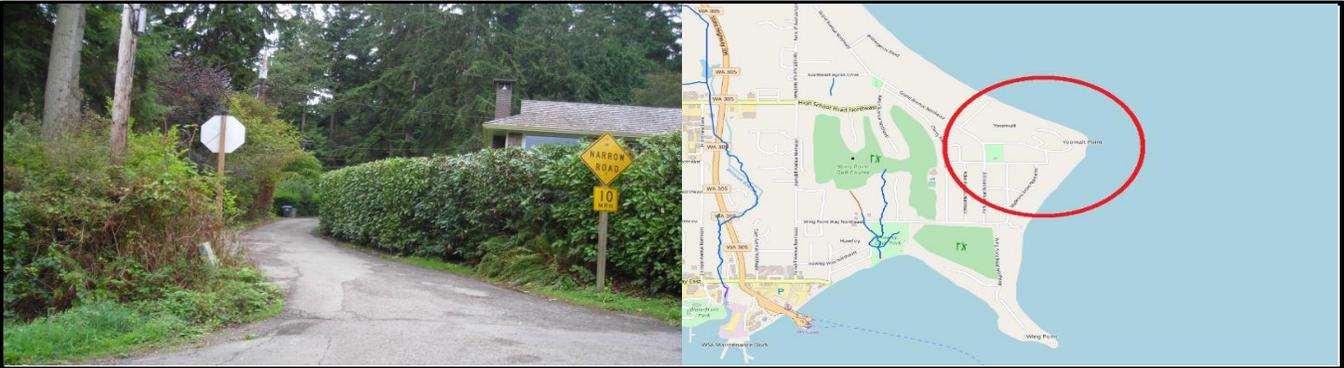
**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting									\$0
Construction		\$100							\$100
<b>Sub-total</b>	<b>\$0</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project Description**



**Description:** Provides for storm drainage improvements in the Yeomalt area. The City completed design in 2014 with funds received from a DOE grant for water quality improvements. This work was identified in the 2013 Area Drainage Study performed by Browne Wheeler Engineering.

**Benefit:** Much of the Wing Point area above Yeomalt Point was developed before regulations required conveyance systems. Currently there are drainage problems in many areas and/or existing conveyances are lacking or inadequate.

**Schedule:** Design completed in 2014.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$60	\$0	\$510	\$0	\$0	\$0	\$0	\$0	\$570
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$60</b>	<b>\$0</b>	<b>\$510</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$570</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting	\$60								\$60
Construction			\$510						\$510
<b>Sub-total</b>	<b>\$60</b>	<b>\$0</b>	<b>\$510</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$570</b>

**Estimated Impact on Future Operating Budget (1000's)**

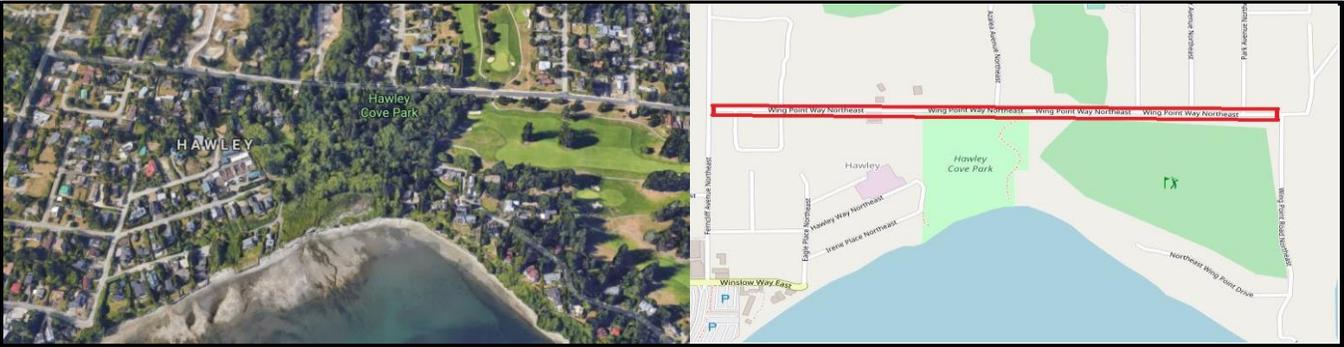
	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** Wing Point Culvert

**Number:**

**Location:** Wing Point Way

**Project Description**



**Description:** Complete repairs to culvert under Wing Point Way as identified during prior construction project that widened the road.

**Benefit:** Ensures culvert can continue to provide drainage under the road ensuring protection of road surface.

**Schedule:** Construction in 2020.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$150
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting									\$0
Construction			\$150						\$150
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

**Project:** C40 Eagle Harbor Drive Phase I

**Number:**

**Location:** Wyatt to past Bucklin Hill

**Project Description**



**Description:** Current level of service E for pedestrians and D for cyclists. Provides shoulder widening on both sides. Necessitates upgrading Cooper Creek Culvert to accommodate road widening. Involves ROW acquisition. Assumes additional land will be needed to mitigate displaced wetlands. It is desirable to improve curb radius at bottom of Wyatt.

**Benefit:** Safety and Non Motorized Transportation Connectivity.

**Schedule:** YR1: preliminary design, ROW, YR2: ROW, YR3/4: ROW, permitting, design, YR5: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$90	\$0	\$0	\$0	\$500	\$0	\$590
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$100	\$0	\$0	\$500	\$0	\$0	\$600
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$1,190</b>
<b>FUNDING USES (1000's)</b>									
Design/permitting			\$190						\$190
Construction						\$500	\$500	\$0	\$1,000
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$1,190</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating Debt Service									
<b>Sub-total</b>	<b>\$0</b>								

# SECTION 6



# APPENDIX



## SECTION 6: APPENDIX

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## 2019-2020 Budget Development Activities and Schedule

Action Item	Date	Comment
Update Financial Policies	March, 2018	Resolution 2018-07 passed by council on March 27, 2018
Cost allocation methodology update	Tuesday, June 12, 2018	Presentation to Council
Capital Improvement Plan		Presentation to Council
Financial capacity update		Presentation to Council
Budget kick-off all hands meeting	Tuesday, June 19, 2018	
City staff work to develop initial operating budget and capital budget information	July 9-27, 2018	
Budget requests submittals	Friday, July 27, 2018	Due to Finance from Departments
Mid-Year Report and forecasting	Tuesday, August 14, 2018	Presentation to Council
Planning Commission recommendations on 2019-2020 CIP	Tuesday, August 28, 2018	
City Staff complete final adjustments and balancing; production of budget documents	August-September	
Proposed Budget delivered to the public & City Council	Tuesday, September 25, 2018	Presentation to Council
City Council deliberations	October-November	
1st Reading 2019-2024 Capital Improvement Plan		
1st Reading 2019 Water and Sewer Rates	Tuesday, September 11, 2018	
2nd Reading and Public Hearing 2019 Water and Sewer Rates	Tuesday, September 25, 2018	Ordinance 2018-37 and 2018-38
1st Reading 2019-2020 Biennial Budget	Tuesday, October 23, 2018	
1st Reading 2019 Property Tax Levy	Tuesday, October 23, 2018	
2nd Reading 2019-2024 Capital Improvement Plan	Tuesday, October 23, 2018	Ordinance 2018-36
2nd Reading and Public Hearing on the 2019-2020 Biennial Budget	Tuesday, November 13, 2018	
2nd Reading and Public Hearing on 2019 Property Taxes	Tuesday, November 13, 2018	Ordinance 2018-40
3rd Reading and Adoption of the 2019-2020 Biennial Budget	Tuesday, November 27, 2018	Ordinance 2018-39

**ORDINANCE NO. 2018-39**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopting the final budget of the City for fiscal years ending December 31, 2019, and December 31, 2020.

**WHEREAS**, on September 4, 2018, in accordance with state law, the budget was submitted to the City Manager with estimates of revenues and requests from all departments for expenditures for the fiscal years ending December 31, 2019, and December 31, 2020; and

**WHEREAS**, the City Manager reviewed the estimates and made such changes and/or additions as deemed appropriate, and on September 21, 2018, filed the revised preliminary budget with the City Clerk; and

**WHEREAS**, the preliminary budget was presented to the City Council at a Council meeting on September 25, 2018, and was discussed and considered subsequently by the Council at several Council meetings in October and November 2018; and

**WHEREAS**, a public hearing was held concerning the budget on November 13, 2018, for the purpose of providing information to, and hearing from, the public regarding the estimates and programs contained in the preliminary budget, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

**WHEREAS**, the City Council, after hearing and duly considering all relevant information and testimony presented, and after making changes to the proposed budget as deemed necessary and proper, is prepared via this ordinance to adopt the final budget for fiscal years ending December 31, 2019, and December 31, 2020.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** The final budget for fiscal years ending December 31, 2019, and December 31, 2020, is hereby adopted in full. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

**Section 2.** Attached hereto and identified as Exhibit A (2019) and Exhibit B (2020), in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

**Section 3.** Because the amounts of revenues and expenditures to be recorded in the Building & Development Services Fund are not clearly fixed, and because the Building & Development Services Fund receives operating transfers from the General Fund, this budget authorizes additional amounts to be spent from the Building & Development Services Fund and to be covered by additional operating transfers from the General Fund, provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

**Section 4.** A complete copy of the final budget for fiscal years ending December 31, 2019, and December 31, 2020, as adopted, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

**Section 5.** This ordinance shall take effect on January 1, 2019.

PASSED by the City Council this 27th day of November, 2018.

APPROVED by the Mayor this 27th day of November, 2018.

  
\_\_\_\_\_  
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

  
\_\_\_\_\_  
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	October 19, 2018
PASSED BY THE CITY COUNCIL:	November 27, 2018
PUBLISHED:	November 30, 2018
EFFECTIVE DATE:	January 1, 2019
ORDINANCE NO.:	2018-39

**CITY OF BAINBRIDGE ISLAND - 2019 ADOPTED BUDGET  
SUMMARY BY FUND**

**Exhibit A**  
**ORDINANCE NO. 2018-39**

<u>CITY FUNDS</u>	<u>2019 EXPENDITURES</u>
001 GENERAL FUND	19,001,497
101 STREET FUND	3,773,562
103 REAL ESTATE EXCISE TAX FUND	3,082,372
104 CIVIC IMPROVEMENT FUND	262,000
108 AFFORDABLE HOUSING FUND	114,500
171 TRANSPORTATION BENEFIT FUND	402,000
173 TRANSPORTATION IMPACT FEE FUND	100,000
201 GO BOND FUND	1,845,709
203 LID BOND FUND	45,883
301 CAPITAL CONSTRUCTION FUND	8,508,000
401 WATER OPERATING FUND	2,974,120
402 SEWER OPERATING FUND	5,450,131
403 STORM & SURFACE WATER FUND	3,391,547
407 BUILDING & DEVELOPMENT FUND	3,307,583
501 EQUIPMENT RENTAL & REVOLVING	68,498
 <b>TOTAL EXPENDITURES</b>	 <b><u><u>52,327,402</u></u></b>

**CITY OF BAINBRIDGE ISLAND - 2020 ADOPTED BUDGET  
SUMMARY BY FUND**

**Exhibit B  
ORDINANCE NO. 2018-39**

<u>CITY FUNDS</u>	<u>2020 EXPENDITURES</u>
001 GENERAL FUND	18,261,779
101 STREET FUND	3,804,319
103 REAL ESTATE EXCISE TAX FUND	3,117,748
104 CIVIC IMPROVEMENT FUND	260,000
108 AFFORDABLE HOUSING FUND	114,500
171 TRANSPORTATION BENEFIT FUND	402,000
173 TRANSPORTATION IMPACT FEE FUND	117,000
201 GO BOND FUND	1,795,779
203 LID BOND FUND	44,179
301 CAPITAL CONSTRUCTION FUND	6,060,000
401 WATER OPERATING FUND	2,819,553
402 SEWER OPERATING FUND	4,569,126
403 STORM & SURFACE WATER FUND	2,843,929
407 BUILDING & DEVELOPMENT FUND	3,369,762
501 EQUIPMENT RENTAL & REVOLVING	83,148
<b>TOTAL EXPENDITURES</b>	<b><u><u>47,662,822</u></u></b>

## **RESOLUTION NO. 2018-07**

**A RESOLUTION** of the City of Bainbridge Island, Washington, establishing a consolidated set of updated financial and budget policies, updating policies adopted by the City during 2016.

**WHEREAS**, the City Council (“Council”) is responsible for setting financial policy for the City of Bainbridge Island (“City”); and

**WHEREAS**, state law, including Chapter 35A.33 RCW, provides guidance for budgets in Code Cities; and

**WHEREAS**, Chapter 35A.34 RCW authorizes cities to establish biennial budgets under which authorization, and the authorization of the Bainbridge Island Municipal Code (“BIMC”), including Chapter 2.82 BIMC, the City prepares a biennial budget with a mid-biennial review; and

**WHEREAS**, in the past, the Council has approved policies, and passed resolutions related to financial policies, that continue to guide City financial practices including, but not limited to: Resolution No. 1993-52, which establishes investment policies; Resolution No. 2008-01, which establishes an Emergency Rainy Day Reserve Fund and a Contingency Reserve within the General Fund; Resolution No. 2008-14, which establishes debt management policies; Resolution No. 2010-35, which set targets for General Fund reserves; Resolution No. 2013-13, which provides that funds from the City’s utilities shall not be expended for general governmental services; Resolution No. 2014-17, which sets a minimum fund balance policy for the General Fund; Resolution No. 2016-20 adopting a Municipal Securities Disclosure Policy, which establishes public disclosure rules for City-issued municipal securities; Resolution No. 2016-18, which establishes procedures for the surplus and sale of City real property; and Resolution No. 2016-19, updating the consolidated Financial Policies, and

**WHEREAS**, the City Administration (“Administration”) requested, as part of the 2019-2020 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2018; and

**WHEREAS**, the Council last updated the financial and budgetary policies as Resolution 2016-19; and

**WHEREAS**, the Council and Administration wish to establish an ongoing consolidated set of Financial and Budget Policies (“Financial Policies”) to be administered by the Administration and to guide Council action on an ongoing basis.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DO RESOLVE AS FOLLOWS:**

## **Section 1. PURPOSE**

The primary purpose of financial policies is to provide guidelines for the City Council and staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

The financial policies guide the City to be able to withstand local and regional economic variations, to adjust to changes in service requirements, and to respond to other changes as they affect the community.

It is the policy of the City to maintain an excellent credit rating and assure taxpayers that the City of Bainbridge Island is maintained in sound financial condition.

## **SECTION 2. OPERATING BUDGET POLICIES**

The biennial budget is the City's comprehensive two-year financial plan, which supports the City's approved programs and services.

City programs and services support achievement of the following results, as identified and approved by the City Council:

- Green, Well-Planned Community
- Healthy and Attractive Community
- Reliable Infrastructure and Connected Mobility
- Safe City
- Vibrant Economy
- Good Governance

Biennial budgets should provide for design, construction, maintenance and replacement of the City's capital assets and equipment consistent with the Capital Facilities Plan including the related cost for operating new assets.

The City will maintain all its assets such that it protects the City's capital investment, preserves public safety, and minimizes future maintenance and replacement costs.

All general government current operating expenditures will be paid from current revenues and cash carried over from prior years.

The City shall adopt a balanced budget. The City defines a balanced budget as one in which current biennium budgeted revenues in addition to fund balances are equal to or greater than

current biennium budgeted expenditures. In addition, the City's budget shall maintain recurring expenditures for each fund at a level less than recurring revenues for that fund.

Reports on revenues and expenditures shall be prepared monthly and provided to the Council. Mid-year and annual reports will also be prepared and provided. These reports will also be posted to the City's website or reporting portal.

The City shall consider its financial capacity when making budget decisions. Staff shall deliver to Council a ten-year Financial Capacity Analysis as part of the biennial budget process. For each Financial Capacity Analysis, the financial assumptions shall be reasonable and shall take into account an appropriately chosen set of inflation factors and an appropriate set of economic projections. The Administration's chosen assumptions for revenues, expenditure inflation factors and economic measures shall be disclosed to the Council.

### **SECTION 3. REVENUES**

The City will strive to maintain a diverse and stable revenue stream to protect against short-run volatility of any single revenue source.

Because revenues, especially those of the General Fund and other tax-supported funds, are sensitive to economic changes, the City will use a conservative approach to revenue forecasting.

Departmental revenues of the tax-supported funds shall be considered unrestricted revenue of the City – subject to any applicable legal restriction, and subject to any applicable provision of the Financial Policies, that may apply to a particular revenue source.

Revenues from the Commercial Parking Tax shall be treated as revenues of the Street Fund.

Real Estate Excise Tax revenue shall be first applied to current capital debt service and then, to the extent available, to other eligible expenses.

The City shall maintain a structure for all fees and charges where the beneficiary of the service pays the cost of that service except to the extent that the Council has determined that provision of the specific service in question provides a general public benefit.

On a periodic basis, Building and Development Services (B&DS) rates shall be reviewed, with a goal of full cost recovery for the B&DS Fund.

The City will maintain water, sewer and storm water utility rates adequate to ensure that each of these three utility funds is fully self-supporting. Additionally, for analysis and rate modeling

purposes, the proposed rates shall take into account debt service coverage commitments, if applicable. The capacity to support identified utility reserves will also be taken in to account.

#### **SECTION 4. EXPENDITURES**

The City budget will provide for a sustainable level of service to meet the City's identified results.

The City will maintain expenditure categories according to state statute and administrative regulation. Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).

The City shall use major one-time revenue to fund capital improvements, debt reductions, or reserves. The use of one-time revenues to fund operating expenditures is strongly discouraged.

The Council shall review the Administration's recommended plan for the allocation of City costs to various funds as part of the biennial budget process.

As a general rule, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, the City will consider the more restricted amounts to have been spent first.

On a periodic basis, the Administration shall compare the cash compensation and the value of benefits for City employee positions to the compensation and benefit levels to a set of comparable employers, to provide data for potential compensation and benefit policies which may be adopted by the Council.

#### **SECTION 5. CAPITAL**

The Capital Facilities Goals and Policies that are stated in the City's Comprehensive Plan, as amended from time to time, are hereby included in full in the Financial Policies.

The Capital Improvement Plan and the City operating budget will be reviewed at the same time to ensure that capital and operating needs are balanced with each other and support overall City goals.

The City shall develop a six-year plan for capital improvements and update it at least biennially.

The City will identify the estimated costs and proposed funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and outside resources whenever possible. In the event that a grant, or other type of

intergovernmental assistance, is identified as a funding source for a project and the outside funding is not secured, the City will reconsider the financial viability of that project at that time.

Each individual project included in the capital improvement plan (CIP) shall have a budget with identified contributions by fund. Each fund amount shall be distinct and cannot be transferred without amending the CIP. Reporting will be presented at the project and fund level.

When a capital project is complete and has been capitalized in accordance with Generally Accepted Accounting Principles, any remaining project budget appropriation authority shall lapse and all remaining funds shall return to their original source.

## **SECTION 6. RESERVES**

Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions.

### **General Fund Reserves**

Emergency Reserve: The City shall maintain an Emergency Reserve with a budgetary target amount of \$1.0 million. These funds shall be used only to pay for emergencies that cannot reasonably be accommodated by current budget appropriations. These funds may be appropriated only by a vote of not less than five (5) members of the City Council or the unanimous vote of a legal quorum. It is the Council's policy that if funds are spent from the Emergency Reserve, it should be replenished as resources become available.

General Fund Minimum Fund Balance. The City shall maintain a minimum fund balance of 25% of ongoing revenues in the General Fund. The General Fund minimum fund balance shall mean the dollar amount of unencumbered fund balance, excluding any amounts held in reserves or otherwise committed funds. This fund balance is intended to provide stability in the event of unexpected changes to revenues or expenses.

### **Utility Fund Reserves**

Capital Contingency Reserve. Each utility fund shall maintain a separate capital contingency reserve. Each reserve shall have a targeted level of at least one percent (1%) of the utility system's capital assets at net book value. The primary purpose of the reserve is to provide a ready source of cash in case of an emergency, should a major piece of equipment or a portion of the utility's infrastructure fail unexpectedly.

Operating Reserve – Water and Sewer Funds. These reserves shall have a targeted level as of each year-end of at least sixty (60) days' operating expenses. The primary purpose of the reserve

is to provide cash for operations in case of seasonal variations in revenue or expenses, or to support operations in a year in which revenues are abnormally low.

Operating Reserve – Storm and Surface Water Management Fund. This reserve shall have a targeted level as of June 30 and December 31 of at least 90 days' operating expenses. The primary purpose of the year-end reserve is to provide cash for operations during the period between the payment of the fees, which occurs in two large payments in April and October.

Restricted Debt Reserve. To the extent that the City issues a form of debt (e.g. Revenue Bonds) that requires the City to maintain a restricted cash reserve during the term of the debt repayment period, the utility shall maintain a restricted reserve for such purpose. This reserve is to safeguard the purchasers of the utility's debt, and may be used to fund the final installment or last year's debt service.

## **SECTION 7. ACCOUNTING, AUDITING AND FINANCIAL REPORTING**

The City will establish and maintain a high standard of internal controls and accounting practices. The City accounts and budgets for revenue and expenditures on a modified accrual basis for general government and enterprise activities. Year-end financial statements for enterprise activities shall use full accrual accounting.

The accounting system will maintain records on a basis consistent with accepted national standards for local government accounting and the Washington State Auditor's Budgeting, Accounting and Reporting System.

The annual financial statements shall conform to Generally Accepted Accounting Principles (GAAP) and be in the form of a Comprehensive Annual Financial Report as recommended by the Government Finance Officers Association.

A capital asset system will be maintained to identify all City assets and their location.

The City will ensure that City records are audited annually, resulting in a financial opinion. The results of the audit will be available to the public through the City's website.

## **SECTION 8. DEBT**

The City's Debt Policy, as it may be amended from time to time, is hereby included in the Budget Policies.

**SECTION 9. INVESTMENT**

The City’s Investment Policy, as it may be amended from time to time, is hereby included in the Financial Policies.

**SECTION 10. BANKING AND MONEY MANAGEMENT**

**Safety**

The City shall engage in relationships, and conduct its business, with one or more banks, repositories of public pooled funds, and financial institutions in a manner that avoids concentrating City balances in a way that may expose the City to material losses in the event of an adverse development affecting any bank or financial institution in which City assets are held.

**Money Management**

The City Administration shall seek to form relationships with banking and financial institutions that offer the City efficient and effective tools and technologies to manage and track transactions and balances.

**SECTION 11. MUNICIPAL SECURITIES DISCLOSURE**

The City’s Municipal Securities Disclosure Policy, as it may be amended from time to time, is hereby included in the Financial Policies.

**SECTION 12. SURPLUS REAL PROPERTY**

The City’s Surplus Real Property Policy, as it may be amended from time to time, is hereby included in the Financial Policies.

**SECTION 13. PROCUREMENT POLICY**

The City’s Procurement Policy, as it may be amended from time to time, is hereby included in the Financial Policies.

PASSED by the City Council this 27<sup>th</sup> day of March, 2018.

APPROVED by the Mayor this 27<sup>th</sup> day of March, 2018.

By:   
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By:   
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:

March 2, 2018

PASSED BY THE CITY COUNCIL:

March 27, 2018

RESOLUTION NO.:

2018-07

## RESOLUTION NO. 2008-14

A **RESOLUTION** of the City of Bainbridge Island, Washington, establishing Debt Management Procedures and Policies.

**WHEREAS**, the City seeks to develop financial procedures and policies that are fiscally prudent and that incorporate principals of budget sustainability, and

**WHEREAS**, the City seeks to establish conditions for the use of debt and to create procedures and policies that minimize the City's debt service and issuance costs, retain the highest practical credit rating, and maintain full and complete financial disclosure and reporting; now therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:**

### **PART I -- DEBT ADMINISTRATION AND PROCESS**

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- 1. Role of Finance Committee.** The Finance and Personnel Committee will provide advice to the Mayor, City Council, and Director of Finance in all matters pertaining to the incurrence of debt. The Finance and Personnel Committee also has oversight of these Debt Policies, and will recommend amendments from time to time to the Mayor and City Council.
- 2. General Rules.** Neither the City, nor any City department, agency, nor unit will incur indebtedness without the approval of the City Council. Any proposal to finance a capital project that involves a pledge or other extension of the City's credit through a sale of bonds or notes, the execution of loans or leases, marketing guarantees, or otherwise involving directly or indirectly the lending or pledging of the City's credit, shall be reviewed through the Budget process. In addition, a review of proposed funding sources (including, by way of example, debt) shall be a regular feature of the City's Capital Facilities Plan process; however, the adoption of a Capital Facilities Plan shall not bar the City from incurring debt at a level that differs from the Plan to the extent that the City Council subsequently approves a debt issuance, in connection with its Budget process (including any Budget amendments that may be adopted from time to time throughout the year), that differs in amount from the CFP of record.
- 3. Requests for Debt Financing.** It is the policy of the City to utilize debt financing only for capital projects (potentially including hard costs and/or soft costs of a Council-approved capital project), but not for operating expenses. Any proposal to finance a capital project with debt issued by the City will be presented to the City Council through the Budget and Capital Facilities Plan process with additional detail described below. The requests for debt financing must specify the purpose of the borrowing, any options for financing the project without borrowing, and specific sources of payment of debt service. It should include, as specified by the Director of Finance, a detailed project budget, specifying sources and uses. The bond or other indebtedness will be considered to have been authorized for purposes of compliance with RCW 35A.33.130 as of the date of the approval by the Council of the applicable budget ordinance for the year in which the bond or other debt is to be issued.
- 4. Preparation for Bond Sale.** After obtaining approval by the City Council through the Budget process, the Director of Finance, the City Attorney and the City's bond counsel will produce appropriate ordinance(s) and resolutions for review and approval by the City Council. At the earliest possible date in any Budget Year a Reimbursement Resolution will be prepared by the Finance

Director for review by the Finance Committee and subsequent presentation to the City Council which will detail all projects to be funded through each respective debt issuance.

5. **Scheduling.** The Director of Finance is responsible for creating a schedule for the issuance of bonds or notes by the City in consultation with the City's financial advisor and bond counsel. For the purpose of minimizing transaction costs and achieving efficiencies, effort will be made to consolidate the issuance of debt into as few transactions per year as is feasible, consistent with the cash flow needs of the City. A preliminary schedule will be provided to the members of the Finance and Personnel Committee as soon as practical after such a schedule is determined by the Director of Finance.
6. **Preparation of Official Statement.** The members of the Finance and Personnel Committee will be provided with copies of the preliminary official statement for review and comment prior to its publication.
7. **Bond Ordinance.** All ordinances authorizing issuance of bonds or notes are to be presented to the City Council for first reading at least two weeks before the scheduled sale date. At first reading, public comment will be afforded, and the City Council will hear a presentation from the Director of Finance, and the City's bond counsel and financial advisor will be available to answer questions. It is understood that at the time of Council's final consideration (i.e., second reading) of the bond ordinance, which shall not be later than the day prior to the sale date of the bonds, an offer to purchase the bonds will be presented to the City contingent on the Council's adoption of the ordinance with no changes, and thus any concerns or amendments to the authorizing ordinance should be raised by the Council at the time of first reading. Not later than the day prior to the sale date, at the second reading, the final ordinance will be presented to the City Council, and a black-lined version will be made available showing the changes.
8. **Closing and Post-Issuance Compliance.** The Director of Finance and the Mayor will participate in the closing of each bond issue. The Director of Finance will take such actions as may be required to monitor the City's ongoing compliance with federal tax and arbitrage regulations, continuing disclosure obligations and covenants contained in the bond documents.

## **PART II – DEBT MANAGEMENT POLICIES**

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### **CREDITWORTHINESS OBJECTIVES**

#### **Policy 1. Credit Ratings.**

The City of Bainbridge Island seeks to maintain the highest possible credit ratings for all categories of short- and long-term General Obligation debt that can be achieved without compromising delivery of basic City services and achievement of adopted City policy objectives.

The City recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the Mayor and City Council are committed to ensuring that actions within their control are prudent and consistent with the highest standards of public financial management, and supportive of the creditworthiness objectives defined in this policy.

**Policy 2. Financial Disclosure.**

The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments and agencies, other levels of government, and the general public to share clear, comprehensible, and accurate financial information. The City is committed to meeting disclosure requirements on a timely and comprehensive basis. Official statements accompanying debt issues, Comprehensive Annual Financial Reports, and continuing disclosure statements will meet (at a minimum) the standards articulated by the Municipal Standards Rulemaking Board (MSRB), the Government Accounting Standards Board (GASB) (to the extent applicable to Washington code cities), the National Federation of Municipal Analysts (NFMA), the Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP). The Department of Finance shall be responsible for ongoing disclosure to established national information repositories (NRMSIRs) and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.

**Policy 3. Capital Planning.**

To enhance creditworthiness and prudent financial management, the City of Bainbridge Island is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to systematic capital planning will be demonstrated through adoption and periodic adjustment of a Comprehensive Plan pursuant to the Growth Management Act and the adoption of a Six-Year Capital Facilities Plan. The City is committed to public participation in establishing a Capital Facilities Plan and to identifying sources and uses of funds in each such plan at the project level.

**Policy 4. Councilmanic Debt Capacity and Reserve.**

The City will keep outstanding debt within the limits prescribed by State statute and at levels consistent with its creditworthiness objectives. The City will reserve \$30 million of limited tax (councilmanic) general obligation debt capacity, or 25% of the total legal limit (which statutory limit is 1.5% of total city-wide assessed value), whichever is larger, for emergencies. For purposes of this policy, an "emergency" means a situation which the City Council has determined to be an emergency for purposes of this policy, such as responses to major natural disasters or other significant threats or disruptions to City infrastructure or to public health or safety.

**Policy 5. Net Councilmanic Debt Service.**

The City will monitor and limit the net debt service being paid from the Tax Supported Funds. "Net debt service" is defined as the total annual debt service on limited tax general obligation (councilmanic) debt minus any revenues generated by the debt-financed projects to pay this debt service. Except in emergencies (as defined in Policy 4), additional councilmanic debt shall not be issued to the extent it would cause the net debt service that would become payable from the Tax Supported funds to exceed 25% of the total budgeted Tax Supported funds revenues for the current year or a subsequent year.

**Policy 6. Annual Debt Report.**

The Department of Finance shall prepare an annual report on City debt and present it to the Council at the time the Mayor submits his or her Proposed Budget. This report will describe any bond issues planned for the coming year and will describe bonds issued to date during the current year. The report shall also provide historical and projected information on debt, including debt capacity and debt service analyses. The report will cover all forms of City debt, including utility debt, and debt guarantees.

**PURPOSES AND USES OF DEBT**

**Policy 7. Capital Financing.**

The City will normally rely on existing funds, project revenues, and grants from other governments to finance capital projects or major maintenance, equipment acquisition, and small development projects. Debt may be used for capital projects only when (a) a project generates revenues over time that are used to retire the debt, (b) debt is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries, or (c) in emergencies. Debt may not be used for non-capital purposes. Debt may be used not only for hard construction and implementation costs, but also for services to specify the scope, engineering or design, or to manage the implementation, of a capital project planned by the Council, but debt may not be used for analysis of the feasibility of a project.

**Policy 8. Asset Life.**

The City will consider the use of debt for the acquisition, development, replacement, maintenance, or expansion of an asset only if it has a useful life of at least five years. Debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.

**Policy 9. Use of Councilmanic (LTGO or Nonvoted) Debt.**

Before issuing limited tax general obligation (LTGO) debt, the City will consider all other financing alternatives or funding sources, including non-debt financing.

The City will use limited tax general obligation debt only:

- If the debt service will be payable from a specified revenue source (such as a new non-property tax revenue source, a voter-approved property tax increase, or project revenues) which is expected to be sufficient to pay at least a substantial portion of the debt service (as determined by the Finance Committee); or
- If the project is expected to significantly reduce City operating costs within the first five years; or
- If an equal or greater amount of non-City matching funds will be lost if City LTGO funds are not applied in a timely manner; or
- Under catastrophic or emergency conditions; or
- If the project to be financed either (i) is a project in the City's Capital Facilities Plan for which the Council has designated LTGO debt as a funding source, (ii) provides essential City services, or (iii) would so advance core City policy objectives such that its importance exceeds the value that would be added by seeking voter approval.

**Policy 10. Issuance of Voted (UTGO) Debt.**

The Department of Finance will identify, in the annual capital facilities plan update, potential candidates for voter-approved financing and will work with the Mayor and City Council to develop an election plan as far in advance of the proposed financing date as practical.

**Policy 11. Use of Revenue Debt.**

Revenue bonds shall be issued only when projected operating revenues are insufficient to meet the enterprise's financing needs. Each enterprise fund will maintain an adequate rate structure to cover the full cost of its operations including: maintenance, depreciation, capital and debt service. The City will insure that net operating revenues constitute a minimum of 1.25 times the annual debt service requirements. Net revenue is defined as Gross Revenue less Maintenance and Operation Expense where Maintenance and Operating Expenses are defined as all reasonable expenses incurred by the City in causing the Waterworks Utility of the City to be operated and maintained in good repair, working order and condition, including payments made to any other municipal corporation or private entity for water service and for sewage treatment and disposal service or other utility service in the event the City combines such service into the Waterworks Utility and enters into a contract for such service, but not including any depreciation or taxes levied or imposed by the City or payments to the City in lieu of taxes, or capital additions or capital replacements to the Waterworks Utility.

**Policy 12. Second Lien Debt**

The City will issue second lien debt very rarely, and only if it is financially beneficial to the City and consistent with creditworthiness objectives.

**Policy 13. LIDs.**

The City may issue notes, interfund certificates, or other financial instruments as necessary to finance Local Improvement Districts (LIDs) or Business Improvement Districts (BIDs) or other special purpose financing as authorized by the City Council.

**Policy 14. Capital Leases.**

The City may consider entering into long-term capital leases on the same basis as it considers councilmanic debt, and such proposals must be considered through the City's Budget and Capital Facilities Plan processes. Consistent with RCW 35.42.030, capital leases may not exceed 50 years (unless otherwise authorized by state law), may be subject to renewal and may include an option to purchase. For purposes of Policy 4, payments on a capital lease do not count as "debt" unless the City has entered into an arrangement for the issuance of Certificates of Participation or has otherwise securitized its payment obligation on that lease (in which case only those portions of each lease payment allocated as principal will be counted as "debt"). Nonetheless, for purposes of compliance with RCW 35.42.200, if the aggregated portions of lease payments over the term of the lease that are allocable to principal would cause the City to exceed its statutory debt limit for councilmanic debt, the question of whether to execute the lease must be submitted to the voters.

**Policy 15. Short-term Borrowing.**

Except for LIDs and similar situations, the use of short-term borrowing, such as bond anticipation

notes (BANs) and tax-exempt commercial paper will be undertaken only if the transaction costs plus interest of the debt are less than the cost of an interfund loan, or available cash is insufficient to meet working capital requirements.

**Policy 16. Public-Private Partnerships; Debt Guarantees.**

The City may consider, on a case-by-case basis, the use of its debt capacity for legally allowable capital projects by public development authorities, non-profit housing agencies and special purpose units of government, so long as total City debt guarantees do not exceed 15% of the City's total legal authority for non-voted general obligation debt and so long as the guarantees do not infringe on the debt capacity reserve established in Policy 4. City participation in such projects will be considered only if consistent with statutory and constitutional authority and only:

- After the prior commitment of the full assets and resources of the project developer (or the project, as appropriate) to debt service coverage;
- If project revenues (or development authority revenues, as appropriate) pledged to debt service, are at least equal to debt service (average coverage of 1.0 during the term of the debt);
- If debt service reserves are provided by the development authority's own resources and are equal to at least six months' debt service;
- If all other viable means of financing have been examined, including, but not limited to, revenue debt, letters and lines of credit, and extension of credit by other governmental agencies; and
- After completion of a fiscal review and approval by the City Council.

**DEBT STANDARDS; STRUCTURE; METHOD OF SALE**

**Policy 17. Length to Maturity.**

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users.

**Policy 18. Debt Structure.**

To the extent possible, the City will design the repayment of its overall debt so as to recapture rapidly its credit capacity for future use. To this end, the City will strive to repay at least 18% of the principal amount of its total general obligation debt within five years and at least 35% within ten years.

**Policy 19. Net Cost**

Debt will be structured to achieve the lowest possible net cost to the City given market conditions, the urgency of the capital project, net revenues expected from the project (if any), and the nature and type of security provided.

**Policy 20. Level Cost**

The City will seek to structure debt with level principal and interest costs over the life of the debt. "Back loading" of costs will be considered only when natural disasters or extraordinary or unanticipated external factors make the short-term cost of the debt prohibitive, the benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present, such

structuring is beneficial to the City's overall amortization schedule, or such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

**Policy 21. Method of Sale.**

In general, negotiated sales of debt will be used for issuances smaller than \$3 million par value and will be considered in those circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions or City credit are unusually volatile or uncertain.

In general, competitive bidding is the preferred method of sale except in those circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions or City credit are unusually volatile or uncertain. Bids will be awarded on a true interest cost basis (TIC), provided other bidding requirements are satisfied. In the unlikely event that the City receives more than one bid with identical TICs; the tie may be broken by a coin toss. In instances where the City, in a competitive bidding, deems the bids received unsatisfactory, the Director of Finance may enter into negotiation for sale of the securities.

**Policy 22. Refundings.**

Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or if the refunding is valuable in order to modernize covenants to thereby improve operations and management.

In general, the Director of Finance shall report to the Finance Committee whenever there are opportunities for advance refundings that will provide a net present value savings of at least 5% of the refunded debt (taken as a whole and not on a maturity-by-maturity basis) can be achieved. Current refundings which produce a net present value savings of less than 5% may be considered on a case-by-case basis. Refundings with negative savings will not be considered unless there is a compelling public policy objective.

**Policy 23. Credit Enhancements.**

Credit enhancement (letters of credit, bond insurance, etc.) may be used, but only when net debt service on the bonds is reduced by more than the costs of the enhancement.

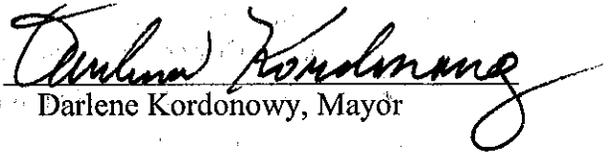
**Policy 24. Arbitrage Compliance.**

The Director of Finance shall maintain a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of federal tax code.

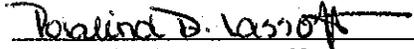
**PASSED** by the City Council this 13<sup>th</sup> day of August, 2008.

**APPROVED** by the Mayor this 20<sup>th</sup> day of August, 2008.

By:

  
Darlene Kordonowy, Mayor

ATTEST/AUTHENTICATE:

By:   
Rosalind D. Lassoff, CMC  
City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.

April 1, 2008  
August 13, 2008  
2008-14

## **Bond Basics Glossary**

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**Acceleration** – A remedy for default that allows the bondholder or lender to declare the unpaid balance immediately due and payable.

**Ad Valorem Tax** – Property tax.

**Additional Bonds Test** – A covenant that an issuer will not issue new additional bonds that will have a claim to revenues already pledged to outstanding bonds, unless certain financial or other requirements are met.

**Advance Refunding** – Issuance of new bonds to repay an outstanding bond issue prior to its first call date in order to capture savings (in the form of a lower interest rate), or to change covenants or other provisions. Generally, the proceeds of the new issue are invested in government securities, which are placed in escrow. The trustee or escrow agent uses these maturing government securities to pay interest the old issue until its first call date, at which point it is called and repaid.

**Agreement Among Underwriters (AAU)** – The contract set up between members of an underwriting syndicate, stipulating the activities of each member.

**Amortization Schedule** – The schedule of principal and interest payments for the elimination of debt.

**Appropriation** – An authorization by a legislative body to set aside cash for a specific purpose.

**Arbitrage** – The practice of buying and selling in different markets to profit from a spread in prices or yields resulting from market conditions. Except in limited circumstances, municipal issuers are generally prohibited from selling bonds in the tax-exempt market, and turning around to invest the proceeds in higher-yielding taxable market in order to earn profits. Any such arbitrage profits must be rebated to the U.S. Treasury.

**Assessment Bonds (or Local Improvement District Bonds)** – Bonds the repayment of which is secured by special assessments paid by property owners whose property receives a special benefit from the bond-financed improvement.

**Auction Rate Securities (ARS)** – Variable rate securities in which the interest rate is reset periodically (daily, weekly or monthly), based on the results of a dutch auction.

**Average Annual Debt Service (AADS)** – The average amount of total debt service due in each year over the life of the bonds.

**Average Life** – The average length of time an issue of bonds with mandatory sinking funds is expected to remain outstanding.

**Baby Bond** – A denomination issued in less than \$1,000, also known as a mini-bond.

**Balloon Maturity or Balloon Payment** – An large proportion of bond principal maturing in a single year.

**Back-Loaded Debt** – A debt service structure in which total debt service payments are lower in the early years and increase toward the final maturity. This is typically accomplished with smaller principal maturities in the early years, balloon payments, “zero-coupon” bonds or capitalized interest bonds.

**Bank Qualified (BQ)** – Bonds issued by municipalities that anticipate selling less than \$10 million in bonds in a given calendar year. Certain financial institutions that buy these securities are allowed to deduct 80 percent of the interest expense incurred to buy them.

**Basis point** – One one-hundredth of a percent (0.01%). One hundred basis points equal 1 percent. Used in discussing the pricing and yields of bond issues.

**Blue Sky Law** – A term referring to various state laws enacted to protect the public against securities fraud.

**Bond** – A promise by an issuer to repay a stated principal amount, which obligation will accrue interest at a stated rate. Bonds typically have an average life of 3 years or more. Securities with shorter maturities are termed notes (3 years or less) or commercial paper (12 months or less).

**Bond Anticipation Note (BAN)** – A short-term borrowing (usually 3 years or less) that the issuer anticipates retiring with the proceeds of a bond sale. Typically used during a construction period before final costs are known. *See also Tax Anticipation Note (TAN), Revenue Anticipation Note (RAN), Tax and Revenue Anticipation Note (TRAN), Grant Anticipation Note (GAN).*

**Bond Bank** – State bond banks bundle debt offerings from small issuers into larger offerings, to create advantages of scale.

**Bond Counsel** – A lawyer who typically represents the bond issuer, reviews the transaction, and writes an opinion on its legality, security, and tax status.

**Bond Election** – The process by which voters approve or reject the sale of unlimited tax general obligation (UTGO) bonds.

**Bond Fund** – An issuer's debt service repayment fund, into which all money collected for the repayment of bonds is deposited.

**Bond Insurance** – A policy written by a mono-line insurance company that guarantees payment to bondholders of principal and interest payments when due, resulting in a higher credit rating, lower borrowing cost, or enhanced marketability for the bonds.

**Bond Ordinance** or **Bond Resolution** – A legal document describing the terms and conditions of the offering, the rights of the bondholder, and the obligations of the issuer.

**Bond Proceeds** – The amount of money received by the issuer in exchange for an issue of bonds.

**Bond Purchase Agreement (BPA)** or **Bond Purchase Contract (BPC)** – The contract between the issuer and the underwriter setting the terms, prices, and conditions of the sale.

**Bond Rating** – The series of letters, numbers, and symbols used by rating agencies to designate the credit quality of an issuer's securities.

**Bond Register** – A record, kept by a transfer agent or bond registrar on behalf of an issuer, of the names and addresses of registered bond owners.

**Bond Registrar** – The person or entity who maintains the bond register. In Washington, typically the State's Fiscal Agent (currently The Bank of New York) acts as registrar for most governmental issuers. A trustee, treasurer or finance officer may alternatively be appointed as bond registrar.

**Bond Transcript** – The legal documents associated with a bond offering.

**Bonded Debt** – The portion of an issuer's total indebtedness as represented by outstanding bonds.

**Book-Entry** – Securities in the form of entries in the issuer's or a clearing house's books, rather than in the form of paper certificates with coupons. All but the smallest bond issues are sold in book-entry format.

## Bond Basics Glossary

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**Broker** – An agent between buyers and sellers of securities. Brokers' brokers handle inter-dealer transactions.

**Calendar** – The list of upcoming bond sales.

**Call Provision** – A provision permitting an issuer to redeem a bond prior to its stated maturity date.

**Call Premium** – An amount, usually stated as a percentage of the principal amount, paid as a "penalty" or a "premium" for the exercise of a call provision.

**Callable Bonds** – Bonds that may be redeemed by the issuer prior to the stated maturity date. Typically, a first call date is 10 years from issuance, at a price of par plus interest accrued to the call date. Other call provisions (and premiums) can be negotiated.

**Capital Appreciation Bond (CAB)** – A bond purchased at a deep discount to face value, for which principal and all interest are due at maturity. Also called a capitalized interest bond or compound interest bond.

**Closing** – The point in the sale at which an issuer delivers securities to the underwriters, and receives the proceeds.

**Competitive Sale or Competitive Bid** – The sale of bonds to a purchaser based on bids submitted electronically at a specified time.

**Conduit Financing** – A financing structure in which an issuer sells bonds and then lends the proceeds, pursuant to a loan agreement, to a borrower. The bond issuer promises to repay the bonds using the loan repayment amounts received from the borrower.

**Contingent Loan Agreement** – A form of credit enhancement whereby an entity independent of the issuer agrees to provide credit enhancement to an issuer in the form of one or more loans. For example, a public development authority (PDA) may obtain a guarantee from the city that created it that if the PDA is unable to make debt service payments, the city will provide additional funds to the PDA to be used for that purpose. See also *Guaranty Agreement*.

**Continuing Disclosure** – An issuer's obligation to provide ongoing updates of information regarding the issuer's financial condition, pursuant to a written Undertaking to Provide Continuing Disclosure, to the NRMSIRs and other specified market participants.

**Councilmanic Debt** – Bonds authorized to be issued by a City Council (or other local governing body) without a vote of the people.

**Coupon** – The rate of interest to be paid by the issuer. Formerly, physical coupons were attached to bond certificates. They would literally be clipped and brought to a bank or paying agent and presented for payment. Such certificated bonds are very rare today.

**Covenant** – A legally binding commitment by the issuer to the bondholder.

**Cover Bid** – The second-best bid received at a competitive sale.

**Coverage** – A ratio of the amount of project or utility revenues to the expected debt service requirements during a given 12-month period. Typically expressed in a covenant as a promise, e.g., to keep utility rates high enough to produce 1.25 times average annual debt service.

**Credit Enhancement (or Credit Support)** – Additional security provided for an issue of bonds. Examples of credit enhancement include bond insurance, guarantee agreements, contingent loan agreements, and letters of credit.

**Dated Date** – The date from which interest on a bond will accrue, usually the issue date.

## Bond Basics Glossary

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**Debt Per Capita** – The ratio of bonded debt divided by population.

**Debt Service Reserve Fund (DSRF)** – A separate fund established in revenue bond issues as a reserve for the payment of debt service, into which an issuer may typically deposit cash, securities or reserve sureties. *See Reserve Requirement.*

**Default** – Failure to comply with terms of a bond issue, which may include making timely payment of principal and interest and other covenants.

**Defeasance** – Placement of cash or securities into an escrow or trust account to be used by the escrow agent or trustee for the payment of principal of and interest on bonds when due. Defeased bonds are no longer treated as “outstanding” debt.

**Discount Bonds** – A bonds initially sold at a price that is less than par, meaning that the issuer receives less in payment than the stated face value of the bonds. The amount of premium is usually described as a percentage below par. (For example, a \$100,000 face value bond might sell for 99% or \$99,000.) A purchaser buying discount bonds must consult their tax advisor regarding the tax treatment of discount bonds.

**Double-Barreled Bond** – A bond with two distinct revenue sources pledged to repayment, most typically a specific (but often narrow and subject to fluctuation) revenue stream and a broader stream such as a general obligation pledge.

**Downgrade** – A reduction in a bond rating.

**Dutch Auction** – An auction at which purchasers submit bids stating the lowest interest rate they will accept for a stated amount of bonds, and bonds are distributed among the purchasers, beginning with the lowest bidder, at the price bid by the last bidder to receive an allocation (the “clearing price”). Bids will be filled from the lowest yield (price offering the highest premium) until the entire issue has been allocated. In the following example, bids for \$10 million of bonds maturing in ten years with a 5.125% coupon might be received as shown below. This auction will “clear” (i.e., all of the \$10 million will have been allocated) 5.130% and the bonds will be sold at a price reflecting the bid yield:

Bidder	Bid Amount	Yield Bid	Allocation Received	Yield
1	\$ 1,000,000	5.115%	\$ 1,000,000	5.130 %
2	2,500,000	5.120	2,500,000	5.130
3	3,500,000	5.125	3,500,000	5.130
4	4,500,000	5.130	3,000,000	5.130
5	3,750,000	5.135	--	--
6	2,750,000	5.140	--	--
7	1,500,000	5.145	--	--
TOTAL			\$ 10,000,000	

**Escrow Account** – A trust account established for a particular purpose, typically in conjunction with a refunding or defeasance of bonds.

**Face Amount** – The principal amount stated on a bond. *See also Par Value.*

**Federal Tax Code (or Code)** – The Internal Revenue Code of 1954, as amended, and related interpretations.

**Financial Adviser (FA)** – A finance professional hired to advise an issuer on finance matters including structuring of a proposed transaction, appropriateness of issuing debt and related issues.

**Floating Rate Bond or Floater** – An obligation bearing interest at a variable rate that is reset periodically, ranging from daily to annually.

**Flow of Funds** – Typically a covenant requiring amounts to be paid into and out of specific funds in a particular order, ensuring that available money is applied first to the highest priority uses.

**Full Faith and Credit** – A pledge of any and all resources available to an issuer, including general taxing power, to repay its debt obligations.

**General Obligation (GO)** – A security backed by the full faith and credit of a municipality. General obligation debt is typically thought of as being backed by *ad valorem* property taxes. *See also Limited Tax General Obligation and Unlimited Tax General Obligation.*

**Grant Anticipation Note (GAN)** – Short-term debt (usually three years or less) that is issued in anticipation of receiving a grant and is secured by those grant funds.

**Gross Revenues** – Typically includes all revenues received by a project (or an issuer) before payment of expenses for operation, maintenance or debt service.

**Guaranteed Investment Contract (GIC)** – An investment vehicle in which a financial institution guarantees a specified rate of return on investment. In Washington, true GICs are rare, and more commonly issuers invest bond proceeds in repurchase agreements (or “repos”) in which a financial institution sells investment securities to the issuer and promises to repurchase those securities at a definite time in the future for a stated price.

**Guaranty (Guarantee) Agreement** – A form of credit enhancement whereby an entity independent of the issuer agrees to provide credit enhancement to an issuer. For example, a public development authority (PDA) may obtain a guarantee from the city that created it that if the PDA is unable to make debt service payments, the city will provide additional funds to the PDA to be used for that purpose. *See also Contingent Loan Agreement.*

**Indenture or Trust Indenture** – A legal document creating a “trust estate” comprising the security for repayment of bonds. The indenture describes the terms and conditions of a bond offering, the rights of the bondholder, and the obligations of the issuer to the bondholder. Typically used in revenue transactions, and replaced by a bond ordinance or bond resolution for most general obligation bonds.

**Industrial Development Bond (IDB) (or Industrial Revenue Bond (IRB))** – Tax-exempt securities sold by a public agency to finance qualifying facilities for private enterprises, such as water and air pollution control, ports, airports, resource recovery plants, and housing. The bonds are usually repaid by revenues from the corporate beneficiary.

**Interest Rate Swap** – An agreement between two parties to exchange future flows of interest payments. One party agrees to pay the other a fixed rate; the other pays the first party an variable rate usually tied to a short-term index.

**Inverted Yield Curve** – A market environment when short-term interest rates are higher than long-term rates. A typical yield curve shows lower short-term interest rates and higher long-term rates.

**Junior Lien Bonds** – Bonds issued with a subordinate claim against pledged revenues. Not associated with general obligation bonds.

**Lease Financings** – A financing structure in which an issuer enters into a lease for equipment and/or facilities that it typically will acquire at the end of a stipulated period.

**Legal Opinion** – The written conclusion of a lawyer about a bond’s security, legality, and tax status.

**Letter of Credit (LOC)** – A form of security that provides liquidity and credit support, primarily for variable rate transactions. A financial institution promises to make cash available under certain conditions for debt service payments on behalf of the issuer or to be drawn during a remarketing or mode reset of variable rate demand obligations.

**Level Debt Service** – A debt service structure in which total principal and interest payments are approximately equal in each year over the life of the debt.

**Limited Tax General Obligation Bonds (LTGOs)** – A general obligation bond that is secured by the pledge of the full faith and credit of an issuer, including *ad valorem* tax revenues, all within the property tax limits under the state constitution and state law without a vote. *See also Councilmanic Debt or Nonvoted Debt.*

**Line of Credit** – A type of debt instrument in which a borrower may draw funds, up to a maximum amount, and repay the principal plus interest, which is usually a variable rate that is set at the time a draw is made. Frequently used for short-term notes and during construction periods.

**Mandatory Redemption** – A required redemption of bonds or a portion of a maturity of bonds, prior to the stated maturity. Used with term bonds or under extraordinary circumstances such as a default or sale of bond-financed property.

**Maturity** – The date on which the principal amount of a security is due and payable.

**Maximum Annual Debt Service (MADS)** – The highest total debt service due in any given year over the life of a bond issue.

**Mode or Interest Rate Mode** – Provision in bond documents permitting a change in how interest is calculated, permitting changes between fixed rate and variable rate options, under specified circumstances.

**Multi-Modal Bonds** – A bond issue in which the method of calculating interest may be changed from one interest rate mode to another under specified circumstances.

**MSRB** – The Municipal Securities Rulemaking Board.

**Negotiated Sale** – The sale of bonds to an underwriter selected by the issuer before the sale date.

**Net Interest Cost (NIC)** – Represents the average coupon rate of a bond issue, weighted to reflect the term of the bonds and adjusted for the premium or discount. It does not consider the time value of money, as does true interest cost (TIC).  $[NIC = (\text{total coupon interest} + (-) \text{discount (premium)}) / \text{bond years}]$

**Net Revenues** – Typically defined as gross revenues less operating and maintenance expenses.

**Notes** – Short-term borrowings, usually maturing in less than three years. Used to cover seasonal cash flow needs or interim financing.

**NRMSIR** – A nationally recognized municipal securities information repository designated by the SEC.

**Official Statement (OS)** – A document prepared to provide potential bond purchasers with all material information about a bond issue, the security and sources of repayment for the bonds, the issuer and its financial condition. The SEC requires that an underwriter obtain from the issuer an OS for any publicly marketed bond issue of over \$1 million.

**Original Issue Discount (OID) / Original Issue Premium (OIP)** – The discount (or premium) below (or above) the stated par amount of a bond that the initial purchaser pays to the issuer of a bond. For example, the *coupon* may be 4.00%, but the initial purchaser may offer to pay a price of 4.05% or 3.95%. The IRS has detailed rules on how bond purchasers must treat OID or OIP for income tax purposes.

**Overlapping Debt** – The proportionate share of debt issued by overlapping taxing jurisdictions (such as a park district or school district), in addition to an issuer's own direct debt obligations, for which the issuer's taxpayers may also be responsible. Used as a measure by bond rating agencies and potential purchasers to gauge the taxpayers' overall debt burden and their ability to repay.

## Bond Basics Glossary

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**Parity Bonds** – More than one series of bonds, which may be issued at different times, but are payable from the same source of pledged funds and hold the same lien position against those funds.

**Paying Agent** – A bank or trust company appointed by an issuer to receive the money necessary for principal and interest payments from the issuer and distribute those payments to bondholders.

**Pay-As-You-Go Basis** – A financial policy that states that capital outlays will be paid from current revenues rather than from borrowing.

**Pledge** – The legal term for the promise of repayment, specifying the sources of repayment and any repayment-related covenants.

**Pledged Revenues or Pledged Funds** – The money set aside or revenue stream promised to be used solely for the payment of debt service and to provide security for payment of debt service, as specified in the bond documents.

**Point** – One percent of par value. Because bond prices are quoted as a percentage of \$1,000, a point is worth \$10, regardless of the actual denomination of the security.

**Preliminary Official Statement (POS)** – A version of the Official Statement that is often used by analysts and potential purchasers to form preliminary assessments of creditworthiness. The POS is “deemed final” by the issuer, and contains all material information about the bond issue except for pricing, yield and maturity information (and details related to pricing, yield and maturity). It contains a “red herring” disclaimer, printed in red ink, prominently displayed along the edge of the cover, stating that orders may not be taken based on the document.

**Premium Bonds** – A bonds initially sold at a price that is above par, meaning that the issuer receives more in payment than the stated face value of the bonds. The amount of premium is usually described as a percentage above par. (For example, a \$100,000 face value bond might sell for 101% or \$101,000, producing \$1,000 of premium for the issuer.) A purchaser buying premium bonds must consult their tax advisor regarding the tax treatment of premium bonds.

**Present Value** – The current value of a cash payment or revenue stream to be received in the future, calculated using an assumed rate of inflation or interest that could otherwise be earned, had that cash been received today.

**Principal** – The amount borrowed on a loan, or the par value (face amount) of a bond. A principal payment is also referred to as a “maturity” of bonds.

**Private Activity Bonds** – Bonds the proceeds of which will be used in a private trade or business (“private use”) and will be repaid with funds received from a private trade or business (“private payments”). A minimal amount of private use and private payment may not cause an issue of bonds to be treated as private activity bonds. Private activity bonds may not be issued as tax-exempt bonds unless they meet the requirements under the Federal Tax Code for “qualified” private activity bonds, which may include receiving an allocation of volume cap.

**Private Placement** – An issue of bonds that is sold directly to one or more investors. Many private placements are sold as a single bond or note held by a bank and structured very similarly to a commercial loan. Other private placements may involve sophisticated security structures and may be sold to sophisticated investors. Most private placements may not be sold or remarketed by the initial purchaser to future bondholders.

**Qualified 501(c)(3) Bonds** – Bonds issued by a nonprofit 501(c)(3) organization that may be treated as tax-exempt under the Federal Tax Code.

**Rate Covenant** – A provision common to utility (and similar enterprise) revenue bonds, in which the issuer pledges to maintain utility rates (or other income streams that are necessary for bond repayment or for operations and

maintenance of the bond-financed facilities) at the levels that are necessary to meet annual debt service requirements.

**Ratings** – An evaluation performed by an independent rating service indicating the credit quality of an issue of bonds. Ratings for municipal bonds are not necessarily equivalent to ratings on corporate bonds, and potential investors should understand the bond market before making such comparisons. There are currently three major rating companies that provide ratings on municipal bonds: Moody's, Standard & Poors, and Fitch.

**Red Book** – Formally known as The Bond Buyer's Municipal Marketplace, this is the standard directory of underwriters, bond counsel, financial advisers, rating agencies, credit enhancement firms, and providers of derivatives and investment products.

**Redemption** – The exchange by the issuer of cash for outstanding bonds, upon which the bonds are no longer outstanding. Early redemption refers to a redemption prior to the original stated maturity date, pursuant to mandatory or optional redemption provisions. Redemption provisions are also referred to as "call" provisions.

**Refunding** – A method of refinancing debt by selling a new bond issue to raise cash to for the redemption or defeasance of an outstanding bond issue. Refundings may be referred to as *current refundings* or *advance refundings*.

- *Current Refunding* – A refunding of bonds that are subject to redemption within 90 days of the issuance of the new (refunding) bonds.
- *Advance Refunding* – A refunding of bonds that are not subject to redemption with 90 days of the issuance of the new (refunding) bonds, requiring the establishment of a defeasance trust or escrow for the payment of principal of and interest on the bonds until their first call (redemption) date.

**Reimbursement Agreement** – An agreement to reimburse a provider of credit enhancement for any funds provided pursuant to that credit enhancement.

**Remarketing Agent** – A financial institution that agrees to periodically remarket (and thus set a new interest rate for) variable rate demand obligations.

**Remarketing Agreement** – The agreement with a remarketing agent regarding its responsibilities in remarketing an issue of variable rate demand obligations.

**Reserve Requirement** – A covenant by an issuer to maintain a debt service reserve fund or account sufficient to meet upcoming debt service requirements in the event that revenues pledged to a bond issue should be insufficient. A reasonably required reserve, under the Federal Tax Code, is equal to the lesser of: maximum annual debt service, 125% of average annual debt service, or 10% of the proceeds of a bond issue.

**SEC** – The United States Securities and Exchange Commission.

**Sinking Fund** – A fund established for the deposit of money available for repayment of bonds at or prior to maturity.

**SLGS** (pronounced "slugs") – Securities issued by the U.S. Treasury, called the State and Local Government Series, that provide a stated rate of interest. They are typically purchased for deposit into a refunding escrow to carry out a refunding of bonds.

**Revenue Bonds** – Bonds payable solely from a stated revenue stream or revenue source, and not backed by the full faith and credit of the issuer.

**TEFRA** – Stands for the federal Tax Equity and Fiscal Responsibility Act of 1982. Shorthand for certain public hearing requirements applicable to tax-exempt private activity bonds under the Federal Tax Code.

## Bond Basics Glossary

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**Term Bonds** – Bonds that are payable in mandatory redemption amounts prior to the stated maturity date. For example, \$1,000,000 of term bonds maturing in 2020 may be due and payable in mandatory redemption amounts of \$300,000 in 2018, \$300,000 in 2019 and \$400,000 in 2020.

**Tax-Exempt Bonds** – Bonds whose owners may treat the interest income as exempt from federal income tax. Most municipal bonds are issued as tax-exempt.

**Tax and Non-Arbitrage Certificate** – A certificate of the issuer stating the issuer's assumptions and expectations that establish the basis for concluding that a bond issue may be treated as tax-exempt. This document describes expectations about the use of proceeds, the rate and which proceeds will be spent, and the restrictions on investment of proceeds. It also describes certain actions that an issuer may need to take in the future to maintain the tax-exempt status of the bond issue.

**Taxable Bonds** – Bonds whose owners may treat not the interest income as exempt from federal income tax. Municipal issuers may issue taxable bonds for portions of projects that do not otherwise qualify for tax-exemption.

**Qualified Management Contract** – A contract for management of a bond-financed facility that meets requirements under the Federal Tax Code relating to private activity bonds. Typical management contracts are entered into for management of golf course facilities, restaurants and food service, or parking facilities. A management contract that is not "qualified" risks tainting an entire issue of tax-exempt bonds.

**True interest cost (TIC)** – A method of calculating interest cost while taking into account the time value of money.

**Unlimited Tax General Obligation Bond (UTGO)** – An issue of voted general obligation bonds by a Washington issuer, to which the issuer has pledged its full faith credit and taxing power, including a voter-approved excess property tax levy dedicated solely to repayment of the bonds and is not subject to otherwise applicable tax limitations.

**Variable Rate** – An interest rate that is not fixed at a particular rate at issuance, but may change during the life of the bonds in accordance with a specified index or procedure for establishing a new interest rate.

**Variable Rate Demand Obligation (VRDO)** – Variable rate bonds that give a bondholder the right to put (sell) their bonds back to a financial institution at certain specified periods, usually at rate reset dates or interest rate mode change dates, allowing bondholders to decide whether to continue to hold the bonds when a new interest rate is established.

**Volume Cap** – An allocation of private activity bond volume authorized to be issued by a particular bond issuer.

**Waterworks Utility** - the combined water system of the City, sanitary sewage disposal system of the City and storm and surface water drainage system, and all additions thereto and betterments and extensions thereof at any time made.

**Yield To Maturity** – The total return on a bond, taking into consideration its coupon, length of maturity, and dollar price.

**Zero-Coupon Bonds** – Bonds sold at a deep discount, and without a coupon, appreciating to full value at maturity. Also known as capital appreciation bonds or compound interest bonds.

## UNFUNDED MANDATES

An unfunded mandate is a statute or regulation that requires a state or local government to perform certain actions, with no money provided for fulfilling the requirements. Compliance with these mandates affects the City's work plan and expenditures without any corresponding increases in revenue.

Examples of numerous unfunded mandates placed on the City are listed below:

- American with Disabilities Act (ADA) Requirements
- Commute Trip Reduction
- Endangered Species Act – Salmon Recovery
- Family Medical Leave Act Requirements
- Federal Clean Water Act
- Hazardous Waste Management – EPA Requirements
- Homeland Security
- Maintenance Cost of State Highways (when the City reaches 25,000 in population)
- Model Toxics Control Act Requirements
- National Pollutant Discharge Elimination System (NPDES) Storm Water Standards
- Open Public Record Act Requirements
- Prosecution of State Traffic Law Violators
- Providing a Public Defender
- Puget Sound Clean Air Authority Standards
- Safe Drinking Water Act
- Prosecution of State Traffic Law Violators
- Prosecution of State Traffic Law Violators
- Shoreline Management Act and Shoreline Master Program Standards
- State Environmental Protection Act (SEPA) 90-Day Issuance Requirement
- State Solid Waste Guidelines and Disposal Requirements
- US Consumer Product Safety Commission Standards
- Washington State Growth Management Act Requirements



## 2019 IAM Salary COLA & Step Increases

Annual and monthly salaries, in effect at start of first pay period immediately following ratification

		<b>Steps</b>								
<b>Range</b>	<b>Title</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
11	Parking Enforcement Officer	46,993.68	48,342.00	49,725.12	51,144.00	52,624.08	54,130.32	55,689.84	57,292.32	58,917.84
	Maintenance Technician I	3,916.14	4,028.50	4,143.76	4,262.00	4,385.34	4,510.86	4,640.82	4,774.36	4,909.82
	PerPayPeriod	1,958.07	2,014.25	2,071.88	2,131.00	2,192.67	2,255.43	2,320.41	2,387.18	2,454.91
12	Court Security Officer *									
	Judicial Specialist	51,692.64	53,173.20	54,701.52	56,260.56	57,885.60	59,541.36	61,254.00	63,010.80	64,824.72
	Administrative Specialist II	4,307.72	4,431.10	4,558.46	4,688.38	4,823.80	4,961.78	5,104.50	5,250.90	5,402.06
	PerPayPeriod	2,153.86	2,215.55	2,279.23	2,344.19	2,411.90	2,480.89	2,552.25	2,625.45	2,701.03
13	Senior Judicial Specialist									
	Fiscal Specialist I *									
	Senior Accounting Technician									
	Administrative Specialist III *	56,853.36	58,487.28	60,169.44	61,903.92	63,669.36	65,505.60	67,372.08	69,313.44	71,302.80
	Permit Specialist	4,737.78	4,873.94	5,014.12	5,158.66	5,305.78	5,458.80	5,614.34	5,776.12	5,941.90
	Senior Police Clerk									
	Evidence Technician									
	Water Resources Technician									
	Maintenance Technician II									
PerPayPeriod	2,368.89	2,436.97	2,507.06	2,579.33	2,652.89	2,729.40	2,807.17	2,888.06	2,970.95	
14	Accountant									
	Code Compliance Officer									
	Building Inspector/Plans Examiner									
	Deputy City Clerk									
	Planner									
	Signs & Markings Specialist II	62,541.12	64,341.60	66,186.00	68,083.44	70,029.12	72,049.44	74,113.68	76,243.68	78,461.76
	Mechanic II	5,211.76	5,361.80	5,515.50	5,673.62	5,835.76	6,004.12	6,176.14	6,353.64	6,538.48
	Treatment Plant Operator II									
	PerPayPeriod	2,605.88	2,680.90	2,757.75	2,836.81	2,917.88	3,002.06	3,088.07	3,176.82	3,269.24



## 2019 IAM Salary COLA & Step Increases

Annual and monthly salaries, in effect at start of first pay period immediately following ratification

		<b>Steps</b>								
<b>Range</b>	<b>Title</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
15	Senior IT Specialist									
	GIS/CAD Specialist									
	Associate Planner									
	Construction Inspector	68,799.60	70,776.00	72,796.08	74,882.16	77,034.48	79,252.08	81,535.92	83,863.68	86,279.04
	Mechanic III	5,733.30	5,898.00	6,066.34	6,240.18	6,419.54	6,604.34	6,794.66	6,988.64	7,189.92
	Financial Analyst									
	Maintenance Technician III									
	PerPayPeriod	2,866.65	2,949.00	3,033.17	3,120.09	3,209.77	3,302.17	3,397.33	3,494.32	3,594.96
16	Treatment Plant Operator III									
	NPDES Permit Coordinator									
	Senior Planner	75,672.72	77,846.64	80,086.56	82,370.64	84,742.08	87,179.76	89,682.96	92,252.40	94,909.20
	Engineering Specialist (Water Resources)	6,306.06	6,487.22	6,673.88	6,864.22	7,061.84	7,264.98	7,473.58	7,687.70	7,909.10
	Engineering Project Manager									
	Operations Project Manager									
PerPayPeriod	3,153.03	3,243.61	3,336.94	3,432.11	3,530.92	3,632.49	3,736.79	3,843.85	3,954.55	
17	Engineer I	83,248.80	85,642.56	88,088.88	90,627.12	93,218.40	95,897.52	98,642.64	101,475.60	104,395.68
	Survey Program Manager	6,937.40	7,136.88	7,340.74	7,552.26	7,768.20	7,991.46	8,220.22	8,456.30	8,699.64
	PerPayPeriod	3,468.70	3,568.44	3,670.37	3,776.13	3,884.10	3,995.73	4,110.11	4,228.15	4,349.82
18	Engineer II	91,571.52	94,193.52	96,907.68	99,674.64	102,551.28	105,493.92	108,511.44	111,620.88	114,826.56
	Senior Plan Check Engineer	7,630.96	7,849.46	8,075.64	8,306.22	8,545.94	8,791.16	9,042.62	9,301.74	9,568.88
	PerPayPeriod	3,815.48	3,924.73	4,037.82	4,153.11	4,272.97	4,395.58	4,521.31	4,650.87	4,784.44

\*Employees in these classifications on Jan. 1, 2015 will be red-lined, but will receive future cost-of-living-adjustments. Future employees hired into these classifications will be subject to the salary ranges above.



### 2019 Unrepresented Pay Scale

		<b>Steps</b>								
<b>Range</b>	<b>Title</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
14	Harbormaster	62,541.12	64,341.60	66,186.00	68,083.44	70,029.12	72,049.44	74,113.68	76,243.68	78,461.76
	Monthly	5,211.76	5,361.80	5,515.50	5,673.62	5,835.76	6,004.12	6,176.14	6,353.64	6,538.48
15	Executive Assistant*, HR Analyst	68,799.60	70,776.00	72,796.08	74,882.16	77,034.48	79,252.08	81,535.92	83,863.68	86,279.04
	Monthly	5,733.30	5,898.00	6,066.34	6,240.18	6,419.54	6,604.34	6,794.66	6,988.64	7,189.92
16	Communications Coordinator	75,672.72	77,846.64	80,086.56	82,370.64	84,742.08	87,179.76	89,682.96	92,252.40	94,909.20
	Monthly	6,306.06	6,487.22	6,673.88	6,864.22	7,061.84	7,264.98	7,473.58	7,687.70	7,909.10
17	City Clerk, Court Administrator, Senior Financial Analyst, Public Works Supervisor, Public Works Administrative Supervisor, Public Safety Administrative Supervisor	83,248.80	85,642.56	88,088.88	90,627.12	93,218.40	95,897.52	98,642.64	101,475.60	104,395.68
	Monthly	6,937.40	7,136.88	7,340.74	7,552.26	7,768.20	7,991.46	8,220.22	8,456.30	8,699.64
18	Deputy City Attorney	91,571.52	94,193.52	96,907.68	99,674.64	102,551.28	105,493.92	108,511.44	111,620.88	114,826.56
	Monthly	7,630.96	7,849.46	8,075.64	8,306.22	8,545.94	8,791.16	9,042.62	9,301.74	9,568.88
19	Accounting Manager, Budget Manager, Engineering Manager, Current Planning Manager, Building Official, Public Works Supervisor, IT Manager, HR Manager	100,724.64	103,615.20	106,589.04	109,647.84	112,794.48	116,032.32	119,362.32	122,788.08	126,312.24
	Monthly	8,393.72	8,634.60	8,882.42	9,137.32	9,399.54	9,669.36	9,946.86	10,232.34	10,526.02
20		110,796.24	113,977.20	117,247.68	120,613.44	124,074.24	127,635.12	131,298.72	135,067.20	138,943.44
	Monthly	9,233.02	9,498.10	9,770.64	10,051.12	10,339.52	10,636.26	10,941.56	11,255.60	11,578.62
21	Deputy Police Chief	117,750.00	121,105.44	124,557.84	128,107.92	131,759.04	135,513.36	139,375.44	143,347.20	147,676.08
	Monthly	9,812.50	10,092.12	10,379.82	10,675.66	10,979.92	11,292.78	11,614.62	11,945.60	12,306.34
22	City Attorney, Finance & Administrative Services Director, Public Works Director, Planning & Community Development Director	129,541.20	133,232.88	137,030.16	140,935.20	144,951.84	149,083.68	153,332.40	157,702.80	162,433.92
	Per Pay Period	5,397.55	5,551.37	5,709.59	5,872.30	6,039.66	6,211.82	6,388.85	6,570.95	6,768.08
	Monthly	10,795.10	11,102.74	11,419.18	11,744.60	12,079.32	12,423.64	12,777.70	13,141.90	13,536.16
	PayRate	62.28	64.05	65.88	67.75	69.69	71.67	73.71	75.82	78.09



### 2019 Unrepresented Pay Scale

		<b>Steps</b>									
<b>Range</b>	<b>Title</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	
23	Deputy City Manager	142,495.20	146,556.24	150,732.96	155,028.72	159,447.12	163,992.00	168,665.52	173,472.96	178,677.12	
	Monthly	11,874.60	12,213.02	12,561.08	12,919.06	13,287.26	13,666.00	14,055.46	14,456.08	14,889.76	
24	Police Chief	170,472.00									
	Monthly	14,206.00									
25	City Manager	180,666.70	184,000.00								
	Monthly	15,055.56	15,333.30								



CITY OF BAINBRIDGE ISLAND  
POLICE PAY SCALE - 2018

Grade	Patrol Officer	Step A	Step B	Step C	Step D	Step E
1	Annual	68,572	72,581	76,805	81,281	86,008
	Monthly	5,714	6,048	6,400	6,773	7,167
	Per Pay Period	2,857	3,024	3,200	3,387	3,584
	Pay Rate	32.97	34.89	36.92	39.08	41.35

Grade	Corporal	Step A	Step B	Step C	Step D	Step E
1.5	Annual	-	-	-	90,309	94,609
	Monthly	-	-	-	7,526	7,884
	Per Pay Period	-	-	-	3,763	3,942
	Pay Rate	-	-	-	43.42	45.48

Grade	Sergeant	Step A	Step B	Step C	Step D	Step E
2	Annual	-	87,824	92,942	98,339	104,062
	Monthly	-	7,319	7,745	8,195	8,672
	Per Pay Period	-	3,659	3,873	4,097	4,336
	Pay Rate	-	42.22	44.68	47.28	50.03



2018 Priority Based Budgeting Program List

Type	Department	Program	Quartile Group
Governance	City Council	FIXED COSTS City Governance	Not Scored
Governance	Executive	Administration - Executive	1
Community	Executive	Advertising	4
Governance	Executive	Advise City Council	3
Governance	Executive	Agenda & Meeting Administration	2
Governance	Executive	Benefits Administration	3
Governance	Executive	Bid Openings	4
Governance	Executive	Budget & Financial Management - Executive	1
Governance	Executive	Citizen Advisory Boards, Committees and Commissions	4
Community	Executive	Citizen Survey	4
Community	Executive	City Branding	3
Governance	Executive	City Insurance Policy Administration	4
Governance	Executive	City Policy Review Development & Implementation	2
Governance	Executive	Civil Service Commission Administration	3
Community	Executive	Community Engagement	3
Governance	Executive	Compensation Administration	3
Governance	Executive	Compliance to federal, state and local laws	2
Community	Executive	Comprehensive Planning	3
Governance	Executive	Contract Inventory	4
Governance	Executive	Contract Preparation/Review	2
Governance	Executive	Council Meetings and Agenda - Executive	3
Community	Executive	Cultural Element Funding	4
Community	Executive	Customer Service - Executive	4
Governance	Executive	Document Recording	4
Community	Executive	Economic Development - City Manager	4
Community	Executive	Emergency Preparedness - Executive	2
Governance	Executive	Employee Relations	3
Community	Executive	Event Planning/Promotion	4
Governance	Executive	Facility Planning - Executive	2
Governance	Executive	FMLA Administration	3
Governance	Executive	Franchise and Interlocal Agreements Management	4
Community	Executive	Human Services Funding	4
Governance	Executive	Intergovernmental Relations	4
Governance	Executive	Internal Notary Services	4
Governance	Executive	Internal Teams & Committees - Executive	3
Governance	Executive	Labor Negotiations Oversight	1
Governance	Executive	Labor Relations	2
Community	Executive	Land Use Hearings	3
Governance	Executive	Leadership & Organizational Development	1
Governance	Executive	Legal Counsel and Advisor for City Council	1
Governance	Executive	Legal Counsel for Boards, Committees and Commissions	1
Governance	Executive	Legal Counsel for City Administration	1
Governance	Executive	Legal Notices	4
Governance	Executive	Legal Research	3
Governance	Executive	Legislative Affairs	2
Governance	Executive	Legislative History	4
Governance	Executive	Liaison with Kitsap County and the Washington Public Disclosure Commission	4
Community	Executive	Liquor Licensing	4
Community	Executive	Lodging Tax Advisory Committee Funding	3
Governance	Executive	Municipal Code Codification	2
Community	Executive	Open Water Marina Lease Administration	4
Governance	Executive	OPMA and Public Records Training Program	3
Governance	Executive	Organizational and Employee Development	2
Governance	Executive	Outside Counsel - General Management	4
Governance	Executive	Personnel Management - Executive	3
Governance	Executive	Prepare/Review legislation	2
Governance	Executive	Pro Forma Documents	4
Community	Executive	Public Art Program	4
Community	Executive	Public Communications	3
Community	Executive	Public Farmland Management	4
Community	Executive	Public Information Office (PIO)	4
Governance	Executive	Public Notary Services	4
Community	Executive	Public Outreach - Community Engagement	3
Community	Executive	Public Outreach - Executive	4
Governance	Executive	Public Records Policy Development	4
Governance	Executive	Public Records Requests - Executive	3
Community	Executive	Public Records Requests - Public Records Officer	4
Governance	Executive	Real Property Management	4
Governance	Executive	Records Management	1
Governance	Executive	Required Reporting - Executive	4



2018 Priority Based Budgeting Program List

Type	Department	Program	Quartile Group
Governance	Executive	Safety Administration	3
Governance	Executive	Staffing Management	3
Governance	Executive	Strategic Planning and Development	1
Community	Executive	Volunteer Program Oversight/Administration	4
Governance	Executive	Website Management	4
Governance	Finance & Administrative Services	Accounts Payable	2
Governance	Finance & Administrative Services	Administration - Finance Dept	1
Governance	Finance & Administrative Services	Administration - Finance/IT	1
Governance	Finance & Administrative Services	Bank Account Reconciliation	2
Governance	Finance & Administrative Services	Budget & Financial Management - Finance	2
Governance	Finance & Administrative Services	Budget Development	1
Governance	Finance & Administrative Services	Budget Monitoring, Analysis, and Reporting	1
Community	Finance & Administrative Services	Business Licensing	3
Governance	Finance & Administrative Services	Capital Asset Management	Not Scored
Governance	Finance & Administrative Services	City Website support	1
Governance	Finance & Administrative Services	Citywide Support	Not Scored
Governance	Finance & Administrative Services	Communications Systems Administration	1
Governance	Finance & Administrative Services	Community communications	1
Governance	Finance & Administrative Services	Configuration Control	3
Governance	Finance & Administrative Services	Cost Allocation	1
Governance	Finance & Administrative Services	Council Meetings and Agenda - Finance	1
Community	Finance & Administrative Services	Customer Service - City Hall Front Desk	4
Community	Finance & Administrative Services	Customer Service - Finance	4
Governance	Finance & Administrative Services	Data Storage Administration	4
Governance	Finance & Administrative Services	Database Administration	2
Governance	Finance & Administrative Services	Debt Management and Issuance	Not Scored
Governance	Finance & Administrative Services	Delinquent Collections	3
Governance	Finance & Administrative Services	Disaster Recovery and Emergency Management	2
Governance	Finance & Administrative Services	Emergency Preparedness - Finance	3
Governance	Finance & Administrative Services	External Audit Management	1
Governance	Finance & Administrative Services	Financial System Support	1
Governance	Finance & Administrative Services	General Billing	2
Governance	Finance & Administrative Services	General Ledger Processing and Maintenance	1
Governance	Finance & Administrative Services	Geographic Information System (GIS) Administration	1
Governance	Finance & Administrative Services	Hardware/Software Administration	4
Governance	Finance & Administrative Services	Helpdesk Services	3
Governance	Finance & Administrative Services	Intergovernmental Financial Reporting	1
Governance	Finance & Administrative Services	Internal Process Control and Improvement	1
Governance	Finance & Administrative Services	Internal Teams & Committees - Finance	3
Governance	Finance & Administrative Services	Labor Negotiation Team Analysis	1
Governance	Finance & Administrative Services	Local Improvement District (LID) Billing	3
Governance	Finance & Administrative Services	Map/CAD Request Fulfillment	2
Governance	Finance & Administrative Services	Mapping and Data Management	2
Governance	Finance & Administrative Services	Network Management	1
Governance	Finance & Administrative Services	Payroll	1
Governance	Finance & Administrative Services	Personnel Management - Finance	3
Community	Finance & Administrative Services	Public Notary Service	4
Community	Finance & Administrative Services	Public Outreach - Finance	4
Governance	Finance & Administrative Services	Public Records Requests - Finance	2
Governance	Finance & Administrative Services	Rate Analysis and Setting Coordination	1
Governance	Finance & Administrative Services	Report Development	3
Governance	Finance & Administrative Services	Required Reporting - Finance	2
Governance	Finance & Administrative Services	Revenue Forecasting	1
Governance	Finance & Administrative Services	Server Administration/Maintenance	2
Governance	Finance & Administrative Services	Systems Administration	2
Governance	Finance & Administrative Services	Technology-Related Governance	2
Governance	Finance & Administrative Services	Trust/Agency Fund management	1
Governance	Finance & Administrative Services	Water and Sewer Utility Billing	1
Governance	General Government	FIXED COSTS General Government	Not Scored
Governance	Municipal Court	Administration - Court	4
Community	Municipal Court	Bail/Bond Management	3
Governance	Municipal Court	Budget & Financial Management - Court	2
Community	Municipal Court	Community Service Hours Verification	4
Community	Municipal Court	Court Calendars and Schedule Maintenance	3
Community	Municipal Court	Courthouse Security	3
Community	Municipal Court	Courtroom Reports and Summaries	4
Community	Municipal Court	Customer Service - Court	4
Community	Municipal Court	Data Entry and Docketing in Judicial Information System (JIS)	3
Community	Municipal Court	Defendant Criminal History and Driving Records Monitoring	4
Community	Municipal Court	Delinquent Payment and Collections Management	4



2018 Priority Based Budgeting Program List

Type	Department	Program	Quartile Group
Governance	Municipal Court	Emergency Preparedness - Court	4
Community	Municipal Court	Hearings	4
Governance	Municipal Court	Internal Teams & Committees - Court	3
Community	Municipal Court	Interstate Compact (Probation Transfer) Management	4
Community	Municipal Court	Jail Coordination	3
Community	Municipal Court	Passport Services	4
Governance	Municipal Court	Personnel Management - Court	1
Community	Municipal Court	Prisoner Transport	3
Community	Municipal Court	Probation File Management, Evaluations and Treatment Compliance Monitoring	3
Community	Municipal Court	Public Defender Screening	3
Community	Municipal Court	Public Outreach - Court	4
Community	Municipal Court	Public Records Requests - Court	4
Community	Municipal Court	Records Management and Preservation	3
Community	Municipal Court	Remittance to City, State and Victims	4
Community	Municipal Court	Required Reporting - Court	4
Community	Municipal Court	Restitution Management	4
Community	Municipal Court	Safety Planning and Training	4
Community	Municipal Court	Search Warrants	3
Community	Municipal Court	Sentence Compliance	4
Community	Municipal Court	Trials	4
Community	Planning & Community Development	Administration - Planning and Community Development	2
Community	Planning & Community Development	Affordable Housing	4
Community	Planning & Community Development	After-the-Fact Permits	1
Governance	Planning & Community Development	Budget & Financial Management - Planning and Community Development	2
Community	Planning & Community Development	Building and Fire Code Updates	1
Community	Planning & Community Development	Building Code Educational Outreach	2
Community	Planning & Community Development	Building Permit Database Management	2
Community	Planning & Community Development	Building Permit Processing	1
Community	Planning & Community Development	Building Permits - Planning Review	1
Community	Planning & Community Development	Building Plan Review	1
Community	Planning & Community Development	Building Site Inspections	1
Community	Planning & Community Development	Capital Facilities Plan/Capital Improvement Program Updates	1
Community	Planning & Community Development	City Council Ad Hoc Committee Support	2
Community	Planning & Community Development	Code Compliance Complaints Investigations	2
Community	Planning & Community Development	Code Compliance Educational Outreach & Interagency Support	2
Community	Planning & Community Development	Code Compliance Ordinance Updates & Revisions	3
Community	Planning & Community Development	Code Compliance Site Visits	2
Community	Planning & Community Development	Code Enforcement Actions	2
Community	Planning & Community Development	Comprehensive Plan "Regular" Amendments	2
Governance	Planning & Community Development	Council Meetings and Agenda - Planning and Community Development	2
Community	Planning & Community Development	Current Planning Permits Database Management	1
Community	Planning & Community Development	Current Use Taxation Applications	4
Community	Planning & Community Development	Customer Service - Building Division	2
Community	Planning & Community Development	Customer Service - Current Planning	2
Community	Planning & Community Development	Customer Service - Long Range Planning	3
Community	Planning & Community Development	Demographics/Population and Permit Data Reporting	4
Community	Planning & Community Development	Design Review Board	2
Governance	Planning & Community Development	Emergency Preparedness - Building Division	4
Governance	Planning & Community Development	Emergency Preparedness - Planning and Community Development	4
Community	Planning & Community Development	Flood Plain Compliance	2
Community	Planning & Community Development	Historic Preservation Commission	4
Governance	Planning & Community Development	Internal Teams & Committees - Planning and Community Development	3
Community	Planning & Community Development	Island Center Subarea Planning	1
Community	Planning & Community Development	Island Center Subarea Planning	1
Community	Planning & Community Development	Land Use Applications Review & Processing - Current Planning	1
Community	Planning & Community Development	Land Use Ordinance Development and Processing	1
Community	Planning & Community Development	Legal Proceedings	3
Community	Planning & Community Development	Natural Resource Protection	1
Community	Planning & Community Development	Non-Motorized Transportation Plan Implementation	1
Community	Planning & Community Development	Other Comprehensive Plan Implementation	1
Community	Planning & Community Development	Other Comprehensive Plan Implementation	1
Community	Planning & Community Development	Parcel Addressing	1
Governance	Planning & Community Development	Personnel Management - Planning and Community Development	1
Community	Planning & Community Development	Planning Commission Administration and Support	3
Community	Planning & Community Development	Public Outreach - Planning and Community Development Department	3
Community	Planning & Community Development	Public Records Requests - Planning and Community Development	4
Community	Planning & Community Development	Regional Coordination & Representation	2
Community	Planning & Community Development	Regional Planning Coordination	2
Community	Planning & Community Development	Rezoning	2
Community	Planning & Community Development	SEPA (State Environmental Protection Act) Review and Decisions	1



## 2018 Priority Based Budgeting Program List

Type	Department	Program	Quartile Group
Community	Planning & Community Development	Shoreline Master Plan Implementation and Monitoring	1
Community	Planning & Community Development	Sign Code Administration	3
Community	Planning & Community Development	Site Inspections	1
Community	Planning & Community Development	Special Planning Projects and Research	1
Community	Planning & Community Development	State-mandated Comprehensive Plan Update	1
Community	Planning & Community Development	Support Affordable Housing Task Force	2
Community	Planning & Community Development	Technical Advice and Interpretation of Plans, Policies and Regulations	2
Community	Public Safety	Administration - Public Safety	4
Community	Public Safety	Animal Licensing	4
Community	Public Safety	Background Investigations	4
Community	Public Safety	Bike Patrol	1
Governance	Public Safety	Budget & Financial Management - Public Safety	2
Community	Public Safety	Citizen Ride-Along	4
Community	Public Safety	Civic Parking Program	3
Community	Public Safety	Community Events	2
Community	Public Safety	Community Outreach	3
Community	Public Safety	Complaints and Internal Affairs Investigations	4
Community	Public Safety	Concealed Pistol License Applications	4
Governance	Public Safety	Council Meetings and Agenda - Public Safety	3
Community	Public Safety	Court Support	2
Community	Public Safety	Crime Prevention	3
Community	Public Safety	Customer Service - Public Safety	2
Governance	Public Safety	Department Meetings/Events	1
Community	Public Safety	Derelict Vessel Prevention Program	2
Community	Public Safety	Derelict Vessel Removal Program	2
Community	Public Safety	Directed Patrol Mission	3
Community	Public Safety	Dispatch Services (CenCom)	1
Community	Public Safety	Emergency Flotilla	4
Community	Public Safety	Emergency Management Planning and Operations	2
Community	Public Safety	Emergency Operations Center (EOC)	1
Community	Public Safety	Emergency Preparedness	2
Community	Public Safety	Evidence Management	2
Community	Public Safety	False Alarm Program	4
Community	Public Safety	Field Training	2
Community	Public Safety	Fingerprinting Services	3
Governance	Public Safety	FIXED COSTS Capital	Not Scored
Community	Public Safety	Fleet Management	3
Community	Public Safety	General Investigations	2
Community	Public Safety	General Patrol Operations	1
Governance	Public Safety	Grant Management	4
Community	Public Safety	Harbor Stewards	3
Community	Public Safety	Homeland Security	2
Community	Public Safety	Intelligence and Crime Analysis	2
Governance	Public Safety	Interagency Planning & Cooperation	4
Governance	Public Safety	Internal Teams & Committees - Public Safety	3
Community	Public Safety	K9 Program	4
Community	Public Safety	Lexipol - Policy Management	2
Community	Public Safety	Licensing Review & Approvals	4
Community	Public Safety	Major Special Event Support	2
Community	Public Safety	Marina Education & Outreach	4
Community	Public Safety	Marine Services Unit	3
Community	Public Safety	Motorcycle Program	3
Community	Public Safety	Officer recruiting and selection	3
Governance	Public Safety	Ongoing Training and Certification	1
Community	Public Safety	Parking Enforcement	1
Community	Public Safety	Patrol Standardization	4
Governance	Public Safety	Personnel Management - Public Safety	1
Community	Public Safety	Police Awards and Commendation	4
Community	Public Safety	Policy and Regulations	3
Community	Public Safety	Port Security	3
Community	Public Safety	Portable Radios Programming and Maintenance	3
Community	Public Safety	Prosecutor Support	4
Community	Public Safety	Public Outreach - Public Safety	3
Community	Public Safety	Public Records Requests - Public Safety	4
Governance	Public Safety	Purchasing - Procurement Services	4
Community	Public Safety	Radiological/Nuclear Detection	3
Governance	Public Safety	Records Management	2
Community	Public Safety	Reporting and Compliance - Investigations	4
Community	Public Safety	Reporting and Compliance - Support Services	2
Community	Public Safety	Research Reporting	4



2018 Priority Based Budgeting Program List

Type	Department	Program	Quartile Group
Community	Public Safety	Reserve Program	4
Community	Public Safety	Risk Management Review	3
Community	Public Safety	SECTOR - Traffic Incident Reporting	2
Community	Public Safety	Sex Offender Accountability Program	4
Community	Public Safety	Special Event Review and Management	2
Community	Public Safety	Specialized Investigations	1
Governance	Public Safety	Strategic Planning	3
Governance	Public Safety	Timekeeping	4
Community	Public Safety	Traffic Operations - Enforcement	1
Community	Public Safety	Traffic Operations - Investigations	1
Community	Public Safety	Training Coordinator	4
Community	Public Safety	Vehicle Inspections	3
Community	Public Safety	Volunteer Program	3
Community	Public Safety	Washington Crime Information Center (WACIC) Reporting	3
Community	Public Works	Administration - Public Works	2
Community	Public Works	Annual Culvert and Open Conveyance Inspection and Cleaning	1
Community	Public Works	Annual Water System Flush	1
Community	Public Works	Backflow Testing	3
Community	Public Works	Bike Lane Sweeping	1
Community	Public Works	Biosolids Disposal	2
Community	Public Works	Biosolids Processing	2
Governance	Public Works	Budgeting and Financial Management	2
Community	Public Works	Building Permits Review	1
Governance	Public Works	Building Services Contracts	3
Community	Public Works	Capital Project Management	3
Community	Public Works	Catch Basin and Closed Conveyance Inspection and Cleaning	1
Community	Public Works	Collection System Maintenance and Repairs	2
Community	Public Works	Communications and Media Relations - Public Works	3
Community	Public Works	Construction Support - Sewer Utility	2
Community	Public Works	Construction Support - SSWM Utility	2
Community	Public Works	Construction Support - Water Utility	2
Governance	Public Works	Council Meetings and Agenda - Public Works	2
Governance	Public Works	Crane Inspection	3
Community	Public Works	Cross Connection Control Program Management	2
Community	Public Works	Customer Service - Engineering	3
Community	Public Works	Customer Service - Public Works	4
Community	Public Works	Decant Facility and SWPPP Operations	2
Community	Public Works	Development Codes Update and Review	2
Community	Public Works	Emergency Call Out Inspections	1
Governance	Public Works	Emergency Preparedness - Public Works	3
Community	Public Works	Facilities Engineering and Construction	1
Governance	Public Works	Facility Maintenance and Repairs	3
Governance	Public Works	Facility Planned Asset Improvement Projects	2
Community	Public Works	Facility Planning - Public Works	1
Governance	Public Works	Facility Support	4
Governance	Public Works	FIXED COSTS Capital	Not Scored
Community	Public Works	Fleet, Equipment & Fuel - Public Works	1
Governance	Public Works	Fuel System Maintenance	4
Community	Public Works	Gravel Roads Maintenance	3
Community	Public Works	Grinder Pump Contract	3
Governance	Public Works	Grounds Maintenance	4
Community	Public Works	Groundwater Management Program	1
Community	Public Works	Guardrail Maintenance	3
Community	Public Works	Illicit Discharge Detection and Elimination	1
Community	Public Works	Illicit Discharge Detection and Elimination and Spill Response	1
Governance	Public Works	Internal Teams & Committees - Public Works	3
Community	Public Works	Janitorial Contract	4
Community	Public Works	Land Use Applications Review & Processing - Development Engineering	1
Community	Public Works	Landfill Management Operations	3
Community	Public Works	Linear Moorage, Dock & Buoy Contract	3
Community	Public Works	Major Maintenance and Repairs - Stormwater System	2
Community	Public Works	Meter Operations	2
Community	Public Works	Municipal Operations - NPDES	1
Community	Public Works	NPDES - Discharge Permit Management	1
Community	Public Works	Overhead Vegetation Control	2
Community	Public Works	Pavement Maintenance	1
Community	Public Works	Pavement Marking Maintenance	1
Governance	Public Works	Personnel Management - Public Works	1
Community	Public Works	Planned Asset Improvement Projects - Sewer Utility	2
Community	Public Works	Planned Asset Improvement Projects- Water Utility	2



2018 Priority Based Budgeting Program List

Type	Department	Program	Quartile Group
Community	Public Works	Private Infrastructure Transfer and Maintenance Plan Development	1
Community	Public Works	Public Information/Public Affairs-Relations	4
Community	Public Works	Public Involvement and Participation - NPDES	3
Community	Public Works	Public Outreach - Public Works	4
Community	Public Works	Public Outreach and Education - NPDES	1
Community	Public Works	Public Records Requests - Public Works	4
Governance	Public Works	Public Works General Management	2
Community	Public Works	Pump Station Inspections	3
Community	Public Works	Pump Station Maintenance and Repairs	3
Governance	Public Works	Purchasing - Procurement Services	3
Governance	Public Works	Required Reporting - Public Works	3
Community	Public Works	Right-of-Way Administration	2
Community	Public Works	Right-of-Way Management	3
Community	Public Works	Road End Maintenance	4
Community	Public Works	Road Striping	3
Community	Public Works	Roadside Mowing	3
Community	Public Works	Roadside Tree Services	3
Community	Public Works	Runoff Control from New Development	1
Community	Public Works	Shoulder Maintenance	1
Community	Public Works	Sidewalk Maintenance	1
Community	Public Works	Site Inspections	2
Governance	Public Works	Small Equipment Maintenance	4
Community	Public Works	Snow and Ice Control	2
Community	Public Works	Special Projects/Studies - Water	1
Community	Public Works	Storm Response and Recovery - Fleet Equipment	2
Community	Public Works	Storm Response and Recovery - Roadway Debris	1
Community	Public Works	Storm Response and Recovery - Sewer Utility	1
Community	Public Works	Storm Response and Recovery - Stormwater Systems	1
Community	Public Works	Storm Response and Recovery - Water Utility	1
Community	Public Works	Storm Water Quality Control and Treatment Structure Maintenance	2
Community	Public Works	Stormwater Engineering and Construction	1
Community	Public Works	Stormwater Planning	1
Community	Public Works	Street Light Inspection	2
Community	Public Works	Street Signal Light Maintenance	2
Community	Public Works	Street Sweeping	1
Community	Public Works	Streetscape Maintenance	3
Community	Public Works	Surveying	3
Community	Public Works	Traffic Engineering	1
Community	Public Works	Traffic Sign Maintenance	2
Community	Public Works	Trail Maintenance	1
Community	Public Works	Transportation Engineering and Construction	1
Community	Public Works	Transportation Planning	1
Community	Public Works	Treatment Plant Operations and Testing	2
Community	Public Works	Treatment Plant Preventive Maintenance and Repairs	2
Governance	Public Works	Vehicle and Equipment Acquisition	4
Governance	Public Works	Vehicle and Equipment Maintenance and Repairs	3
Governance	Public Works	Vehicle and Equipment Surplus	4
Governance	Public Works	Vehicle Outfitting	4
Community	Public Works	Water Operations	2
Community	Public Works	Water Quality and Flow Monitoring Program	1
Community	Public Works	Water System Maintenance and Repairs	2
Community	Public Works	Waterworks (Water, Sewer) Planning	2
Community	Public Works	Waterworks Engineering and Construction	2

## GLOSSARY – FINANCE, ACCOUNTING AND MUNICIPAL DEBT

**Acceleration** – A remedy for default that allows the bondholder or lender to declare the unpaid balance immediately due and payable.

**Accrual Basis** – The basis of accounting under which transactions are recognized when incurred regardless of the timing of related cash receipts and disbursements. This is the basis of accounting used by most large private corporations. The City uses the accrual basis to account for year-end accounting and reporting of Proprietary Funds such as the City's utility funds and for the Government-wide Financial Statements required by GASB Statement No. 34.

**Acquired Purpose Obligations** – A term used in IRS regulations to describe loans taken out to meet a municipality's governmental obligations.

**Ad Valorem Tax** – Property tax.

**Additional Bonds Test** – A covenant that an issuer will not issue new additional bonds that will have a claim to revenues already pledged to outstanding bonds, unless certain financial or other requirements are met.

**Advance Refunding** – Issuance of new bonds to repay an outstanding bond issue prior to its first call date in order to capture savings (in the form of a lower interest rate), or to change covenants or other provisions. Generally, the proceeds of the new issue are invested in government securities, which are placed in escrow. The trustee or escrow agent uses these maturing government securities to pay interest the old issue until its first call date, at which point it is called and repaid.

**Agreement Among Underwriters (AAU)** – The contract set up between members of an underwriting syndicate, stipulating the activities of each member.

**Amortization Schedule** – The schedule of principal and interest payments for the elimination of debt.

**Any Interest Date Call** – A call feature under which an issuer can redeem outstanding securities on any interest payment date, after the first call date.

**Appropriation** – An authorization by a legislative body to set aside cash for a specific purpose.

**Arbitrage** – The practice of buying and selling in different markets to profit from a spread in prices or yields resulting from market conditions. Except in limited circumstances, municipal issuers are generally prohibited from selling bonds in the tax-exempt market, and turning around to invest the proceeds in higher-yielding taxable market in order to earn profits. Any such arbitrage profits must be rebated to the U.S. Treasury.

**Artifice or Device** – A term used in section 103 of the IRS code to describe a transaction that enables the issuer to gain arbitrage profits.

**Assessed Valuation** – The valuation placed on real estate by the Kitsap County Assessor's Office as the basis for levying property taxes.

**Assessment** – The valuation placed on property for the purposes of taxation. Also used as the charges made against properties included in a local improvement district, generally called special assessments.

**Assessment Bonds (or Local Improvement District Bonds)** – Bonds the repayment of which is secured by special assessments paid by property owners whose property receives a special benefit from the bond-financed improvement.

**Auction Rate Securities (ARS)** – Variable rate securities in which the interest rate is reset periodically (daily, weekly or monthly), based on the results of a dutch auction.

**Authority** – A unit or agency of a municipality established to perform a

single function or group of functions, usually supported by user fees.

**Authorization Ordinance** – A law that allows a municipality to sell a specific bond issue or finance a specific project.

**Average Annual Debt Service (AADS)** – The average amount of total debt service due in each year over the life of the bonds.

**Average Effective Interest Cost** – The average interest rate on a bond issue, including all issuance costs, expressed as either net interest cost or true interest cost.

**Average Life** – The average length of time an issue of bonds with mandatory sinking funds is expected to remain outstanding.

**Baby Bond** – A denomination issued in less than \$1,000, also known as a mini-bond.

**Balloon Maturity** or **Balloon Payment** – A large proportion of bond principal maturing in a single year.

**Back-Loaded Debt** – A debt service structure in which total debt service payments are lower in the early years and increase toward the final maturity. This is typically accomplished with smaller principal maturities in the early years, balloon payments, “zero-coupon” bonds or capitalized interest bonds.

**Balanced Budget** – Estimated expenditures for the fiscal year shall not exceed the total of the estimated revenues for the fiscal year plus the expected fund balance at the close of the preceding fiscal year. Loan proceeds are not used to balance the budget.

**Bank Qualified (BQ)** – Bonds issued by municipalities that anticipate selling less than \$10 million in bonds in a given calendar year. Certain financial institutions that buy these securities are allowed to deduct 80 percent of the interest expense incurred to buy them.

**Basis of Accounting** – The structure used to determine when financial transactions are recognized. The primary methods used by municipalities are cash basis, modified accrual and full accrual basis.

**Basis point** – One one-hundredth of a percent (0.01%). One hundred basis

points equal 1 percent. Used in discussing the pricing and yields of bond issues.

**Benefits** Employee benefits including employer taxes (social security, medicare, and worker's compensation) and City-paid benefits such as health insurance, life insurance, uniform cleaning/replacement and State-mandated retirement contributions.

**Bid** – The price offered by prospective purchasers of securities.

**Bid Wanted** – A listing of securities put out by a dealer asking for bids on part or all of them.

**Black-box Deal** – Term to describe a variety of abusive bond issues sold in the 1980s in which the proceeds were used to earn arbitrage profits and nothing more.

**Blind Pool** – A bond issue sold without the specific borrowers or projects they wish to finance known in advance.

**Block** – A large amount of bonds trading in the market, generally speaking, \$100,000 or more.

**Blue List** – A daily publication by Standard & Poor's, printed on distinctive blue paper, showing what dealers are offering for sale from their inventory in the so called secondary market. The *Blue List* volume is the total par value of all bonds offered for sale in the publication, properly entitled *The Blue List of Current Municipal and Corporate Offerings*.

**Blue Sky Law** – A term referring to various state laws enacted to protect the public against securities fraud.

**Boilerplate** – Commonly repeated legal sections of an official statement, which vary little from transaction to transaction.

**Bond** – A promise by an issuer to repay a stated principal amount, which obligation will accrue interest at a stated rate. Bonds typically have an average life of 3 years or more. Securities with shorter maturities are termed notes (3 years or less) or commercial paper (12 months or less).

**Bond Anticipation Note (BAN)** – A short-term borrowing (usually 3 years or less) that the issuer anticipates retiring with

the proceeds of a bond sale. Typically used during a construction period before final costs are known. See also *Tax Anticipation Note (TAN)*, *Revenue Anticipation Note (RAN)*, *Tax and Revenue Anticipation Note (TRAN)*, *Grant Anticipation Note (GAN)*.

**Bond Bank** – State bond banks bundle debt offerings from small issuers into larger offerings, to create advantages of scale.

**Bond Buyer, The** – The daily, and only, newspaper of record of the municipal market, published since 1891. The paper was known first as *The Daily Bond Buyer* and changed its name to the current one in 1987.

**Bond Buyer Index** – Generally used in reference to The Bond Buyer 20-bond general obligation (GO) bond index, which is calculated weekly using 20 GO bonds maturing in 20 years. The index has a rating roughly equivalent to a double-A. Eleven of the same bonds are also used to calculate an index equivalent to a double-A-plus.

The 20- and 11-bond indexes were compiled monthly from 1917 to 1946; they are now compiled weekly. The record high for the 20-bond index was 13.44 percent, which it hit on January 14, 1982. The record low was 1.29 percent; which it posted on February 14, 1946. The record high for the 11-bond index was 13.05 percent; the record low 1.04 percent. *The Bond Buyer* started a weekly revenue bond index in 1979, comprising 25 revenue bonds maturing in 30 years, with an average rating of A-plus. Its high was 14.32 percent, also reached in January 1982. In 1989 the newspaper also started a short-term tax exempt note index calculating using 10 various note issuers. The bond issuers used in the calculation of all of the indexes change from time to time, as their fortunes rise or fall.

**Bond Buyer Municipal Bond Index** – An index of bond prices designed by the Chicago Board of Trade used in trading municipal bond futures, and sometimes used by observers as a benchmark in

assessing the state of the municipal market.

**Bond Contract** – Terms of the agreement between issuer and buyer, typically including the bond resolution, trust indenture, and various security provisions.

**Bond Counsel** – A lawyer who typically represents the bond issuer, reviews the transaction, and writes an opinion on its legality, security, and tax status.

**Bond Election** – The process by which voters approve or reject the sale of unlimited tax general obligation (UTGO) bonds.

**Bond Fund** – An issuer's debt service repayment fund, into which all money collected for the repayment of bonds is deposited.

**Bond Insurance** – A policy written by a mono-line insurance company that guarantees payment to bondholders of principal and interest payments when due, resulting in a higher credit rating, lower borrowing cost, or enhanced marketability for the bonds.

**Bond Ordinance** or **Bond Resolution** – A legal document describing the terms and conditions of the offering, the rights of the bondholder, and the obligations of the issuer.

**Bond Proceeds** – The amount of money received by the issuer in exchange for an issue of bonds.

**Bond Purchase Agreement (BPA)** or **Bond Purchase Contract (BPC)** – The contract between the issuer and the underwriter setting the terms, prices, and conditions of the sale.

**Bond Rating** – The series of letters, numbers, and symbols used by rating agencies to designate the credit quality of an issuer's securities.

**Bond Register** – A record, kept by a transfer agent or bond registrar on behalf of an issuer, of the names and addresses of registered bond owners.

**Bond Registrar** – The person or entity who maintains the bond register. In Washington, typically the State's Fiscal Agent (currently The Bank of New York) acts as registrar for most governmental

issuers. A trustee, treasurer or finance officer may alternatively be appointed as bond registrar.

**Bond Transcript** – The legal documents associated with a bond offering.

**Bond Year** – \$1,000 of debt outstanding for one year. The number of bond years in an issue is the number of bonds times the number of years from the dated date to maturity. The number of bond years is used in calculating the average life of an issue and its net interest cost.

**Bonded Debt** – The portion of an issuer's total indebtedness as represented by outstanding bonds.

**Book** – Presale orders for a new bond issue, based on preliminary price levels. The syndicate member who keeps track of orders is said to be the senior book running manager.

**Book-Entry** – Securities in the form of entries in the issuer's or a clearing house's books, rather than in the form of paper certificates with coupons. All but the smallest bond issues are sold in book-entry format.

**Broker** – An agent between buyers and sellers of securities. Brokers' brokers handle inter-dealer transactions.

**Budget** – The City's plan for financial operations during the coming year as approved by ordinance of the City Council. Also refers to the published document containing that plan.

**Budget Amendment** – A change to a budget adopted in accordance with State law. A budget may be amended by ordinance when unanticipated revenues or expenditures occur. The City Manager is authorized to amend budget expenditures within a single fund without City Council approval provided overall expenditures for the fund are not increased.

**Budgetary Basis** – The basis of accounting under which the City's budget is prepared. The City budgets are prepared using the modified accrual basis of accounting and include the assumption that all budgeted activities will be completed in the budget year except where indicated otherwise. Some expenditures are not budgeted such

as the recognition of depreciation in the City's Utility Funds. Capital asset purchases are recognized for budget purposes as expenditures in the year the cash outlay occurs.

**Budgeting, Accounting & Reporting System (BARS)** – The chart of accounts established by the State Auditor's Office and required to be used by all governments within the State.

**Calendar** – The list of upcoming bond sales.

**Call** – Redemption of a bond prior to maturity. The first call is usually 10 years away, at par, although most issuers allow for earlier calls at a premium of 101 or 102.

**Call Provision** – A provision permitting an issuer to redeem a bond prior to its stated maturity date.

**Call Premium** – An amount, usually stated as a percentage of the principal amount, paid as a "penalty" or a "premium" for the exercise of a call provision.

**Callable Bonds** – Bonds that may be redeemed by the issuer prior to the stated maturity date. Typically, a first call date is 10 years from issuance, at a price of par plus interest accrued to the call date. Other call provisions (and premiums) can be negotiated.

**Canadian Interest Cost (CIC)** – A method of calculating the interest cost, as a percentage, of a bond issue. Not used as often as the net interest cost (NIC) method.

**Capital Appreciation Bond (CAB)** – A bond purchased at a deep discount to face value, for which principal and all interest are due at maturity. Also called a capitalized interest bond or compound interest bond.

**Capital Expenditures** – Expenditures for acquisition of or improvement to assets with a fixed or permanent character such as land and buildings.

**Cash Basis** – The basis of accounting under which transactions are recognized when cash is received or disbursed.

**Closing** – The point in the sale at which an issuer delivers securities to the underwriters, and receives the proceeds.

**Competitive Sale or Competitive Bid** –

The sale of bonds to a purchaser based on bids submitted electronically at a specified time.

**Comprehensive Plan (Comp Plan)** – Plan required by the Growth Management Act to accommodate the population growth anticipated over the next 20 years. The Plan must show what public facilities are needed and how the local government plans to pay for those facilities during the first six years of the period. Projects in the City's annual budget are required to conform to the City's Plan.

**Conduit Financing** – A financing structure in which an issuer sells bonds and then lends the proceeds, pursuant to a loan agreement, to a borrower. The bond issuer promises to repay the bonds using the loan repayment amounts received from the borrower.

**Contingent Loan Agreement** – A form of credit enhancement whereby an entity independent of the issuer agrees to provide credit enhancement to an issuer in the form of one or more loans. For example, a public development authority (PDA) may obtain a guarantee from the city that created it that if the PDA is unable to make debt service payments, the city will provide additional funds to the PDA to be used for that purpose. See also *Guaranty Agreement*.

**Continuing Disclosure** – An issuer's obligation to provide ongoing updates of information regarding the issuer's financial condition, pursuant to a written Undertaking to Provide Continuing Disclosure, to the NRMSIRs and other specified market participants.

**Core Services** Expected level of traditional and community-driven services delivered by the City to its citizens.

**Councilmanic Debt** – Bonds authorized to be issued by a City Council (or other local governing body) without a vote of the people.

**Coupon** – The rate of interest to be paid by the issuer. Formerly, physical coupons were attached to bond certificates. They would literally be clipped and brought to

a bank or paying agent and presented for payment. Such certificated bonds are very rare today.

**Covenant** – A legally binding commitment by the issuer to the bondholder.

**Cover Bid** – The second-best bid received at a competitive sale.

**Coverage** – A ratio of the amount of project or utility revenues to the expected debt service requirements during a given 12-month period. Typically expressed in a covenant as a promise, e.g., to keep utility rates high enough to produce 1.25 times average annual debt service.

**Credit Enhancement (or Credit Support)** – Additional security provided for an issue of bonds. Examples of credit enhancement include bond insurance, guarantee agreements, contingent loan agreements, and letters of credit.

**Dated Date** – The date from which interest on a bond will accrue, usually the issue date.

**Debt Per Capita** – The ratio of bonded debt divided by population.

**Debt Service Reserve Fund (DSRF)** – A separate fund established in revenue bond issues as a reserve for the payment of debt service, into which an issuer may typically deposit cash, securities or reserve sureties. See *Reserve Requirement*.

**Default** – Failure to comply with terms of a bond issue, which may include making timely payment of principal and interest and other covenants.

**Defeasance** – Placement of cash or securities into an escrow or trust account to be used by the escrow agent or trustee for the payment of principal of and interest on bonds when due. Defeased bonds are no longer treated as "outstanding" debt.

**Deficit** – The excess of liabilities of a fund over its assets or the excess of expenditure over revenues during the accounting period. As used in State law relative to the budget, a deficit only occurs when expenditures exceed the sum of revenues and beginning cash balances.

**Denomination** – The face or par amount that the issuer promises to pay at a specific bond or note maturity.

**Depository** – A business that provides immobilization, safekeeping, and book-entry settlement services to its customers.

**Designated Order** – When a buyer gives credit to a certain dealer or dealers in an underwriting group.

**Direct Debt** – The debt that a municipality incurs in its own name.

**Discount Bonds** – A bonds initially sold at a price that is less than par, meaning that the issuer receives less in payment than the stated face value of the bonds. The amount of premium is usually described as a percentage below par. (For example, a \$100,000 face value bond might sell for 99% or \$99,000.) A purchaser buying discount bonds must consult their tax advisor regarding the tax treatment of discount bonds.

**Dollar Bonds** – Bonds that are quoted in terms of price rather than yield. These are the biggest and most common issues in the market and trade relatively frequently.

**Double-Barreled Bond** – A bond with two distinct revenue sources pledged to repayment, most typically a specific (but often narrow and subject to fluctuation) revenue stream and a broader stream such as a general obligation pledge.

**Downgrade** – A reduction in a bond rating.

**Due Diligence** – The investigation of a bond issue, by underwriter's and issuer's counsel, to ensure that all material facts related to the issue have been disclosed to potential buyers in the official statement (OS).

**Duration** – The sum of the present values of each of the principal and interest payments of a security, weighted by the time to receipt of each payment, divided by the total of the present values of the payments. Unlike average life or average maturity, duration takes into account the timing of both principal and interest payments.

**Dutch Auction** – An auction at which purchasers submit bids stating the lowest interest rate they will accept for a stated amount of bonds, and bonds are distributed among the purchasers, beginning with the lowest bidder, at the price bid by the last bidder to receive an allocation (the "clearing price"). Bids will be filled from the lowest yield (price offering the highest premium) until the entire issue has been allocated.

**Encumbrance** – The commitment of funds for a specific purchase of goods or services which reserves part of the appropriation (budget) of the department making the commitment. Used as a tool to prevent spending the same amount twice.

**Enterprise Fund** – A fund established to account for operations financed in a manner similar to a private business enterprise. In an Enterprise Fund, the cost of providing goods or services is fully recovered through user charges. The City's Enterprise Funds are the Water, Sewer, SSWM and Building & Development Services funds.

**Escrow Account** – A trust account established for a particular purpose, typically in conjunction with a refunding or defeasance of bonds.

**Expenditures** – Decreases in net current assets. Expenditures include debt service, capital outlays and those current operating costs which require the use of current assets.

**Face Amount** – The principal amount stated on a bond. *See also Par Value.*

**Feasibility Study** – A report by an independent expert on the economic need and practicality of a proposed program.

**Federal Tax Code (or Code)** – The Internal Revenue Code of 1954, as amended, and related interpretations.

**Fiduciary Fund** – Funds used to report assets held in a trustee or agency capacity for others and which cannot be used to support the government's own programs. The fiduciary fund category includes pension and other employee benefit trust

funds, investment trust funds, private-purpose trust funds and agency funds.

**Financial Adviser (FA)** – A finance professional hired to advise an issuer on finance matters including structuring of a proposed transaction, appropriateness of issuing debt and related issues.

**Financial Capacity Analysis** – An analysis of the community's ability to pay for capital facilities (roads, schools, parks, utilities, etc.) which would be required to provide service to its expected population over the six year planning horizon required by the State of Washington as part of the Comprehensive Planning Process

**Fiscal year** – A 12-month period not necessarily corresponding to the calendar year.

**Floating Rate Bond or Floater** – An obligation bearing interest at a variable rate that is reset periodically, ranging from daily to annually.

**Flow of Funds** – Typically a covenant requiring amounts to be paid into and out of specific funds in a particular order, ensuring that available money is applied first to the highest priority uses.

**Full Faith and Credit** – A pledge of any and all resources available to an issuer, including general taxing power, to repay its debt obligations.

**Fund** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

In governmental accounting, funds are classified into three categories and seven generic fund types:

- Governmental Funds
  - General Fund
  - Special Revenue Funds
  - Debt Service Funds
  - Capital Projects Funds
- Proprietary Funds
  - Enterprise Funds

- Internal Service Funds (accounts for services provided by one department to another)

- Fiduciary Funds

**Fund Balance** – The difference between assets and liabilities reported in a governmental fund.

**GASB 34** – Governmental Accounting Standards Board (GASB) Statement No. 34 which dictates how governments structure their financial reporting. The standard requires that Government-wide financial statements be prepared using accrual basis accounting and incorporate all of a government's governmental and business-type activities, as well as its non-fiduciary component units.

**General Obligation (GO)** – A security backed by the full faith and credit of a municipality. General obligation debt is typically thought of as being backed by *ad valorem* property taxes. See also *Limited Tax General Obligation and Unlimited Tax General Obligation*.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards for financial accounting and reporting used to provide a consistent standard by which to measure financial presentations. The City of Bainbridge Island prepares its annual reports in accordance with GAAP (except as noted in the reports); however, GAAP is not used in the preparation of the City's annual budgets.

**Global Certificate** – A single certificate representing an entire issue, kept at a depository or book-entry agent.

**Good Faith Deposit** – A sum of money, usually 2 percent of par value, given by bidders to issuers when they bid for competitive deals. The sum, usually given as a cashier's or certified check, is returned to the bidder if the bid is rejected.

**Grant Anticipation Note (GAN)** – Short-term debt (usually three years or less) that is issued in anticipation of receiving a grant and is secured by those grant funds.

**Grants** – Assets, usually cash, given by one organization to another. The recipient is

the City and the grantor (donor) is usually the State or Federal government. It is illegal for Washington cities to make grants to private parties, including charities.

**Gross Revenues** – Typically includes all revenues received by a project (or an issuer) before payment of expenses for operation, maintenance or debt service.

**Group Net Order** – An order confirmed to the buyer where the sales credits benefit all members of the underwriting group.

**Growth Management Act (GMA)** – Legislation passed by the Washington State Legislature in 1990 which requires that certain cities and counties plan for population growth and to identify funding alternatives for the facilities needed by the increased population. The resulting plan is called the Comprehensive Plan.

**Guaranteed Investment Contract (GIC)** – An investment vehicle in which a financial institution guarantees a specified rate of return on investment. In Washington, true GICs are rare, and more commonly issuers invest bond proceeds in repurchase agreements (or “repos”) in which a financial institution sells investment securities to the issuer and promises to repurchase those securities at a definite time in the future for a stated price.

**Guaranty (Guarantee) Agreement** – A form of credit enhancement whereby an entity independent of the issuer agrees to provide credit enhancement to an issuer. For example, a public development authority (PDA) may obtain a guarantee from the city that created it that if the PDA is unable to make debt service payments, the city will provide additional funds to the PDA to be used for that purpose. See also *Contingent Loan Agreement*.

**High-grade Bonds** – Top-rated bonds, usually triple-A.

**Hospital Revenue Bonds** – Bonds sold by a state or local agency to finance construction of a hospital or nursing home, which is then operated under lease by a corporation.

**Housing Bonds** – Bonds issued by a state or local agency to finance construction of housing, and secured by mortgages. There are two types: single-family bonds, sold to provide residential mortgages, and multi-family, bonds sold to construct apartment buildings.

**Impact Fees** – Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks, sidewalks).

**Indenture or Trust Indenture** – A legal document creating a “trust estate” comprising the security for repayment of bonds. The indenture describes the terms and conditions of a bond offering, the rights of the bondholder, and the obligations of the issuer to the bondholder. Typically used in revenue transactions, and replaced by a bond ordinance or bond resolution for most general obligation bonds.

**Industrial Development Bond (IDB) (or Industrial Revenue Bond (IRB))** – Tax-exempt securities sold by a public agency to finance qualifying facilities for private enterprises, such as water and air pollution control, ports, airports, resource recovery plants, and housing. The bonds are usually repaid by revenues from the corporate beneficiary.

**Interest Rate Swap** – An agreement between two parties to exchange future flows of interest payments. One party agrees to pay the other a fixed rate; the other pays the first party a variable rate usually tied to a short-term index.

**Interfund Transactions** – Transactions between funds including interfund loans, services provided and/or used, transfers & reimbursements.

**Inverted Yield Curve** – A market environment when short-term interest rates are higher than long-term rates. A typical yield curve shows lower short-term interest rates and higher long-term rates.

**Investment Grade** – Designation given by a rating agency to a security in one of its

top four categories, ranging from triple-A to BBB and Baa.

**Joint and Several Obligation** – A form of contract in which each of the signers is obligated for the full contract amount if other signers should default.

**Junior Lien Bonds** – Bonds issued with a subordinate claim against pledged revenues. Not associated with general obligation bonds.

**Junk Bonds** – Bonds rated lower than Baa by Moody's and BBB by Standard & Poor's.

**Lease Financings** – A financing structure in which an issuer enters into a lease for equipment and/or facilities that it typically will acquire at the end of a stipulated period.

**Legal Opinion** – The written conclusion of a lawyer about a bond's security, legality, and tax status.

**Letter of Credit (LOC)** – A form of security that provides liquidity and credit support, primarily for variable rate transactions. A financial institution promises to make cash available under certain conditions for debt service payments on behalf of the issuer or to be drawn during a remarketing or mode reset of variable rate demand obligations.

**Level Debt Service** – A debt service structure in which total principal and interest payments are approximately equal in each year over the life of the debt.

**Levy Rate** – The amount of taxes stated in terms of tax dollars per \$1,000 of assessed valuation of real or personal property for the determination of property taxes.

**Liability** – Debt or other obligations.

**Limited Tax General Obligation Bonds (LTGOs)** – A general obligation bond that is secured by the pledge of the full faith and credit of an issuer, including *ad valorem* tax revenues, all within the property tax limits under the state constitution and state law without a vote. See also *Councilmanic Debt or Nonvoted Debt*.

**Line of Credit** – A type of debt instrument in which a borrower may draw funds, up

to a maximum amount, and repay the principal plus interest, which is usually a variable rate that is set at the time a draw is made. Frequently used for short-term notes and during construction periods.

**Local Improvement District (LID)** – An area in which property owners are subject to compulsory special levies to pay for part or all of the cost of specific improvements deemed to benefit those specific properties.

**Level of Service (LOS)** – A standard or goal specifying the amount and/or quality of service to be provided in a particular area.

**Managers** – The chief members of an underwriting syndicate. The senior or book-running manager handles both the administration and allotment of the transaction.

**Mandatory Redemption** – A required redemption of bonds or a portion of a maturity of bonds, prior to the stated maturity. Used with term bonds or under extraordinary circumstances such as a default or sale of bond-financed property.

**Mark to Market** – Taking the actual, market value of a portfolio of securities.

**Market Maker** – A bank or underwriting firm that stands ready at any time to make a bid or an offer on a security.

**Maturity** – The date on which the principal amount of a security is due and payable.

**Maximum Annual Debt Service (MADS)** – The highest total debt service due in any given year over the life of a bond issue.

**Mode or Interest Rate Mode** – Provision in bond documents permitting a change in how interest is calculated, permitting changes between fixed rate and variable rate options, under specified circumstances.

**Modified Accrual Basis** – The accrual basis of accounting adapted to the governmental fund spending measurement focus. Under this basis, revenues are recognized when they become both measurable and available to finance expenditures of the current period. The City uses this basis in

accounting for all funds when preparing and reporting budgetary information.

**Moral Obligation Bond** – A municipal bond that is not backed by the full faith and credit of an issuer. The issuer has no legally enforceable obligation to pay.

**MSRB** – The Municipal Securities Rulemaking Board.

**Multi-Modal Bonds** – A bond issue in which the method of calculating interest may be changed from one interest rate mode to another under specified circumstances.

**Municipal Research & Services Center** – An organization funded by the State of Washington that provides advice to cities and counties at no cost. The advice includes legal advice, policy guidance and technical help. The organization also maintains a library of materials relevant to local governments.

**Negotiated Sale** – The sale of bonds to an underwriter selected by the issuer before the sale date.

**Net Interest Cost (NIC)** – Represents the average coupon rate of a bond issue, weighted to reflect the term of the bonds and adjusted for the premium or discount. It does not consider the time value of money, as does true interest cost (TIC). [NIC = (total coupon interest + (-) discount (premium)) / bond years]

**Net Revenues** – Typically defined as gross revenues less operating and maintenance expenses.

**Notes** – Short-term borrowings, usually maturing in less than three years. Used to cover seasonal cash flow needs or interim financing.

**NRMSIR** – A nationally recognized municipal securities information repository designated by the SEC.

**Official Statement (OS)** – A document prepared to provide potential bond purchasers with all material information about a bond issue, the security and sources of repayment for the bonds, the issuer and its financial condition. The SEC requires that an underwriter obtain from the issuer an OS for any publicly marketed bond issue of over \$1 million.

**Operating Expenditures** – Ongoing current expenditures to pay for the normal, recurring costs of the City.

**Ordinance** – A law passed by a local government.

**Original Issue Discount (OID) / Original Issue Premium (OIP)** – The discount (or premium) below (or above) the stated par amount of a bond that the initial purchaser pays to the issuer of a bond. For example, the *coupon* may be 4.00%, but the initial purchaser may offer to pay a price of 4.05% or 3.95%. The IRS has detailed rules on how bond purchasers must treat OID or OIP for income tax purposes.

**Overlapping Debt** – The proportionate share of debt issued by overlapping taxing jurisdictions (such as a park district or school district), in addition to an issuer's own direct debt obligations, for which the issuer's taxpayers may also be responsible. Used as a measure by bond rating agencies and potential purchasers to gauge the taxpayers' overall debt burden and their ability to repay.

**Parity Bonds** – More than one series of bonds, which may be issued at different times, but are payable from the same source of pledged funds and hold the same lien position against those funds.

**Paying Agent** – A bank or trust company appointed by an issuer to receive the money necessary for principal and interest payments from the issuer and distribute those payments to bondholders.

**Pay-As-You-Go Basis** – A financial policy that states that capital outlays will be paid from current revenues rather than from borrowing.

**Pledge** – The legal term for the promise of repayment, specifying the sources of repayment and any repayment-related covenants.

**Pledged Revenues or Pledged Funds** – The money set aside or revenue stream promised to be used solely for the payment of debt service and to provide security for payment of debt service, as specified in the bond documents.

**Point** – One percent of par value. Because bond prices are quoted as a percentage of \$1,000, a point is worth \$10, regardless of the actual denomination of the security.

**Preliminary Official Statement (POS)** – A version of the Official Statement that is often used by analysts and potential purchasers to form preliminary assessments of creditworthiness. The POS is “deemed final” by the issuer, and contains all material information about the bond issue except for pricing, yield and maturity information (and details related to pricing, yield and maturity). It contains a “red herring” disclaimer, printed in red ink, prominently displayed along the edge of the cover, stating that orders may not be taken based on the document.

**Premium Bonds** – A bonds initially sold at a price that is above par, meaning that the issuer receives more in payment than the stated face value of the bonds. The amount of premium is usually described as a percentage above par. (For example, a \$100,000 face value bond might sell for 101% or \$101,000, producing \$1,000 of premium for the issuer.) A purchaser buying premium bonds must consult their tax advisor regarding the tax treatment of premium bonds.

**Present Value** – The current value of a cash payment or revenue stream to be received in the future, calculated using an assumed rate of inflation or interest that could otherwise be earned, had that cash been received today.

**Principal** – The amount borrowed on a loan, or the par value (face amount) of a bond. A principal payment is also referred to as a “maturity” of bonds.

**Private Activity Bonds** – Bonds the proceeds of which will be used in a private trade or business (“private use”) and will be repaid with funds received from a private trade or business (“private payments”). A minimal amount of private use and private payment may not cause an issue of bonds to be treated as

private activity bonds. Private activity bonds may not be issued as tax-exempt bonds unless they meet the requirements under the Federal Tax Code for “qualified” private activity bonds, which may include receiving an allocation of volume cap.

**Private Placement** – An issue of bonds that is sold directly to one or more investors. Many private placements are sold as a single bond or note held by a bank and structured very similarly to a commercial loan. Other private placements may involve sophisticated security structures and may be sold to sophisticated investors. Most private placements may not be sold or remarketed by the initial purchaser to future bondholders.

**Purchase of Development Rights (PDR)** – Process by which the right to develop real estate is purchased by the City in order to preserve open space or agricultural property. See also Transfer of Development Rights (TDR)

**Qualified 501(c)(3) Bonds** – Bonds issued by a nonprofit 501(c)(3) organization that may be treated as tax-exempt under the Federal Tax Code.

**Qualified Management Contract** – A contract for management of a bond-financed facility that meets requirements under the Federal Tax Code relating to private activity bonds. Typical management contracts are entered into for management of golf course facilities, restaurants and food service, or parking facilities. A management contract that is not “qualified” risks tainting an entire issue of tax-exempt bonds.

**Rate Covenant** – A provision common to utility (and similar enterprise) revenue bonds, in which the issuer pledges to maintain utility rates (or other income streams that are necessary for bond repayment or for operations and maintenance of the bond-financed facilities) at the levels that are necessary to meet annual debt service requirements.

**Ratings** – An evaluation performed by an independent rating service indicating the

credit quality of an issue of bonds. Ratings for municipal bonds are not necessarily equivalent to ratings on corporate bonds, and potential investors should understand the bond market before making such comparisons. There are currently three major rating companies that provide ratings on municipal bonds: Moody's, Standard & Pools, and Fitch.

**Red Book** – Formally known as The Bond Buyer's Municipal Marketplace, this is the standard directory of underwriters, bond counsel, financial advisers, rating agencies, credit enhancement firms, and providers of derivatives and investment products.

**Redemption** – The exchange by the issuer of cash for outstanding bonds, upon which the bonds are no longer outstanding. Early redemption refers to a redemption prior to the original stated maturity date, pursuant to mandatory or optional redemption provisions. Redemption provisions are also referred to as "call" provisions.

**Refunding** – A method of refinancing debt by selling a new bond issue to raise cash to for the redemption or defeasance of an outstanding bond issue. Refundings may be referred to as *current refundings* or *advance refundings*.

- *Current Refunding* – A refunding of bonds that are subject to redemption within 90 days of the issuance of the new (refunding) bonds.
- *Advance Refunding* – A refunding of bonds that are not subject to redemption with 90 days of the issuance of the new (refunding) bonds, requiring the establishment of a defeasance trust or escrow for the payment of principal of and interest on the bonds until their first call (redemption) date.

**Reimbursement Agreement** – An agreement to reimburse a provider of credit enhancement for any funds provided pursuant to that credit enhancement.

**Remarketing Agent** – A financial institution that agrees to periodically remarket (and thus set a new interest rate for) variable rate demand obligations.

**Remarketing Agreement** – The agreement with a remarketing agent regarding its responsibilities in remarketing an issue of variable rate demand obligations.

**Reserve Requirement** – A covenant by an issuer to maintain a debt service reserve fund or account sufficient to meet upcoming debt service requirements in the event that revenues pledged to a bond issue should be insufficient. A reasonably required reserve, under the Federal Tax Code, is equal to the lesser of: maximum annual debt service, 125% of average annual debt service, or 10% of the proceeds of a bond issue.

**Revenue Bonds** – Bonds payable solely from a stated revenue stream or revenue source, and not backed by the full faith and credit of the issuer.

**Revised Code of Washington (RCW)** – Washington State law.

**SEC** – The United States Securities and Exchange Commission.

**State Environmental Policy Act (SEPA)** – Washington law which requires a review of new development projects or master plans (including the City's Comprehensive Plan) for conformity with environmental protections.

**Sinking Fund** – A fund established for the deposit of money available for repayment of bonds at or prior to maturity.

**SLGS** (pronounced "slugs") – Securities issued by the U.S. Treasury, called the State and Local Government Series, that provide a stated rate of interest. They are typically purchased for deposit into a refunding escrow to carry out a refunding of bonds.

**Special Revenue Fund** – A fund used to account for money received from specific sources which restricts the spending of the money to specific purposes. GAAP only require the use of special revenue funds when the restriction is a legal requirement.

**Status Quo** – As used in this budget, status quo refers to a budget that provides the

same level of service in the current year as was provided in the previous last year.

**Syndicate** – A group of investment banks that join to bid on a new bond issue.

**Tax Exempt Note Rate** – Bankers Trust's weekly TENR is frequently used to peg the rates on variable rate bonds.

**Tax-Exempt Bonds** – Bonds whose owners may treat the interest income as exempt from federal income tax. Most municipal bonds are issued as tax-exempt.

**Tax Increment Bond** – Bonds whose repayment is secured by special assessments on landowners whose property stands to benefit from development or redevelopment.

**Tax and Non-Arbitrage Certificate** – A certificate of the issuer stating the issuer's assumptions and expectations that establish the basis for concluding that a bond issue may be treated as tax-exempt. This document describes expectations about the use of proceeds, the rate and which proceeds will be spent, and the restrictions on investment of proceeds. It also describes certain actions that an issuer may need to take in the future to maintain the tax-exempt status of the bond issue.

**Taxable Bonds** – Bonds whose owners may treat not the interest income as exempt from federal income tax. Municipal issuers may issue taxable bonds for portions of projects that do not otherwise qualify for tax-exemption.

**TEFRA** – Stands for the federal Tax Equity and Fiscal Responsibility Act of 1982. Shorthand for certain public hearing requirements applicable to tax-exempt private activity bonds under the Federal Tax Code.

**Term Bonds** – Bonds that are payable in mandatory redemption amounts prior to the stated maturity date. For example, \$1,000,000 of term bonds maturing in 2020 may be due and payable in mandatory redemption amounts of \$300,000 in 2018, \$300,000 in 2019 and \$400,000 in 2020.

**Transfer of Development Rights (TDR)** – Process by which the right to develop real estate is split from the real estate itself and sold separately. Allows growth to be concentrated and open space to be preserved without down-zoning. See also Purchase of Development Rights (PDR)

**True Interest Cost (TIC)** – A method of calculating interest cost while taking into account the time value of money.

**Unlimited Tax General Obligation Bond (UTGO)** – An issue of voted general obligation bonds by a Washington issuer, to which the issuer has pledged its full faith credit and taxing power, including a voter-approved excess property tax levy dedicated solely to repayment of the bonds and is not subject to otherwise applicable tax limitations.

**Variable Rate** – An interest rate that is not fixed at a particular rate at issuance, but may change during the life of the bonds in accordance with a specified index or procedure for establishing a new interest rate.

**Variable Rate Demand Obligation (VRDO)** – Variable rate bonds that give a bondholder the right to put (sell) their bonds back to a financial institution at certain specified periods, usually at rate reset dates or interest rate mode change dates, allowing bondholders to decide whether to continue to hold the bonds when a new interest rate is established.

**Visible Supply** – The total dollar value of bonds expected to be offered over the next 30 days. A number of organizations attempt to calculate the figure, which fluctuates as issuers decide whether or not to come to market.

**Volume Cap** – An allocation of private activity bond volume authorized to be issued by a particular bond issuer.

**Warrant** – A certificate giving the holder the right to purchase a bond at a specific price during a certain time period.

**Yield To Maturity** – The total return on a bond, taking into consideration its coupon, length of maturity, and dollar price.



**Zero-Coupon Bonds** – Bonds sold at a deep discount, and without a coupon, appreciating to full value at maturity. Also known as capital appreciation bonds or compound interest bonds.



## ACRONYMS

ADA	Americans with Disabilities Act
AWC	Association of Washington Cities
BARS	Budgeting, Accounting & Reporting System
BIMC	Bainbridge Island Municipal Code
BIFD	Bainbridge Island Fire Department
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFE	Capital Facilities Element
CFP	Capital Facilities Plan
CLID	Consolidated Local Improvement District
DEM	Department of Emergency Management
EIS	Environmental Impact Statement
EM	Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESA	Endangered Species Act
FAR	Floor Area Ratio
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GMA	Growth Management Act
GO	General Obligation
ICS	Incident Command System
ISTEA	Intermodal Surface Transportation Efficiency Act
KRCC	Kitsap Regional Coordinating Council
LID	Local Improvement District
LOS	Level of Service
LTGO	Limited Tax General Obligation
MRSC	Municipal Research Services Center
NMTP	Non-Motorized Transportation Plan
NPDES	National Pollution Discharge Elimination System



PBB	Priority-Based Budgeting
PDR	Purchase of Development Rights
PEG	Public Education and Government
PSRC	Puget Sound Regional Council
PUD	Public Utilities District
PWTF	Public Works Trust Fund
RCW	Revised Code of Washington
ROW	Right-of-Way
SEPA	State of Washington Environmental Policy Act
SR	State Route
SRF	State Revolving Fund
SSWM	Storm & Surface Water Management
TIB	Transportation Improvement Board
TIS	Traveler Information System
TDR	Transfer of Development Rights
UATA	Urban Arterial Trust Account
WMP	Winslow Master Plan
WSDOT	Washington State Department of Transportation
WWTP	Wastewater Treatment Plant

## BAINBRIDGE ISLAND CITY GOVERNMENT

280 Madison Avenue N.  
Bainbridge Island, WA 98110  
City Hall Main Line: 206-780-8591  
www.bainbridgewa.gov

**Deputy City Manager:** Morgan Smith: email [msmith@bainbridgewa.gov](mailto:msmith@bainbridgewa.gov)

<b>2019 Council members</b>				
Name	Ward/Position	Term Dates	Email	Phone
Ron Peltier	At Large Position No. 1	1/1/16-12/31/19	<a href="mailto:rpeltier@bainbridgewa.gov">rpeltier@bainbridgewa.gov</a>	(206) 842-3601
Kol Medina*	North Ward Position No. 2	1/1/16-12/31/19	<a href="mailto:kmedina@bainbridgewa.gov">kmedina@bainbridgewa.gov</a>	(206) 512-7155
Joe Deets	North Ward Position No. 3	1/1/18-12/31/21	<a href="mailto:jdeets@bainbridgewa.gov">jdeets@bainbridgewa.gov</a>	(206) 473-1864
Leslie Schneider	Central Ward Position No. 4	1/1/18-12/31/19	<a href="mailto:lschneider@bainbridgewa.gov">lschneider@bainbridgewa.gov</a>	(206) 200-4502
Rasham Nassar	Central Ward Position No. 5	1/1/18-12/31/21	<a href="mailto:massar@bainbridgewa.gov">massar@bainbridgewa.gov</a>	(206) 300-6181
Sarah Blossom	South Ward Position No. 6	1/1/16-12/31/19	<a href="mailto:sblossom@bainbridgewa.gov">sblossom@bainbridgewa.gov</a>	(206) 512-7639
Matthew Tirman	South Ward Position No. 7	1/1/18-12/31/21	<a href="mailto:mtirman@bainbridgewa.gov">mtirman@bainbridgewa.gov</a>	(206) 379-8888
Contact all Council members as a group via email at <a href="mailto:council@bainbridgewa.gov">council@bainbridgewa.gov</a> or via physical mail at 280 Madison Avenue North, Bainbridge Island, WA 98110.				

\*Mayor

### Key City Contacts

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Police: Jeff Horn, Interim Police Chief	<a href="mailto:jhorn@bainbridgewa.gov">jhorn@bainbridgewa.gov</a>	780-4688