

Proposed Budget 2021-2022

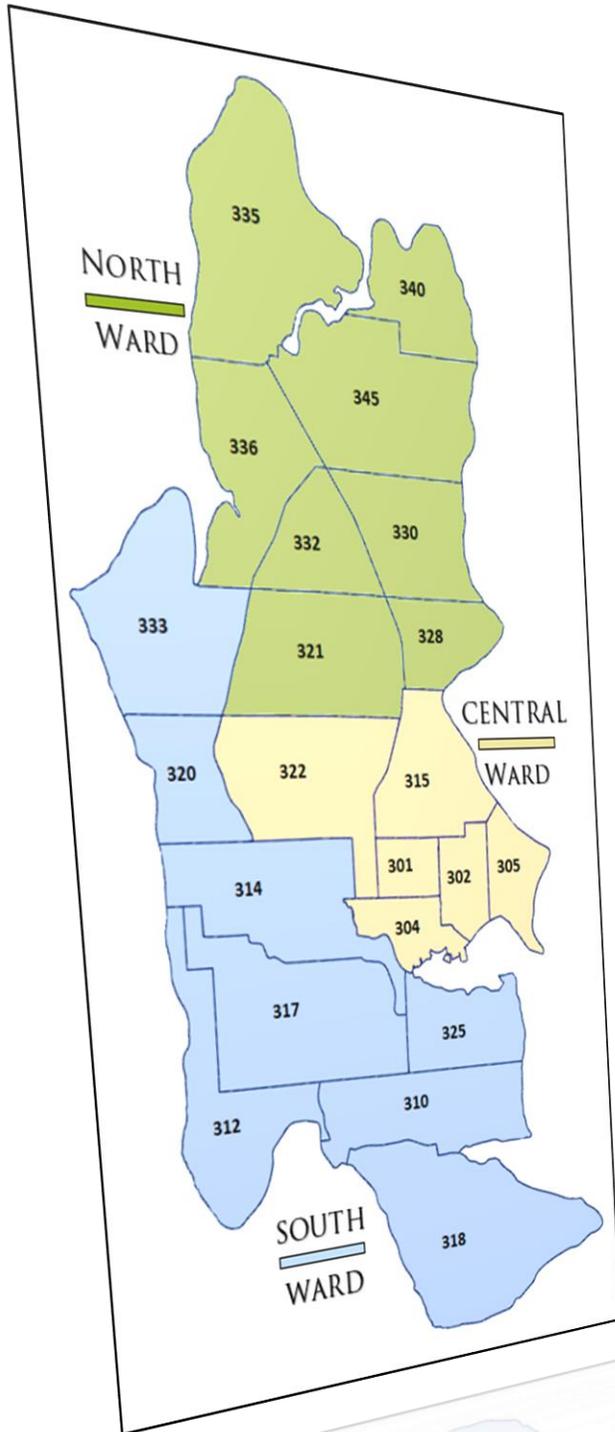


City of Bainbridge Island, WA

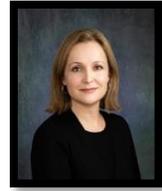


City of Bainbridge Island
Finance & Administrative Services Department
280 Madison Ave N
Bainbridge Island, WA 98110

City of Bainbridge Island Council Wards & Voting Precincts



Kirsten Hytopoulos
At Large
khytopoulos@bainbridgewa.gov



Kol Medina
North Ward
kmedina@bainbridgewa.gov



Joe Deets
Deputy Mayor / North Ward
jdeets@bainbridgewa.gov



Leslie Schneider
Mayor / Central Ward
lschneider@bainbridgewa.gov



Rasham Nassar
Central Ward
rnassar@bainbridgewa.gov



Christy Carr
South Ward
ccarr@bainbridgewa.gov



Michael Pollock
South Ward
mpollock@bainbridgewa.gov





Table of Contents

Introduction

City Manager’s Message i-x

2021 & 2022 Proposed Requests xi-xiv

Staff Directory xv

Citywide Organizational Chart xvi

City Overview xvii-xix

City Statistics xx-xxvii

Reader’s Guide xxviii-xxiv

Section 1: City Goals & Measuring Results

Comprehensive Plan Guiding Principles 1

Performance Measurement 2

National Citizen Survey 3-4

Section 2: Budget Development

Finance Director’s Message 5-11

Financial Policies 12-13

Budget Process 14

Key Assumptions in 2019-2020 Budget Development 15-19

General Fund Reserves 20

Financial Capacity / Fiscal Health 21-23

Basis of Accounting & Budgeting 24

Debt Service 25-28

Section 3: Summary by Fund



Fund Description and 2021 Budget Status.....	29-33
City of Bainbridge Island Fund Types Chart	34
Budget Schedules 2021.....	35-38
Summary by Fund 2021.....	39
Budget Schedules 2022.....	40-43
Summary by Fund 2022	44
Budget Comparison Citywide	45
Revenues by Fund.....	46-50
General Fund	51
Street Fund.....	52
Real Estate Excise Tax Fund.....	53
Civic Improvement Fund	54
Affordable Housing Fund	55
FAR-Public Amenities Fund.....	56
FAR-Farmland/Agriculture Fund.....	57
Tree Fund.....	58
Transportation Benefit Fund	59
Transportation Impact Fee Fund	60
GO Bond Fund	61
LID Bond Fund	62
Capital Construction Fund.....	63
Water Operating Fund.....	64
Sewer Operating Fund.....	65



Storm & Surface Water Management Fund	66
Building & Development Services Fund	67
Equipment Rental & Revolving Fund.....	68
Community Services	69
Professional Services	70-72
Intergovernmental Services.....	73-74

Section 4: Summary by Department

Total Expenditures by Department & Fund – 2021 & 2022	75
City Council	76-80
Executive	81-90
Finance and Administrative Services	91-98
Municipal Court	99-105
Planning and Community Development.....	106-114
Public Safety	115-123
Public Works	124-134
General Government.....	135-138

Section 5: Capital Improvement Plan

Capital Improvement Plan Summary.....	139-141
Transportation.....	142-148
Non-Motorized	149-157
Fleet and Equipment.....	158
Facilities	159-165



Water	166-173
Sewer	174-185
Stormwater.....	186-190

Section 6: Appendix

Budget Development Activities & Schedule.....	191
Resolution 2020-08 (Financial and Budget Policies).....	192-200
Resolution 2020-09 (Debt Management Procedures & Policies)..	201-211
Unfunded Mandates.....	212
IAM Pay Scale	213-214
Unrepresented Pay Scale	215-216
Police Guild Pay Scale	217
Glossary.....	218-231
Acronyms.....	232-33
Key City Contacts	234

Dear City Council, Community and Interested Readers,

The information which follows in this document is the 2021-2022 Proposed Budget for the City of Bainbridge Island. This document is the financial plan for the upcoming two years and expresses the City's identified priorities and planned service delivery to the community.

Financial Context and Long-Term Capacity

For the City, 2020 has been an extremely challenging year, as we join our community's residents and local businesses in working to navigate the significant and still-emerging challenges from COVID emergency response and closures. Forecasts for the coming biennium remain unclear, and that means that the work to develop future workplans and budgets is particularly complex. We expect that the City will end 2020 with roughly 10% less tax-supported revenue than planned. This unplanned impact required City leadership to identify roughly \$2.5 million in immediate reductions to current year costs. We accomplished this in large part by holding open twelve vacant positions, which equates to roughly 10% of the City's total staff. This decision saved approximately \$1.3 million in spending. Additional reductions of roughly \$1.4 million were identified through the delay or cancellation of other 2020 activities.

Looking ahead, we forecast that City revenues for 2021 and 2022 will bring a slight recovery from 2020 levels. This still means that the City will need to plan for less revenue for service delivery and projects than was available in the previous biennium of 2019-2020. The City's reduced capacity will be particularly challenging given that the needs across our community will likely be greater during this period, as local businesses and households respond to the larger economic downturn. As we work together to navigate this period of contraction, it will be important for City staff, City Council, and local partners to work together to focus our highest level of service and support towards our most critical community needs.

The 2021-2022 Proposed Budget was developed to acknowledge our reduced revenue challenges while still maintaining specific financial objectives. In accordance with the City's official financial policies, the Proposed Budget presents recurring expenses that are lower than recurring revenues. This means that ongoing costs are not supported by one-time funding. The Proposed Budget also meets all of the City's required reserve policies, and maintains additional fund balance so those resources are available for future City projects and initiatives. The decision to maintain a meaningful level of future capacity is particularly important since significant City initiatives like the Sustainable Transportation Plan and the Climate Action Plan are still in development, and are likely to identify numerous priorities for future City spending.

In the ten years since the Great Recession, the City has embraced a commitment to sustainable and forward-looking financial management. As part of that commitment, we typically apply a ten-year planning test to City budgets to assess whether the City's current spending plans allow for appropriate

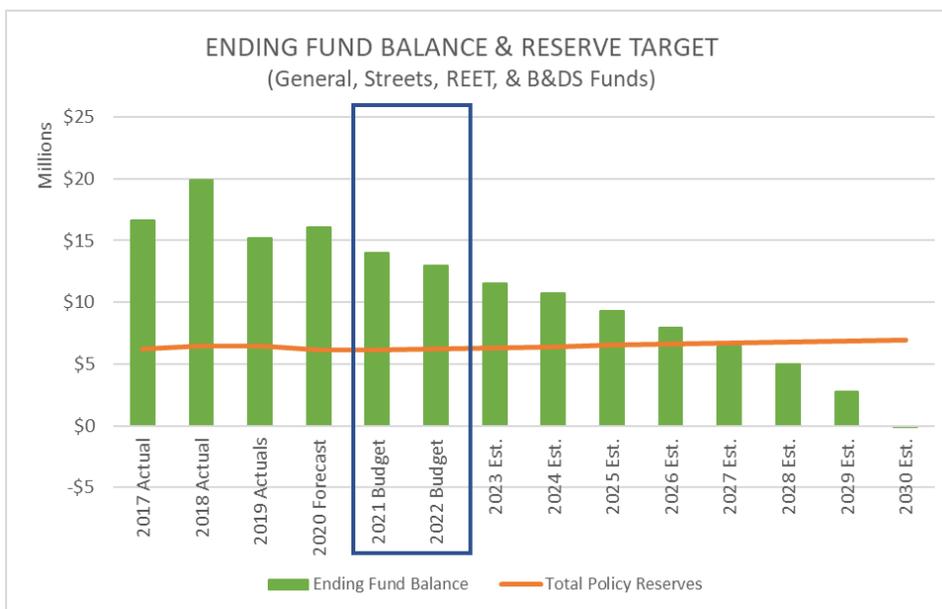
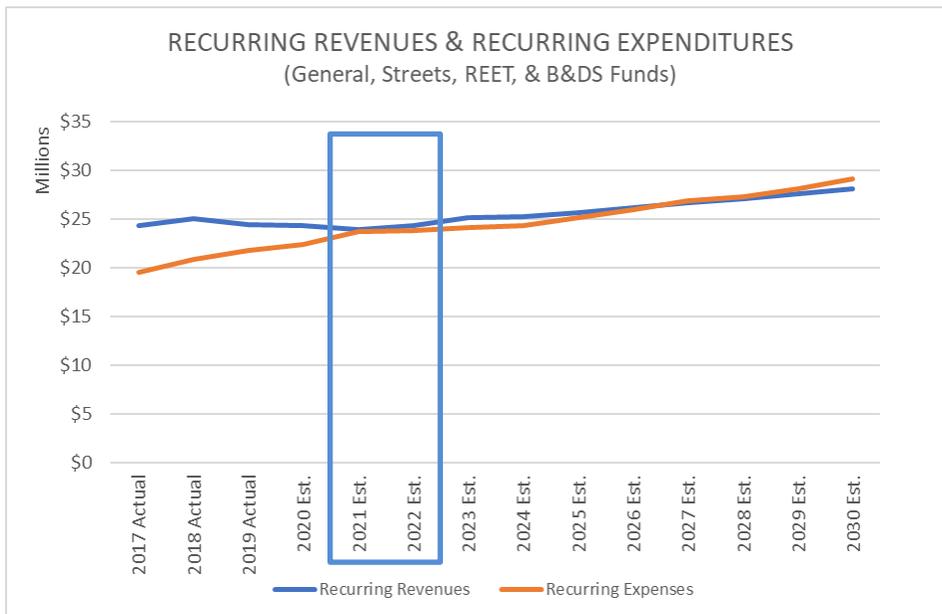




capacity for future plans and changes. In recent years, City budgets have been able to meet both parts of a two-part sustainability test by:

- maintaining policy reserves in all funds throughout the next ten-year period.
- maintaining recurring expenditures that are lower than recurring revenues over the next ten-year period.

The 2021-2022 Proposed Budget is not able to meet these two 10-year sustainability tests. The Proposed Budget meets the sustainability test for policy reserves for roughly 6 years rather than 10 years, and meets the sustainability test for recurring expenditures for roughly 6 years rather than 10 years. The charts below illustrate this forecast.





The significance of these results is most meaningful for future years. While there is capacity to take up increased spending within the 2021-2022 biennium, to do so will further reduce the time horizon until additional future reductions might be needed, and will limit the City's capacity for future spending. Alternatively, the 2021-2022 biennium could be structured with even less spending than is planned in the Proposed Budget, in order to achieve a 10-year threshold for sustainability. However, this would require an even greater contraction of discretionary City spending during the current period of increased community need. Given which, the Proposed Budget is intended to balance the level of current discretionary City spending against the need to preserve financial capacity for future plans and decision. You can find more detailed information about the City's fiscal capacity in the following sections of this Budget Book.

It is important to be aware that the changes proposed within this budget were selected from an extensive list of potential choices. There are numerous ideas for important and worthwhile work that cannot be accommodated within existing City revenues. But in a framework with limited resources, it is necessary to make choices that help to 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 that are not included in this proposed budget, please see pages xi - xiv.

2021 – 2022 Proposed Budget Highlights

The 2021-2022 Proposed Budget funds the staff positions and services that are needed to maintain the City's highest priority goals. I'd like to provide background on the most significant changes included in the Proposed Budget, including some key assumptions. This information is intended to help readers understand the choices City administration made to develop the Proposed Budget.

I. Revenue Loss from COVID Economic Downturn

The current forecast for revenue loss due to economic conditions is \$2.0 million in 2021 revenues (roughly 9%). This compares to an average increase of 3.3% for tax-supported funds over the past ten years. Per the City's financial policies, the City's spending plans must respond to this overall negative impact by reducing recurring expenditure. To accomplish this, the Proposed Budget includes the following reductions: eliminate three regular positions (Police Officer, Senior Judicial Specialist, Senior Plan Check Engineer) and eliminate two term-limited positions (Public Records Analyst, Senior Planner). I believe that the City's target service delivery requirements can still be maintained with lower staff capacity in these areas for the coming biennium.

In addition, the Proposed Budget reduces tax-supported discretionary spending within departmental budgets where feasible (professional services, training, supplies, etc.) The Proposed Budget also reduces Council contingency funds from \$300,000 per year to \$200,000 per year. These contingency funds are budgeted to allow Council to approve discretionary, unplanned spending decisions during the



course of each year. Over the past five years, the average annual spending from Council contingency has been \$105,000. Given which, I believe that the City Council can continue to support the typical levels of unplanned annual spending within a \$200,000 annual budget.

II. Elimination of Transportation Funding

In 2019, Washington State voters passed Initiative 976, which eliminated the ability of the City of Bainbridge Island to receive Transportation Benefit funds to support annual roads maintenance and traffic safety projects. The result of this change is that the City will now have \$600,000 less in recurring revenue each year, of which \$400,000 is used to support our road maintenance program. To date, the City has not reduced annual spending on road preservation program. Instead, the Proposed Budget maintains our asset management program despite the loss of significant revenue. The rationale to maintaining our current level of maintenance is to avoid higher costs in the future due to deterioration from deferred road repairs.

The existing Transportation Benefit Fund has a balance of \$600,000 available to partially support road maintenance expenses in 2021 and 2022. Beyond 2022, new revenue sources will be needed to maintain road maintenance program at current levels without impact to spending on other City programs. Many communities have implemented a Transportation Benefit sales tax, which could generate roughly \$450,000 per year for the City of Bainbridge Island. A Transportation Benefit sales tax would require voter approval and a significant lead time for decision-making. Given which, City leadership should plan during the next biennium to take steps to consider this option or to identify other approaches to maintain the City's road maintenance program at current levels.

III. Infrastructure Stewardship and Investments

The Capital Improvement Plan included in the Proposed Budget reflects the City's emphasis on effective stewardship of our existing and planned infrastructure, and funding for key improvements. The City's investment in capital projects continues to be significant, with 2021-2022 total new spending (excluding grants and \$10 million in spending for the Police and Municipal Court Building) at \$5.3 million for utility projects and \$3.8 million for tax-supported projects. The Proposed Budget plans \$2.4 million of spending on transportation and non-motorized projects, and \$1.6 million on fleet and facility projects.

Additionally, City staff will be working to complete a range of previously authorized projects, which were approved in prior budgets at a level (excluding grants) of \$4.2 million for utility projects and \$2.8 million for tax-supported projects.

In order to address the increasing backlog of utility infrastructure needs, the Proposed Budget includes a new Engineer position dedicated to managing utility projects. The additional capacity created by this position will allow the City to execute the project list outlined in the 2021-22 Capital Improvement Plan. The Plan includes a wide range of critical utility needs that range from small projects like water main replacements, to large infrastructure projects like replacement of the Winslow Water Tank and the construction of a new sewer pump station to serve the Lower Lovell neighborhood.



The Proposed Budget Capital Improvement Plan anticipates \$1.7 million in grant funding for projects during the biennium, which allows our capital project investments to achieve significant leverage of City dollars.

IV. Climate Action Plan

The Proposed Budget includes one-time funding of \$300,000 to support the City's implementation of some of the highest priority items in the Climate Action Plan. The City Council identified Climate Change as its top policy priority for the 2021-2022 City budget. The Climate Change Advisory Committee has worked since 2019 to develop a Climate Action Plan (CAP). The CAP is intended to guide the City's actions to achieve the overall goal of reducing community-wide greenhouse gas emissions by 90% by 2045 as compared to 2014 levels, and the interim goals of reducing GHG emissions 25% by 2025 and 60% by 2035 compared to 2014 levels.

The CAP is being finalized at this time, and is expected to include roughly 175 actions to support the City in achieving its climate-related goals. The CAP's implementations actions will be ranked into short, medium and long-term efforts. The draft CAP is scheduled for presentation to the City Council in early October, after which time decisions on implementation projects and schedule can be finalized.

As a related measure, the Proposed Budget provides funding to support a term-limited, full-time hydrogeologist position to lead the City's development of a Groundwater Management Plan during 2021-2022. This position was included in the previous biennial budget (2019-2020), but the City was unsuccessful in filling the position despite good faith efforts to do so.

V. Policing Strategies

The Proposed Budget includes a new position for a full-time Behavioral Health Navigator. The addition of a Behavioral Health Navigator within the Bainbridge Island Police Department will allow a more integrated approach between law enforcement and social services. By including a behavioral health professional in the evaluation, intervention, and follow-up to police referrals, the City will be able to better direct individuals and families to appropriate resources, reducing their reliance on 911 services. The goal is improved community outcomes across a range of needs. Funding for this new position is supported by the elimination of one vacant Police Officer position, and the redirection of funds for an existing interlocal Navigator program that will be ending in late 2020.

The City currently has access to a half-time Behavioral Health Navigator, organized through an interlocal agreement with the City of Poulsbo. This cooperative arrangement has worked well, and has demonstrated the effectiveness and importance of a person in the behavioral health role within the Police Department. The City of Poulsbo has informed the City of Bainbridge Island that the current interlocal Navigator program will be ending in late 2020. By adding a dedicated Bainbridge Island staff position, the City can more fully develop and foster this community-focused resource within our public safety services.

The full-time regular position will integrate behavioral health, community engagement, victim advocacy, homelessness outreach, police training in de-escalation, mental health interventions, and diversity. A fulltime position will allow progress from what is currently mostly a reactive program, and instead focus



on proactive and holistic approaches to better benefit the community we serve. This position would enhance the ability of the Police Department and the City to coordinate services, and to interface across external agencies and organizations, as the principal point of contact and specialist in this area.

VI. Support for Diversity, Equity and Inclusion (DEI) Initiatives

The Proposed Budget includes \$100,000 to support new DEI initiatives, training and community outreach. The City's Race Equity Task Force (RETF) has been working since 2019 on a series of initiatives, including a proposal to develop an equity lens for the City. The City Council has approved the creation of a standing advisory committee on Race Equity and that committee is scheduled to be finalized later this Fall. This funding is intended to support future work and initiatives to be identified by City leadership as the RETF and standing committee move forward.

VII. Support for Community Partners and Programs

Staff has incorporated guidance from City Council decisions to include \$1.5 million of funding in the Proposed Budget for human services, cultural element funding, and other support to community partners. Key elements include:

- Human services funding is maintained at current levels (roughly \$900,000 during 2021-2022). 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 tax-supported revenue. Within this category, the Proposed Budget includes \$200,000 in support for affordable housing projects through the Affordable Housing Trust Fund.
- Cultural sector funding is maintained at current levels (roughly \$300,000 during 2021-2022). 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 City-owned public farmland includes roughly \$150,000 to complete identified repair and maintenance projects. This represents an increase from the previous level of spending of roughly \$80,000 per biennium for this type of projects. The City has identified a significant portfolio of deferred maintenance and upcoming projects on the City's public farmland properties. The total estimate to resolve this portfolio of identified but unfunded needs is over \$900,000. The City Council has formed a Council Ad Hoc Committee to consider issues related to management of the public farmland. One important aspect of this work for City leadership going forward will be the development of a strategy to respond to the extensive portfolio of unfunded repair and maintenance items.
- Support for the Public Art Program is continued at the current level, including \$50,000 per year to support future art projects, \$10,000 for as-needed annual maintenance and repair, and another \$12,000 in annual support to Arts and Humanities Bainbridge in recognition of their services on behalf of the Public Art Committee.



- Support for Economic Development programs is increased to \$150,000 during 2021-2022. The Proposed Budget includes annual funding in each year to support \$10,000 for the Kitsap Economic Development Alliance (KEDA), \$35,000 to support the Bainbridge Island Downtown Authority (BIDA) via a tax offset program, and \$30,000 in additional budget to support projects to be determined.

Staffing Related Changes

The Proposed Budget identifies reductions in overall staffing, in order to reduce recurring expenditures to a level that is within recurring revenues.

Summary of 2021-2022 Proposed Budget Staffing Changes

Item	Department	Total Cost	FTE	Comments
FTE: Engineer I/II - Utility Projects	Public Works	140,000	1.00	Add
FTE: Behavioral Health Navigator	Public Safety	114,300	1.00	Add
FTE: Vacant Patrol Officer	Public Safety	(130,029)	(1.00)	Vacant/Remove
FTE: Senior Plan Check Engineer	PCD	(149,376)	(1.00)	Vacant/Remove
FTE: Senior Judicial Specialist	Municipal Court	(87,166)	(1.00)	Vacant/Remove
FTE: Public Records Specialist (term-limited)	Executive	(112,202)	(1.00)	Vacant/Remove
FTE: Senior Planner (term-limited)	PCD	(123,439)	(1.00)	Vacant/Remove
	NET:	\$ (347,912)	(3.00)	



Due to the general economic contraction, the Proposed Budget includes a reduction in City staffing and services. A fifteen-year perspective on City staffing is shown in the chart below:

Department	2008	2013	2018	2020	2021	2021 comp to 2008	2021 comp to 2008	2021 comp to 2020	2021 comp to 2020
Court	7.02	5.02	4.85	4.85	3.85	(3.17)	-45%	(1.00)	-21%
Executive	8.00	5.75	9.80	12.10	11.10	3.10	39%	(1.00)	-8%
Finance	14.00	8.80	9.80	10.00	10.00	(4.00)	-29%	-	0%
Info Technology	5.80	4.00	3.60	4.00	4.00	(1.80)	-31%	-	0%
Planning	32.45	18.00	20.00	23.00	21.00	(11.45)	-35%	(2.00)	-9%
Police	28.25	26.25	28.35	30.35	30.35	2.10	7%	-	0%
Public Works Eng.	23.00	15.00	20.00	19.80	20.80	(2.20)	-10%	1.00	5%
Public Works O&M	35.00	21.00	23.00	26.00	26.00	(9.00)	-26%	-	0%
Total FTE	153.52	103.82	119.40	130.10	127.10	(26.42)	-17%	(3.00)	-2%

As shown above, the City staffing levels within the Proposed Budget are roughly 17% lower than in 2008, although the population of Bainbridge Island has grown almost 10% during this same period. This will result in the need to carefully focus City personnel and other resources on our highest priority activities and services.

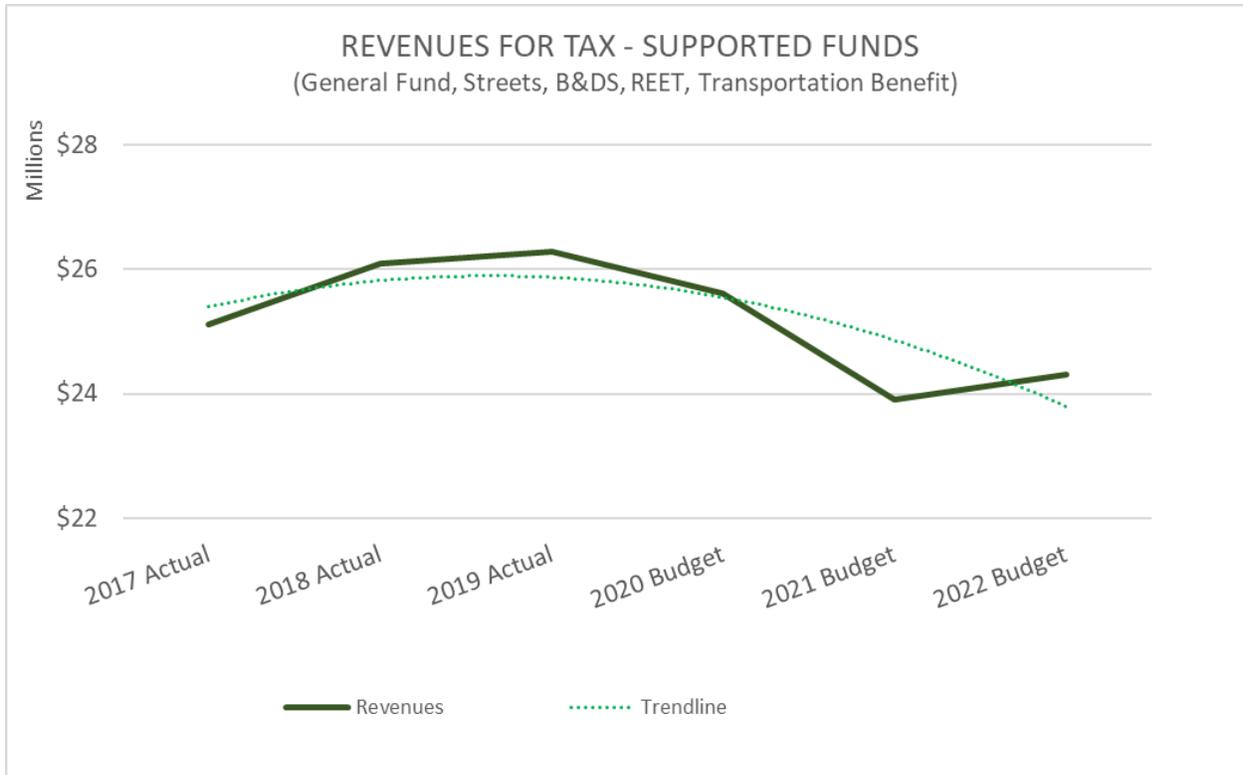


The Proposed Budget assumes the following schedule for hiring for existing vacancies. The table below presents the City’s vacant positions as of May, 2020 and the plan for each position moving forward.

Position	Dept	Status as of 5/1/20	Status as of 9/1/20	Proposed Hiring Schedule (Est. start date in following quarter)
Vacancies Agreed to Fill in May, 2020 (n = 3)				
Development Engineer	PW	filled	filled	filled
Police Officer	POL	vacant	filled	filled
Police Officer	POL	vacant	filled	filled
Vacancies Agreed to Hold Open in May, 2020 (n = 12)				
Hydrogeologist (TL)	PW	vacant	vacant	Q4 2020
Capital Engineering Manager	PW	vacant	vacant	Q4 2020
Maintenance Technician II	PW	vacant	vacant	Q4 2020
Planner	PCD	vacant	vacant	Q4 2020
Planner	PCD	vacant	vacant	Q1 2021
Financial Analyst	FIN	vacant	vacant	Q1 2021
Deputy Police Chief	POL	vacant	vacant	Q2 2021
Police Officer	POL	vacant	vacant	proposed remove
Senior Plan Check Engineer	PCD	vacant	vacant	proposed remove
Senior Judicial Specialist	CRT	vacant	vacant	proposed remove
Senior Planner (TL)	PCD	vacant	vacant	proposed remove
Public Records Analyst (TL)	EXEC	vacant	vacant	proposed remove
Vacancies that occurred after May, 2020 (n = 1)				
Maintenance Technician II	PW	n/a	vacant	Q4 2020
Positions added after May, 2020 (n = 1)				
COVID-19 Safety Officer	EXEC	n/a	filled	filled
New Positions Included in Proposed Budget (n = 2)				
Behavioral Health Navigator	POL	n/a	n/a	proposed add
Engineer II - Utility Projects	PW	n/a	n/a	proposed add



Looking Ahead



Our plans for City spending must adjust downward in response to decreasing revenue resources. The work to complete a final budget for the 2021-2022 biennium will involve important decisions and choices about how best to allocate the City’s limited resources. I look forward to your participation in this process. The budget is proposed to Council on September 22 and will be a focus of fall Council discussions during October and November. I invite you to join any Tuesday Council meeting, and to provide input by email at any time. Please take the opportunity to join the biennial budget dialogue so that we can hear your thoughts and reactions to the City’s plans. This budget describes the City’s use of the community’s funds, and your participation is crucial as we make decisions and weigh options for the best use of our shared resources.

Sincerely,

Morgan Smith
City Manager



2021-2022 PROPOSED BUDGET CHANGES

Items Identified by City Council

Funded?	Item	Total Cost	FTE	Ongoing/ One time	Comments
Yes	Implement climate action plan	tbd	-	One Time	(Council Priority Review - 7 votes) address within \$300k funding
Yes	Land Use Code revisions	tbd	-	One Time	(Council Priority Review - 6 votes) No budget impacts identified at this time
No	FTE - Ombudsman	\$ 112,259	1.00	Ongoing	(Council Priority Review - 5 votes)
Yes	Implement Sustainable transportation plan	tbd	-	One Time	(Council Priority Review - 5 votes) Sustainable Transportation Initiative + CIP projects
Yes	Implement Green Building Code	tbd	-	One Time	(Council Priority Review - 4 votes) address within \$300k funding
Yes	Affordable Housing Strategy	tbd	-	One Time	(Council Priority Review - 4 votes) No budget impacts identified at this time
Yes	Race Equity Initiative Implementation	tbd	-	One Time	(Council Priority Review - 3 votes) \$100k of funding included
Yes	Plastics Ordinance	tbd	-	One Time	(Council Priority Review - 3 votes) Included in draft CAP
Yes	Sustainable Green Economic Development	tbd	-	One Time	(Council Priority Review - 3 votes) - \$30k in each year of budget for economic development projects
No	FTE - SEPA Specialist	\$ 109,064	1.00	Ongoing	(Council Priority Review - 2 votes)
No	FTE - Agricultural resource specialist	\$ 99,175	1.00	Ongoing	(Council Priority Review - 2 votes)
Yes	SSWM Utility - Implement Island-Wide Stormwater study	tbd	-	One Time	(Council Priority Review - 1 vote)



2021-2022 PROPOSED BUDGET CHANGES

Items Included in the Proposed Budget (Tax-Supported Funds)

Funded?	Item	Total Cost	FTE	Ongoing/ One time	Comments
Yes	Delay in filling of vacant positions	\$ (207,400)	-	One Time	Hold currently vacant positions open until Q1/Q2/Q3 of 2021
Yes	FTE - Eliminate Sr. Plans Examiner position	\$ (149,376)	(1.00)	Ongoing	
Yes	FTE - Eliminate Vacant Police Officer position	\$ (130,029)	(1.00)	Ongoing	
Yes	Reduce Council contingency from \$300k to \$200k	\$ (100,000)	-	Ongoing	
Yes	FTE - Eliminate Sr. Judicial Specialist position	\$ (87,166)	(1.00)	Ongoing	
Yes	Navigator program	\$ (30,000)	-	Ongoing	Services will be provided by proposed new position
Yes	Climate Change Budget Set Aside	\$ 300,000	-	One Time	Projects to be determined in alignment with Climate Action Plan
Yes	FTE - Engineer I/II - Capital Projects	\$ 140,000	1.00	Ongoing	Staff addition assumed in proposed utility CIP
Yes	Farms - Project Funding Increase	\$ 130,000	-	Ongoing	\$50,000 in each year for projects; \$15,000 annual cost for labor
Yes	Sidewalk Repair/Replacement	\$ 120,000	-	One Time	\$60,000 in each year
Yes	FTE - Behavior Health Navigator	\$ 114,300	1.00	Ongoing	New position in Police Department
Yes	Diversity, Equity, and Inclusion Efforts	\$ 100,000	-	One Time	
Yes	Waterfront Park Tree Management Phase II	\$ 60,000	-	One Time	
Yes	Public Works Fuel Software System	\$ 40,000		One Time	
Yes	Island Center Subarea Plan	\$ 30,000	-	One Time	
Yes	GIS Consortium - Tier 3 Package (AWC)	\$ 27,000	-	Ongoing	
Yes	Complete Streets Ordinance Development	\$ 25,000	-	One Time	
Yes	Comprehensive Plan Periodic Update	\$ 25,000	-	One Time	
Yes	Farms - Suyematsu Fuel Tank Monitoring	\$ 20,000	-	One Time	
Yes	PSE Franchise Communications	\$ 20,000	-	One Time	
Yes	SMP - Climate Adaptation Implementation Phase 2 - Bluff Erosion	\$ 20,000	-	One Time	Continued effort to include the effects of climate change such as bluff erosion in SMP application
Yes	PW/WWTP Fuel Tank & Dispensing Station	\$ 20,000	-	One Time	
Yes	PW Shop HVAC Controls Upgrade	\$ 20,000	-	One Time	
Yes	Senior Center East Roof Replacement	\$ 20,000	-	One Time	
Yes	Broadcast PIX Upgrade	\$ 18,000	-	One Time	Council chamber equipment
Yes	SMP - Periodic Review	\$ 15,000	-	One Time	Outreach and engagement
Yes	Shoreline Stewardship Outreach	\$ 10,000	-	One Time	Education and outreach regarding best practices and opportunities to improve shoreline environment
Yes	Shoreline Riparian Restoration	\$ 10,000	-	One Time	



2021-2022 PROPOSED BUDGET CHANGES

Items Included in the Proposed Budget (Utility Funds)

Funded?	Item	Total Cost	FTE	Ongoing/ One time	Comments
Yes	Water Utility - Taylor Well Rehab and Pump Replacement	\$ 50,000		One Time	
Yes	Water Utility - Rockaway Rebuild Filtration System	\$ 40,000		One Time	
Yes	Water Utility - System Business Planning	\$ 37,500	-	One Time	Development of a business plan for the Winslow Water system
Yes	Water Utility - Well Performance Testing and Evaluation	\$ 30,000		One Time	
Yes	Water Utility - Automatic Valves & Controls Maintenance	\$ 20,000		One Time	
Yes	Sewer Utility - Grinder Pump Replacements	\$ 150,000	-	One Time	
Yes	Sewer Utility - Biosolids Study	\$ 100,000	-	One Time	
Yes	Sewer Utility - Replace Scum Pit Pumps	\$ 40,000		One Time	
Yes	Sewer Utility - Rebuild Influent Fine Screen	\$ 20,000		One Time	
Yes	Sewer Utility - Rebuild Clarifier #1	\$ 20,000		One Time	
Yes	SSWM Utility - Storm and Surface Water Management Utility Study	\$ 250,000	-	One Time	\$125,000 in each year
Yes	SSWM Utility - Spoils Study for alternative solutions	\$ 10,000		One Time	



2021-2022 PROPOSED BUDGET CHANGES

Items Not Included in the Proposed Budget

Funded?	Item	Total Cost	FTE	Ongoing/ One time	Comments
No	Springbrook Fish Passage	\$ 1,200,000	-	One Time	Recommended by Planning Commission. Funding not currently identified within Proposed Budget.
No	Farms - Other Projects/Maintenance and Repairs	\$ 824,000	-	One Time	Significant list of identified projects at all farmland properties.
No	Senior Center Improvements	\$ 450,000	-	One Time	Cost share may be possible with Senior Center organization.
No	Town Square Cover	\$ 341,000	-	One Time	
No	City Dock expansion (rowing float)	\$ 300,000	-	One Time	
No	Farms - Shade Covenant - Tree Management	\$ 250,000	-	One Time	Range of available solutions
No	FTE - Climate Adaptation Officer	\$ 135,000	1.00	Ongoing	Could be part of overall climate change initiatives
No	FTE - Information Tech Support Specialist	\$ 114,300	1.00	Ongoing	
No	Farms - Morales Farmhouse	\$ 100,000	-	One Time	
No	Farms - Suyematsu Farmhouse	\$ 100,000	-	One Time	Range of available solutions
No	Subarea Plan 2021, Implementation 2022	\$ 75,000	-	One Time	Subarea plan (such as Day Road and Rolling Bay) to follow current process
No	Community Needs Assessment	\$ 55,000	-	One Time	Delayed due to streamlined funding cycle
No	PW Kitchen, Washer, Dryer Upgrade (EOC)	\$ 40,000	-	One Time	
No	Affordable Housing - ADU Design	\$ 25,000	-	One Time	Estimate of consultant ADU incentive program by providing pre-designed building plans.
No	CAO Review	\$ 25,000	-	One Time	Work will be completed by staff
No	Vincent Road Property Assessment	\$ 25,000	-	One Time	Community solar use impact/co-existence with other potential site uses
No	COBI Intranet	\$ 15,000	-	One Time	
No	Affordable Housing - Outreach & Education	\$ 5,000	-	One Time	



Staff Directory



Morgan Smith
City Manager
msmith@bainbridgewa.gov
206 842 2545



Ellen Schroer
Deputy City Manager
eschroer@bainbridgewa.gov
206 842 2545



Joe Levan
City Attorney
jlevan@bainbridgewa.gov
206 842 2545



Heather Wright
Planning Director
hwright@bainbridgewa.gov
206 842 2552



Chris Wierzbicki
Public Works Director
cwierzbicki@bainbridgewa.gov
206 842 2016



Joe Clark
Chief of Police
jclark@bainbridgewa.gov
206 842 5211



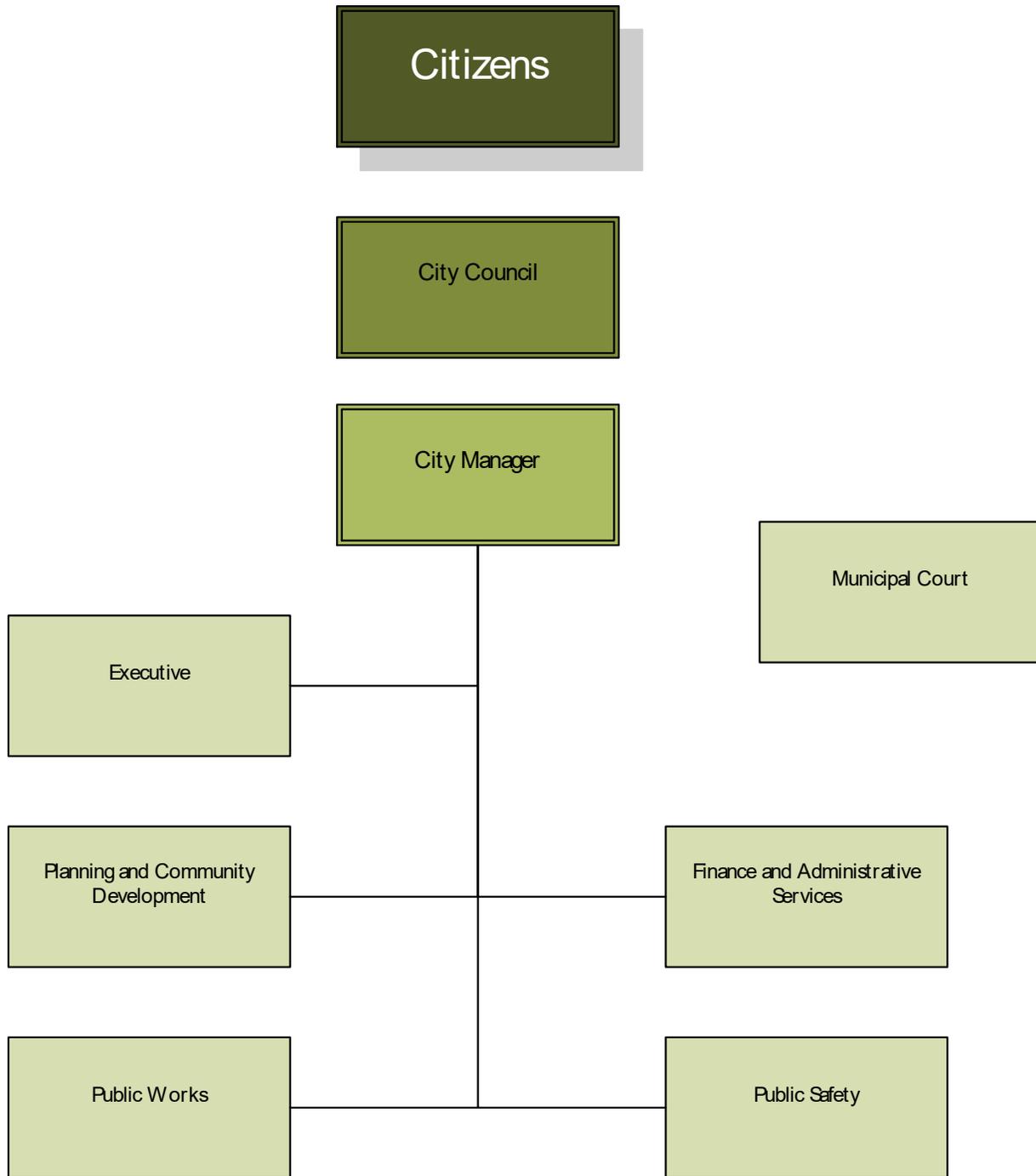
DeWayne Pitts
Finance Director
dpitts@bainbridgewa.gov
206 780 8606



Kristen Drew
Communications Coordinator
kdrew@bainbridgewa.gov
206 842 2545



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 24,000 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 1,473 enrolled students demonstrate some of the highest academic achievement in the state. In 2020, US News & World Report ranked Bainbridge High School on the list of "America's Best High Schools." Of the 17,792 public high schools ranked, BHS is ranked #574 in the nation and ninth in the state. BHS also was designated as one of the Newsweek's Best High Schools in Science, Technology, Engineering & Math (STEM), ranking #359 in the nation. In addition, a number of Island students attend parochial and private schools on the Island.

CITY STATISTICS

GEOGRAPHICAL

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



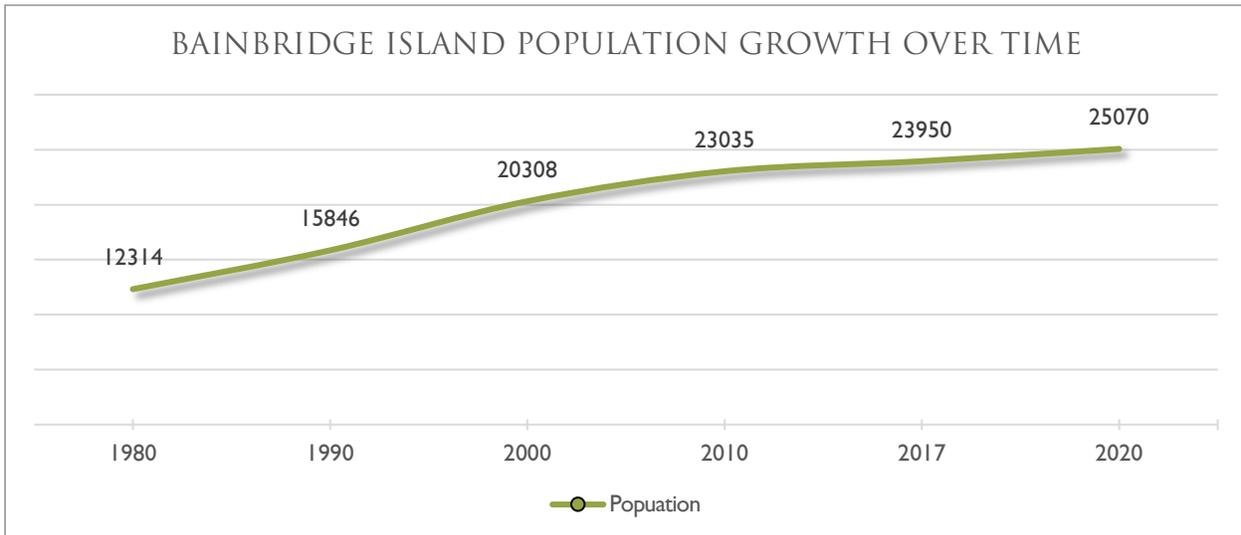


GOVERNANCE

County	Kitsap		
Incorporated	1991 (City of Winslow – 1947)		
Form of Government	Council-Manager		
Type of Government	Optional Code City		
Departments	Municipal Court, Executive, Finance & Administrative Services, Legislative, Planning & Community Development, Public Safety, Public Works		
Services	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		
Utilities	Water, Sewer, Surface and Stormwater		
Acreage of Public Farmland	67		
Acres of City Owned Park and Open Space	105.71		
Miles of City Owned Trail	3.3		
Miles of Bike Lane	23.5		
External City Website Visits (2018-2019)	666,224		
Bond Rating			
UTGO	Aaa	LTGO	Aaa

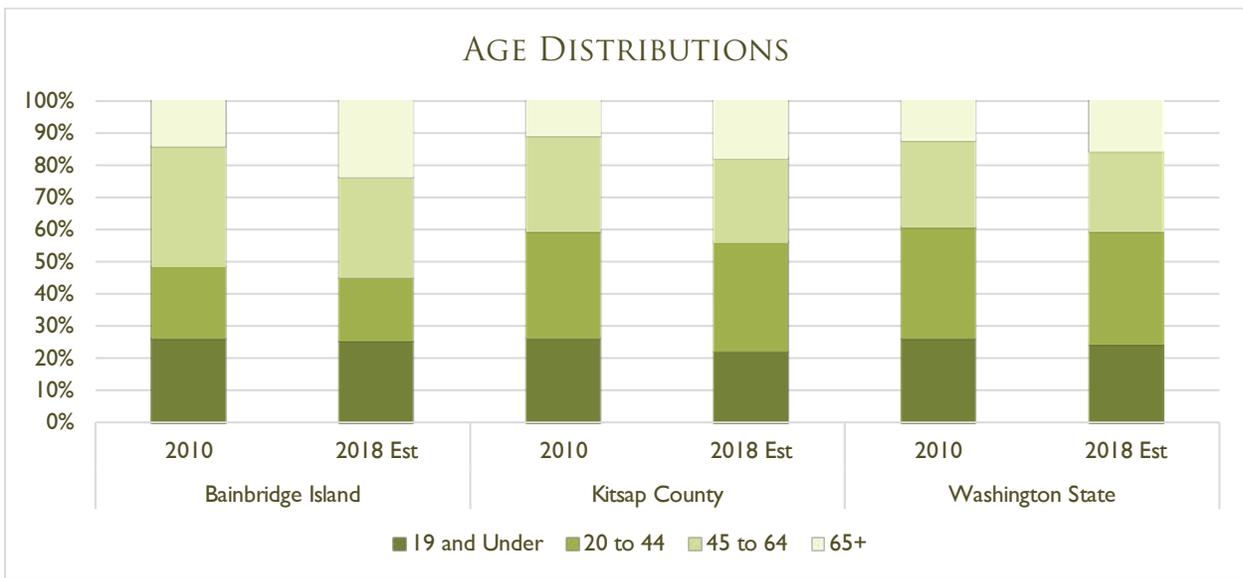
DEMOGRAPHICS

Population					
Bainbridge Island		Kitsap County		Washington State	
2020	25,070	2020	272,200	2020	7,656,200
2010	23,025	2010	251,133	2010	6,724,540
% Change	9.0%	% Change	8.4%	% Change	13.9%





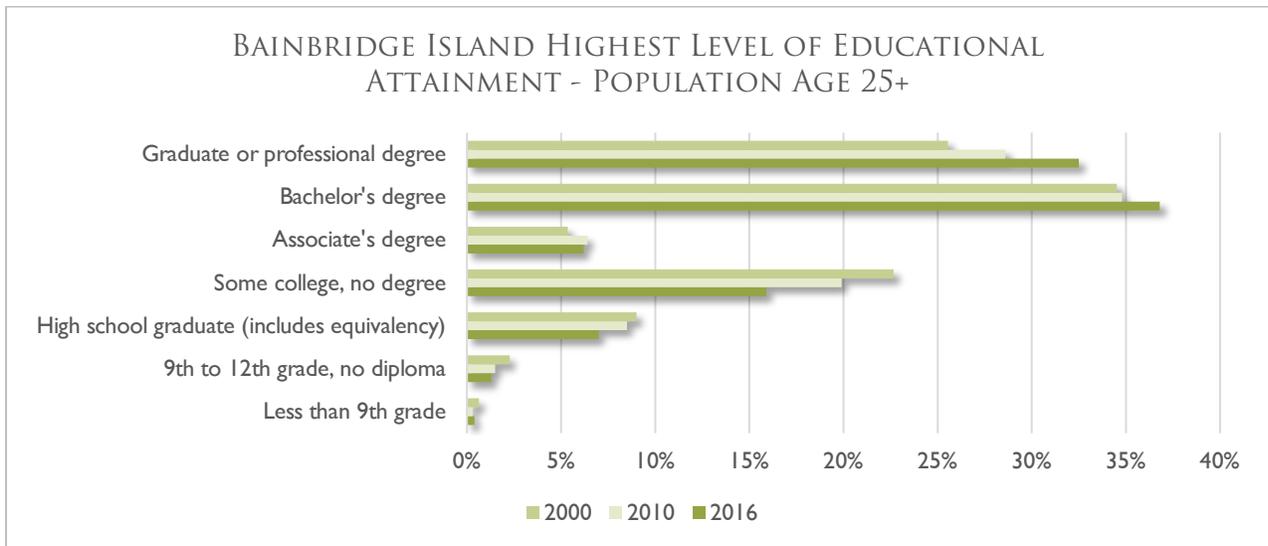
Age Composition (2018 Estimates)					
Bainbridge Island		Kitsap County		Washington State	
Median Age	48.9	Median Age	39.2	Median Age	37.7
Persons under 5 years	5%	Persons under 5 years	6%	Persons under 5 years	6%
Persons under 19 years	25%	Persons under 19 years	22%	Persons under 19 years	25%
Persons 65 years and over	24%	Persons 65 years and over	18%	Persons 65 years and over	16%



Bainbridge Island		Kitsap County		Washington State	
Race (2019 Estimates)					
White alone	86.6%	White alone	76.0%	White alone	76.0%
Black	1.1%	Black	3.2%	Black	3.7%
American Indian	0.2%	American Indian	1.7%	American Indian	1.3%
Asian	3.4%	Asian	5.4%	Asian	8.3%
Pacific Islander	0.0%	Pacific Islander	1.0%	Pacific Islander	0.7%
Two or More Races	4.8%	Two or More Races	6.2%	Two or More Races	5.7%
Hispanic (any race)	4.1%	Hispanic (any race)	8.2%	Hispanic (any race)	10.5%



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

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

Top Ten Employers (2019)		
Employer		Number of Employees
1	Bainbridge Island School District	629
2	Town and Country Markets, Inc.	140
3	Storyville Coffee Company	137
4	Sage / Redinton	133
5	City of Bainbridge Island	128
6	Wing Point Golf & Country Club	113
7	Safeway	103
8	Islandwood	90
9	Madrona Assisted Living LLC	82
10	Virginia Mason	76



Top Ten Taxpayers (2019)				
Employer		Types of Business	2017 Assessed Value	% of Total City Taxable Assessed
1	LBG Bainbridge LLC	Commercial Real Estate	\$22,273,990	0.26%
2	Puget Sound Energy	Gas & Electric Utility	\$21,625,437	0.26%
3	PNW Island Village LLC	Commercial Real Estate	\$18,355,780	0.22%
4	Country Club of Seattle	Country Club	\$14,478,080	0.17%
5	Sportsman Park LLC	Commercial Real Estate	\$12,986,860	0.15%
6	Simmons, Brad	Multi-Fam. Res. Complex	\$12,695,040	0.15%
7	Madison Avenue Real Estate LLC	Commercial Real Estate	\$11,668,110	0.14%
8	PBPBS LLC	Property Management	\$10,578,475	0.13%
9	Island Gateway LLC	Retail and Office	\$9,993,320	0.12%
10	Brandt, James & Linda	Science & Technology	\$9,822,860	0.12%
Total:			\$144,477,952	1.72%

Mean Household Income (2018 Estimates)					
Bainbridge	\$115,230	Kitsap	\$71,610	Washington	\$73,294
Unemployment Rate (Age 16+)					
Bainbridge	3.9%	Kitsap	7.0%	Washington	4.5%

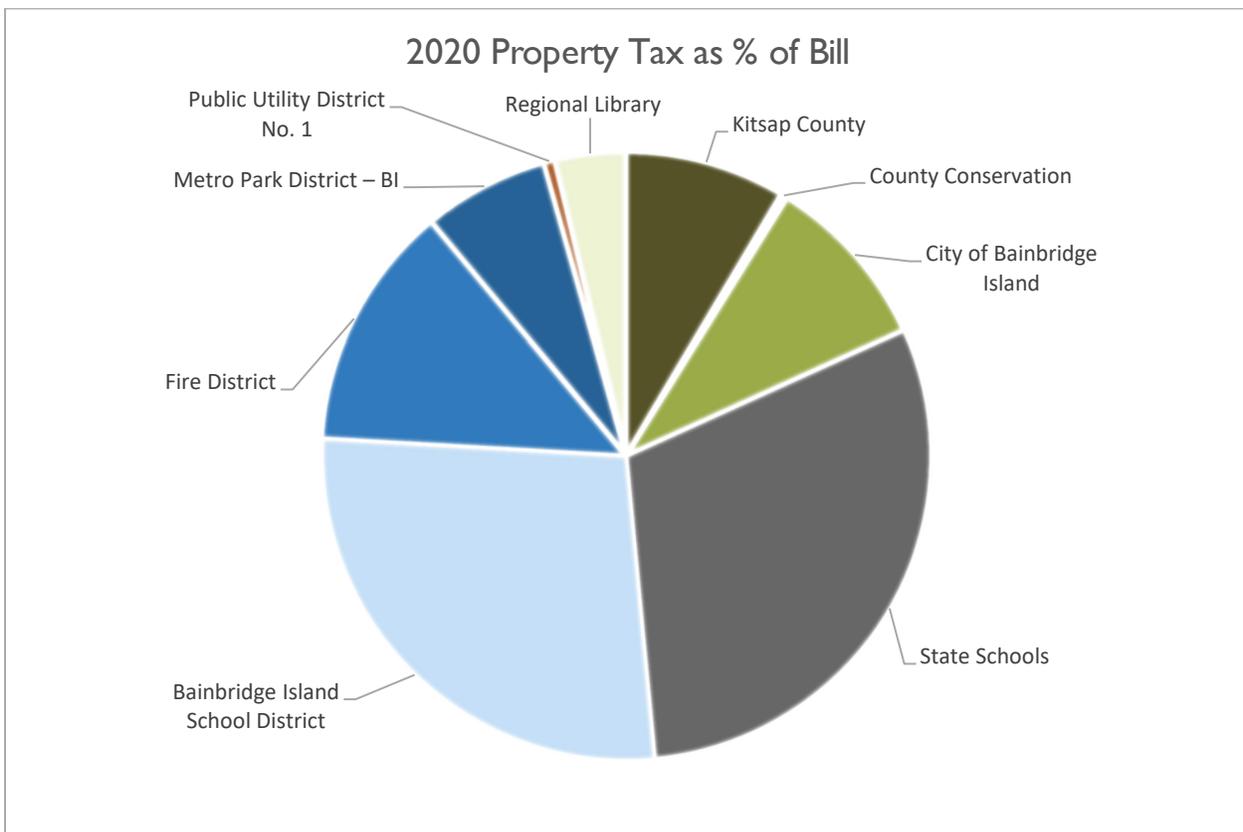
TRANSIT

Annual Number of Ferry Riders through Bainbridge Island for 2019			6,212,828		
Mean Travel Time to Work - 2019 (minutes)					
Bainbridge	42.3	Kitsap	30.4	Washington	26.7



STATEMENT OF ASSESSMENT FOR PAYABLE TAXES FOR 2020

2020 Property Tax	Tax Rate	Percentage of Bill
Kitsap County	0.836350	8.50%
County Conservation	0.034901	0.35%
City of Bainbridge Island	0.921266	9.36%
State Schools	2.979753	30.29%
Bainbridge Island School District	2.696499	27.41%
Fire District	1.283798	13.05%
Metro Park District – BI	0.657507	6.68%
Public Utility District No. 1	0.059798	0.61%
Regional Library	0.369123	3.75%



2020 Taxes			
Bainbridge Island		Kitsap County	
Assessed Value	\$9,222,192,924	Assessed Value	\$42,148,185,885
Rate	0.921266	Rate	0.836350
Taxes	\$8,493,060	Taxes	\$35,250,661
Timber Excise Distribution	\$537	Timber Excise Distribution	\$64,346
Total	\$8,493,060	Total	\$35,315,007



SOURCES

United States Census Bureau, 2000 National Census

United States Census Bureau, 2010 National Census, Estimated for 2018

United States Census Bureau, American Community Survey, Estimated from 2010-2019 data

Office of Secretary of Washington State, Elections and Voting, Voter Registration Data

Kitsap County, Statement of Assessments, 2019 Assessments for Taxes Payable in 2020

Washington State Office of Financial Management, April 1, 2020 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, 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 2021 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. 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.

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

Comprehensive Plan Guiding Principles	1
Performance Measurement.....	2
National Citizen Survey.....	3-4



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.



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 Council and community goals



NATIONAL CITIZEN SURVEY (NCS)

The City has participated 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, for several years. 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 the City's first survey, followed with additional surveys in 2014, 2015 and 2017.

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.

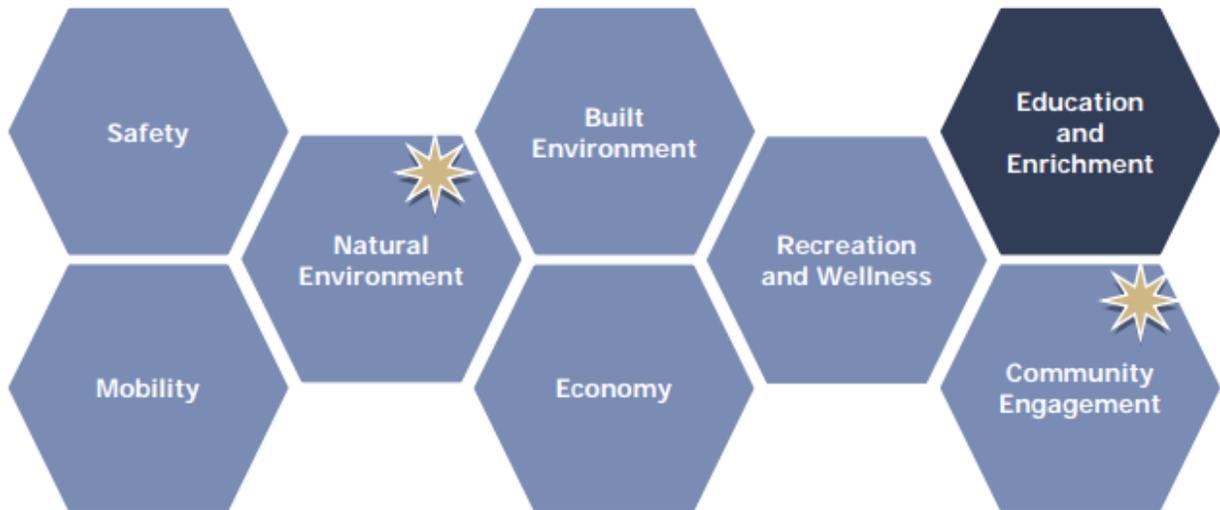
The City achieved a relatively high overall survey response rate of roughly 40% across all four surveys. In general, the survey results reflected the City's high level of citizen engagement and the community's strong interest in land use and development strategies. Most residents experienced a good quality 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](#)¹

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



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

SECTION 2



BUDGET DEVELOPMENT



SECTION 2: BUDGET DEVELOPMENT

Finance Director’s Message	5-11
Financial Policies	12-13
Budget Process	14
Key Assumptions in 2019-2020 Budget Development.....	15-19
General Fund Reserves	20
Financial Capacity / Fiscal Health.....	21-23
Basis of Accounting & Budgeting	24
Debt Service	25-28



FINANCE DIRECTOR'S MESSAGE

The following summary from the Finance Director provides the background to decisions made in preparing the 2021-2022 Proposed Budget for the City of Bainbridge Island. The financial and policy context within which the City operates determines both the options available and the choices made by the City in preparing the Proposed Budget.

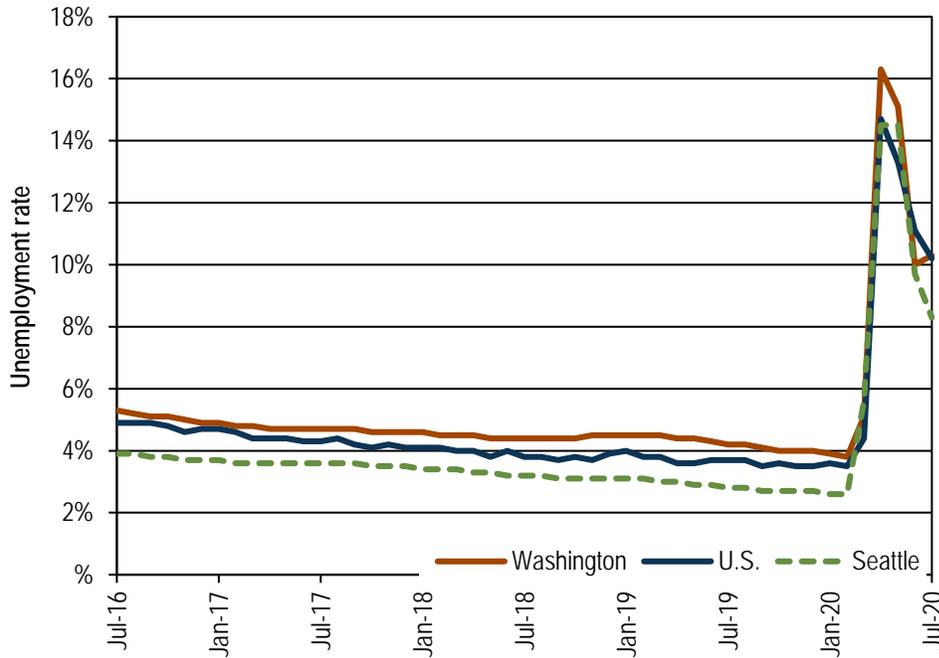
Background and Budgetary Trends

The COVID-19 pandemic has had significant ramifications to global as well as state and local economies as the United States officially entered recession in February 2020. The national economic drop in February marks the end of the expansion that began in June 2009 and lasted 128 months, the longest on record. Due to sudden and extensive impacts, the City of Bainbridge Island (City) is experiencing modest to large decreases in certain key revenues including sales, lodging, parking, gas taxes and other revenues. The effects will likely continue through the rest of 2020 with potential impacts and volatility into 2021 and 2022.

The recommendations included in this proposed budget preserve essential functions and services while maintaining the City's ongoing fiscal discipline and strong financial policies by matching ongoing revenues and expenditures. The proposal utilizes a modest level of fund balance to pay for critical infrastructure improvements and high-priority one-time operating expenditures. The City's continued adherence to its financial policies is important to ensure a long-term strategic approach that preserves existing services and maintains resources to meet future uncertainty and challenges.

The City's financial performance in the first quarter of 2020 largely followed past years and the modified budget for the year. In this context, the first documented case of the novel coronavirus in North America was discovered in January and by early March, businesses and schools began to proactively address the emerging situation with temporary closures. Governor Inslee initiated a series of public health-related business and personal restrictions throughout the State of Washington. What was first called the "Stay Home, Stay Healthy" program has transitioned to a "Safe Start" set of county-by-county and industry-by-industry guidance. The limitations imposed by these programs support public health by slowing the spread of the virus and have had negative economic impacts.

In 2020, Washington's economy has lost a total of 245,400 jobs since January. As of July, the overall unemployment rate for the state was 10.3%. Unemployment in the Seattle area was 9.3% and in Kitsap County 9.5%. More recent positive data indicates 44,500 new jobs were added in July in Washington State, but the overall unemployment rate is still very high compared to long-term trends. Of note in the latest report was the statewide loss in construction jobs. This trend mirrors a decrease and trend in construction sales tax that the City received (see discussion below) in 2020. The biggest statewide gains were noted in transportation, warehousing, and utilities.



Source: U.S. Bureau of Labor Statistics, and Employment Security Department Workforce Information and Technology Services August 2020

Financial Vulnerability to Economic Uncertainty due to COVID-19

The Association of Washington Cities (AWC) conducted a survey earlier in 2020 to assess the financial stress cities are currently facing. The survey results indicate that most cities’ budgets, including the City of Bainbridge Island, suffered during the early months of the pandemic. There is significant uncertainty regarding the long-term impact of COVID-19 and the length of the current recession.

Each city has a different financial profile, with different associated strengths and weaknesses. Cities which rely on revenues such as sales tax, the hotel/motel tax, and user fees, as well as those cities with low reserve levels are at particular risk. Expenditure risks include high public safety and debt service expenditures, which are difficult to change, as well as historical staffing levels. The City of Bainbridge Island has a financial infrastructure which was relatively resilient in 2020 as it did not include a high level of volatile revenues or unnecessary spending.

While the impacts of COVID-19 have had some impacts on service levels at the City of Bainbridge Island, the City’s strong reserves, diversity of certain revenue sources, low debt, and modest staffing levels have helped to mitigate some of the more drastic effects felt by some cities around the Puget Sound region. Similar to other jurisdictions in Washington State, the City’s general fund is highly supported by property taxes (see discussion below).

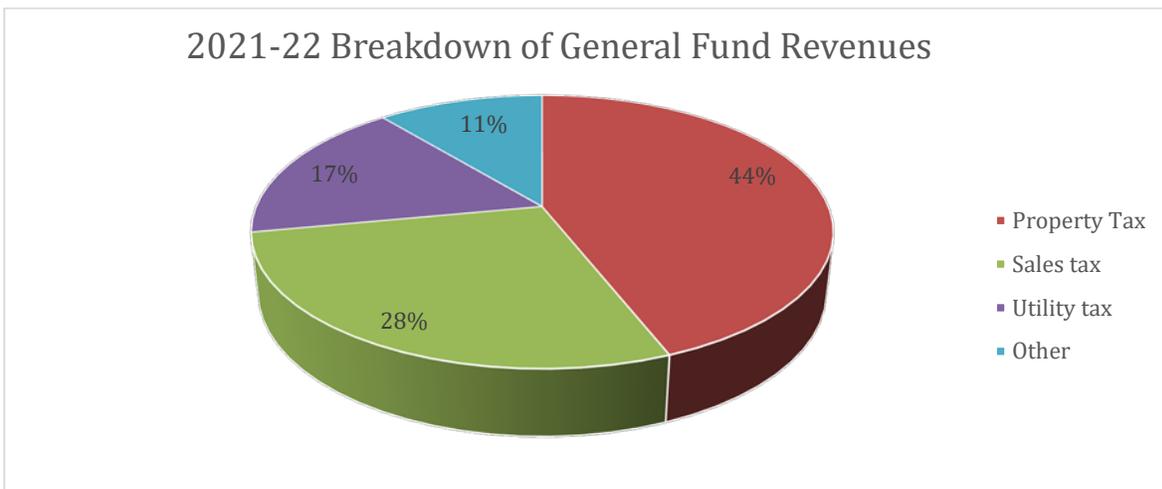
Key Revenue Sources

Most City revenues have steadily improved since a sharp decrease in the early spring along with gains in statewide and regional employment following a historic decline in April. The improvement may also be linked to Kitsap County entering Phase 2 of the State of Washington “Safe Start” program, which allowed

many of the “non-essential” businesses to re-open in a reduced capacity to resume business. The City is currently forecasting modest improvements in 2021 and 2022 revenue with an overall assumed revenue growth of about 2% over 2020. The City financial capacity tool and various regional economic models the City uses to assist forecasting suggest continued caution. The small data set utilized to forecast 2021-2022 were derived from recent City improvements in revenue from earlier forecasts generated in May but only include a few months of actual results since the recession began. Continued refinement and changes to City revenue forecasts in the future will likely occur as the recession unfolds.

Initiative I-976 known as the “\$30 car tab initiative” was passed by state-wide voters in 2019. This initiative eliminated the authority of Transportation Benefit Districts to levy vehicle license fees. While the initiative was set to take effect in December of 2019, it has been delayed due to legal challenges. Revenues from vehicle license fees have historically generated about \$400,000 per year in the Transportation Benefit Fund (TBF), used to pay for street maintenance, with an additional \$200,000 starting in 2019 to be used for traffic calming and climate mitigation projects. Currently the case is awaiting final adjudication in the State Supreme Court with an expected decision sometime this fall. Funds collected since the initiative passed are legally restricted and cannot be spent until a final decision is reached. The City has budgeted the use of prior existing TBF fund balance to pay for these program services in 2021 and 2022. If the initiative prevails, the City will need to consider various options for funding road repairs at either current or reduced service levels in 2023 and beyond.

The City’s revenue portfolio continues to rely heavily on the general property tax, which in the State of Washington is a stable revenue source that typically grows annually at a rate of 1%, plus the value of new construction. As property tax accounts for more than 40% of General Fund revenues, the stability of this revenue stream helps the City maintain core services during periods of economic volatility.

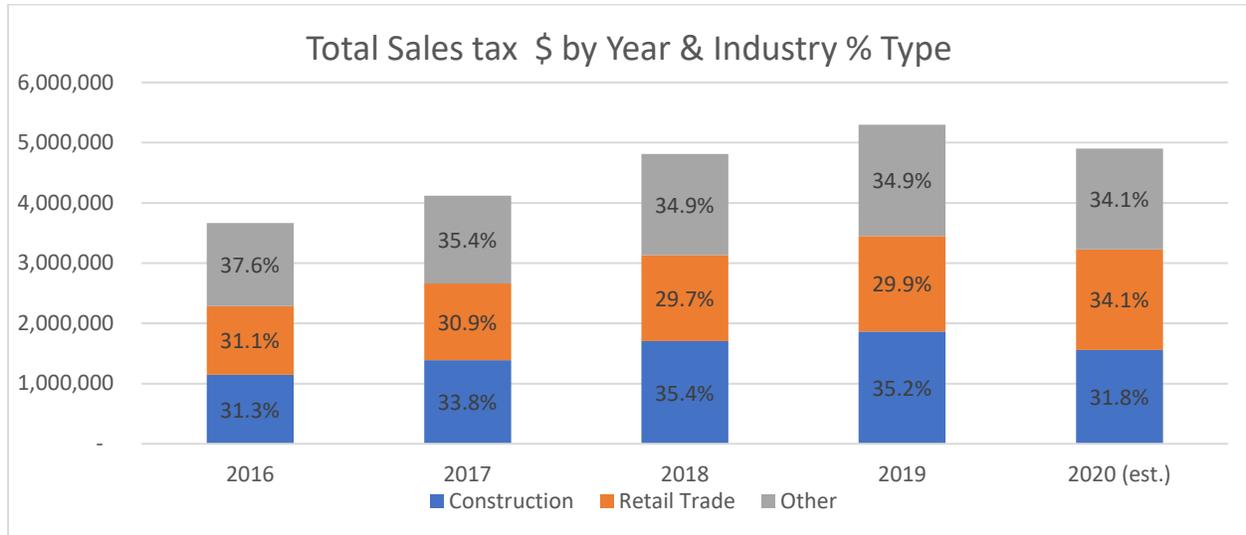


Source: City of Bainbridge Island

Sales tax is the City’s second largest tax-supported revenue, accounting for approximately 28% of General Fund revenues, estimated at a total of \$10.2 million in the 2021-2022 biennium. 2020 sales tax revenues have declined about 8% or \$275,000 as compared to the same months in 2019. Sales tax from construction has historically comprised the largest portion of sales tax, at nearly 36% of the total. 2020 has seen this number shift downward to 32%. Retail trade now contributes the largest share of sales tax, with nearly 34%



of the total amount. The City forecasts a 4% increase for sales tax revenue in 2021 compared to 2020, with an additional 2% increase in 2022. Staff continue to carefully scrutinize the composition of sales tax going forward and look for new or continued trends that could impact the financial condition of the City.



Source: City of Bainbridge Island

Recent Real Estate Excise Tax (REET) revenues, historically the third largest portion of the City’s revenue portfolio, have remained relatively stable during the pandemic but have decreased since the peak in 2017. Funds are restricted and may be used to support certain capital construction projects and other eligible expenses. In 2020 through August, the total revenue from REET is down 3% compared to the recent 5-year average but up 11% over 2019. The volume of sales is down 17% and average sales prices is up 21% compared to the 5-year average, which suggests a shortage of inventory of available homes to sell. Regionally, based on the first half of 2020, the Puget Sound Housing Market increased by 1.4% year-over-year. The housing market index is a quarterly measure of residential real

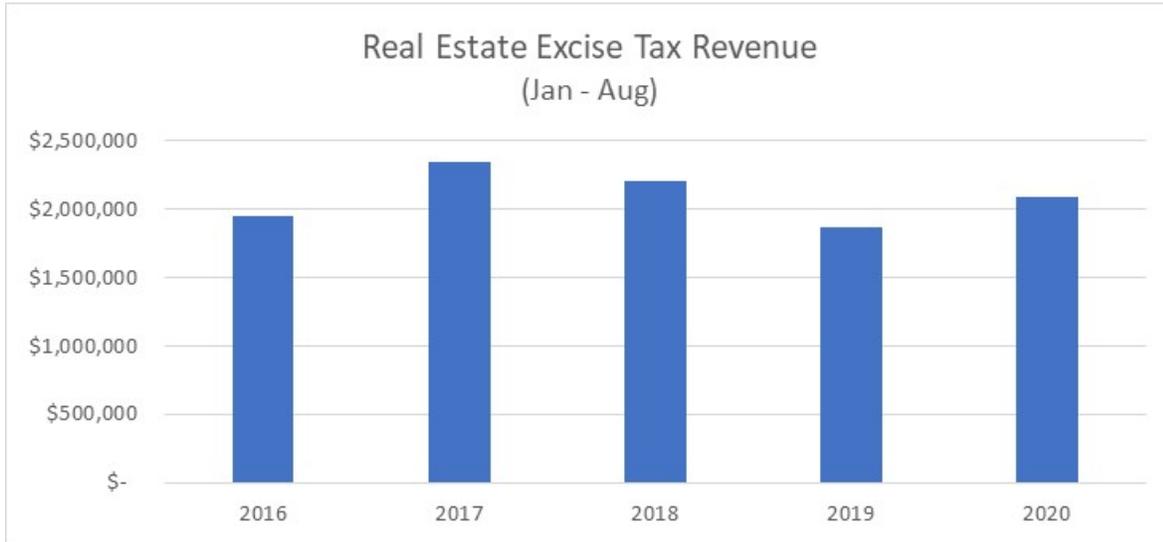


Source: Western Washington University

estate activity in the Puget Sound region (King, Pierce, Snohomish and Kitsap Counties). The composite index, which has a value of 1.00 in 1996, is designed to rise or fall as the housing market improves or deteriorates. The purpose is to indicate directional change in residential real estate activity and is supported by an overall change in supply, demand, and affordability. An upward movement in the housing market index indicates improvement in the residential real estate market, as measured by home sales, time on the market, and the ratio of the average closed sales price. Recent trends in the overall index suggest a pattern consistent with the pattern on Bainbridge. That is, an increased demand, decreased time on the market and the increase in average sales



price.



Source: City of Bainbridge Island

Budget Process

The budget process is an organized and collaborative series of steps and discussions that allows for policy development, service level planning within the current financial context, and internal and external communications. The budget document serves as the signature policy document in which the City establishes key priorities and policies for funding services. The budget is also used to develop short and long-term service level plans within a financially constrained structure. Finally, the budget process creates a tool for communicating changes and priorities to the public and within the organization.

The development of the City’s Operating and Capital Budget involves three phases: formulating budget requests, City Manager review and proposal, and City Council review and adoption.

During the summer of 2020, the City Council and staff reviewed capital plans. The capital budget planning process included review by Public Works and Planning and Community Development Department staff, in addition to the Planning Commission, the Utility Advisory Committee, and the community.

Planning for the operating budgets commenced with Council review and approval of a consolidated set of financial policies, providing an up-to-date framework within which budget development occurs. Operating budget development began in June. Over the summer, department directors and staff worked to develop budgets in alignment with the City goals that were identified at a Council retreat earlier in the year and reaffirmed at a Council meeting in June. Based on the Council goals, several departments proposed targeted increases or changes to their operating budgets. Department staff took a zero-based budget approach to non-personnel expenses, while Finance staff performed a line item review of all personnel-related expenditures. This fall the City Proposed Budget will be discussed in a series of budget discussions starting in September and concluding with a final budget ordinance in November.

Near-term Budget Influences

As mentioned above, the United States officially entered a recession in February that was sparked by COVID-19. While it is still early to predict the long-term ramifications of this event to the City, the City has



so far has weathered the 7% decrease in revenues in 2020 by engaging a short-term spending control plan and by utilizing reserves. Finance will remain diligent in monitoring short and long-term effects as the crisis continues to unfold into 2021 and 2022. This budget assumes 2020 is the worst year of the economic recession, with modest recovery in 2021 and 2022.

The City tracks policy reserves for the General Fund, as well as for each utility fund. For 2021, the reserves include an Emergency Reserve, with a target of \$1.0 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 that in recent years has significantly exceeded the minimum target. The 2021-2022 Proposed Budget fully funds the General Fund reserves and utility fund reserves.

Fund balance is available for one-time projects or investments, such as the City's portion of the Country Club bulkhead project and operating initiatives such as work to implement the Comprehensive Plan and certain major maintenance projects.

The City's financial policies require that recurring expenditures are supported by recurring revenues. It is the current budget policy to support all on-going expenditures, including debt service, with on-going revenues. This approach ensures a balanced and sustainable budget, sizing expenditures at a level that is supported by appropriate revenues and is particularly helpful in times of financial duress. In order to meet these policies, the 2021-2022 Proposed Budget includes some reductions in expenditures to match forecast lower revenue levels.

The City reacted to the decline in overall general governmental revenue in 2020 by implementing a reduced spending plan where expenditures were intentionally reduced to save the City about 10% or \$2.7 million below budgeted amounts. This strategy stabilized the financial condition of the City while maintaining adequate fund balances. The resulting financial condition helped to minimize budget reductions in 2021-22.

Staffing for 2021-22 will be reduced by 5 full-time equivalent vacant positions and include the addition of two full-time positions. The high point of City staffing was in 2008, with 152 full-time equivalent (FTE) positions. By comparison, proposed City staffing for 2021 includes 127.10 FTE, which is a decrease over the previous approved staffing level of 130.10 FTE.

Long-term Financial Planning

This biennial budget includes choices that position the organization to maintain long-term financial sustainability. Key issues and assumptions worth noting are included below. Throughout budget development, staff review and respond to emerging issues to ensure sound financial plans and a sustainable financial future:

- Utility revenues for all three utilities are set by previously approved rate ordinances. Rates will increase 3% in 2021 on certain specific water and sewer rates and an additional 2% per year starting in 2022.
- The City continues to face increases in recurring expenses that are externally driven. Currently, annual impacts of this type generate roughly \$750,000 in new costs for salaries and benefits to deliver existing services. These increases accumulate year-over-year, so are expected to grow by a larger amount each year. This is a challenge faced almost universally by both public and private sector organizations, as medical and pension expenses and general inflation rises even during an economic downturn. Personnel



costs are largely driven by bargained labor contracts and are assumed to increase by 2% in 2021 and 2022 while medical costs are assumed at an increase of 7% for 2021 and 6% in 2022.

- The City has continued to commit resources toward capital projects and asset management at a level that reflects an emphasis on stewardship and long-range sustainability of significant public assets. This includes sound management of roads, facilities, fleet, equipment and utility infrastructure. Overall new projects not including equipment purchases for the biennium total approximately \$10 million.
- The City continues to carefully manage debt, which is currently 10% of the legal limit for limited tax general obligation bonds and 2% of the legal limit for voted bonds. Careful stewardship of financial resources led to the City's 2019 upgrade to a Aaa credit rating from Moody's Investors Service. This is the highest possible credit rating, which lowers the interest rate when the City issues debt.

Conclusion

Bainbridge Island is a unique, multi-faceted community, and the municipal organization works hard to serve the critical needs and priorities that have been identified as integral to community's goals. The City does this within a framework that emphasizes financial sustainability and accountability. The City uses a variety of tools and analysis to guide in financial forecasting to ensure this financial sustainability. The City also continues to pursue innovation and efficiency, providing the highest level of service with our existing resources supported by careful and continuous control of costs.



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 2020, 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 biannual 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.

The Equipment Rental and Revolving (ER&R) Fund is a self-sustaining internal service fund established to pay the timely replacement cost of existing equipment and vehicles that meet the capitalization thresholds set forth in the Capital Asset Policy. It is the policy of the City of Bainbridge Island ER&R fund to charge rental rates sufficient to replace ER&R fund equipment with an additional reserve amount for unforeseen losses or catastrophic events.

The City grant policy requires Council approval prior to submittal of an application for grants over \$50,000, unless pre-authorized for acceptance by the City Council through ordinance or resolution. The \$50,000 threshold must include as part of the estimate any City "in-kind" labor used as matching funds and City staff will describe to the Council the amount that is provided through the grant and the amount that is provided through in-kind matching funds.

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable. Long-term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs.

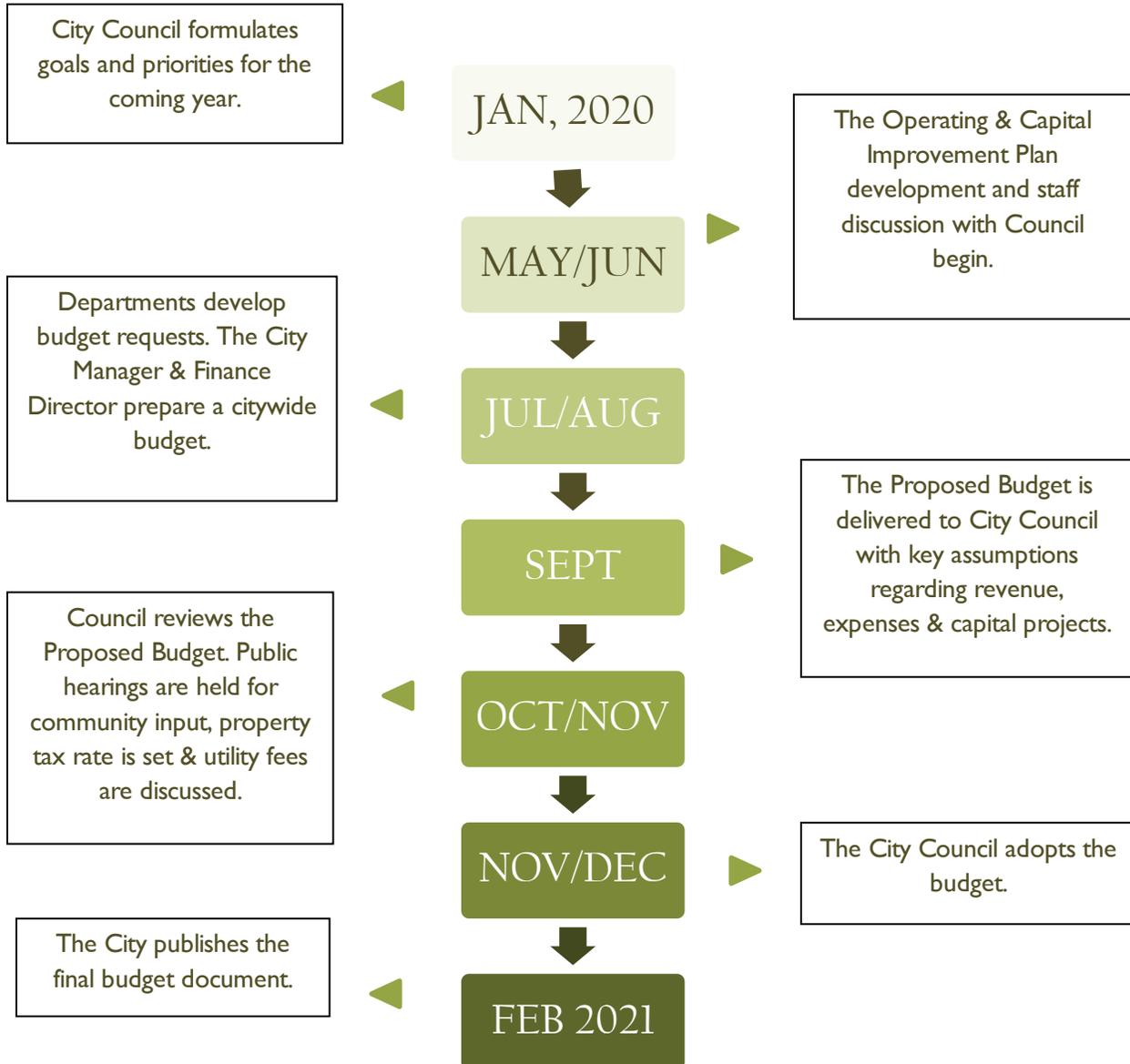
Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions. Reserve targets are set by the City Council for the General Fund, and for each utility fund.

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, community input, and new legislative mandates throughout the year have budgetary implications that also need to be incorporated into 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 2021 – 2022 BUDGET DEVELOPMENT

The City developed the 2021-2022 Proposed 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 2021 are based on actual 2020 performance through August. An on-going theme for the City's key assumptions for revenues and expenditures are impacts due to COVID-19 closures and restrictions. Currently, there is a great deal of uncertainty. Economic indicators heading into 2020 were solid and the 2020 Modified Budget anticipated modest gains in some revenue sources with the potential of smaller decreases to less substantial revenue sources. Midway through the third quarter of 2020, the City has several months of revenue data reflecting the specific impacts due to COVID-19. Estimated revenue and expenditure forecasts are based on the current understanding of regional economic conditions and the City's specific experience through the month of August.

Revenue Estimates

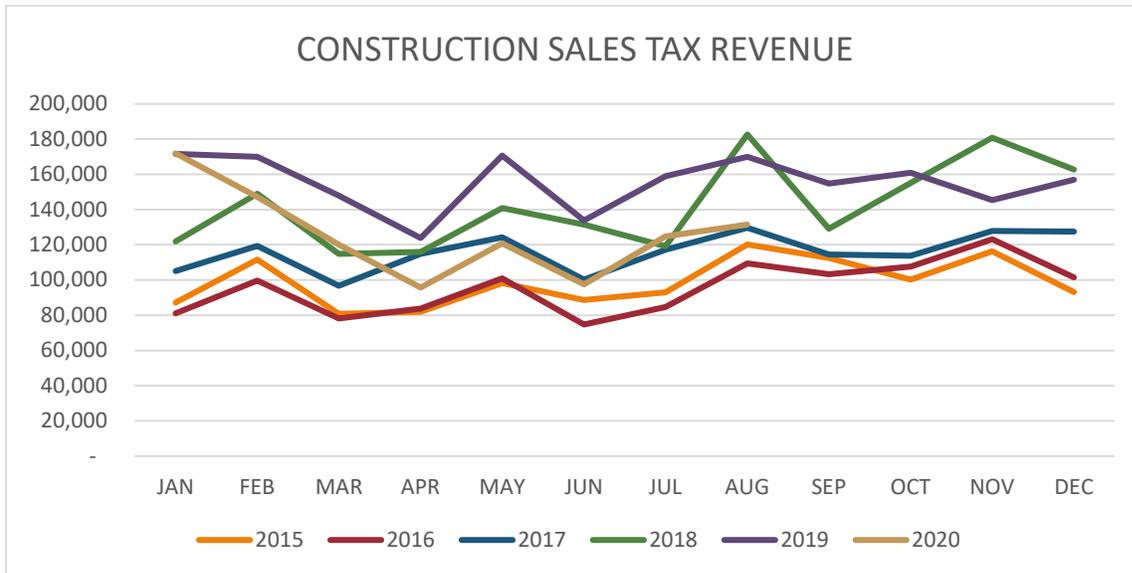
Revenue estimates were prepared for each source after an analysis of the City's past five years of revenue performance and expected near-term economic variabilities. In some cases, such as the statutory limits to increases to property tax, external factors guide the revenue estimate. In other cases, 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

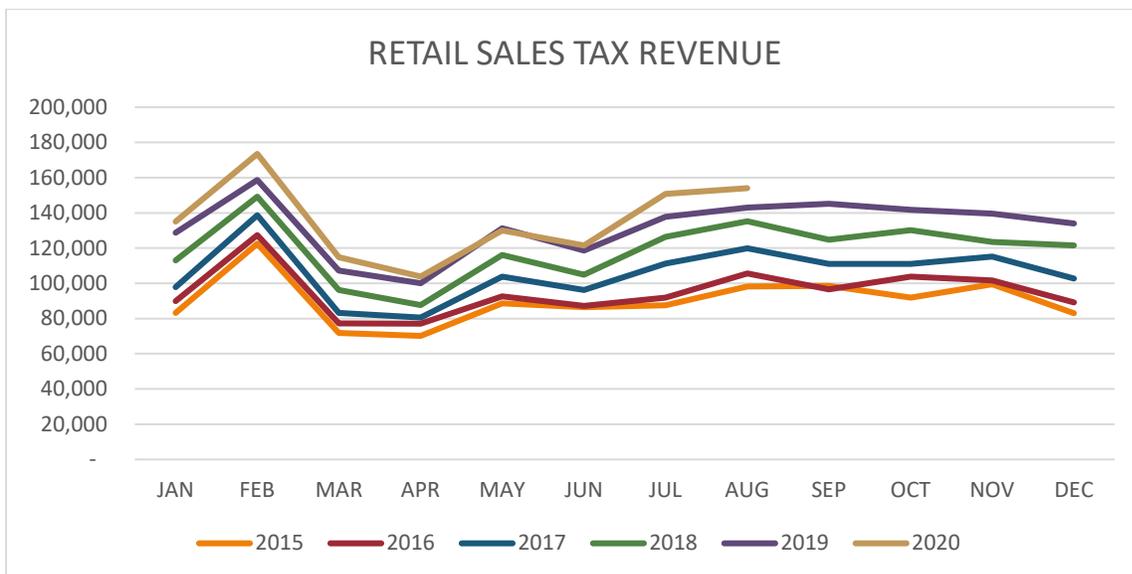
Growth in property tax in Washington State is limited to 1% plus value of new construction. Recent development has led to increases in construction. However, we are not expecting construction trends to continue at the same rate. Therefore, estimated assessed value of Bainbridge Island property is expected to grow albeit at a lesser rate than we have experienced in the last five years. The 2021 – 2022 Biennial Budget assumes revenue of \$7.9 million in 2021 and \$8.0 million in 2022. For the next two years the budget assumes a 1.25% increase and 1.75% year over year increase in property tax revenue there-after.

Sales Tax

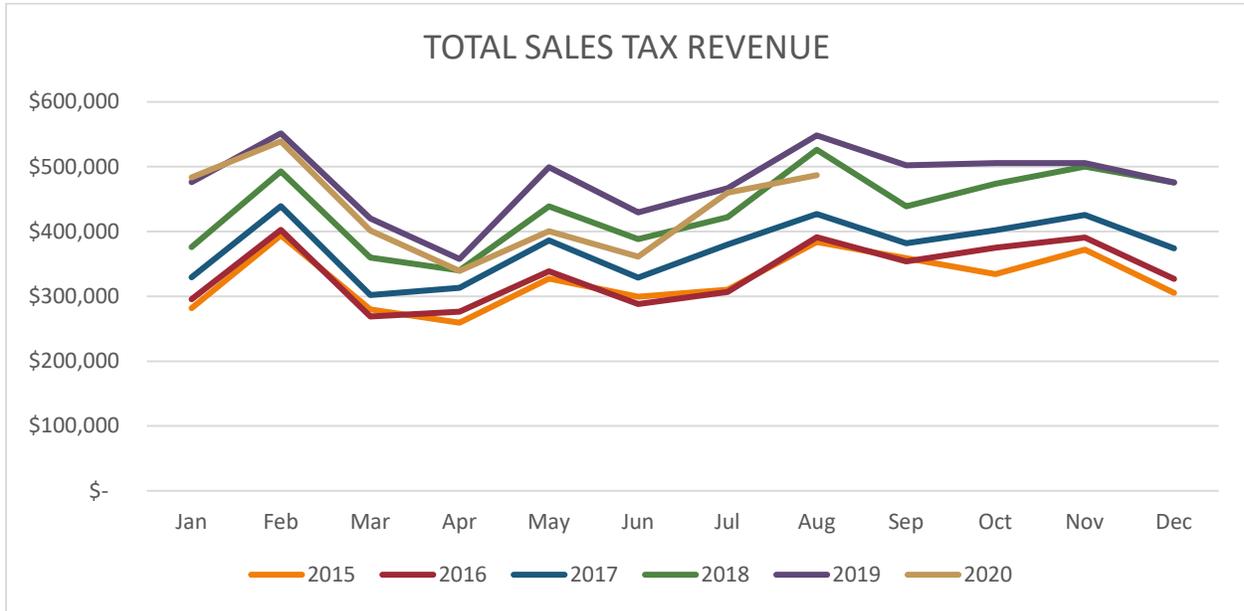
Prior to the COVID-19 pandemic, the strong local economy generated significant growth in sales tax. In the past three years, the City experienced double-digit year-over-year growth in sales tax collection. One reason for the strong growth in the recent past was the large influence of construction-related sales tax on the total. Construction sales tax revenue is typically 30 to 35% of the sales tax base. In the last five years construction sales tax revenue has been averaging 12% growth. Development is highly influenced by economic conditions and historically comprises a large portion of the City's sales tax revenue, reducing the City's sales tax revenues during economic downturns. The effect of current and future COVID-19 state-wide and local public health-related business restrictions, along with other major factors including interest and employment rates, demand for new housing, and local land use policies will greatly influence forecasting future sales tax collections. Through August 2020, construction sales tax has decreased 19% from the same time frame in 2019.



Retail trade also makes up approximately 30 to 35% of total sales tax revenue. Retail trade sales tax revenue in the last five years has been averaging 9% 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. Through August 2020, retail trade sales tax has increased 6% over the same time frame in 2019. While retail sales collection has been trending upward in the last few months, the recent improvements include only a few months of actual results since the recession began. Continued refinement and changes will likely occur as the recession continues into 2021-22.

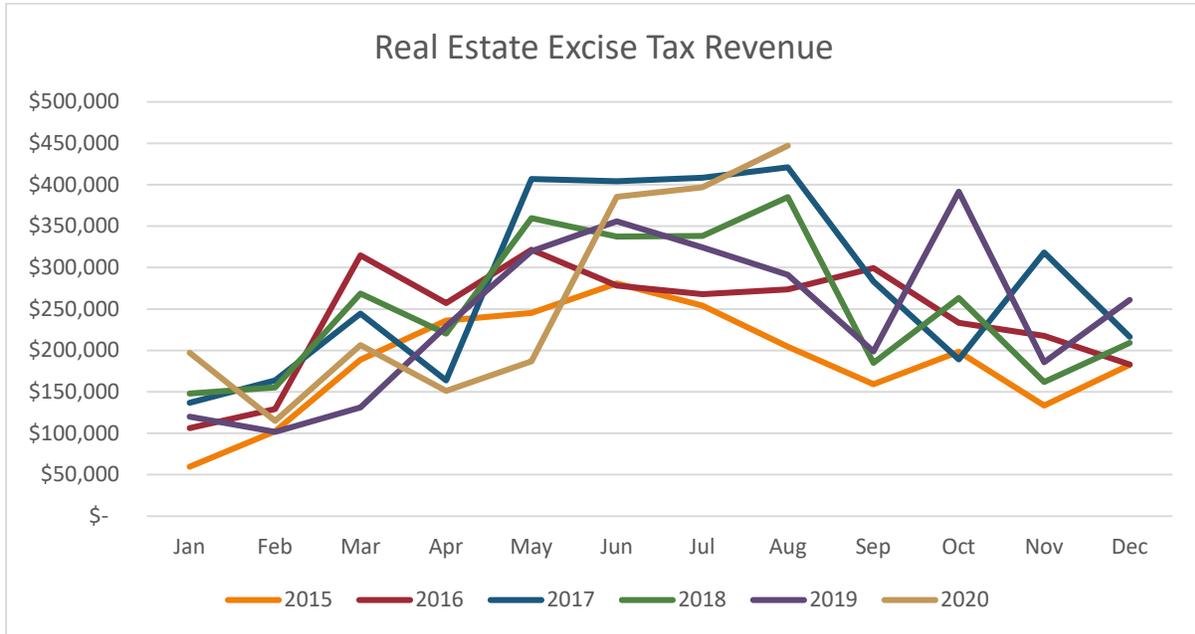


In summary, total sales and use tax through August 2020 has decreased 8% from August 2019. We are anticipating social distancing and COVID-19 restrictions to continue through 2020. This will slow construction in the near future and foreseeably into 2021 and 2022. However, we are assuming some modest recovery in 2021. In 2021 we assumed a 4% increase in sales and use tax over the 2020 Revised Budget, and in 2022 we assumed another 2% increase over 2021.



Real Estate Excise Tax

Washington State law allows cities to impose up to a 0.5% excise tax on property sales, which is known as the Real Estate Excise Tax (REET). The City experienced substantial growth in REET from 2014 to 2017. The height of REET revenue collection in 2017 was an annual total just over \$3.3M. Since 2017, REET revenue has contracted. REET revenue in 2018 was \$3.0M and 2019 was \$2.9M. Growth in REET revenue between the years of 2014 through 2017 can be attributed to both volume and average selling price increases. However, in the past two years volume of properties sold has decreased, while the average selling price continues to rise. The number of properties sold in 2017 was 804 compared to the number of properties sold in 2019 which was 658. This is an 18% decrease. The average selling price in 2017 was \$804,500 compared to the average selling price in 2019 which was \$894,000. This represents an increase of approximately 11%. Analysis of recent data in 2020 reflect similar trends. Total 2020 REET revenue through August is \$2.0 million or 11% higher than the same time frame in 2019. Volume is down 3% with 436 properties sold, while the average selling price is up 16% at \$976,100. Given these trends, the REET revenue forecast for the next biennium is \$2.9 million in both 2021 and 2022.



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. The City’s Financial Policies state recurring expenses must remain below recurring revenues. The economic downturn that has occurred due to COVID-19 compels the City to realign current service levels with Council priorities and forecasted recurring revenues.

Personnel Costs

Consistent with best practices, the City reviewed the factors that it uses to distribute personnel costs across operating and capital funds. For example, personnel costs related to Human Resources are distributed based on the number of full-time equivalent employees, while the Senior Accounting Technician responsible for accounts payables is mainly distributed based on a three-year average count of payment vouchers by fund. Departments including City Council, Public Safety, and the Municipal Court are entirely allocated to the General Fund. To prepare for the 2021-2022 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 2021-2022 biennium 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 mid-range step. Personnel costs increase by 2% in 2021 and 2022, as an assumption for a cost-of-living increase based on current International Association of Machinists (IAM) collective bargaining agreement and expected increases due to employees moving up the established position steps. Medical costs increase by 7% for 2021 and 6% in 2022, based on current information from AWC.

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 City completed a water and sewer utility rate study in 2019 and implemented the recommended rates. The 2021-2022 Proposed Budget assumes continuation of the approved rate structure over the biennium.

The City is in the process of completing a Building and Development Services Fund rate study. The study is not expected to be complete until late fall of 2020. The impacts of the rate study are not considered for the purpose of forecasting revenue generated by the Building and Development Services Fund.



GENERAL FUND RESERVES

During 2020, 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 2021 and 2022.
- The 2021-2022 Proposed 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 2023-2024 capital plans. This reserve is the net City investment required to fund the current 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 2021 and 2022. The budgeted total balance of the General Fund year-end is \$12.9 million for 2021 and \$11.5 million for 2022, which exceeds the amount required to fund the reserves by \$7.1 million and \$3.7 million respectively.

Detail of General Fund Reserves at end of 2021 and 2022

General Fund Reserve Category	2021	2022
Emergency Reserve	1,000,000	1,000,000
General Fund Stability Reserve Minimum	4,500,000	4,600,000
Other Specially-Tracked General Fund Monies	300,000	300,000
Reserve for 2023-2024 CIP	-	1,901,000



FINANCIAL CAPACITY/FISCAL HEALTH

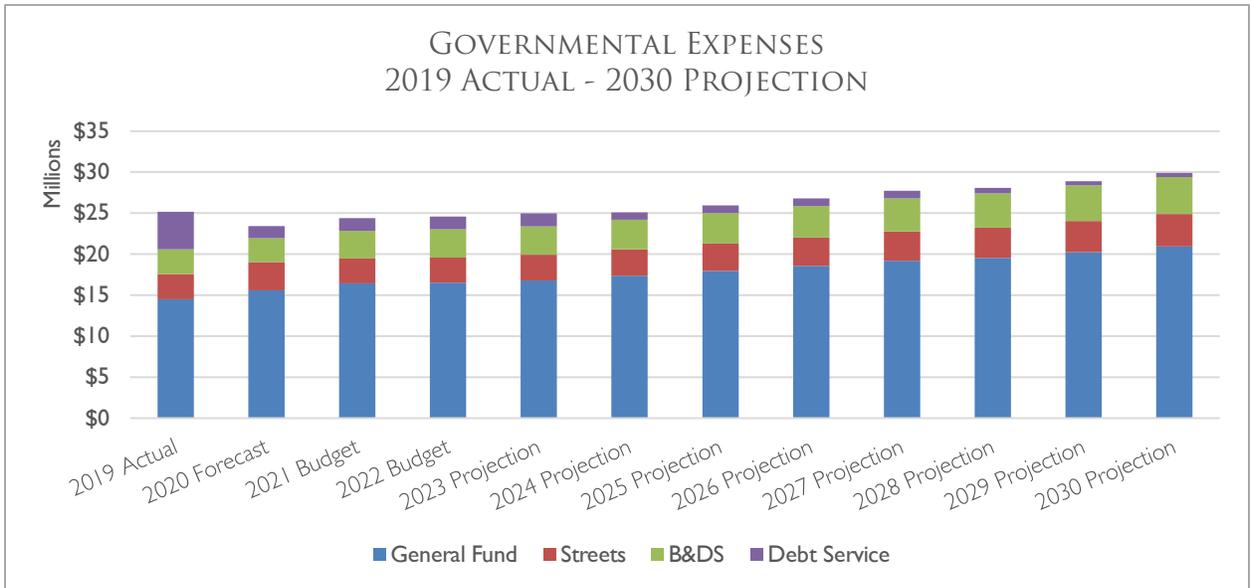
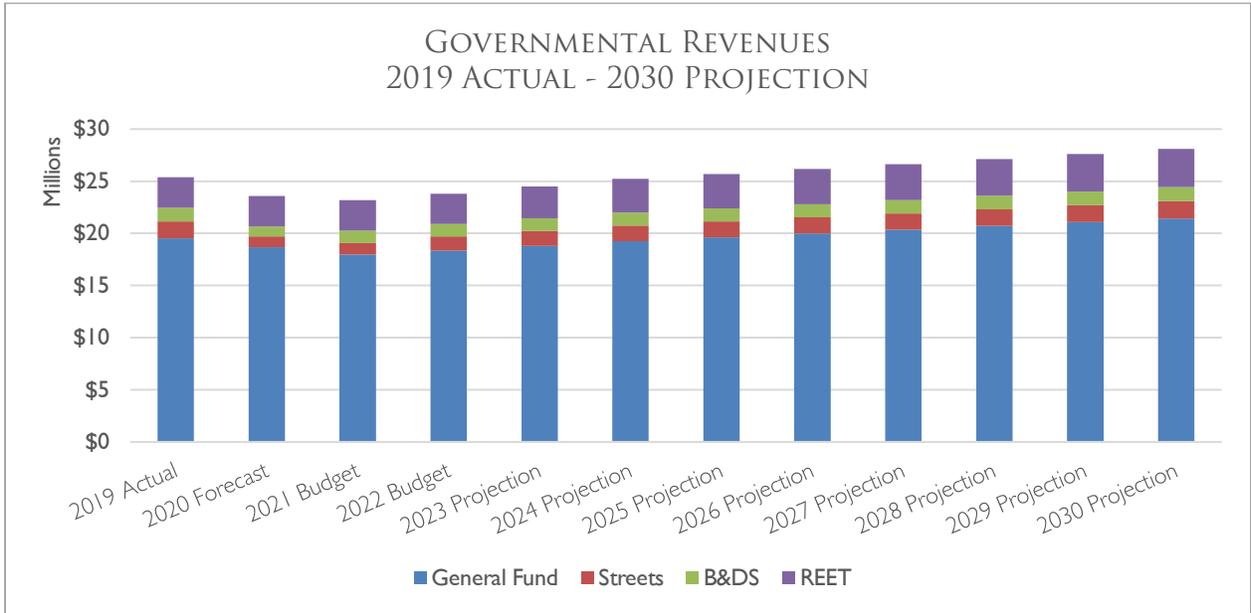
In an effort to support the review of the long-term viability of the City's financial structure, the Finance Department provides a ten-year forward look at the City's projected financial performance by fund. This is called the "Financial Capacity Analysis" (FCA) and is based on analyses completed by staff and presented at midyear and as a fundamental part of the budget process to Council and the community.

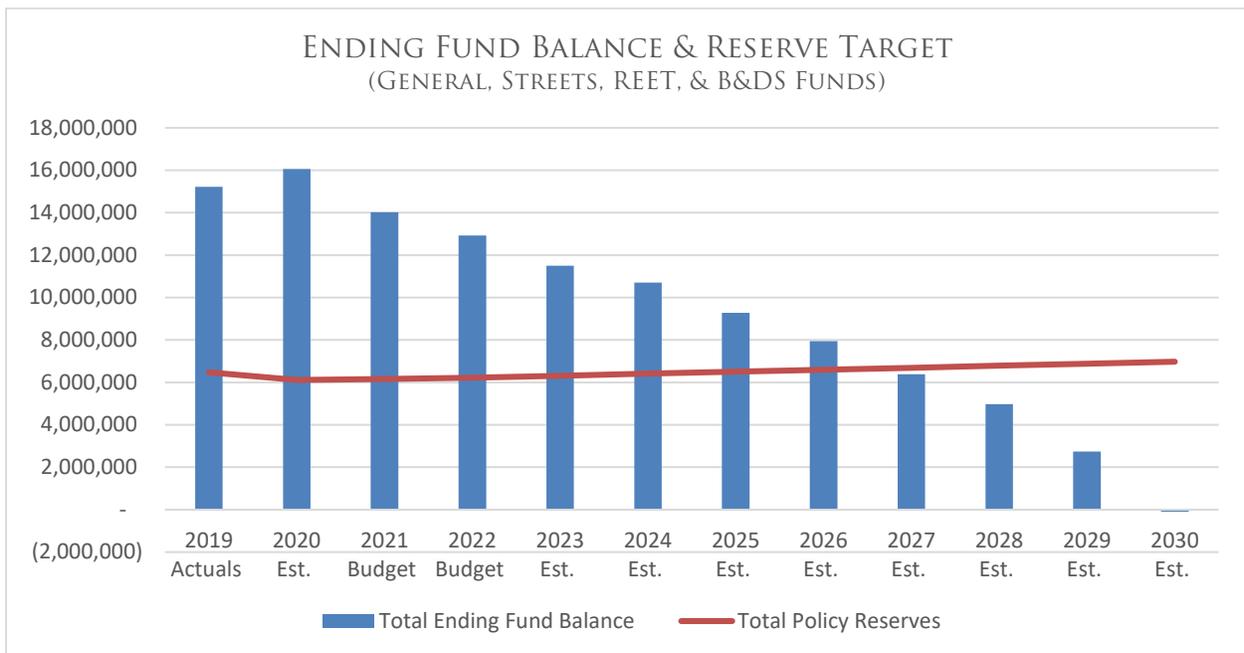
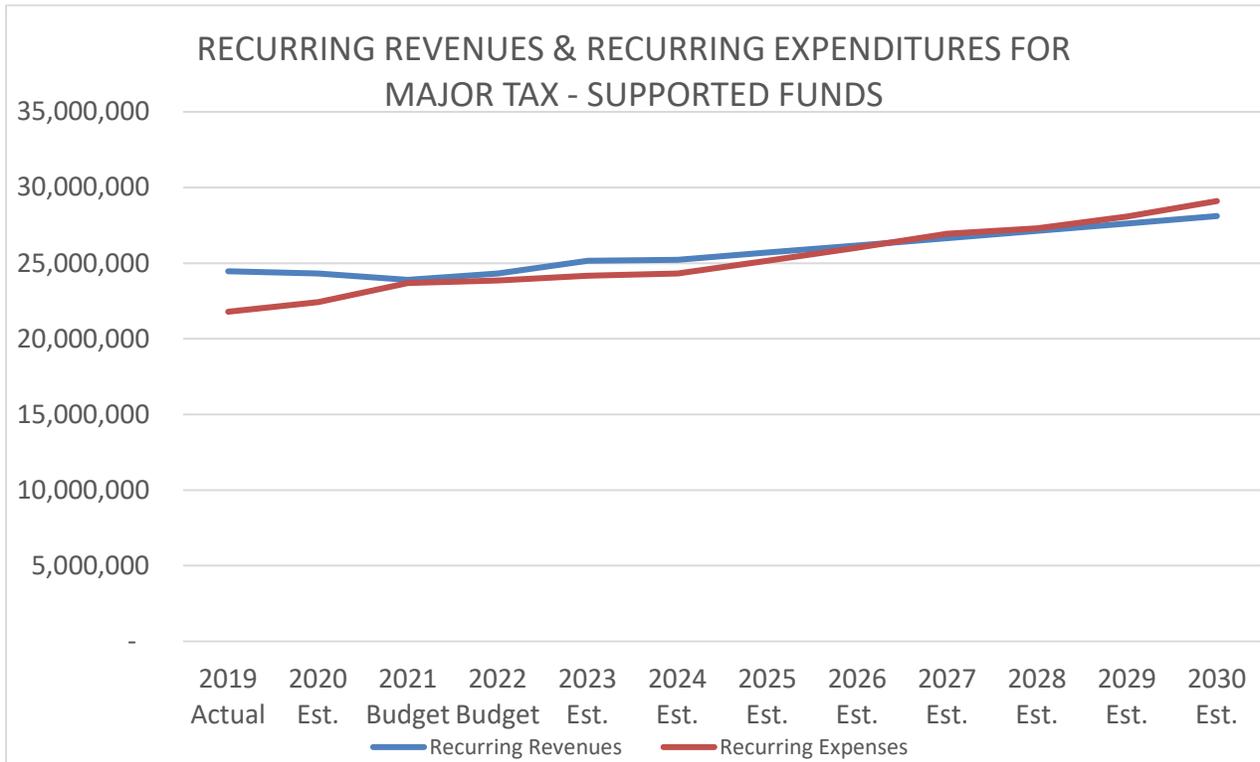
This forward-looking analysis focuses on long-range planning to guide macro-level financial planning in support of maintaining City services and financial stability, while moving toward its goals. The analysis is based on past actual results, current estimates and budgeted forecasts, and relies on a 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 ten years which is supporting planned capital investment and allowing the City to respond to the financial challenges of the COVID pandemic in a measured way. Absent new revenues or significant changes to spending patterns, the City's long-term 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 2022:

- 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 4.25% for salary costs and benefits costs;
- General operating expenses assume an annual increase of 2%;
- Capital project expenses and revenues matched to current CIP through 2026. For 2027-30, the model uses historical averages for grant revenues and capital expenses;
- No change to policy reserve targets or expenditure of reserve funds;
- Street annual preservation program at \$650,000, increasing annually along with operating costs at 2%;
- Real Estate Excise Tax revenue growth in 2023-24 at 5% and 2% thereafter;
- Building and Development Services annual revenue growth of 2%;
- Streets annual revenue growth of 2%







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 - 2021 PRELIMINARY 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).

LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)	1/1/2021 OUTSTANDING	PERCENTAGE OF LEGAL LIMIT
2011 LTGO (Construction & Refunding) Bonds	2,950,000	
2019 LTGO (Construction & Refunding) Bonds	9,520,000	
TOTAL LTGO BONDS	\$ 12,470,000	
Public Works Trust Fund Loans	1,734,227	
TOTAL DIRECT DEBT	\$ 14,204,227	10.3%
LEGAL LIMIT	138,332,894	
REMAINING (UNUSED) MARGIN	\$ 124,128,666	
SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)		
For General Purposes	0	
For Utility Purposes	0	
For Parks & Open Space	1,740,000	
TOTAL SPECIAL LEVY BONDS	\$ 1,740,000	
TOTAL GENERAL OBLIGATION DEBT	\$ 15,944,227	2.3%
LEGAL LIMIT	691,664,469	
REMAINING (UNUSED) MARGIN	\$ 675,720,242	
ASSESSMENT DEBT		
Public Works Trust Loan for South Island Sewer	1,190,000	
2011 LID Street Bonds	112,089	
TOTAL ASSESSMENT DEBT	\$ 1,302,089	No legal limit
REVENUE DEBT		
Public Works Trust Loan #2 for Waste Water Treatment Plant	1,200,049	
Public Works Trust Fund Loan for Eagle Harbor Beach Mains	2,226,386	
TOTAL REVENUE DEBT	\$ 3,426,435	No legal limit

CITY OF BAINBRIDGE ISLAND 2021 PRELIMINARY BUDGET
LONG-TERM DEBT AND DEBT SERVICE

EXISTING DEBT	ORIGINAL ISSUE	1/1/2021 BALANCE	2021 PRINCIPAL	2021 INTEREST	12/31/2021 BALANCE	FINAL MATURITY
PWTF Loan - New Storm Drain Decant Facility Design	179,025	38,180	9,545	191	28,635	Jun-2024
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	205,789	41,158	1,029	164,631	Jun-2025
PWTF Loan - South Island Sewer LID Construction	5,600,000	1,190,000	297,500	5,950	892,500	Jun-2024
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	84,348	21,088	422	63,260	Jun-2024
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	1,053,117	210,623	5,265	842,494	Jun-2025
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	1,200,049	200,008	6,000	1,000,041	Jun-2026
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	189,318	23,665	5,679	165,653	Jun-2028
2011 LTGO Bonds - Sewer Treatment Plant Upgrade Construction	5,700,000	2,950,000	245,000	118,000	2,705,000	Dec-2030
2011 LID Bonds - Winslow Way Construction	755,300	112,089	37,364	5,111	74,725	May-2023
2013 Voted Refunding Bonds	5,230,000	1,740,000	545,000	69,600	1,195,000	Dec-2023
PWTF Loan - Sewer Beach Mains Design	383,542	163,472	20,434	817	143,038	Jun-2028
PWTF Loan - Sewer Beach Mains Construction	3,474,933	2,226,388	185,532	5,566	2,040,856	Jun-2032
2019 Refunding LTGO Bonds	2,735,000	2,485,000	310,000	93,200	2,175,000	Jun-2028
2019 LTGO Bonds - Police/Court Facility	7,255,000	7,035,000	245,000	264,850	6,790,000	Dec-2039
TOTAL EXISTING DEBT	\$ 40,116,147	\$ 20,672,750	\$ 2,391,917	\$ 581,680	\$ 18,280,833	

2021 BUDGETED NEW DEBT

No new debt is budgetted for 2021 at this time.

TOTAL EXISTING DEBT AND BUDGETED NEW DEBT \$ 40,116,147 \$ 20,672,750 \$ 2,391,917 \$ 581,680 \$ 18,280,833

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 - 2022 PRELIMINARY 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).

LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)	1/1/2022 OUTSTANDING	PERCENTAGE OF LEGAL LIMIT
2011 LTGO (Construction & Refunding) Bonds	2,705,000	
2019 LTGO (Construction & Refunding) Bonds	8,965,000	
TOTAL LTGO BONDS	\$ 11,670,000	
Public Works Trust Fund Loans	1,407,715	
TOTAL DIRECT DEBT	\$ 13,077,715	9.5%
LEGAL LIMIT	138,332,894	
REMAINING (UNUSED) MARGIN	\$ 125,255,179	
SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)		
For General Purposes	0	
For Utility Purposes	0	
For Parks & Open Space	1,195,000	
TOTAL SPECIAL LEVY BONDS	\$ 1,195,000	
TOTAL GENERAL OBLIGATION DEBT	\$ 14,272,715	2.1%
LEGAL LIMIT	691,664,469	
REMAINING (UNUSED) MARGIN	\$ 677,391,755	
ASSESSMENT DEBT		
Public Works Trust Loan for South Island Sewer	892,500	
2011 LID Street Bonds	74,725	
TOTAL ASSESSMENT DEBT	\$ 967,225	No legal limit
REVENUE DEBT		
Public Works Trust Loan #2 for Waste Water Treatment Plant	1,000,041	
Public Works Trust Fund Loan for Eagle Harbor Beach Mains	2,040,854	
TOTAL REVENUE DEBT	\$ 3,040,895	No legal limit

CITY OF BAINBRIDGE ISLAND 2022 PRELIMINARY BUDGET
LONG-TERM DEBT AND DEBT SERVICE

EXISTING DEBT	ORIGINAL ISSUE	1/1/2022 BALANCE	2022 PRINCIPAL	2022 INTEREST	12/31/2022 BALANCE	FINAL MATURITY
PWTF Loan - New Storm Drain Decant Facility Design	179,025	28,635	9,545	143	19,090	Jun-2024
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	164,631	41,158	823	123,473	Jun-2025
PWTF Loan - South Island Sewer LID Construction	5,600,000	892,500	297,500	4,462	595,000	Jun-2024
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	63,260	21,088	316	42,172	Jun-2024
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	842,494	210,623	4,212	631,871	Jun-2025
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	1,000,041	200,008	5,000	800,033	Jun-2026
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	165,653	23,665	4,970	141,988	Jun-2028
2011 LTGO Bonds - Sewer Treatment Plant Upgrade Construction	5,700,000	2,705,000	255,000	108,200	2,450,000	Dec-2030
2011 LID Bonds - Winslow Way Construction	755,300	74,725	37,364	3,408	37,361	May-2023
2013 Voted Refunding Bonds	5,230,000	1,195,000	565,000	47,800	630,000	Dec-2023
PWTF Loan - Sewer Beach Mains Design	383,542	143,038	20,434	715	122,604	Jun-2028
PWTF Loan - Sewer Beach Mains Construction	3,474,933	2,040,856	185,532	5,102	1,855,324	Jun-2032
2019 Refunding LTGO Bonds	2,735,000	2,175,000	325,000	80,500	1,850,000	Jun-2028
2019 LTGO Bonds - Police/Court Facility	7,255,000	6,790,000	255,000	252,600	6,535,000	Dec-2039
TOTAL EXISTING DEBT	\$ 40,116,147	\$ 18,280,833	\$ 2,446,917	\$ 518,251	\$ 15,833,916	
2022 BUDGETED NEW DEBT	No new debt is budgetted for 2022 at this time.					
TOTAL EXISTING DEBT AND BUDGETED NEW DEBT	\$ 40,116,147	\$ 18,280,833	\$ 2,446,917	\$ 518,251	\$ 15,833,916	

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

Fund Description and 2021 Budget Status.....	29-33
City of Bainbridge Island Fund Types Chart	34
Budget Schedules 2021	35-38
Summary by Fund 2021	39
Budget Schedules 2022.....	40-43
Summary by Fund 2022.....	44
Budget Comparison Citywide	45
Revenues by Fund.....	46-50
General Fund	51
Street Fund	52
Real Estate Excise Tax Fund.....	53
Civic Improvement Fund.....	54
Affordable Housing Fund	55
FAR-Public Amenities Fund	56
FAR-Farmland/Agriculture Fund.....	57
Tree Fund.....	58



Transportation Benefit Fund.....	59
Transportation Impact Fee Fund.....	60
GO Bond Fund.....	61
LID Bond Fund	62
Capital Construction Fund	63
Water Operating Fund	64
Sewer Operating Fund.....	65
Storm & Surface Water Management Fund	66
Building & Development Services Fund	67
Equipment Rental & Revolving Fund	68
Community Services.....	69
Professional Services.....	70-72
Intergovernmental Services.....	73-74



FUND DESCRIPTION AND 2021 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 2021, the Proposed 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 2021 Proposed Budget shows a decreasing General Fund balance. Ending fund balance is estimated to decrease \$1.4 million, or 10%, from \$14.3 million to \$12.9 million. This decrease is primarily due to one-time expenditures on maintenance projects, one-time expenditures supporting Council priorities, such as diversity, equity, and inclusion and climate change efforts, as well as small operating transfer to the Capital Construction Fund supporting one-time capital expenditures. The \$12.9 million projected ending fund balance in 2021 exceeds the total required by City policies of roughly \$7.0 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 2021 Proposed Budget reflects the City’s practice of only utilizing City supplemental funding to maintain a \$10,000 fund balance in the Streets Fund.



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 2021 Proposed Budget shows a decrease of \$608,000, or 55%, from \$1.1 million to \$491,000. This decrease is due to funding the following capital projects in the CIP, Country Club Bulkhead Reconstruction, Country Club Road Reconstruction, Visconsi Trail, and the Grow Avenue Traffic Calming projects.

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 2021 Proposed Budget shows an increase of \$39,000 or 15%, from \$260,000 to \$299,000. This increase can be attributed to the uncertainty surrounding COVID-19 restrictions on the contract award process, and uncertainty of revenues in 2021.

Affordable Housing Fund

Accounts for revenues and expenditures related to Affordable Housing.

The 2021 Proposed 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 2021 Proposed 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 2021 Proposed 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. Revenue in 2021 is forecasted to be zero due to Initiative I-976. Decision concerning the legality of this initiative is currently being decided in Washington state court system. Alternative revenue sources are being researched.

The 2021 Proposed Budget shows a decrease of \$395,000 or 73%, from \$536,000 to \$141,000. The City has decided to continue the previous level of support for non-capital transportation related activities in the Streets Fund even though the vehicle licensing fee is expected to discontinue.



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 2021 Proposed Budget shows an increase of \$100,000, or 62% for this fund. This increase is due to limited eligible expenses from this fund in 2021, resulting in the accumulation of fund balance which will be used for eligible expenses in 2022 (or, other projects within the current CIP).

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 2021 Proposed 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 2021 Proposed 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 2021 Proposed Budget shows a decrease of \$9.9 million, or 94% for this fund. The budget shows significant progress of all funded capital projects from 2020. Substantial progress and spending are attributed to the Police and Municipal Court Building capital project.

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 2021 Proposed Budget reflects the City's practice of only utilizing City supplemental funding to maintain a \$10,000 fund balance in the Building and Development Fund.

UTILITY FUNDS

Water Fund

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



The 2021 Proposed Budget shows a decrease in fund balance of \$965,000, or 14%, from \$6.9 million to \$5.9 million. Some water rates will increase in 2021 according to the approved utility rate study and are reflected in the forecasted revenue. However, the 2021 – 2026 CIP includes significant capital projects for the Water Fund in 2021, diminishing fund balance. Project details can be found in the Capital Improvements section of the Proposed Budget.

Sewer Fund

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

The 2021 Proposed Budget shows a decrease in fund balance of \$1.6 million, or 27%, from \$6.0 million to \$4.4 million. Some sewer rates will increase in 2021 according to the approved utility rate study and are reflected in the forecasted revenue. However, the 2021 – 2026 CIP includes significant capital projects for the Sewer Fund in 2021, diminishing fund balance. Project details can be found in the Capital Improvements section of the Proposed Budget.

Storm & Surface Water Management Fund

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

The 2021 Proposed Budget shows an increase of \$551,000, or 15%, from \$3.6 million to \$4.1 million. This is the result of an increase to rate revenue, while major capital projects are not scheduled to begin until the second year in the biennial budget. Project details can be found in the Capital Improvements section of the Proposed 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.

Following approved Financial Policies, 2021 will be the first-year funds will be spent out of the ER&R Fund for the purchase of fleet vehicles. Fleet details can be found in the Capital Improvements section of the Proposed Budget.

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.

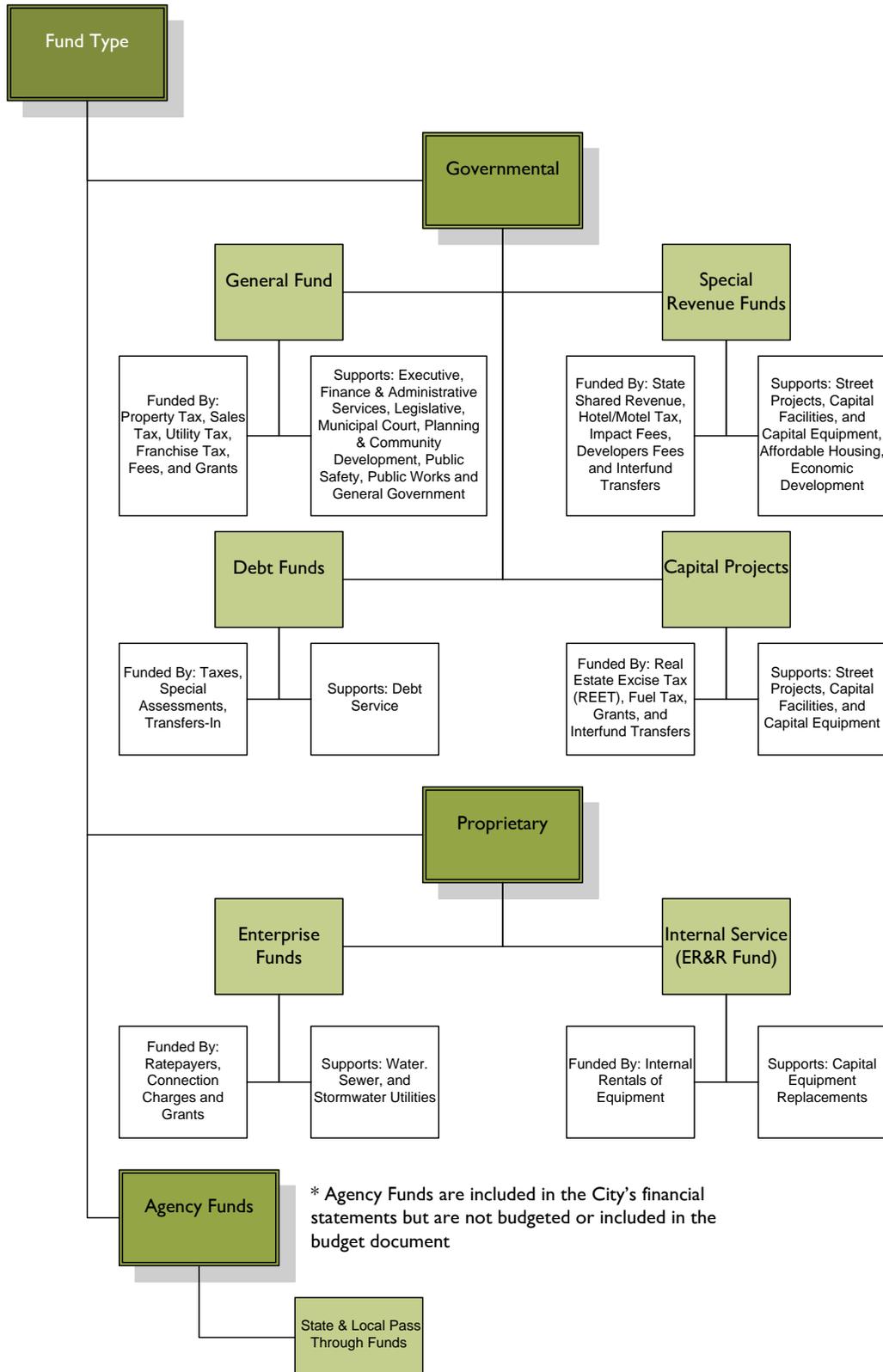
Clearing Fund



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



CITY OF BAINBRIDGE ISLAND FUND TYPES CHART



CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED BUDGET

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2021
BEGINNING FUND BALANCE	14,345,000	10,000	5,651,500	191,000	10,531,000	16,572,000	10,000	47,310,500
REVENUES								
Taxes	16,445,500	540,000	3,190,600	614,600	-	-	-	20,790,700
Fees & Service Charges	935,000	30,000	550,000	-	-	-	1,189,095	2,704,095
Intergovernment Revenue	435,200	533,000	-	-	210,000	-	-	1,178,200
Fines & Forfeits	31,000	-	-	-	-	-	-	31,000
Charges for Utility Services	-	-	-	-	-	7,940,000	423	7,940,423
Miscellaneous	77,000	-	-	-	-	287,500	-	364,500
Assessments	-	-	-	25,000	-	85,000	-	110,000
Investment Revenue	120,000	-	21,100	1,000	-	91,000	-	233,100
Gain on Sale of Fixed Assets	10,000	-	-	-	-	-	-	10,000
TOTAL REVENUES	18,053,700	1,103,000	3,761,700	640,600	210,000	8,403,500	1,189,518	33,362,018
OTHER SOURCES								
From other Funds and Sub-Funds	-	1,918,255	104,500	942,395	1,931,000	8,750	2,163,854	7,068,754
TOTAL RESOURCES	32,398,700	3,031,255	9,517,700	1,773,995	12,672,000	24,984,250	3,363,372	87,741,272
EXPENDITURES								
Salaries	7,175,107	1,031,596	-	-	327,365	2,487,017	2,078,471	13,099,555
Benefits	2,808,243	445,760	-	-	141,891	937,524	825,252	5,158,670
Supplies	789,845	185,130	-	-	-	279,690	14,660	1,269,325
Professional Services	1,843,150	42,000	225,000	-	-	356,545	130,000	2,596,695
Community Services	614,000	-	109,500	-	-	35,000	-	758,500
Other Services & Charges	2,246,710	1,316,769	-	-	-	1,912,130	304,989	5,780,598
Intergovernmental Services	869,700	-	-	-	-	965,500	-	1,835,200
TOTAL OPERATING EXPENDITURES	16,346,754	3,021,255	334,500	-	469,256	6,973,406	3,353,372	30,498,543
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	753,000	-	-	-	-	753,000
Capital Projects	-	-	-	-	11,530,000	2,090,000	-	13,620,000
Debt Service	1,200	-	-	1,599,475	-	1,374,131	-	2,974,806
TOTAL EXPENDITURES	16,347,954	3,021,255	1,087,500	1,599,475	11,999,256	10,437,537	3,353,372	47,846,349
OTHER USES								
To Other Funds and Sub-Funds	3,150,104	-	3,918,650	-	-	-	-	7,068,754
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	12,900,642	10,000	4,511,550	174,520	672,744	14,546,713	10,000	32,826,169
TOTAL USES	32,398,700	3,031,255	9,517,700	1,773,995	12,672,000	24,984,250	3,363,372	87,741,272

CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED BUDGET

	Water	Sewer	SSWM	Total 2021
BEGINNING FUND BALANCE	6,915,000	6,057,000	3,600,000	16,572,000
REVENUES				
Charges for Utility Services	1,253,000	3,901,000	2,786,000	7,940,000
Miscellaneous	112,500	175,000	-	287,500
Assessments	-	85,000	-	85,000
Investment Revenue	28,000	34,000	29,000	91,000
TOTAL REVENUES	1,393,500	4,195,000	2,815,000	8,403,500
OTHER SOURCES				
From other Funds and Sub-Funds	8,750	-	-	8,750
TOTAL RESOURCES	8,317,250	10,252,000	6,415,000	24,984,250
EXPENDITURES				
Salaries	574,805	1,098,625	813,586	2,487,017
Benefits	213,998	428,722	294,804	937,524
Supplies	98,050	111,440	70,200	279,690
Professional Services	119,200	58,000	179,345	356,545
Community Services	35,000	-	-	35,000
Other Services & Charges	368,868	978,452	564,810	1,912,130
Intergovernmental Services	132,000	594,500	239,000	965,500
TOTAL OPERATING EXPENDITURES	1,541,922	3,269,739	2,161,745	6,973,406
NON-OPERATING EXPENDITURES				
Capital Projects	825,000	1,215,000	50,000	2,090,000
Debt Service	-	1,322,208	51,923	1,374,131
TOTAL EXPENDITURES	2,366,922	5,806,947	2,263,668	10,437,537
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,950,328	4,445,053	4,151,332	14,546,713
TOTAL USES	8,317,250	10,252,000	6,415,000	24,984,250

CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED BUDGET

	Capital & LID Construction
BEGINNING FUND BALANCE	10,531,000
REVENUES	
Intergovernment Revenue	210,000
TOTAL REVENUES	210,000
OTHER SOURCES	
From other Funds and Sub-Funds	1,931,000
TOTAL RESOURCES	12,672,000
EXPENDITURES	
Salaries	327,365
Benefits	141,891
TOTAL OPERATING EXPENDITURES	469,256
NON-OPERATING EXPENDITURES	
Capital Projects	11,530,000
TOTAL EXPENDITURES	11,999,256
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	672,744
TOTAL USES	12,672,000

CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED BUDGET

	<u>Internal Services</u>
BEGINNING FUND BALANCE	2,340,000
REVENUES	
Fees & Service Charges	450,000
TOTAL REVENUES	<u>450,000</u>
TOTAL RESOURCES	<u>2,790,000</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Equipment	753,000
TOTAL EXPENDITURES	<u>753,000</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	2,037,000
TOTAL USES	<u><u>2,790,000</u></u>

CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED BUDGET

SUMMARY BY FUND

	ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON- OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE	
<u>CITY FUNDS</u>							
001	GENERAL FUND	14,345,000	18,053,700	-	16,346,754	3,151,304	12,900,642
101	STREET FUND	10,000	1,103,000	1,918,255	3,021,255	-	10,000
103	REAL ESTATE EXCISE TAX FUND	1,100,000	2,910,000	-	-	3,518,650	491,350
104	CIVIC IMPROVEMENT FUND	260,000	264,000	-	225,000	-	299,000
108	AFFORDABLE HOUSING FUND	294,000	30,600	104,500	109,500	-	319,600
151	FAR-PUBLIC AMENITIES	16,500	100	-	-	-	16,600
152	FAR-FARMLAND/AGRICULTURE	940,000	1,000	-	-	-	941,000
161	TREE FUND	1,000	-	-	-	-	1,000
171	TRANSP BEN FUND	536,000	5,000	-	-	400,000	141,000
173	TRANSPORTATION IMPACT FEE FUND	164,000	101,000	-	-	-	265,000
201	GO BOND FUND	6,500	614,600	942,395	-	1,556,995	6,500
203	LID BOND FUND	184,500	26,000	-	-	42,480	168,020
301	CAPITAL CONSTRUCTION FUND	10,531,000	210,000	1,931,000	469,256	11,530,000	672,744
401	WATER OPERATING FUND	6,915,000	1,393,500	8,750	1,541,922	825,000	5,950,328
402	SEWER OPERATING FUND	6,057,000	4,195,000	-	3,269,739	2,537,208	4,445,053
403	STORM & SURFACE WATER FUND	3,600,000	2,815,000	-	2,161,745	101,923	4,151,332
407	BUILDING & DEVELOPMENT FUND	10,000	1,189,518	2,163,854	3,353,372	-	10,000
501	EQUIPMENT RENTAL & REVOLVING	2,340,000	450,000	-	-	753,000	2,037,000
TOTAL CITY FUNDS		47,310,500	33,362,018	7,068,754	30,498,543	24,416,560	32,826,169

CITY OF BAINBRIDGE ISLAND - 2022 PROPOSED BUDGET

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2022
BEGINNING FUND BALANCE	12,900,642	10,000	4,511,550	174,520	672,744	14,546,713	10,000	32,826,169
REVENUES								
Taxes	16,636,500	770,000	3,206,200	612,800	-	-	-	21,225,500
Fees & Service Charges	958,000	35,000	550,000	-	-	-	1,191,486	2,734,486
Intergovernment Revenue	435,200	580,000	-	-	1,500,000	-	-	2,515,200
Fines & Forfeits	31,000	-	-	-	-	-	-	31,000
Charges for Utility Services	-	-	-	-	-	8,119,000	427	8,119,427
Miscellaneous	77,000	-	-	-	-	287,500	-	364,500
Assessments	-	-	-	24,000	-	85,000	-	109,000
Investment Revenue	80,000	-	1,100	500	-	60,000	-	141,600
Gain on Sale of Fixed Assets	10,000	-	-	-	-	-	-	10,000
TOTAL REVENUES	18,227,700	1,385,000	3,757,300	637,300	1,500,000	8,551,500	1,191,913	35,250,713
OTHER SOURCES								
From other Funds and Sub-Funds	500,000	1,672,622	104,500	941,735	1,549,000	8,750	2,265,134	7,041,741
TOTAL RESOURCES	31,628,342	3,067,622	8,373,350	1,753,555	3,721,744	23,106,963	3,467,047	75,118,623
EXPENDITURES								
Salaries	7,531,009	1,058,497	-	-	171,871	3,047,673	2,143,493	13,952,543
Benefits	2,940,873	462,725	-	-	76,673	998,810	858,355	5,337,435
Supplies	778,345	185,130	-	-	-	279,690	14,660	1,257,825
Professional Services	1,350,150	32,300	250,000	-	-	350,645	130,550	2,113,645
Community Services	593,550	-	109,500	-	-	35,000	-	738,050
Other Services & Charges	2,283,763	1,318,970	-	-	-	1,500,083	309,989	5,412,805
Intergovernmental Services	914,250	-	-	-	-	991,500	-	1,905,750
TOTAL OPERATING EXPENDITURES	16,391,940	3,057,622	359,500	-	248,544	7,203,400	3,457,047	30,718,052
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	270,000	-	-	-	-	270,000
Capital Projects	-	-	-	-	2,655,000	2,390,000	-	5,045,000
Debt Service	1,200	-	-	1,595,315	-	1,369,870	-	2,966,385
TOTAL EXPENDITURES	16,393,140	3,057,622	629,500	1,595,315	2,903,544	10,963,270	3,457,047	38,999,437
OTHER USES								
To Other Funds and Sub-Funds	3,699,406	-	2,842,335	-	500,000	-	-	7,041,741
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	11,535,796	10,000	4,901,515	158,240	318,200	12,143,693	10,000	29,077,445
TOTAL USES	31,628,342	3,067,622	8,373,350	1,753,555	3,721,744	23,106,963	3,467,047	75,118,623

CITY OF BAINBRIDGE ISLAND - 2022 PROPOSED BUDGET

	Water	Sewer	SSWM	Total 2022
BEGINNING FUND BALANCE	5,950,328	4,445,053	4,151,332	14,546,713
REVENUES				
Charges for Utility Services	1,275,000	4,001,000	2,843,000	8,119,000
Miscellaneous	112,500	175,000	-	287,500
Assessments	-	85,000	-	85,000
Investment Revenue	20,000	25,000	15,000	60,000
TOTAL REVENUES	1,407,500	4,286,000	2,858,000	8,551,500
OTHER SOURCES				
From other Funds and Sub-Funds	8,750	-	-	8,750
TOTAL RESOURCES	7,366,578	8,731,053	7,009,332	23,106,963
EXPENDITURES				
Salaries	633,551	1,570,333	843,789	3,047,673
Benefits	240,949	449,484	308,376	998,810
Supplies	98,050	111,440	70,200	279,690
Professional Services	112,300	58,700	179,645	350,645
Community Services	35,000	-	-	35,000
Other Services & Charges	300,768	843,556	355,759	1,500,083
Intergovernmental Services	140,000	608,500	243,000	991,500
TOTAL OPERATING EXPENDITURES	1,560,618	3,642,013	2,000,769	7,203,400
NON-OPERATING EXPENDITURES				
Capital Projects	650,000	1,150,000	590,000	2,390,000
Debt Service	-	1,318,200	51,670	1,369,870
TOTAL EXPENDITURES	2,210,618	6,110,213	2,642,439	10,963,270
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,155,960	2,620,840	4,366,893	12,143,693
TOTAL USES	7,366,578	8,731,053	7,009,332	23,106,963

CITY OF BAINBRIDGE ISLAND - 2022 PROPOSED BUDGET

	Capital & LID Construction
BEGINNING FUND BALANCE	672,744
REVENUES	
Intergovernment Revenue	1,500,000
TOTAL REVENUES	<u>1,500,000</u>
OTHER SOURCES	
From other Funds and Sub-Funds	1,549,000
TOTAL RESOURCES	<u>3,721,744</u>
EXPENDITURES	
Salaries	171,871
Benefits	76,673
TOTAL OPERATING EXPENDITURES	<u>248,544</u>
NON-OPERATING EXPENDITURES	
Capital Projects	2,655,000
TOTAL EXPENDITURES	<u>2,903,544</u>
OTHER USES	
To Other Funds and Sub-Funds	500,000
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	318,200
TOTAL USES	<u><u>3,721,744</u></u>

CITY OF BAINBRIDGE ISLAND - 2022 PROPOSED BUDGET

	<u>Internal Services</u>
BEGINNING FUND BALANCE	2,037,000
REVENUES	
Fees & Service Charges	450,000
TOTAL REVENUES	<u>450,000</u>
TOTAL RESOURCES	<u>2,487,000</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Equipment	270,000
TOTAL EXPENDITURES	<u>270,000</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	2,217,000
TOTAL USES	<u><u>2,487,000</u></u>

CITY OF BAINBRIDGE ISLAND - 2022 PROPOSED BUDGET

SUMMARY BY FUND

	ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON- OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE	
<u>CITY FUNDS</u>							
001	GENERAL FUND	12,900,642	18,227,700	500,000	16,391,940	3,700,606	11,535,796
101	STREET FUND	10,000	1,385,000	1,672,622	3,057,622	-	10,000
103	REAL ESTATE EXCISE TAX FUND	491,350	2,900,000	-	-	2,842,335	549,015
104	CIVIC IMPROVEMENT FUND	299,000	275,000	-	250,000	-	324,000
108	AFFORDABLE HOUSING FUND	319,600	31,200	104,500	109,500	-	345,800
151	FAR-PUBLIC AMENITIES	16,600	100	-	-	-	16,700
152	FAR-FARMLAND/AGRICULTURE	941,000	1,000	-	-	-	942,000
161	TREE FUND	1,000	-	-	-	-	1,000
171	TRANSP BEN FUND	141,000	-	-	-	-	141,000
173	TRANSPORTATION IMPACT FEE FUND	265,000	100,000	-	-	-	365,000
201	GO BOND FUND	6,500	612,800	941,735	-	1,554,535	6,500
203	LID BOND FUND	168,020	24,500	-	-	40,780	151,740
301	CAPITAL CONSTRUCTION FUND	672,744	1,500,000	1,549,000	248,544	3,155,000	318,200
302	LID CAPITAL CONSTRUCTION FUND	-	-	-	-	-	-
401	WATER OPERATING FUND	5,950,328	1,407,500	8,750	1,560,618	650,000	5,155,960
402	SEWER OPERATING FUND	4,445,053	4,286,000	-	3,642,013	2,468,200	2,620,840
403	STORM & SURFACE WATER FUND	4,151,332	2,858,000	-	2,000,769	641,670	4,366,893
407	BUILDING & DEVELOPMENT FUND	10,000	1,191,913	2,265,134	3,457,047	-	10,000
501	EQUIPMENT RENTAL & REVOLVING	2,037,000	450,000	-	-	270,000	2,217,000
TOTAL CITY FUNDS		32,826,169	35,250,713	7,041,741	30,718,052	15,323,126	29,077,445

CITY OF BAINBRIDGE ISLAND
2021 AND 2022 PROPOSED BUDGET
BUDGET COMPARISON - CITYWIDE

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Taxes	22,542,772	20,288,750	20,790,700	21,225,500
Fees & Service Charges	3,052,741	2,585,800	2,704,095	2,734,486
Intergovernment Revenue	3,771,584	2,314,600	1,178,200	2,515,200
Fines & Forfeits	42,684	49,000	31,000	31,000
Charges for Utility Services	7,710,391	7,623,000	7,940,423	8,119,427
Miscellaneous	589,520	539,000	364,500	364,500
Assessments	111,881	130,000	110,000	109,000
Investment Revenue	1,096,095	324,300	233,100	141,600
Gain on Sale of Fixed Assets	44,613	25,000	10,000	10,000
TOTAL REVENUES	38,962,282	33,879,450	33,362,018	35,250,713
OTHER SOURCES				
Loans/Sale of Bonds	11,126,454	-	-	-
Other External Sources	-	-	-	-
From other Funds and Sub-Funds	14,040,793	5,807,616	7,068,754	7,041,741
Beginning Fund Balance	42,265,738	49,637,415	47,310,500	32,826,169
TOTAL RESOURCES	106,395,266	89,324,481	87,741,272	75,118,623
EXPENDITURES				
Salaries	11,761,600	12,166,683	13,099,555	13,952,543
Benefits	4,577,193	4,816,875	5,158,670	5,337,435
Supplies	990,289	1,520,965	1,269,325	1,257,825
Professional Services	2,174,667	3,347,682	2,596,695	2,113,645
Community Services	590,660	1,020,357	758,500	738,050
Other Services & Charges	4,499,504	8,795,189	5,780,598	5,412,805
Intergovernmental Services	1,653,632	1,868,784	1,835,200	1,905,750
TOTAL OPERATING EXPENDITURES	26,247,544	33,536,535	30,498,543	30,718,052
NON-OPERATING EXPENDITURES				
Capital Equipment	171,028	1,387,777	753,000	270,000
Capital Projects	4,464,359	32,130,266	13,620,000	5,045,000
Debt Service	6,101,655	2,894,823	2,974,806	2,966,385
Other Non-operating Expenditures	-	-	-	-
TOTAL EXPENDITURES	36,984,585	69,949,401	47,846,349	38,999,437
OTHER USES				
Interfund Loan Repayment/Impact Fees	-	-	-	-
To Other Funds and Sub-Funds	14,040,793	5,960,616	7,068,754	7,041,741
TOTAL USES	51,025,378	75,910,017	54,915,103	46,041,178

**CITY OF BAINBRIDGE ISLAND
2021 & 2022 PROPOSED BUDGET**

REVENUES BY FUND

TAX SUPPORTED REVENUES	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<u>GENERAL FUND</u>				
Property Taxes	7,582,739	7,772,000	7,900,000	8,000,000
Sales and Use Tax	5,298,827	3,921,000	4,640,000	4,740,000
Sales Tax - Criminal Justice	439,957	408,000	420,000	420,000
B&O Tax and Penalties	578,719	638,000	481,000	457,000
Utility Tax on Private Utilities	2,759,736	2,551,150	2,500,000	2,500,000
Utility Tax on City Utilities	509,247	493,000	489,500	504,500
TAXES	17,169,225	15,783,150	16,430,500	16,621,500
Leasehold & Other Taxes	13,559	11,200	15,000	15,000
Business License & Penalties	180,590	180,000	170,000	170,000
Franchise Fees on Cable TV	393,736	400,000	405,000	405,000
Franchise Fees on Cable TV - PEG Capital	28,930	26,000	25,000	25,000
Other Licenses & Permits	3,191	4,000	3,000	3,000
Adult Probation Fees	48,505	50,000	50,000	50,000
Court Fees & Law Enforcement Charges	2,141	3,000	2,000	2,000
All Other Taxes	74,741	51,500	33,000	63,000
Interfund Rent	260,897	254,000	247,000	240,000
FEES & SERVICE CHARGES	1,006,290	979,700	950,000	973,000
Criminal Justice	77,929	81,600	80,200	80,200
Liquor Excise	132,969	122,000	142,000	142,000
Liquor Profits	198,250	194,000	198,000	198,000
Law Enforcement Grants	185,289	-	-	-
Planning and Other Operating Grants	21,329	24,000	-	-
CARES Grant	-	475,000	-	-
Vessel Registration	16,349	15,000	15,000	15,000
Other Intergovernmental Revenue	36,616	-	-	-
INTERGOVERNMENT REVENUE	668,731	911,600	435,200	435,200
Traffic Fines	21,529	20,000	15,000	15,000
Parking Fines	11,538	20,000	10,000	10,000
D.U.I. Penalties	3,550	2,000	2,000	2,000
Other Traffic Misdemeanors	1,271	2,000	2,000	2,000
Non-Traffic Misdemeanors	187	1,000	-	-
Court Recoupments	235	1,000	1,000	1,000
All Other Fines & Forfeits	4,373	3,000	1,000	1,000
FINES & FORFEITS	42,684	49,000	31,000	31,000
Facilities Rental	37,920	15,000	6,000	6,000
Dock Use Charges	67,826	20,000	50,000	50,000
Private Donations/Sales of PDRs/FAR Purchases	20,000	-	-	-
All Other Miscellaneous	27,683	9,000	20,000	20,000
Electric Car Charger Revenue	1,457	1,000	1,000	1,000
Cash Adjustment	(2)	-	-	-
MISCELLANEOUS	154,883	45,000	77,000	77,000
Interest	605,900	243,000	120,000	80,000
INVESTMENT REVENUE	605,900	243,000	120,000	80,000
Gain on Sale of Fixed Assets	7,955	15,000	10,000	10,000
OTHER EXTERNAL SOURCES	7,955	15,000	10,000	10,000
TOTAL GENERAL FUND	19,655,669	18,026,450	18,053,700	18,227,700

**CITY OF BAINBRIDGE ISLAND
2021 & 2022 PROPOSED BUDGET**

REVENUES BY FUND

TAX SUPPORTED REVENUES	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<u>STREETS FUND</u>				
Commercial Parking Lot Tax	1,003,663	530,000	540,000	770,000
M.V. Fuel Tax - Streets & Arterials	505,365	408,000	503,000	550,000
Right of Way Permits	35,170	35,000	30,000	35,000
Parking - Taxable & Fees	20	-	-	-
Other Revenues-Streets	86,019	40,000	30,000	30,000
TOTAL STREETS FUND	1,630,238	1,013,000	1,103,000	1,385,000
<u>BUILDING & DEV. SERVICES FUNDS</u>				
Building Permits & Inspections	490,477	368,000	540,000	540,000
Planning Review of Building Permits	109,067	70,000	75,674	76,431
Fire Inspections & Reviews	58,891	50,000	51,319	51,832
Engineering Fees	559	1,000	423	427
Zoning & Subdivision	141,020	50,000	54,358	54,902
Plan Checking Fees	371,936	295,000	410,000	410,000
Other Planning & Development Fees	114,802	62,000	57,744	58,321
Interest on Investments & Other Rev - B&Ds	250	-	-	-
TOTAL BUILDING & DEV. SERVICES FUNDS	1,287,002	896,000	1,189,518	1,191,913
<u>SPECIAL REV. FUNDS</u>				
REAL ESTATE EXCISE TAX FUND				
Real Estate Excise Tax	2,910,816	2,603,000	2,900,000	2,900,000
Interest on Investments-Real Estate Excise	25,496	-	10,000	-
	2,936,313	2,603,000	2,910,000	2,900,000
CIVIC IMPROVEMENT FUND				
Hotel/Motel Tax	337,177	112,000	260,000	275,000
Interest on Investments & Other Rev - Hotel/Mot	8,221	-	4,000	-
	345,398	112,000	264,000	275,000
AFFORDABLE HOUSING FUND				
CARES Grant	-	60,000	-	-
	-	60,000	30,600	31,200
FAR-PUBLIC AMENITIES				
Interest on Investments & Other Rev - FAR	340	100	100	100
	340	100	100	100
FAR-FARMLAND/AGRICULTURE				
Interest on Investments & Other Rev - FAR	1,906	800	1,000	1,000
	1,906	800	1,000	1,000
TRANSP BEN FUND				
Transportation Benefit	490,642	639,000	-	-
Interest	19,167	1,500	5,000	-
	509,810	640,500	5,000	-
TRANSPORTATION IMPACT FEE FUND				
Transportation Impact Fee	155,188	98,000	100,000	100,000
Interest on Investments	5,466	400	1,000	-

**CITY OF BAINBRIDGE ISLAND
2021 & 2022 PROPOSED BUDGET**

REVENUES BY FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
TAX SUPPORTED REVENUES	160,655	98,400	101,000	100,000
TOTAL SPECIAL REVENUE	3,954,420	3,514,800	3,311,700	3,307,300

**CITY OF BAINBRIDGE ISLAND
2021 & 2022 PROPOSED BUDGET**

REVENUES BY FUND

TAX SUPPORTED REVENUES	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<u>BOND FUNDS</u>				
GO BOND FUND				
Property Taxes - BOND LEVY	608,077	610,400	614,600	612,800
	608,077	610,400	614,600	612,800
LID BOND FUND				
LID Assessments	4,301	7,000	1,000	500
LID Special Assessments	24,639	40,000	25,000	24,000
	28,940	47,000	26,000	24,500
TOTAL BOND FUNDS	637,017	657,400	640,600	637,300
<u>CAPITAL & LID CONSTRUCTION FUNDS</u>				
CAPITAL CONSTRUCTION FUND				
WA State & Local Grants & Donations	597,680	202,000	210,000	1,200,000
US Government Grants	1,913,530	703,000	-	300,000
	2,511,210	905,000	210,000	1,500,000
TOTAL CAPITAL & LID CONSTRUCTION FUNDS	2,511,210	905,000	210,000	1,500,000
TOTAL TAX SUPPORTED REVENUES	29,675,556	25,012,650	24,508,518	26,249,213

**CITY OF BAINBRIDGE ISLAND
2021 & 2022 PROPOSED BUDGET**

REVENUES BY FUND

UTILITY REVENUES	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<u>WATER, SEWER & SSWM UTILITIES FUNDS</u>				
WATER OPERATING FUND				
Water Charges	1,239,614	1,135,000	1,253,000	1,275,000
Connections & All Others	123,199	194,000	112,500	112,500
Interest on Investments-Utility	171,628	28,000	28,000	20,000
	1,534,442	1,357,000	1,393,500	1,407,500
SEWER OPERATING FUND				
Sewer Charges	3,824,118	3,828,000	3,901,000	4,001,000
U.L.I.D. Assessments	112,676	90,000	89,000	90,000
Connections & All Others	309,715	300,000	175,000	175,000
Interest on Investments-Utility	145,411	30,000	30,000	20,000
	4,391,921	4,248,000	4,195,000	4,286,000
STORM & SURFACE WATER FUND				
Storm Water Management Charges	2,646,295	2,659,000	2,786,000	2,843,000
Connections & All Others	46,697	-	-	-
Interest on Investments-Utility	51,438	13,500	29,000	15,000
	2,744,429	2,672,500	2,815,000	2,858,000
TOTAL WATER, SEWER & SSWM UTILITIES FUNDS	8,670,792	8,277,500	8,403,500	8,551,500
TOTAL UTILITY REVENUES	8,670,792	8,277,500	8,403,500	8,551,500
<u>INTERNAL SERVICES</u>				
EQUIPMENT RENTAL & REVOLVING				
Equipment & Vehicle	582,524	589,300	450,000	450,000
Interest on Investments	31,373	-	-	-
TOTAL INTERNAL SERVICES	613,897	589,300	450,000	450,000
TOTAL REVENUE-ALL FUNDS	38,960,244	33,879,450	33,362,018	35,250,713

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
GENERAL FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Taxes	17,182,783	15,794,350	16,445,500	16,636,500
Fees & Service Charges	992,732	968,500	935,000	958,000
Intergovernment Revenue	668,731	911,600	435,200	435,200
Fines & Forfeits	42,684	49,000	31,000	31,000
Miscellaneous	154,883	45,000	77,000	77,000
Investment Revenue	605,900	243,000	120,000	80,000
Gain on Sale of Fixed Assets	9,480	15,000	10,000	10,000
TOTAL REVENUES	19,657,193	18,026,450	18,053,700	18,227,700
OTHER SOURCES				
From other Funds and Sub-Funds	110,464	-	-	500,000
Beginning Fund Balance	18,306,634	11,372,303	14,345,000	12,900,642
TOTAL RESOURCES	38,074,291	29,398,753	32,398,700	31,628,342
EXPENDITURES				
Salaries	6,571,108	6,683,070	7,175,107	7,531,009
Benefits	2,459,988	2,640,440	2,808,243	2,940,873
Supplies	550,450	701,443	789,845	778,345
Professional Services	1,522,346	1,794,624	1,843,150	1,350,150
Community Services	507,050	814,967	614,000	593,550
Other Services & Charges	1,893,386	4,522,083	2,246,710	2,283,763
Intergovernmental Services	753,785	917,250	869,700	914,250
TOTAL OPERATING EXPENDITURES	14,258,114	18,073,878	16,346,754	16,391,940
NON-OPERATING EXPENDITURES				
Capital Equipment	18,785	700,780	-	-
Capital Projects	141,753	71,357	-	-
Debt Service	1,358	1,200	1,200	1,200
TOTAL EXPENDITURES	14,420,010	18,847,216	16,347,954	16,393,140
OTHER USES				
To Other Funds and Sub-Funds	10,282,250	2,418,490	3,150,104	3,699,406
TOTAL USES	24,702,260	21,265,706	19,498,058	20,092,546

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
STREET FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Taxes	1,013,276	530,000	540,000	770,000
Fees & Service Charges	35,410	35,000	30,000	35,000
Intergovernment Revenue	546,398	438,000	533,000	580,000
Miscellaneous	20	-	-	-
Gain on Sale of Fixed Assets	35,134	10,000	-	-
TOTAL REVENUES	1,630,238	1,013,000	1,103,000	1,385,000
OTHER SOURCES				
From other Funds and Sub-Funds	1,627,698	2,364,119	1,918,255	1,672,622
Beginning Fund Balance	264,921	102,942	10,000	10,000
TOTAL RESOURCES	3,522,857	3,480,061	3,031,255	3,067,622
EXPENDITURES				
Salaries	1,102,598	1,093,382	1,031,596	1,058,497
Benefits	468,211	490,177	445,760	462,725
Supplies	171,194	213,267	185,130	185,130
Professional Services	92,740	402,343	42,000	32,300
Other Services & Charges	1,219,610	1,581,549	1,316,769	1,318,970
TOTAL OPERATING EXPENDITURES	3,054,353	3,780,719	3,021,255	3,057,622
NON-OPERATING EXPENDITURES				
Capital Equipment	10,258	413,378	-	-
Capital Projects	-	66,285	-	-
TOTAL EXPENDITURES	3,064,611	4,260,382	3,021,255	3,057,622
TOTAL USES	3,064,611	4,260,382	3,021,255	3,057,622

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
REAL ESTATE EXCISE TAX FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Taxes	2,910,816	2,603,000	2,900,000	2,900,000
Investment Revenue	25,496	-	10,000	-
TOTAL REVENUES	2,936,313	2,603,000	2,910,000	2,900,000
OTHER SOURCES				
Beginning Fund Balance	777,649	457,055	1,100,000	491,350
TOTAL RESOURCES	3,713,961	3,060,055	4,010,000	3,391,350
OTHER USES				
To Other Funds and Sub-Funds	2,962,007	3,013,126	3,518,650	2,842,335
TOTAL USES	2,962,007	3,013,126	3,518,650	2,842,335

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
CIVIC IMPROVEMENT FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Taxes	337,177	112,000	260,000	275,000
Investment Revenue	8,221	-	4,000	-
TOTAL REVENUES	345,398	112,000	264,000	275,000
OTHER SOURCES				
Beginning Fund Balance	302,403	325,745	260,000	299,000
TOTAL RESOURCES	647,801	437,745	524,000	574,000
EXPENDITURES				
Professional Services	239,554	281,004	225,000	250,000
TOTAL OPERATING EXPENDITURES	239,554	281,004	225,000	250,000
TOTAL EXPENDITURES	239,554	281,004	225,000	250,000
OTHER USES				
To Other Funds and Sub-Funds	-	12,000	-	-
TOTAL USES	239,554	293,004	225,000	250,000

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
AFFORDABLE HOUSING FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<hr/>				
REVENUES				
Taxes	-	-	30,600	31,200
Intergovernment Revenue	-	60,000	-	-
TOTAL REVENUES	-	60,000	30,600	31,200
<hr/>				
OTHER SOURCES				
From other Funds and Sub-Funds	129,500	100,000	104,500	104,500
Beginning Fund Balance	259,176	185,500	294,000	319,600
TOTAL RESOURCES	388,676	345,500	429,100	455,300
<hr/>				
EXPENDITURES				
Professional Services	36,347	-	-	-
Community Services	48,610	170,390	109,500	109,500
TOTAL OPERATING EXPENDITURES	84,957	170,390	109,500	109,500
<hr/>				
TOTAL EXPENDITURES	84,957	170,390	109,500	109,500
<hr/>				
TOTAL USES	84,957	170,390	109,500	109,500
<hr/>				

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
FAR-PUBLIC AMENITIES

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Investment Revenue	340	100	100	100
TOTAL REVENUES	340	100	100	100
OTHER SOURCES				
Beginning Fund Balance	14,810	14,700	16,500	16,600
TOTAL RESOURCES	15,149	14,800	16,600	16,700

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
FAR-FARMLAND/AGRICULTURE

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Investment Revenue	1,906	800	1,000	1,000
TOTAL REVENUES	1,906	800	1,000	1,000
OTHER SOURCES				
Beginning Fund Balance	83,108	82,800	940,000	941,000
TOTAL RESOURCES	85,013	83,600	941,000	942,000

**CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET**

TREE FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Fees & Service Charges	500	-	-	-
Investment Revenue	13	-	-	-
TOTAL REVENUES	513	-	-	-
OTHER SOURCES				
Beginning Fund Balance	509	500	1,000	1,000
TOTAL RESOURCES	1,022	500	1,000	1,000

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
TRANSPORTATION BENEFIT FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<hr/>				
REVENUES				
Taxes	490,642	639,000	-	-
Investment Revenue	19,167	1,500	5,000	-
TOTAL REVENUES	<hr/> 509,810	<hr/> 640,500	<hr/> 5,000	<hr/> -
OTHER SOURCES				
Beginning Fund Balance	825,699	920,000	536,000	141,000
TOTAL RESOURCES	<hr/> 1,335,509	<hr/> 1,560,500	<hr/> 541,000	<hr/> 141,000
EXPENDITURES				
Intergovernmental Services	-	2,000	-	-
TOTAL OPERATING EXPENDITURES	<hr/> -	<hr/> 2,000	<hr/> -	<hr/> -
TOTAL EXPENDITURES	<hr/> -	<hr/> 2,000	<hr/> -	<hr/> -
OTHER USES				
To Other Funds and Sub-Funds	400,000	400,000	400,000	-
TOTAL USES	<hr/> 400,000	<hr/> 402,000	<hr/> 400,000	<hr/> -

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
TRANSPORTATION IMPACT FEE FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<hr/>				
REVENUES				
Fees & Service Charges	155,188	98,000	100,000	100,000
Investment Revenue	5,466	400	1,000	-
TOTAL REVENUES	<hr/> 160,655	<hr/> 98,400	<hr/> 101,000	<hr/> 100,000
OTHER SOURCES				
Beginning Fund Balance	303,458	276,000	164,000	265,000
TOTAL RESOURCES	<hr/> 464,113	<hr/> 374,400	<hr/> 265,000	<hr/> 365,000
OTHER USES				
To Other Funds and Sub-Funds	286,072	117,000	-	-
TOTAL USES	<hr/> 286,072	<hr/> 117,000	<hr/> -	<hr/> -

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
GO BOND FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<hr/>				
REVENUES				
Taxes	608,077	610,400	614,600	612,800
TOTAL REVENUES	<hr/> 608,077	<hr/> 610,400	<hr/> 614,600	<hr/> 612,800
OTHER SOURCES				
Loans/Sale of Bonds	3,029,320	-	-	-
From other Funds and Sub-Funds	935,309	855,758	942,395	941,735
Beginning Fund Balance	6,413	25,000	6,500	6,500
TOTAL RESOURCES	<hr/> 4,579,119	<hr/> 1,491,158	<hr/> 1,563,495	<hr/> 1,561,035
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	4,572,496	1,471,442	1,556,995	1,554,535
TOTAL EXPENDITURES	<hr/> 4,572,496	<hr/> 1,471,442	<hr/> 1,556,995	<hr/> 1,554,535
TOTAL USES	<hr/> 4,572,496	<hr/> 1,471,442	<hr/> 1,556,995	<hr/> 1,554,535

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
LID BOND FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
<hr/>				
REVENUES				
Assessments	24,639	40,000	25,000	24,000
Investment Revenue	4,301	7,000	1,000	500
TOTAL REVENUES	<hr/> 28,940	<hr/> 47,000	<hr/> 26,000	<hr/> 24,500
OTHER SOURCES				
Beginning Fund Balance	218,194	220,000	184,500	168,020
TOTAL RESOURCES	<hr/> 247,133	<hr/> 267,000	<hr/> 210,500	<hr/> 192,520
<hr/>				
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	45,883	44,179	42,480	40,780
TOTAL EXPENDITURES	<hr/> 45,883	<hr/> 44,179	<hr/> 42,480	<hr/> 40,780
TOTAL USES	<hr/> 45,883	<hr/> 44,179	<hr/> 42,480	<hr/> 40,780

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
CAPITAL CONSTRUCTION FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Intergovernment Revenue	2,511,210	905,000	210,000	1,500,000
TOTAL REVENUES	2,511,210	905,000	210,000	1,500,000
OTHER SOURCES				
Loans/Sale of Bonds	8,097,133	-	-	-
From other Funds and Sub-Funds	9,500,572	750,277	1,931,000	1,549,000
Beginning Fund Balance	3,591,488	19,458,870	10,531,000	672,744
TOTAL RESOURCES	23,700,404	21,114,147	12,672,000	3,721,744
EXPENDITURES				
Salaries	25,262	243,598	327,365	171,871
Benefits	11,140	-	141,891	76,673
TOTAL OPERATING EXPENDITURES	36,402	243,598	469,256	248,544
NON-OPERATING EXPENDITURES				
Capital Equipment	21,014	579	-	-
Capital Projects	3,522,731	25,316,272	11,530,000	2,655,000
Debt Service	95,259	-	-	-
TOTAL EXPENDITURES	3,675,406	25,560,448	11,999,256	2,903,544
OTHER USES				
To Other Funds and Sub-Funds	110,464	-	-	500,000
TOTAL USES	3,785,870	25,560,448	11,999,256	3,403,544

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
WATER OPERATING FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Charges for Utility Services	1,239,614	1,135,000	1,253,000	1,275,000
Miscellaneous	123,199	194,000	112,500	112,500
Investment Revenue	171,628	28,000	28,000	20,000
TOTAL REVENUES	1,534,442	1,357,000	1,393,500	1,407,500
OTHER SOURCES				
From other Funds and Sub-Funds	8,750	35,000	8,750	8,750
Beginning Fund Balance	7,713,900	7,000,000	6,915,000	5,950,328
TOTAL RESOURCES	9,257,092	8,392,000	8,317,250	7,366,578
EXPENDITURES				
Salaries	550,377	501,922	574,805	633,551
Benefits	219,079	205,413	213,998	240,949
Supplies	91,251	369,068	98,050	98,050
Professional Services	106,381	141,354	119,200	112,300
Community Services	35,000	35,000	35,000	35,000
Other Services & Charges	242,697	669,517	368,868	300,768
Intergovernmental Services	122,279	154,240	132,000	140,000
TOTAL OPERATING EXPENDITURES	1,367,064	2,076,514	1,541,922	1,560,618
NON-OPERATING EXPENDITURES				
Capital Equipment	27,174	64,350	-	-
Capital Projects	213,249	2,850,767	825,000	650,000
TOTAL EXPENDITURES	1,607,487	4,991,632	2,366,922	2,210,618
TOTAL USES	1,607,487	4,991,632	2,366,922	2,210,618

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
SEWER OPERATING FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Charges for Utility Services	3,824,118	3,828,000	3,901,000	4,001,000
Miscellaneous	309,715	300,000	175,000	175,000
Assessments	87,242	90,000	85,000	85,000
Investment Revenue	170,846	30,000	34,000	25,000
TOTAL REVENUES	4,391,921	4,248,000	4,195,000	4,286,000
OTHER SOURCES				
Beginning Fund Balance	6,377,475	5,545,000	6,057,000	4,445,053
TOTAL RESOURCES	10,769,396	9,793,000	10,252,000	8,731,053
EXPENDITURES				
Salaries	918,102	1,031,839	1,098,625	1,570,333
Benefits	381,573	442,623	428,722	449,484
Supplies	94,117	119,294	111,440	111,440
Professional Services	66,568	310,046	58,000	58,700
Other Services & Charges	527,420	741,799	978,452	843,556
Intergovernmental Services	552,569	579,920	594,500	608,500
TOTAL OPERATING EXPENDITURES	2,540,348	3,225,522	3,269,739	3,642,013
NON-OPERATING EXPENDITURES				
Capital Equipment	9,155	92,117	-	-
Capital Projects	569,639	1,956,926	1,215,000	1,150,000
Debt Service	1,334,230	1,325,819	1,322,208	1,318,200
TOTAL EXPENDITURES	4,453,372	6,600,384	5,806,947	6,110,213
TOTAL USES	4,453,372	6,600,384	5,806,947	6,110,213

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
STORM & SURFACE WATER FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Fees & Service Charges	195	-	-	-
Intergovernment Revenue	45,244	-	-	-
Charges for Utility Services	2,646,100	2,659,000	2,786,000	2,843,000
Miscellaneous	1,453	-	-	-
Investment Revenue	51,438	13,500	29,000	15,000
TOTAL REVENUES	2,744,429	2,672,500	2,815,000	2,858,000
OTHER SOURCES				
Beginning Fund Balance	1,771,357	1,679,000	3,600,000	4,151,332
TOTAL RESOURCES	4,515,787	4,351,500	6,415,000	7,009,332
EXPENDITURES				
Salaries	695,552	811,408	813,586	843,789
Benefits	278,234	323,336	294,804	308,376
Supplies	68,148	88,985	70,200	70,200
Professional Services	23,549	239,110	179,345	179,645
Other Services & Charges	369,377	581,104	564,810	355,759
Intergovernmental Services	224,132	214,174	239,000	243,000
TOTAL OPERATING EXPENDITURES	1,658,992	2,258,117	2,161,745	2,000,769
NON-OPERATING EXPENDITURES				
Capital Equipment	84,641	33,425	-	-
Capital Projects	16,987	1,868,659	50,000	590,000
Debt Service	52,430	52,183	51,923	51,670
TOTAL EXPENDITURES	1,813,050	4,212,384	2,263,668	2,642,439
TOTAL USES	1,813,050	4,212,384	2,263,668	2,642,439

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
BUILDING & DEVELOPMENT FUND

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Fees & Service Charges	1,286,193	895,000	1,189,095	1,191,486
Charges for Utility Services	559	1,000	423	427
Miscellaneous	250	-	-	-
TOTAL REVENUES	1,287,002	896,000	1,189,518	1,191,913
OTHER SOURCES				
From other Funds and Sub-Funds	1,728,500	1,702,462	2,163,854	2,265,134
Beginning Fund Balance	325,784	328,000	10,000	10,000
TOTAL RESOURCES	3,341,286	2,926,462	3,363,372	3,467,047
EXPENDITURES				
Salaries	1,898,600	1,801,462	2,078,471	2,143,493
Benefits	758,968	714,886	825,252	858,355
Supplies	15,129	28,908	14,660	14,660
Professional Services	87,182	179,200	130,000	130,550
Other Services & Charges	247,014	699,136	304,989	309,989
Intergovernmental Services	867	1,200	-	-
TOTAL OPERATING EXPENDITURES	3,007,760	3,424,793	3,353,372	3,457,047
TOTAL EXPENDITURES	3,007,760	3,424,793	3,353,372	3,457,047
TOTAL USES	3,007,760	3,424,793	3,353,372	3,457,047

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET
EQUIPMENT RENTAL & REVOLVING

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
REVENUES				
Fees & Service Charges	582,524	589,300	450,000	450,000
Investment Revenue	31,373	-	-	-
TOTAL REVENUES	613,897	589,300	450,000	450,000
OTHER SOURCES				
Beginning Fund Balance	1,122,759	1,644,000	2,340,000	2,037,000
TOTAL RESOURCES	1,736,656	2,233,300	2,790,000	2,487,000
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Capital Equipment	-	83,148	753,000	270,000
TOTAL EXPENDITURES	-	83,148	753,000	270,000
TOTAL USES	-	83,148	753,000	270,000



COMMUNITY SERVICES

	2019 PROPOSED	2020 ADOPTED	2021 PROPOSED	2022 PROPOSED
--	------------------	-----------------	------------------	------------------

EXECUTIVE DEPARTMENT

Executive Department-Community Services-General Fund Supported

Health Housing & Human Services:

Community Funding	314,750	345,250	335,250	324,750
Facilitation: 2019-20 cycle	6,000	1,000	8,750	-
Facilitation: 2021 expedited cycle	-	1,000	4,500	4,500
Facilitation: 2022 cycle	-	-	3,000	3,000
Subtotal Health Housing & Human Services	<u>327,750</u>	<u>347,250</u>	<u>351,500</u>	<u>332,250</u>

Affordable Housing:

Housing Trust Fund	100,000	100,000	100,000	100,000
Housing Resource Board (HRB)-IMHP Management	4,500	4,500	4,500	4,500
Housing Resource Board (HRB)-IMHP Rent Default	10,000	10,000	5,000	5,000
Subtotal Housing Resource Board	<u>114,500</u>	<u>114,500</u>	<u>109,500</u>	<u>109,500</u>

Cultural Element Implementation:

Community Funding	139,404	152,154	150,000	150,000
Facilitation: 2018-19 cycle	4,000	5,000	-	-
Facilitation: 2020-21 cycle	20,550	2,100	4,500	4,800
Facilitation: 2022-23 cycle	-	-	6,000	4,500
Subtotal Cultural Element	<u>163,954</u>	<u>159,254</u>	<u>160,500</u>	<u>159,300</u>

Public Art Program:

General Fund Support to Public Art Subfund (Project)	50,654	50,000	50,000	50,000
General Fund Support to Public Art Subfund (Admin)	24,000	12,000	12,000	12,000
Subtotal Public Art Program	<u>74,654</u>	<u>62,000</u>	<u>62,000</u>	<u>62,000</u>

Public Art Spending

AHB Administrative Support (General Fund Support)	24,000	24,000	12,000	12,000
Annual Conservation / Maintenance	10,000	10,000	10,000	10,000
Projects: Something New	6,828	15,350	15,000	15,000

Community & Economic Development:

Kitsap Economic Development Alliance (KEDA)	10,000	10,000	10,000	10,000
Transfer to BIDA via Water	35,000	35,000	35,000	35,000
Economic Development	25,000	25,000	30,000	30,000
Neighborhood Matching Grant	-	15,000	-	-
Subtotal Community & Economic Development	<u>70,000</u>	<u>85,000</u>	<u>75,000</u>	<u>75,000</u>

GENERAL FUND SUBTOTAL

	<u>750,858</u>	<u>768,004</u>	<u>758,500</u>	<u>738,050</u>
--	----------------	----------------	----------------	----------------

EXECUTIVE DEPARTMENT-COMMUNITY SERVICES-CIVIC IMPROVEMENT FUND SUPPORTED

Economic Development:

Economic Development	262,000	275,000	225,000	250,000
Subtotal Civic Improvement Fund Economic Development	<u>262,000</u>	<u>275,000</u>	<u>225,000</u>	<u>250,000</u>

TOTAL COMMUNITY SERVICES

	<u><u>\$ 1,012,858</u></u>	<u><u>\$ 1,043,004</u></u>	<u><u>\$ 983,500</u></u>	<u><u>\$ 988,050</u></u>
--	----------------------------	----------------------------	--------------------------	--------------------------

Outside Professional Services

	2020 ADOPTED	2021 PROPOSED	2022 PROPOSED	VARIANCE 2021 vs 2020
LEGISLATIVE DEPARTMENT				
Legislative - Outside Professional Services Tax Supported	16,000	15,000	15,000	(1,000)
Total Legislative Outside Professional Services	16,000	15,000	15,000	(1,000)
MUNICIPAL COURT				
Municipal Court - Outside Professional Services Tax Supported				
Judge Pro-Tem	4,000	4,000	4,000	-
Interpreters & Expert Witnesses	3,500	3,000	3,000	(500)
Investigator	2,000	1,000	1,000	(1,000)
Total Municipal Court Outside Professional Services	9,500	8,000	8,000	(1,500)
EXECUTIVE DEPARTMENT				
Executive - Outside Professional Services-Tax Supported				
Legal - Outside Legal Services	35,000	65,000	65,000	30,000
Legal - Outside Attorney Labor Negotiations	20,000	25,000	25,000	5,000
Legal - Litigation	215,000	187,000	190,000	(28,000)
Public Defender/Conflict Public Defender	70,000	71,000	72,000	1,000
Subtotal Legal	340,000	348,000	352,000	8,000
Hearing Examiner				
Hearing Examiner Pro-Tem	110,000	110,000	110,000	-
Hearing Examiner Support	15,000	15,000	15,000	-
Subtotal Hearing Examiner	125,000	125,000	125,000	-
Diversity, Equity and Inclusion Efforts	-	100,000	-	100,000
GIS Consortium	-	27,000	27,000	27,000
Climate Change Efforts	-	300,000	-	300,000
Executive Contracts	62,000	142,000	78,000	80,000
Community Outreach	107,000	59,400	59,400	(47,600)
Human Resources	15,000	17,000	17,000	2,000
City Clerk	16,500	15,000	15,000	(1,500)
Emergency Preparedness	25,000	53,000	53,000	28,000
Public Access Television	37,000	38,000	39,000	1,000
Subtotal General Executive Contracts	262,500	751,400	288,400	488,900
Executive- Outside Professional Services-Utility Supported	-			-
Total Executive Outside Professional Services	727,500	1,224,400	765,400	496,900
FINANCE DEPARTMENT				
Finance - Outside Professional Services-Tax Supported				
Financial Reporting	26,500	7,000	7,000	(19,500)
MUNIS/Crystal Report Development	10,000	-	-	(10,000)
Fiscal Health Tool	-	-	-	-
Priority Based Budgeting	-	-	-	-
Subtotal Tax Supported	36,500	7,000	7,000	(29,500)
Finance - Outside Professional Services-Utility Supported				
Water/Sewer Administration	26,000	50,000	50,000	24,000
Subtotal Utility Supported	26,000	50,000	50,000	24,000
Total Finance Outside Professional Services	62,500	57,000	57,000	(5,500)
PUBLIC SAFETY				
Public Safety - Outside Professional Services-Tax Supported				

Outside Professional Services

	2020 ADOPTED	2021 PROPOSED	2022 PROPOSED	VARIANCE 2021 vs 2020
Navigator Program	30,000	-	-	(30,000)
Prisoner Detention Medical Services	21,000	10,000	10,000	(11,000)
Search and Rescue K9 Services	3,150	5,000	5,000	1,850
Security and Monitoring Services	11,550	8,000	8,000	(3,550)
Community Outreach	4,725	7,000	7,000	2,275
Derelict Vessel Removal Program	31,500	35,000	40,000	3,500
Investigative Professional Services	4,200	5,000	5,000	800
Patrol Professional Services	13,075	27,500	7,500	14,425
VenTek Electronic Dock Payment Service	-	1,500	1,500	1,500
Total Public Safety Outside Professional Services	119,200	99,000	84,000	(20,200)

PLANNING & COMMUNITY DEVELOPMENT

Planning & Community Development - Outside Professional Services-Tax Supported

Comprehensive Plan Update	200,000	45,000	65,000	(155,000)
Postcard Notification Services	12,000	10,000	10,000	(2,000)
Total Planning & Community Development Outside Professional Services	212,000	55,000	75,000	(157,000)

PUBLIC WORKS

Public Works - Outside Professional Services-Tax Supported

Complete Streets Ordinance	-	25,000	-	25,000
PSE Franchise Communications	-	20,000	-	20,000
On Call Professional Service-Engineering	25,000	-	-	(25,000)
On Call Materials-Soils Testing Services	15,000	15,000	15,000	-
On Call Surveying Services	25,000	-	-	(25,000)
Eel Grass Survey and Mitigation	-	40,000	60,000	40,000
Road Rating Study	-	-	-	-
Traffic Concurrency Study	25,000	-	-	(25,000)
Joint SR305 Study	-	-	-	-
Groundwater Management	12,000	8,000	1,000	(4,000)
Water Quality and Flow Monitoring Program	21,100	22,000	22,000	900
GEO Tech Professional Services	15,000	15,000	15,000	-
Bridge Inspection	9,548	-	15,000	(9,548)
Lab Services-Facilities	-	-	-	-
Facilities Professional Services-Annual Inspections (O&M)	17,923	11,500	11,500	(6,423)
Facilities Alarm Services (O&M)	2,366	2,750	3,600	384
Waypoint Well Monitoring	15,000	15,000	15,000	-
Tree Care (O&M)	10,609	2,000	2,000	(8,609)
Transportation & Modeling TIA Review	-	-	-	-
Noxious Weed Control	50,500	50,500	50,500	-
Janitorial Contract	138,925	162,000	186,600	23,075
Decant Facility Vincent Road Landfill Monitoring	9,018	45,000	-	35,982
Recording Fees	2,500	3,000	3,000	500
Suyematsu Fuel Monitoring	-	20,000	-	20,000
Subtotal Tax Supported	394,489	456,750	400,200	62,261

Public Works - Outside Professional Services-Utility Supported

Islandwide Storm and Surface Water Study	-	125,000	125,000	125,000
COBI Water System Business Plan	-	37,500	37,500	37,500
Professional Service-Utility Maintenance	6,267	15,150	8,350	8,883
Water Lab Services-O&M	10,935	13,000	13,000	2,065
Water/Sewer Rate Study	-	-	-	-
Sewer Lab Services-O&M	20,995	14,500	14,500	(6,495)
Rockaway Beach Lab Services	1,832	1,400	1,400	(432)
Backflow testing	30,766	22,000	22,000	(8,766)

Outside Professional Services

	2020 ADOPTED	2021 PROPOSED	2022 PROPOSED	VARIANCE 2021 vs 2020
SCADA upgrades (water and sewer)	70,000	-	-	(70,000)
Decant Facility Vincent Road Landfill Monitoring	-	-	-	-
Locate Services (O&M)	2,544	2,795	2,795	251
Disposal Services (O&M)	-	-	-	-
Stormwater Routine Lab Services (O&M)	2,799	1,600	1,600	(1,199)
Stormwater Illicit Discharge Laboratory Services	7,500	2,500	2,500	(5,000)
Watershed Education Outreach	-	-	-	-
Water Quality and Flow Monitoring Program	21,100	20,800	20,800	(300)
Water Conservation and Education Outreach	-	-	-	-
NPDES Analytical	-	-	-	-
Stormwater Technical Assistance	1,000	1,100	1,100	100
Deep Culvert Assessment and Repairs	-	-	-	-
Spill Testing & Clean Up Services-Engineering	37,500	12,500	12,500	(25,000)
SSWM Performance Study	-	-	-	-
Janitorial Contract	4,297	5,000	5,000	703
West Sound Storm Water Outreach	15,500	15,500	15,500	-
Island Wide Stormwater Study	-	-	-	-
WWTP Tertiary Treatment Study	-	-	-	-
Subtotal Utility Supported	<u>233,035</u>	<u>290,345</u>	<u>283,545</u>	<u>57,310</u>
Total Public Works Outside Professional Services	627,524	747,095	683,745	119,571

GENERAL GOVERNMENT

General Government - Outside Professional Services Tax Supported

Financial Audit Services	40,800	69,200	75,950	28,400
Commons Maintenance	2,000	2,000	2,000	-
Property Maintenance	-	-	-	-
Civil Service	15,000	10,000	10,000	(5,000)
Animal Control	80,000	76,450	79,000	(3,550)
WestSound Wildlife Shelter	10,000	8,550	8,550	(1,450)
Hotel/Motel Expenditures	260,000	225,000	250,000	(35,000)
Total General Government Outside Professional Services	407,800	391,200	425,500	(16,600)

CITYWIDE TOTAL OUTSIDE PROFESSIONAL SERVICES

2,182,024	2,596,695	2,113,645	414,671
------------------	------------------	------------------	----------------

Intergovernmental Services

	2020 ADOPTED	2021 PROPOSED	2022 PROPOSED	VARIANCE 2021 vs 2020
MUNICIPAL COURT				
Municipal Court - Intergovernmental Services-Tax Supported				
Kitsap County-Jury Panels	3,000	2,000	2,000	(1,000)
Total Municipal Intergovernmental Services	3,000	2,000	2,000	(1,000)
EXECUTIVE				
Executive-Intergovernmental Services-Tax Supported				
Recordings with County Auditor	2,000	1,000	1,000	(1,000)
BI allocation of County RMS project	150,000	40,000	40,000	(110,000)
Total Executive Intergovernmental Services	152,000	41,000	41,000	(111,000)
PUBLIC SAFETY				
Public Safety - Intergovernmental Services-Tax Supported				
Kitsap County-Prisoner Detention	85,500	100,000	115,000	14,500
Kitsap County Task Force Support	3,150	3,000	3,000	(150)
BI Fire District-Fire Prevention	189,000	200,000	200,000	11,000
Cencom Investigations	50,400	42,000	46,500	(8,400)
Cencom Patrol	117,600	98,000	108,500	(19,600)
Total Public Safety Intergovernmental Services	445,650	443,000	473,000	(2,650)
PUBLIC WORKS				
Public Works - Intergovernmental Services-Utility				
Kitsap County Conservation District	40,800	44,000	44,000	3,200
O&M Sewer Operations S/D #7	235,000	260,000	265,000	25,000
Total Public Works Intergovernmental Services	275,800	304,000	309,000	28,200
GENERAL GOVERNMENT				
General Government - Intergovernmental Services-Tax Supported				
Election Costs	-	45,000	50,000	45,000
Kitsap County-Voter Registration	50,000	70,000	75,000	20,000
Kitsap Sound Regional Council-Regional Planning	15,000	15,000	15,000	-
Kitsap County Health District-Public Health	85,000	85,000	87,550	-
Subtotal Tax Supported Intergovernmental Services	152,000	215,000	227,550	65,000
Intergovernmental-Taxes and Assessments				
Puget Sound Clean Air Authority	28,500	28,000	30,000	(500)
Kitsap County-Detox Support	6,500	6,500	6,500	-
Interfund-Taxes and Assessments (Fire Flow)	112,200	112,200	112,200	-

Intergovernmental Services

	2020 ADOPTED	2021 PROPOSED	2022 PROPOSED	VARIANCE 2021 vs 2020
Subtotal Tax Supported Intergovernmental & Interfund	147,200	146,700	148,700	(500)
Utilities Assessments				
Utilities External Taxes	198,000	151,000	159,000	(47,000)
Utilities Interfund Taxes and Assessments	494,134	532,500	545,500	38,366
Subtotal Utility Supported Intergovernmental Taxes	692,134	683,500	704,500	(8,634)
Total General Government Intergovernmental Services	991,334	1,045,200	1,080,750	55,866
TOTAL INTERGOVERNMENTAL SERVICES	\$ 1,867,784	\$ 1,835,200	\$ 1,905,750	\$ (30,584)

SECTION 4



SUMMARY BY DEPARTMENT



SECTION 4: SUMMARY BY DEPARTMENT

Total Expenditures by Department & Fund – 2021 & 2022.....	75
City Council.....	76-80
Executive.....	81-90
Finance and Administrative Services.....	91-98
Municipal Court.....	99-105
Planning and Community Development.....	106-114
Public Safety.....	115-123
Public Works.....	124-134
General Government.....	135-138

CITY OF BAINBRIDGE ISLAND - 2021 PROPOSED & 2022 PROPOSED BUDGET

TOTAL EXPENDITURES BY DEPARTMENT AND FUND

	Legislative	Municipal Court	Executive	Finance, IT & Admin Services	Police	Planning & Community Development	Public Works	General Government	Total 2021 PROPOSED	Total 2022 PROPOSED	2022 to 2021	% Variance
GENERAL FUND	326,717	593,170	4,286,991	3,970,526	5,701,635	797,211	2,451,757	1,370,050	19,498,058	20,092,546	594,488	3.0%
STREET FUND	-	-	172,925	153,028	-	-	2,486,802	208,500	3,021,255	3,057,622	36,367	1.2%
REAL ESTATE EXCISE TAX FUND	-	-	-	3,518,650	-	-	-	-	3,518,650	2,842,335	(676,315)	(23.8%)
CIVIC IMPROVEMENT FUND	-	-	-	-	-	-	-	225,000	225,000	250,000	25,000	10.0%
AFFORDABLE HOUSING FUND	-	-	109,500	-	-	-	-	-	109,500	109,500	-	- %
TRANSP BEN FUND	-	-	-	400,000	-	-	-	-	400,000	-	(400,000)	100.0%
GO BOND FUND	-	-	-	-	-	-	-	1,556,995	1,556,995	1,554,535	(2,460)	(0.2%)
LID BOND FUND	-	-	-	-	-	-	-	42,480	42,480	40,780	(1,700)	(4.2%)
CAPITAL CONSTRUCTION FUND	-	-	-	-	-	-	11,999,256	-	11,999,256	3,403,544	(8,595,712)	(252.6%)
BUILDING & DEVELOPMENT FUND	-	-	410,666	114,253	-	2,096,016	511,438	221,000	3,353,372	3,457,047	103,675	3.0%
EQUIPMENT RENTAL & REVOLVING	-	-	-	-	-	-	753,000	-	753,000	270,000	(483,000)	(178.9%)
TAX SUPPORTED FUNDS	326,717	593,170	4,980,082	8,156,457	5,701,635	2,893,227	18,202,254	3,624,025	44,477,566	35,077,908	(9,399,658)	26.8%
WATER OPERATING FUND	-	-	107,247	155,953	-	2,920	1,791,402	309,400	2,366,922	2,210,618	(156,304)	(7.1%)
SEWER OPERATING FUND	-	-	116,634	191,004	-	2,920	3,535,182	1,961,208	5,806,947	6,110,213	303,266	5.0%
STORM & SURFACE WATER FUND	-	-	85,090	73,003	-	15,669	1,713,733	376,173	2,263,668	2,642,439	378,771	14.3%
UTILITY SUPPORTED FUNDS	-	-	308,971	419,960	-	21,509	7,040,316	2,646,781	10,437,537	10,963,270	525,733	(4.8%)
OVERALL TOTALS	326,717	593,170	5,289,053	8,576,416	5,701,635	2,914,736	25,242,570	6,270,806	54,915,103	46,041,178	(8,873,924)	19.3%



CITY COUNCIL

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS
CITY COUNCIL

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	87,000	87,000	87,000	87,000
Benefits	6,856	6,703	8,717	8,717
Salaries & Benefits	93,856	93,703	95,717	95,717
Supplies	1,659	2,500	5,000	5,000
Supplies	1,659	2,500	5,000	5,000
Professional Services	23,461	16,000	15,000	15,000
Communication	759	400	1,000	1,000
Travel	1,356	500	-	-
Training	1,249	3,500	2,000	2,000
Advertising	4,963	7,000	7,000	7,000
All Other Miscellaneous	178	150	1,000	1,000
Contingency & Settlement	-	194,600	200,000	200,000
Services & Charges	31,966	222,150	226,000	226,000
TOTAL EXPENDITURES	127,481	318,353	326,717	326,717



CITY COUNCIL

The City Council is the legislative and policy-making body of the government. City Council members are the elected representatives of the residents 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

- Reduce Council contingency budget by \$100,000 in response to COVID-19 budget shortfalls.
- Appropriate \$200,000 in each year to fund a contingency budget to continue the practice of funding Council goals and priorities. The budget is moved to the appropriate operating department upon approval of contingency spending.



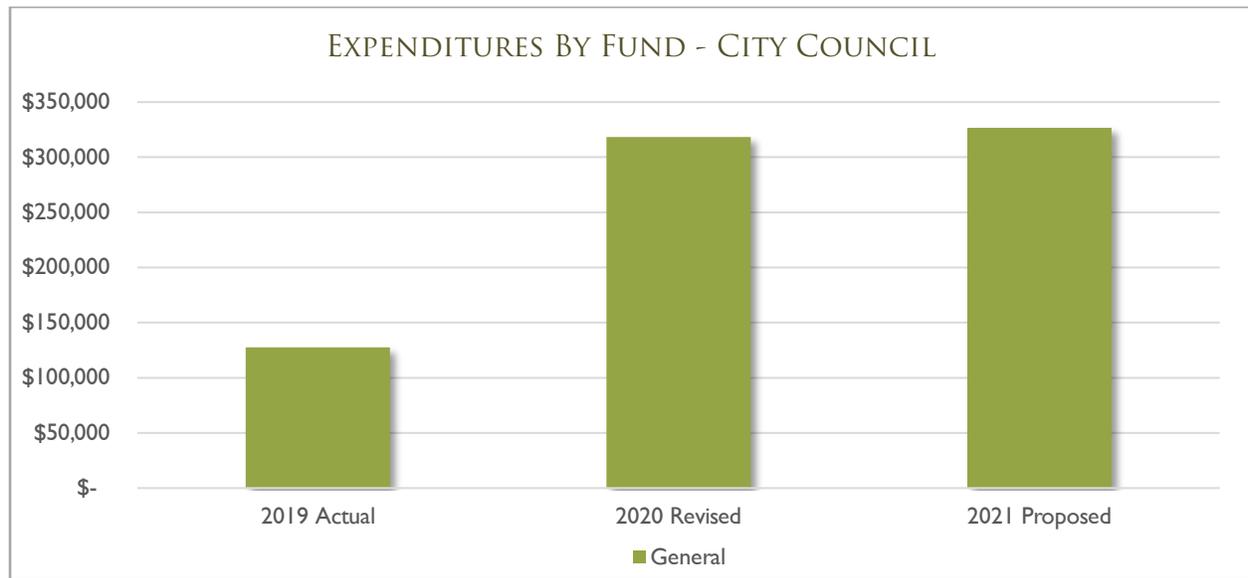
DEPARTMENT SUMMARY – CITY COUNCIL





EXPENDITURES BY FUND – CITY COUNCIL

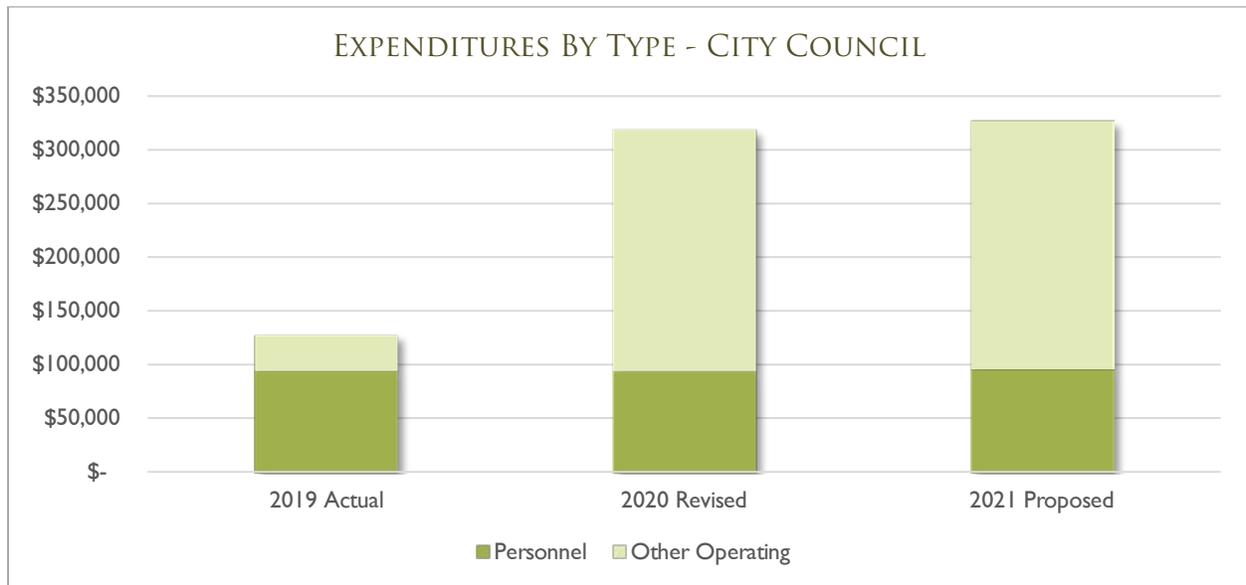
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 127,481	\$ 318,353	\$ 326,717	\$ 8,364
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 127,481	\$ 318,353	\$ 326,717	\$ 8,364





EXPENDITURES BY TYPE – CITY COUNCIL

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 93,856	\$ 93,703	\$ 95,717	\$ 2,014
Other Operating	\$ 33,625	\$ 224,650	\$ 231,000	\$ 6,350
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 127,481	\$ 318,353	\$ 326,717	\$ 8,364





EXECUTIVE

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS
EXECUTIVE DEPARTMENT

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	1,535,644	1,671,045	1,716,905	1,705,557
Benefits	581,892	588,625	663,682	661,505
Salaries & Benefits	2,117,536	2,259,671	2,380,587	2,367,062
Supplies	64,446	53,753	50,000	50,000
Computer Equipment & Software	87,753	229,500	335,500	332,000
Supplies	152,199	283,253	385,500	382,000
Professional Services	881,100	793,830	1,224,400	765,400
Community Services	590,660	1,020,357	758,500	738,050
Communication	28,884	74,854	95,300	95,300
Travel	3,882	11,500	10,000	10,000
Training	19,631	50,000	35,000	35,000
Advertising	9,749	27,500	13,000	13,000
Operating Leases	67,138	70,000	88,166	88,124
Insurance	60	-	-	-
Repair & Maintenance	327,897	304,300	109,500	120,300
All Other Miscellaneous	44,301	222,739	148,100	148,100
Services & Charges	1,973,301	2,575,080	2,481,966	2,013,274
Intergovernmental Services	113	152,000	41,000	41,000
Intergovernmental & Interfund	113	152,000	41,000	41,000
Capital Projects	20,500	131,135	-	-
Other Expenditures	20,582	131,135	-	-
TOTAL EXPENDITURES	4,263,731	5,401,139	5,289,053	4,803,336



EXECUTIVE

BUDGET NOTES AND CHANGES – EXECUTIVE

- Increase of \$300,000 to support actions across the City organization to address climate change, which is one of Council’s highest priorities. In 2020, the Climate Change Advisory Committee drafted a Climate Action Plan (CAP), which will be delivered to the Council in the fall. The Proposed Budget includes funding to start implementing some of those actions.
- Increase of \$100,000 to support activities across the City organization to address issues of diversity, equity, and inclusion.
- Increase of \$27,000 in on-going funding to continue membership in a statewide GIS consortium. The City joined the GIS Consortium Package from Association of Washington Cities in 2020. This funding moves the City into phase 2 of our GIS improvement project and provides the City over 200 hours of GIS consultant support in 2021. The City’s new SQL database will house normalized, accurate, non-redundant data. Information will be available to all staff in-house and in the field.
- Increase of \$18,000 for purchase of equipment to be used in broadcasting City Council and other public meetings. This one-time funding will update the City’s broadcasting system.
- Reduction of \$112,000 and 1.0 FTE for a term-limited Public Records Analyst position added in 2020 but never filled due to spending restrictions. The City will remain in compliance with all public records regulations and response timelines but will not have increased resources to devote to this work.

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 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 communications.

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 Manager’s office is also responsible for support and engagement related to citizen advisory committees, volunteers, and other community groups whose activities intersect with City functions.



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, record 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.

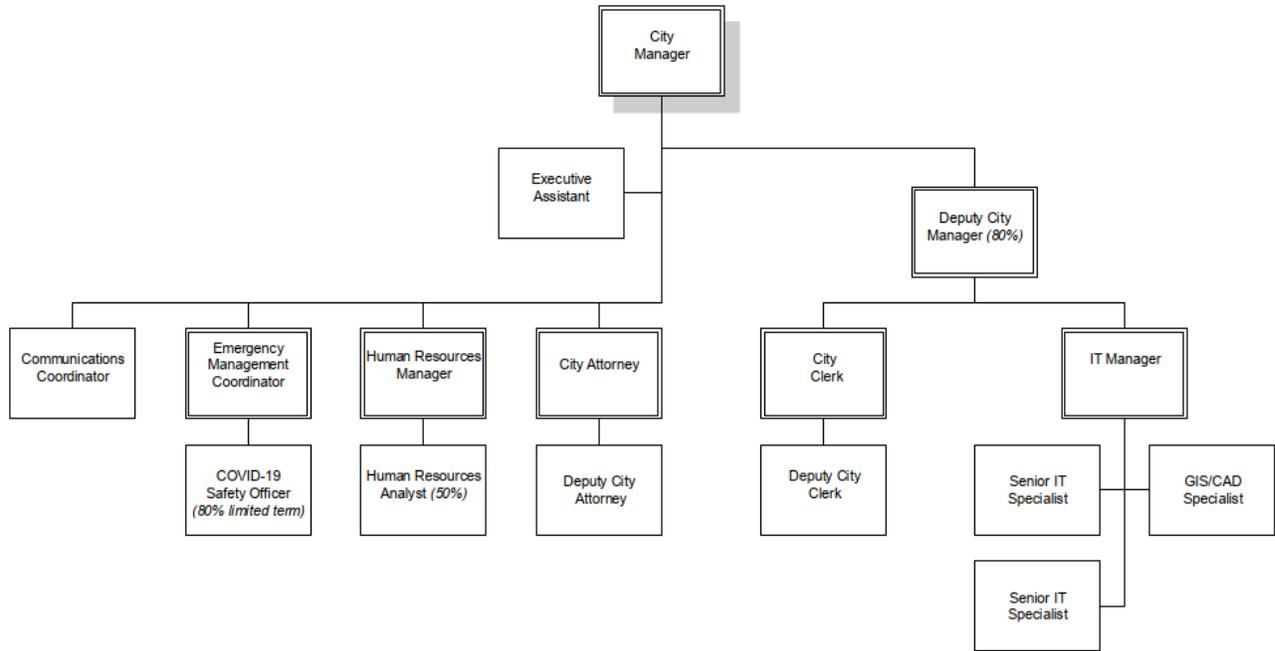
The Emergency Preparedness function organizes and implements training, planning, outreach, and other activities that encourage City staff readiness in the event of significant community events. This function also interacts extensively with community partners and the public to encourage a high level of 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). The Emergency Preparedness function has coordinated City and community response to the COVID pandemic.

The communications function 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.

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





SERVICES PROVIDED – EXECUTIVE

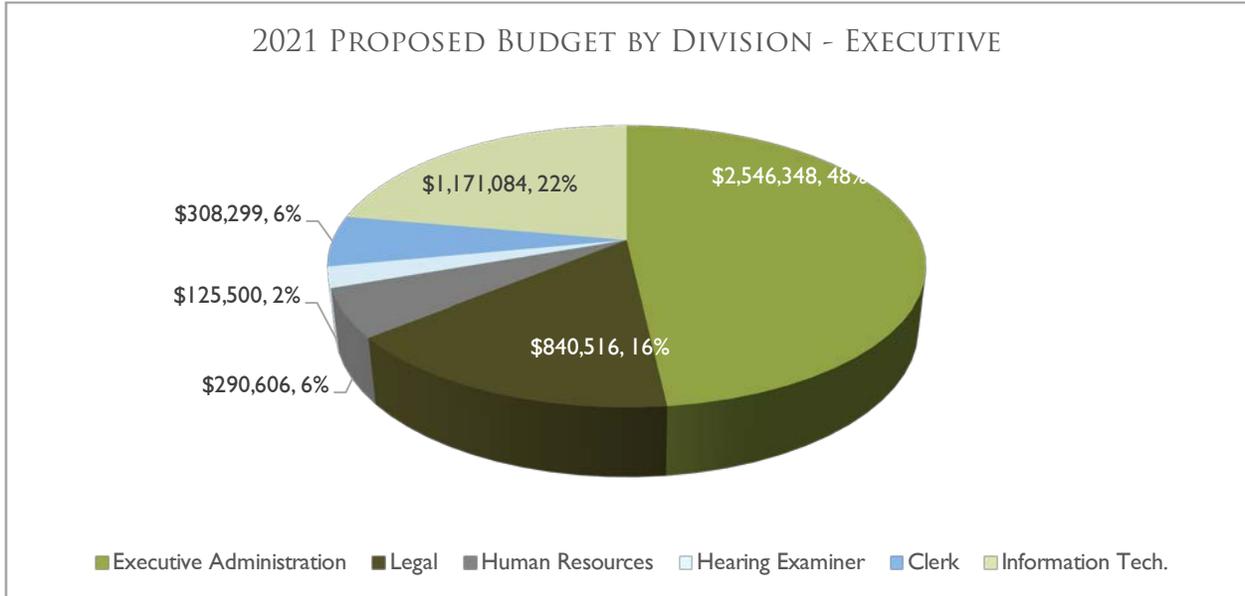
- Assist City Council in the development of the City's strategic goals and implement work programs.
- Manage the day-to-day operations of the City organization by directing and supervising all departments of the City.
- Provide legal advice to the City Manager, City Council, City Departments, and various 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 2021 – 2022 – EXECUTIVE

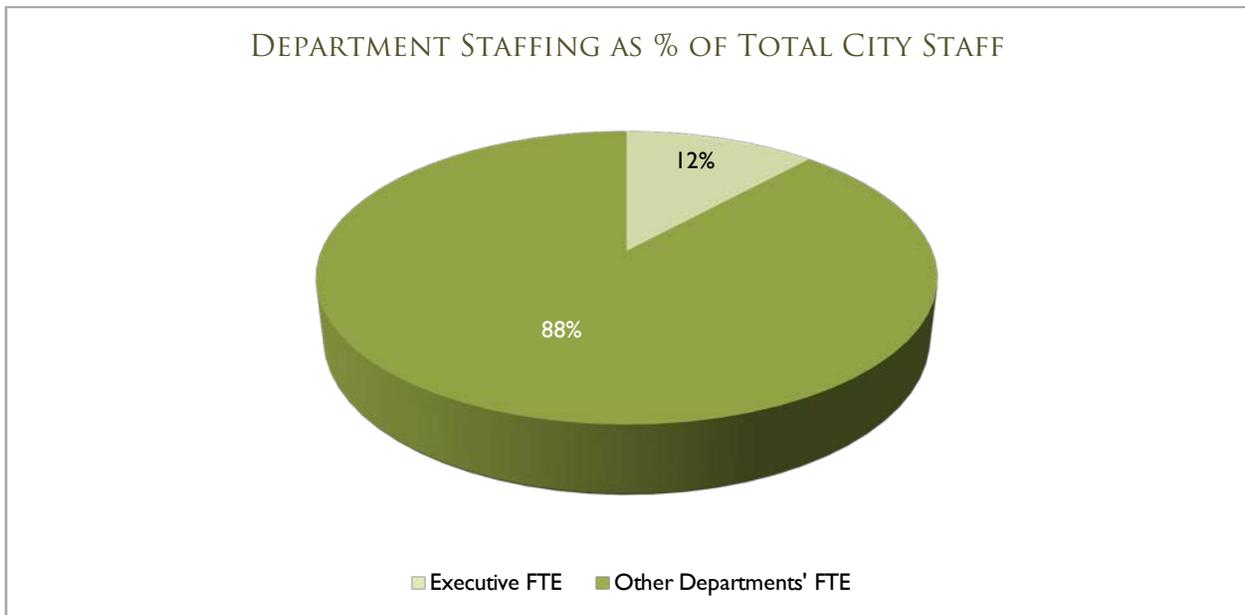


- Coordinate City and community ongoing response to the COVID pandemic.
- Expand diversity, equity, and inclusion activities.
- Support citywide efforts to respond to climate change.
- Expand community outreach and communications activities.
- Continue progress towards Council-established goal of making the City of Bainbridge Island a leader in emergency preparedness.
- Complete construction of and relocation to the new Police and Municipal Court facility.
- Support Council consideration of significant transportation project portfolio and funding options.

DEPARTMENT SUMMARY – EXECUTIVE



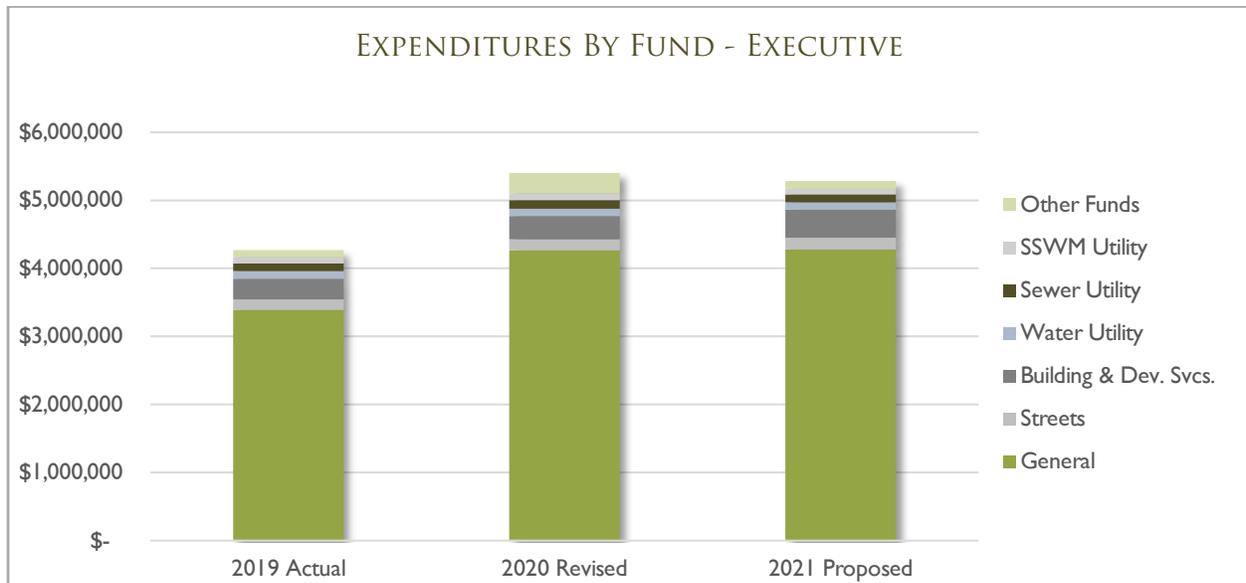
DEPARTMENT STAFFING – EXECUTIVE





EXPENDITURES BY FUND – EXECUTIVE

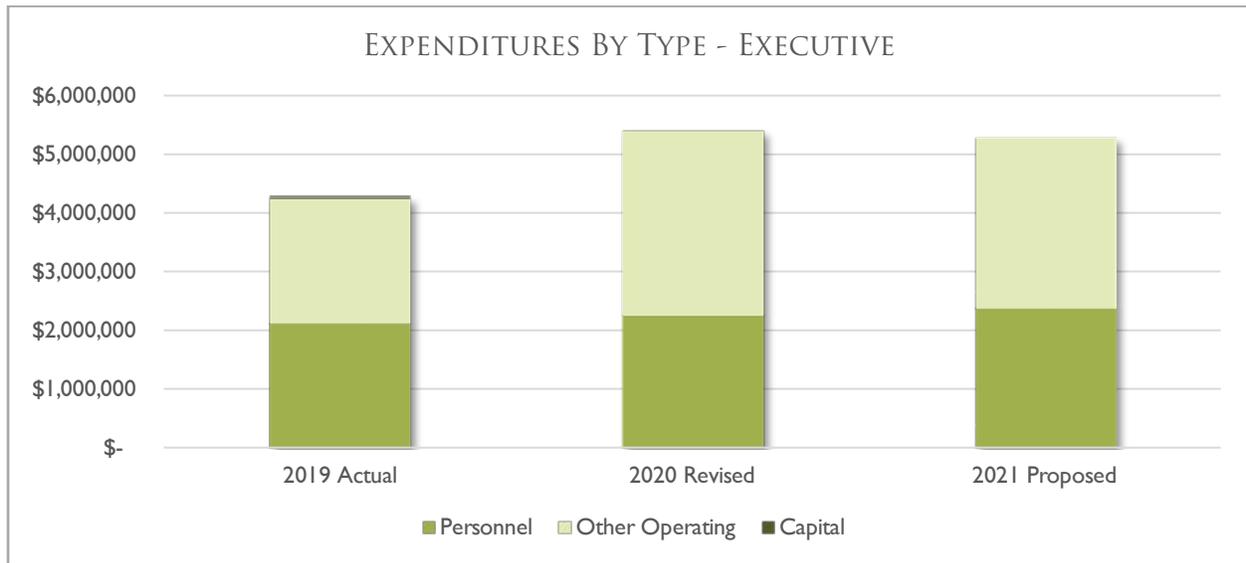
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 3,390,241	\$ 4,261,850	\$ 4,280,291	\$ 18,441
Streets	\$ 151,569	\$ 167,266	\$ 172,925	\$ 5,659
Building & Dev. Svcs.	\$ 307,735	\$ 339,253	\$ 410,666	\$ 71,413
Water Utility	\$ 109,903	\$ 108,757	\$ 107,247	\$ (1,510)
Sewer Utility	\$ 113,814	\$ 123,619	\$ 116,634	\$ (6,985)
SSWM Utility	\$ 92,179	\$ 98,869	\$ 85,090	\$ (13,779)
Other Funds	\$ 98,289	\$ 301,525	\$ 109,500	\$ (192,025)
Total Budget	\$ 4,263,730	\$ 5,401,139	\$ 5,282,353	\$ (118,786)





EXPENDITURES BY TYPE – EXECUTIVE

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 2,117,536	\$ 2,259,671	\$ 2,380,587	\$ 120,916
Other Operating	\$ 2,125,693	\$ 3,141,468	\$ 2,901,766	\$ (239,702)
Capital	\$ 20,500	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 4,263,730	\$ 5,401,139	\$ 5,282,353	\$ (118,786)





FINANCE & ADMINISTRATIVE SERVICES

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS

FINANCE

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	903,351	864,842	989,023	1,016,225
Benefits	346,220	356,674	419,640	435,190
Salaries & Benefits	1,249,571	1,221,516	1,408,662	1,451,415
Supplies	9,320	13,100	12,000	12,000
Supplies	9,320	13,100	12,000	12,000
Professional Services	55,255	37,500	57,000	57,000
Communication	2,553	4,500	2,000	2,000
Travel	360	-	500	500
Training	9,965	15,000	13,000	13,000
Operating Leases	12,075	4,000	12,500	12,500
Insurance	15	-	-	-
All Other Miscellaneous	2,486	2,000	2,000	2,000
Services & Charges	82,708	63,000	87,000	87,000
To Other Funds and Sub-Funds	14,040,793	5,960,616	7,068,754	7,041,741
Other Uses	14,040,793	5,960,616	7,068,754	7,041,741
TOTAL EXPENDITURES	15,382,392	7,258,232	8,576,416	8,592,156



FINANCE AND ADMINISTRATIVE SERVICES

BUDGET NOTES AND CHANGES – FINANCE AND ADMINISTRATIVE SERVICES

- Increase professional services budget by \$24,000 to fully budget for outside services related to utility billing.

DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES

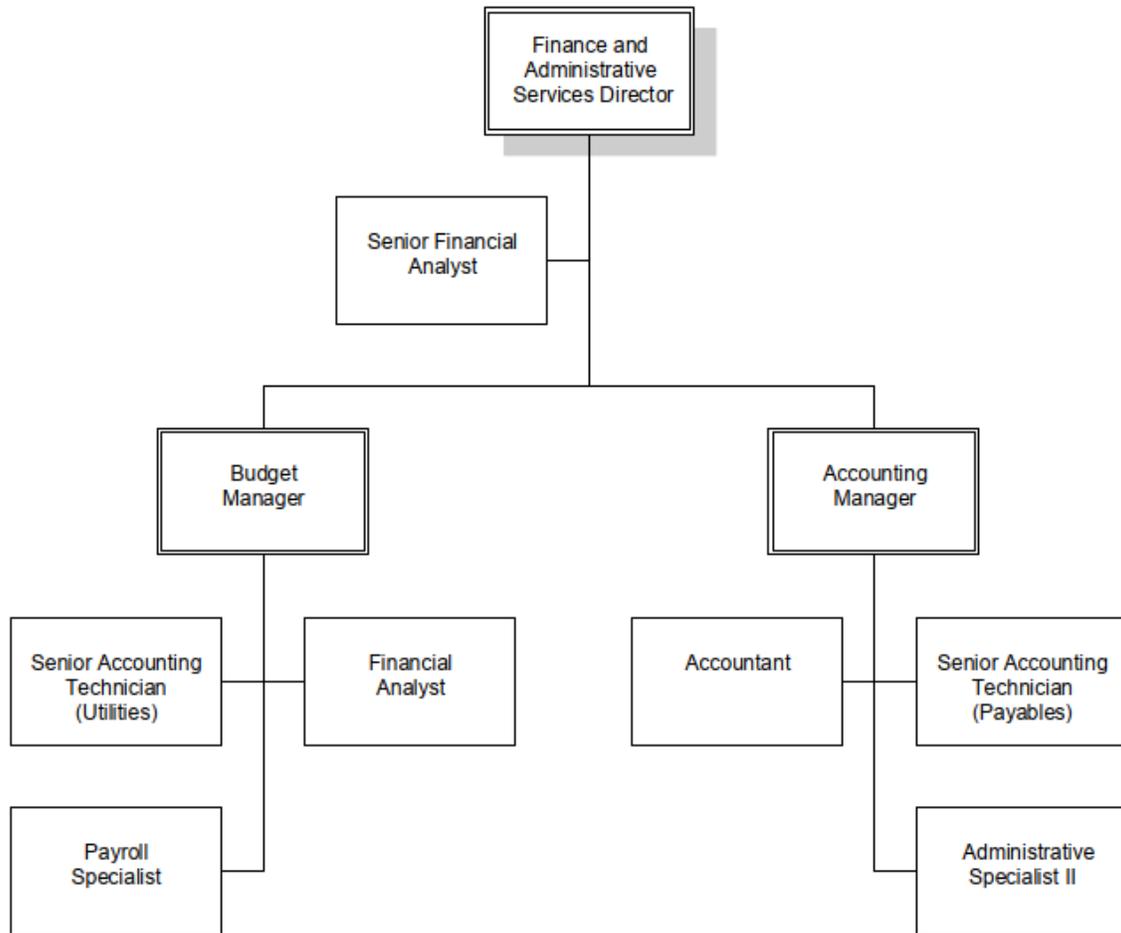
The Finance and Administrative Services Department provides financial services such as cashiering and utility billing to citizens as well as administrative support to the City's five operating departments. The Department has three primary functions: Accounting and Audit, Budget and Operations, and citywide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

The Accounting Team complete all required financial reporting and audit functions. Accounting 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 Team collects money on behalf of the City through utility billing and accounts receivable, processes payroll, and monitors financial performance throughout the year. The Budget Team also prepares adjustments as needed for Council, provides periodic financial 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 Team'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





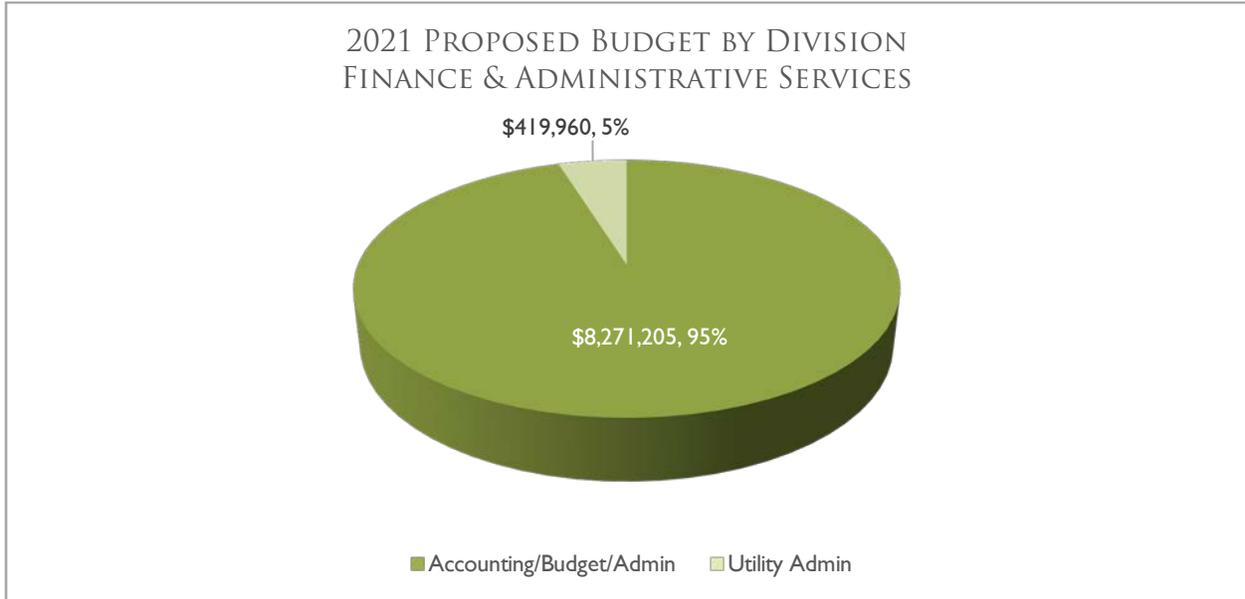
SERVICES PROVIDED – FINANCE AND ADMINISTRATIVE SERVICES

- 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.

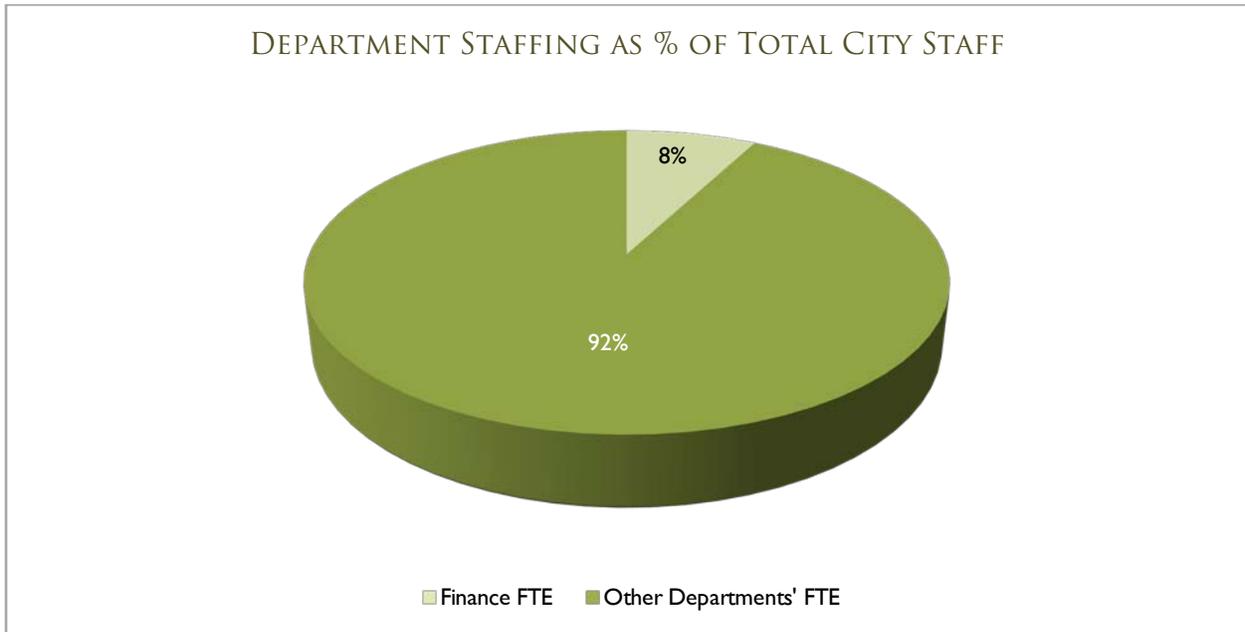
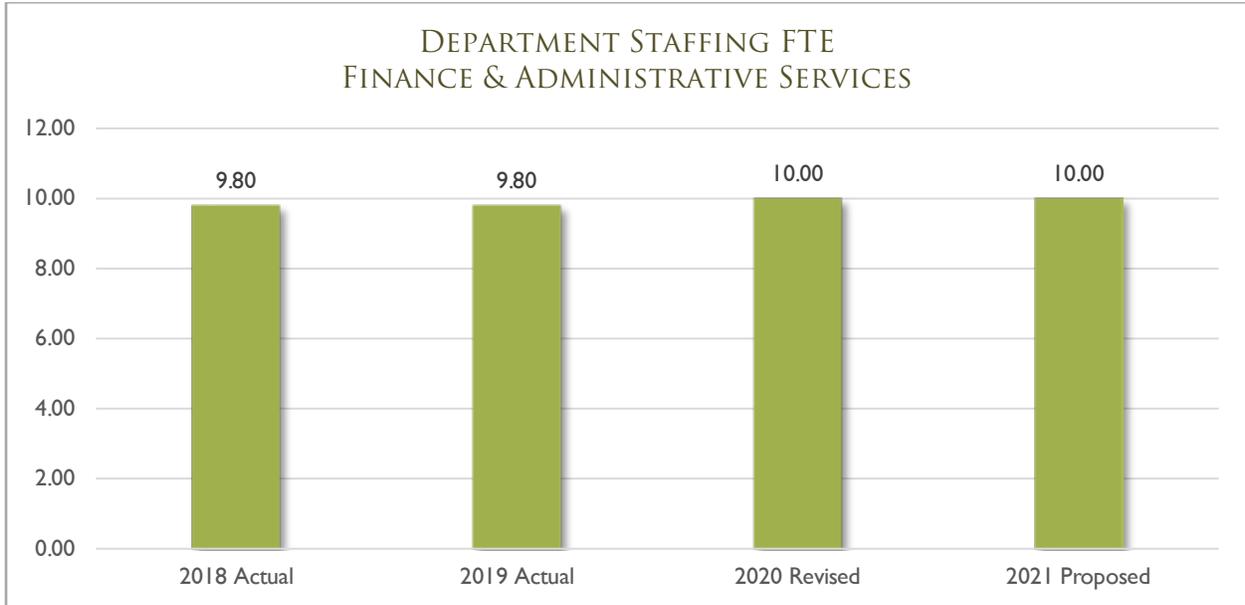
OBJECTIVES FOR 2021 – 2022 – FINANCE AND ADMINISTRATIVE SERVICES

- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2020 and 2021 Comprehensive Annual Financial Report (CAFR).
- Receive Distinguished 2021-22 Budget Presentation Award from GFOA.
- Improve departmental reporting to support ongoing project planning and management.
- Deliver scheduled Financial Reporting and improve content and quality.
- Develop Bainbridge Island Simplified Citizen Centric report for residents designed by the Association of Government Accountants.

DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES



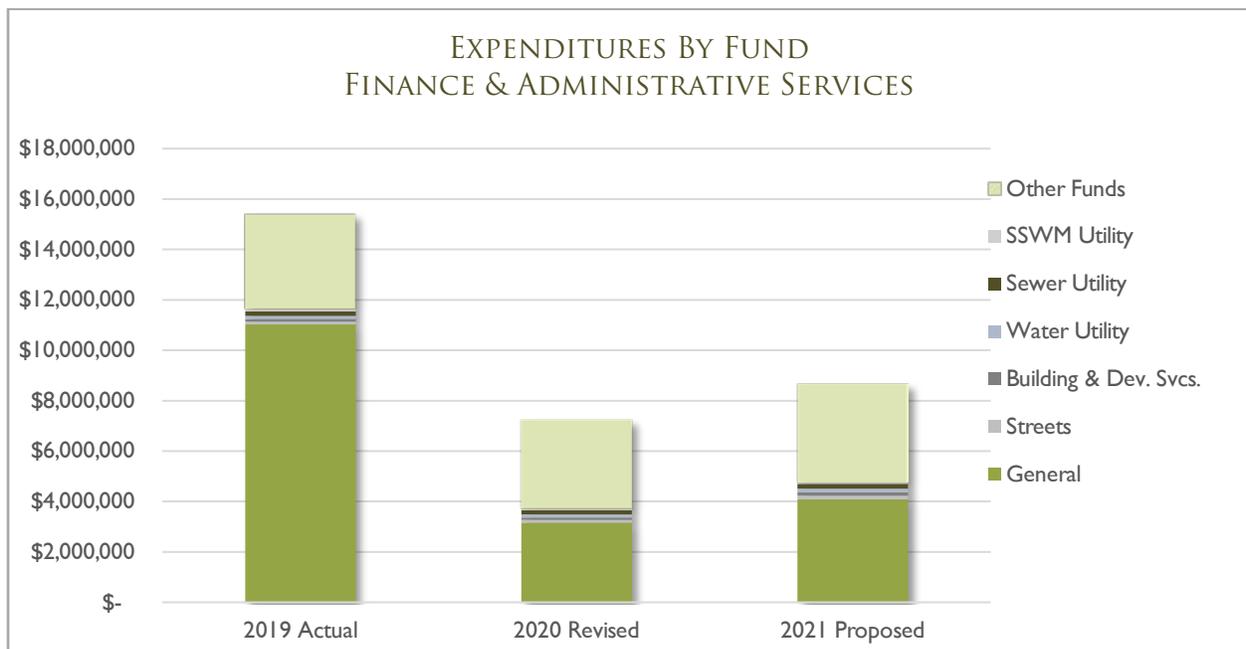
DEPARTMENT STAFFING – FINANCE AND ADMINISTRATIVE SERVICES





EXPENDITURES BY FUND – FINANCE AND ADMINISTRATIVE SERVICES

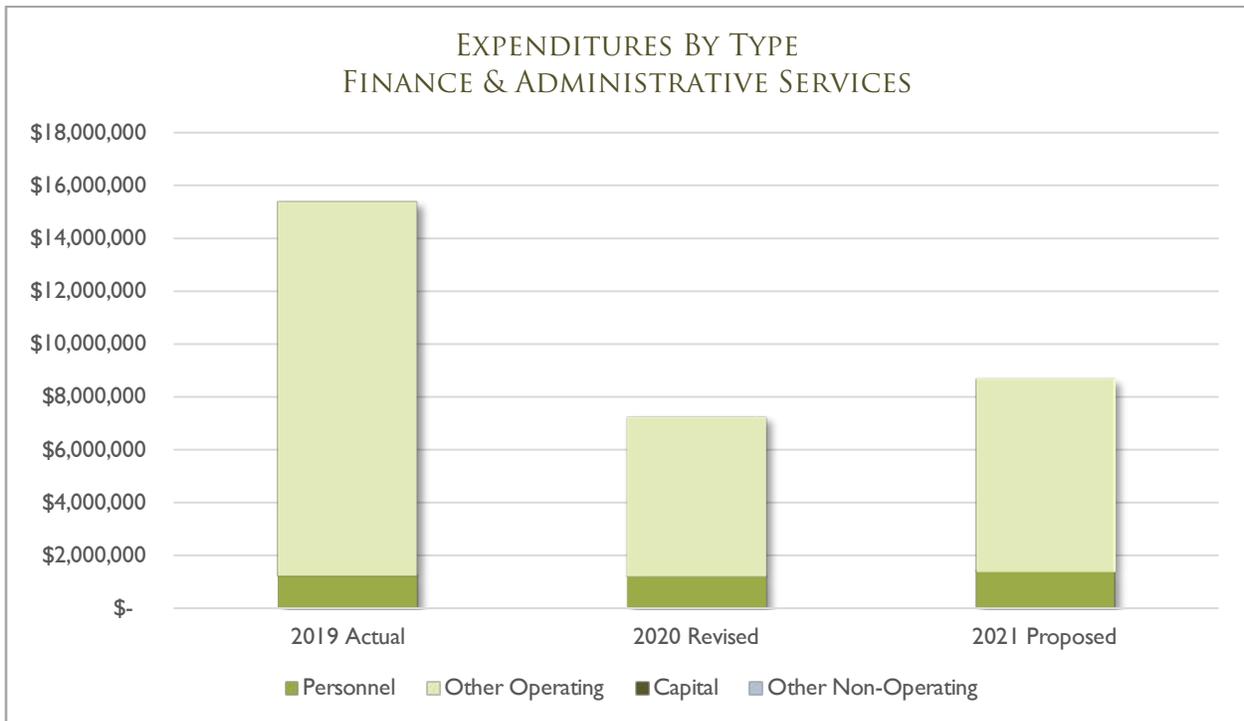
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 11,029,034	\$ 3,162,674	\$ 4,085,274	\$ 922,600
Streets	\$ 111,507	\$ 106,395	\$ 153,028	\$ 46,633
Building & Dev. Svcs.	\$ 92,942	\$ 88,400	\$ 114,253	\$ 25,853
Water Utility	\$ 135,796	\$ 124,544	\$ 155,953	\$ 31,409
Sewer Utility	\$ 178,098	\$ 164,484	\$ 191,004	\$ 26,520
SSWM Utility	\$ 79,472	\$ 69,608	\$ 73,003	\$ 3,395
Other Funds	\$ 3,758,543	\$ 3,542,126	\$ 3,918,650	\$ 376,524
Total Budget	\$ 15,385,392	\$ 7,258,231	\$ 8,691,164	\$ 1,432,933





EXPENDITURES BY TYPE – FINANCE AND ADMINISTRATIVE SERVICES

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 1,249,571	\$ 1,221,516	\$ 1,408,662	\$ 187,146
Other Operating	\$ 14,132,822	\$ 6,036,716	\$ 7,282,502	\$ 1,245,786
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 15,382,392	\$ 7,258,232	\$ 8,691,164	\$ 1,432,932





MUNICIPAL COURT

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS
MUNICIPAL COURT

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	421,818	384,030	360,468	370,307
Benefits	157,751	160,449	136,903	141,820
Salaries & Benefits	579,568	544,479	497,370	512,128
Supplies	4,991	6,000	6,000	6,000
Supplies	4,991	6,000	6,000	6,000
Professional Services	4,492	9,500	8,000	8,000
Communication	43	200	300	300
Travel	1,583	1,500	1,500	1,500
Training	2,042	6,000	2,000	3,500
Operating Leases	63,218	68,000	73,000	73,000
Repair & Maintenance	-	200	-	-
All Other Miscellaneous	2,746	4,000	3,000	3,000
Services & Charges	74,125	89,400	87,800	89,300
Intergovernmental Services	-	3,000	2,000	2,000
Intergovernmental & Interfund	-	3,000	2,000	2,000
TOTAL EXPENDITURES	658,684	642,879	593,170	609,428



MUNICIPAL COURT

BUDGET NOTES AND CHANGES – MUNICIPAL COURT

- Eliminate 1.0 FTE Senior Judicial Specialist and \$87,000 in personnel expenses. In response to COVID-19 budget shortfalls, eliminate one position at the court. Court workflows have been consolidated and reorganized to accommodate for this staffing reduction. The hours the court staff are available to the public for counter service have also been reduced. Passport processing is currently suspended until further notice.

DEPARTMENT SUMMARY – MUNICIPAL COURT

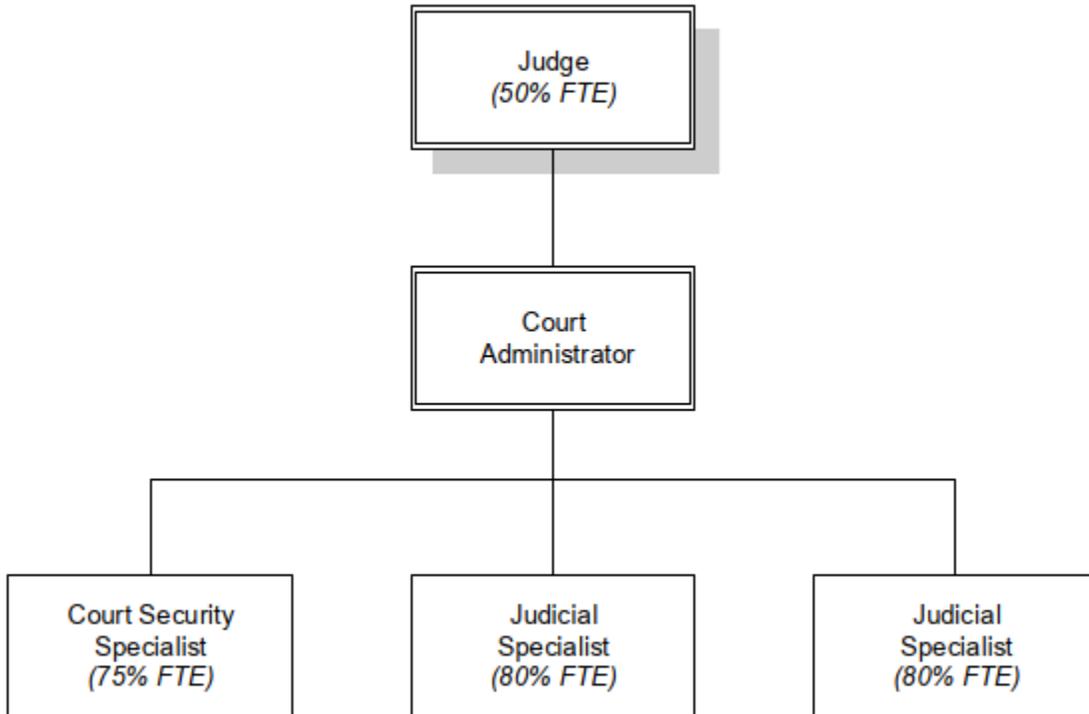
The Bainbridge Island Municipal Court provides a local forum for fair, accessible, and timely resolution of alleged violations of Washington State statutes and municipal ordinances that occur on Bainbridge Island.

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.

Services were temporarily stopped at the beginning of the pandemic. All court services, except for passport processing, have resumed using Zoom video/audio conferencing and additional safety protocols implemented at the court.

ORGANIZATIONAL CHART – MUNICIPAL COURT



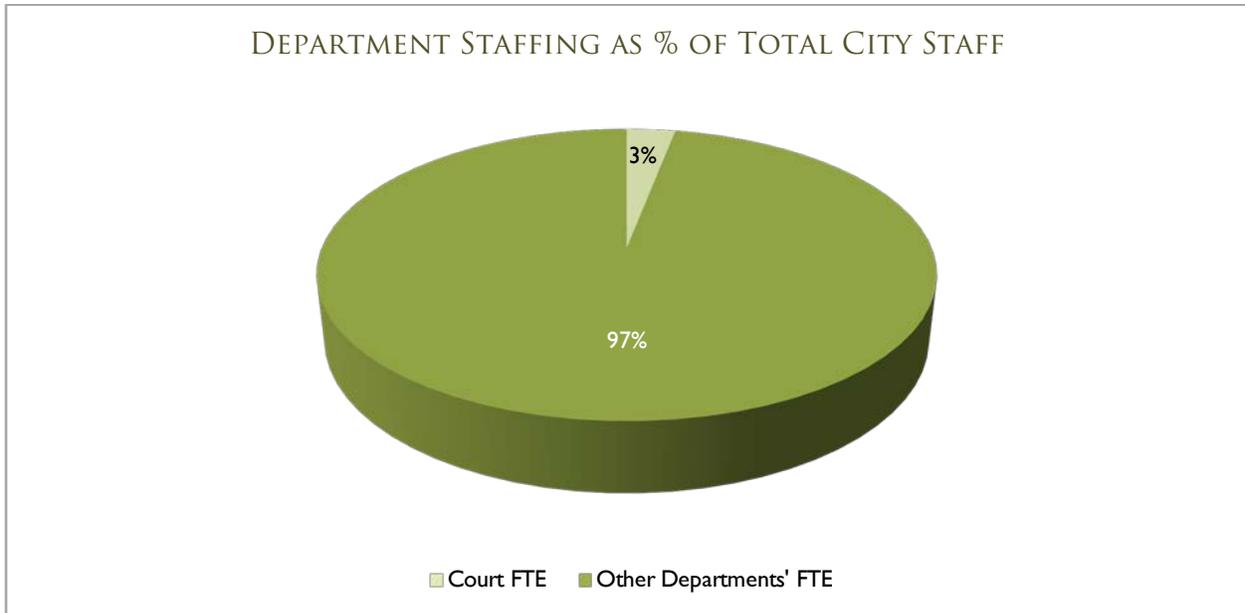
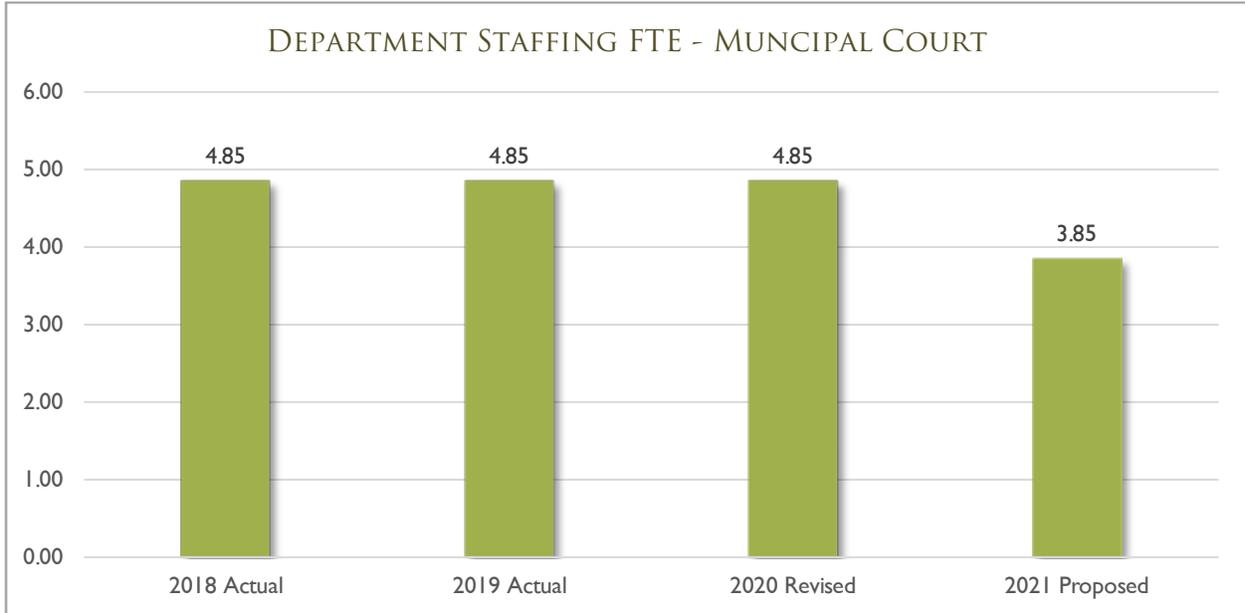
SERVICES PROVIDED – MUNICIPAL COURT

- 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 (suspended until normal federal processing resumes).

OBJECTIVES FOR 2021 – 2022 – MUNICIPAL COURT

- Participate in project team for new Police and Municipal Court Building.
- Continue to provide court services both remotely and in-person. Court is currently being held using Zoom video/audio conferencing. Those who cannot access Zoom may attend in-person and participate in Zoom by two rooms at the courthouse outfitted with videoconferencing technology. Members of the public may observe court by Zoom or attend in-person.
- Continue to develop website forms and resources to provide optimal remote services to the public.
- Resume passport processing once the federal passport agency resumes normal passport processing times. May be limited hours due to reduced staffing.

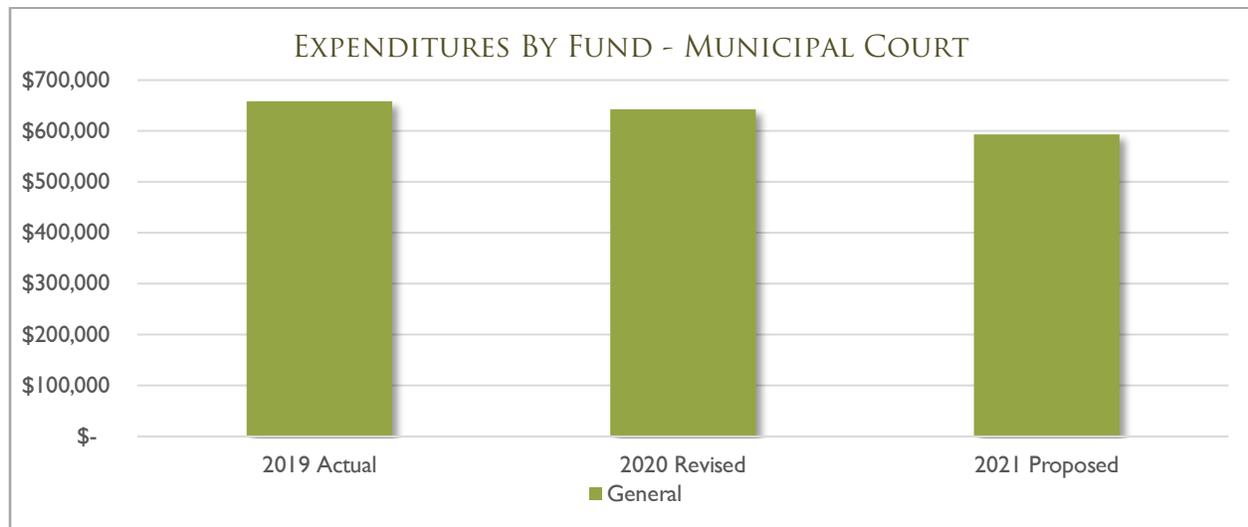
DEPARTMENT STAFFING – MUNICIPAL COURT





EXPENDITURES BY FUND – MUNICIPAL COURT

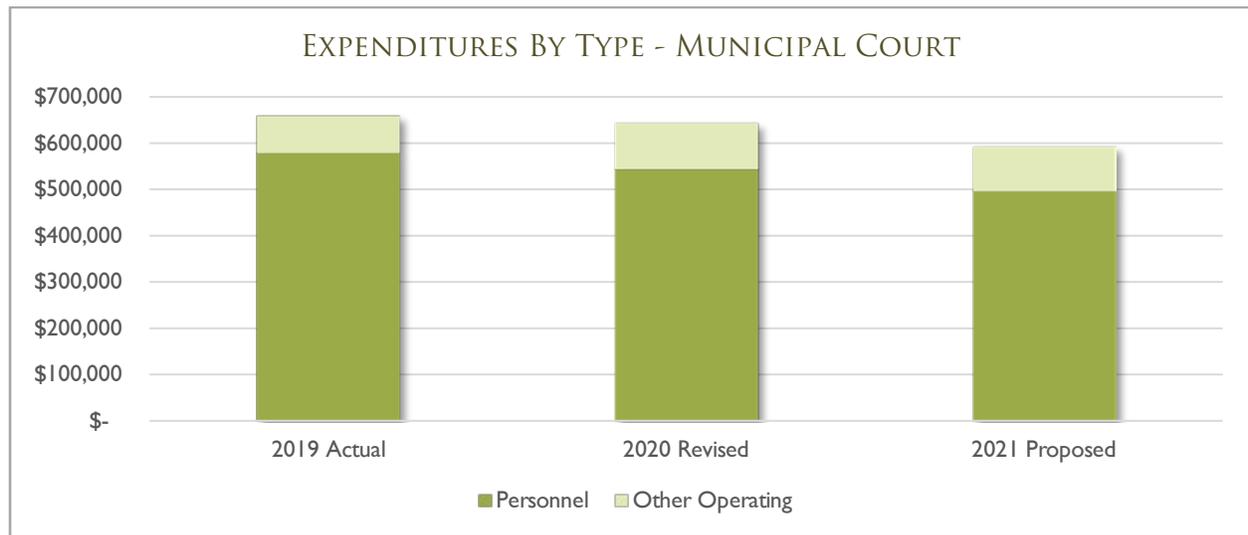
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 658,684	\$ 642,879	\$ 593,170	\$ (49,709)
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 658,684	\$ 642,879	\$ 593,170	\$ (49,709)





EXPENDITURES BY TYPE – MUNICIPAL COURT

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 579,568	\$ 544,479	\$ 497,370	\$ (47,109)
Other Operating	\$ 79,116	\$ 98,400	\$ 95,800	\$ (2,600)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 658,684	\$ 642,879	\$ 593,170	\$ (49,709)





PLANNING & COMMUNITY DEVELOPMENT

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS
PLANNING & COMMUNITY DEV

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	1,789,661	1,644,011	1,902,195	1,960,296
Benefits	729,626	662,872	808,389	841,662
Salaries & Benefits	2,519,287	2,306,883	2,710,584	2,801,958
Supplies	27,283	30,000	20,000	20,000
Supplies	27,283	30,000	20,000	20,000
Professional Services	217,072	330,572	55,000	75,000
Communication	3,458	12,000	13,000	13,000
Travel	708	250	1,400	1,950
Training	26,392	25,030	46,570	46,570
Advertising	11,656	13,300	17,000	17,000
Operating Leases	44,838	59,050	42,682	42,681
Insurance	30	-	-	-
Repair & Maintenance	-	2,000	-	-
All Other Miscellaneous	4,160	11,400	8,500	8,500
Services & Charges	308,314	453,602	184,152	204,701
Intergovernmental Services	867	1,000	-	-
Intergovernmental & Interfund	867	1,000	-	-
TOTAL EXPENDITURES	2,855,751	2,791,485	2,914,736	3,026,659



PLANNING & COMMUNITY DEVELOPMENT

BUDGET NOTES AND CHANGES – PLANNING & COMMUNITY DEVELOPMENT

- Eliminate 1.0 FTE Term Limited Planner. This position was to be dedicated to the next Comprehensive Plan effort, to free up existing staff to work on affordable housing initiatives.
- Eliminate 1.0 FTE Senior Plan Check Engineer. Projects that require specialized review will either be verified by a 3rd party by the applicant or the City.
- Include Professional Services funding of \$45,000 in 2021 and \$65,000 in 2022 to provide consultant support for the highest priority efforts associated with implementing the Island Center subarea plan and completing the Shoreline Master Program periodic review, and shoreline stewardship.

DEPARTMENT SUMMARY – PLANNING & COMMUNITY DEVELOPMENT

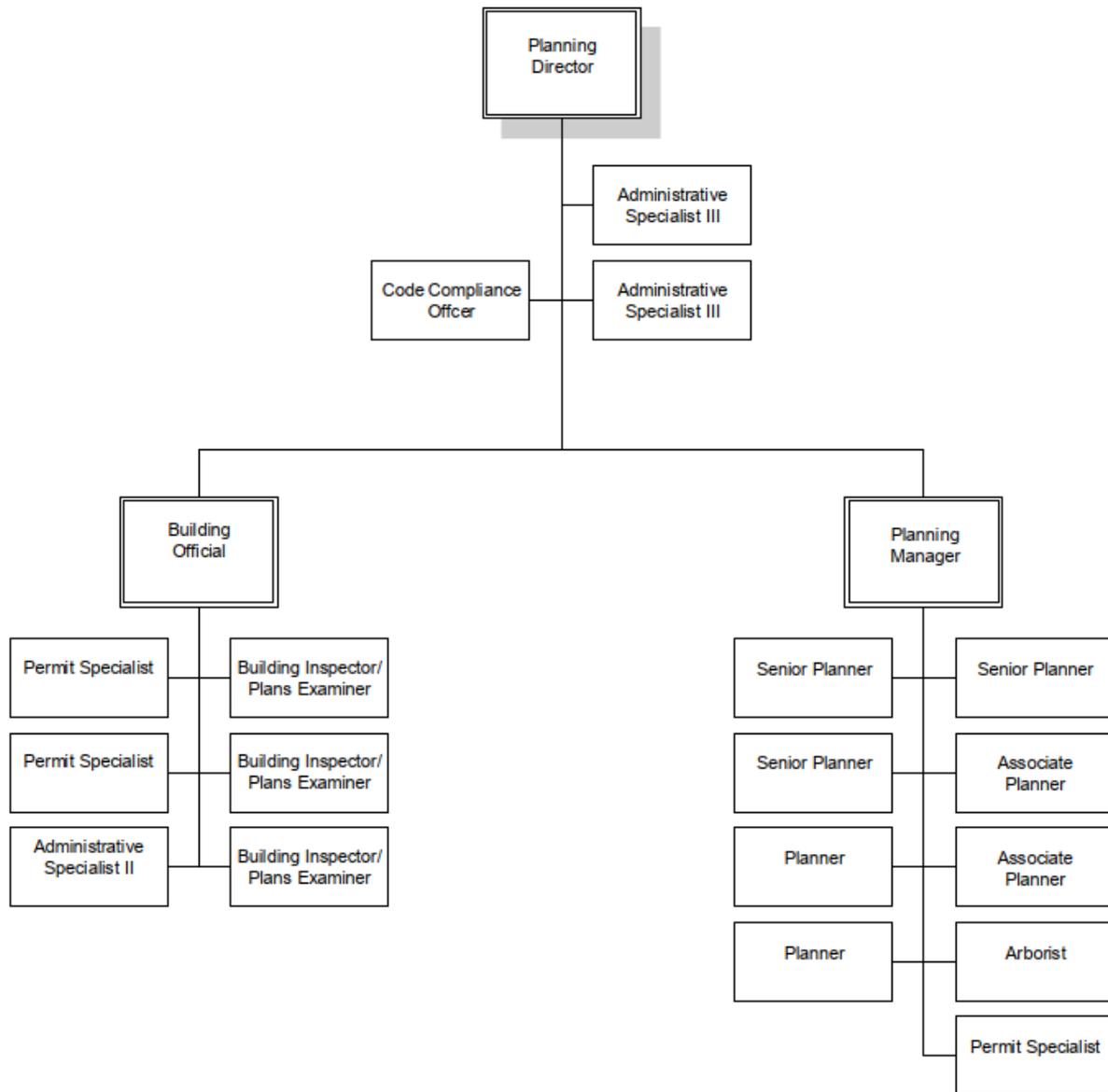
The Planning and Community Development Department implements the City's land use policies and regulations through planning and building permit review, ordinance development and code compliance. The department engages the public through a variety of avenues intended to keep citizens involved in development activities, regulatory changes, and planning projects. Department staff also provide public information with front counter customer services 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 Master Program.

Building Services Staff administer the International Building Codes for residential, commercial, and industrial structures through plan review, permitting and inspection services with the goal of protecting the health, safety, and welfare of the community. The Building Division is also responsible for FEMA Floodplain Management and citywide parcel addressing coordination. The Building Division, with administrative support, also provides support for the electronic review system.

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

ORGANIZATIONAL CHART – PLANNING & COMMUNITY DEVELOPMENT



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, trees and vegetation 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 by coordinating state and local requirements for both internal and external agencies such as, but not limited to Public Works Departments, Kitsap County Health Department, Department of Ecology, Labor and Industries, Puget Sound Clean Air Agency, and the Federal Emergency Management Agency related to the Code of Federal Regulations and flood damage protection.
- Review and process business licenses and special event permits.
- Implement emergency operations through the Department of Health Services, WA-Safe Post Disaster preparedness program administered by the Washington Building Official Association (WABO) should an event occur wherein the need to the Applied Technologies Council (ATC-20 program is needed for earthquake or flood damage.
- Review and investigate alleged code violations while bringing violations into compliance.
- 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, Green Building Task Force, and Island Center Subarea Plan Steering Committee.
- Coordinate with the County and its cities on regional planning activities.
- Provide expert knowledge and advice on tree related issues while educating the community on the importance of stewardship of urban forests.

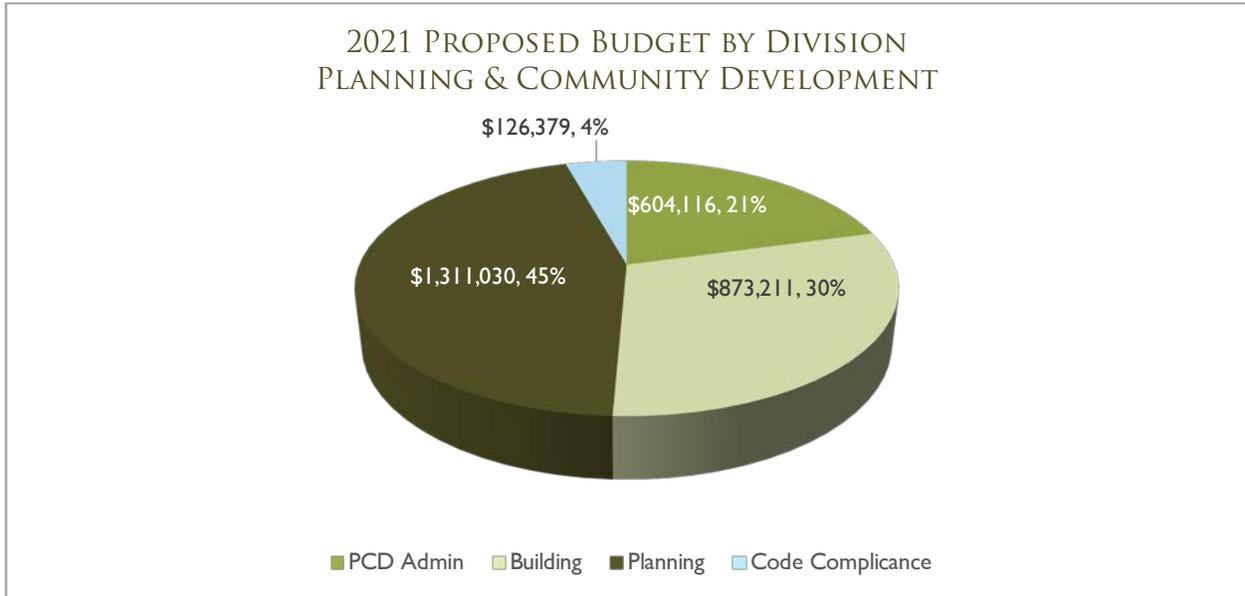
OBJECTIVES FOR 2021–2022 – PLANNING & COMMUNITY DEVELOPMENT

- Provide high quality customer service and care by providing timely and quality reviews of building and land use permits.
- Ensure all staff has completed training and certifications needed in their respective areas to best serve Bainbridge Island; including but not limited to green building, natural resource training, shoreline stewardship and inspection services.
- Adopt the updated International Building Code which includes the Federal Emergency Management Agencies (FEMA) Flood Damage Prevention Ordinance as required by the National Flood Insurance Program (NFIP).

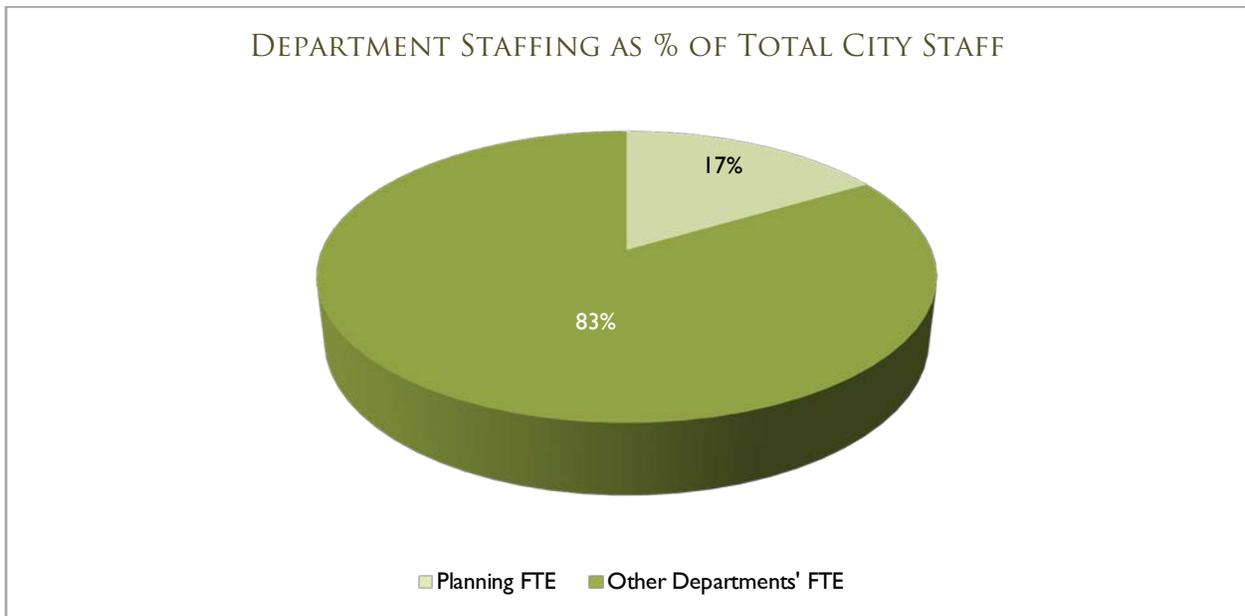
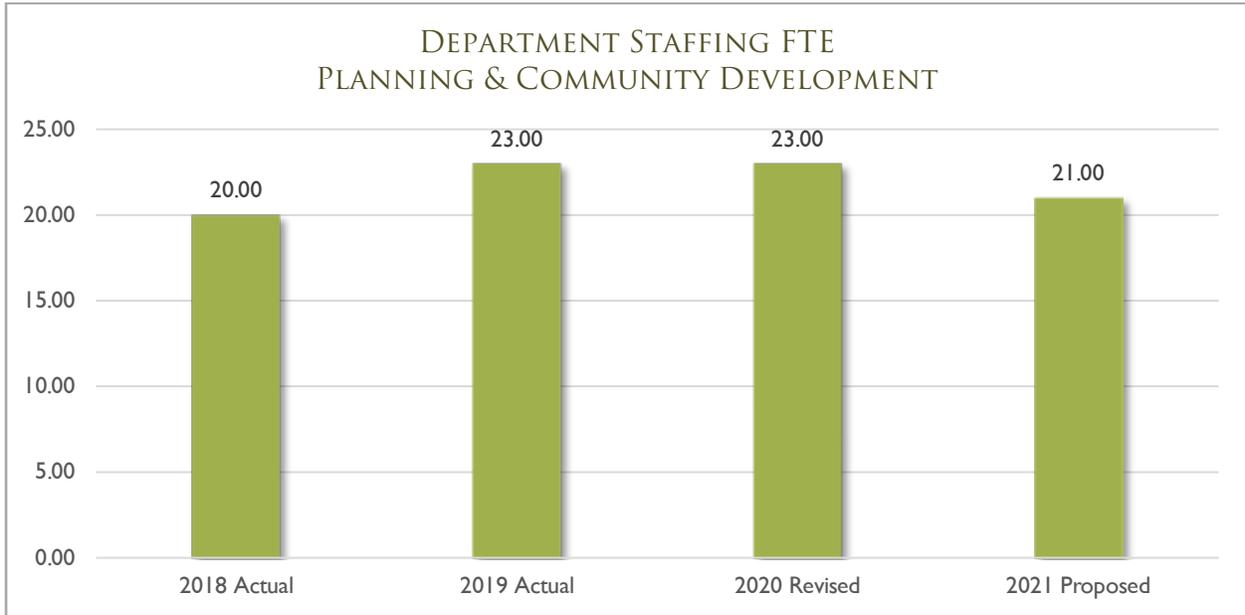


- Implement City Council annual work program priorities.
- Coordinate long-term implementation of the 2016 Comprehensive Plan through work program items, program development and consideration of budget priorities.
- Complete Periodic Review of the Shoreline Master Program.
- Implement affordable housing initiatives.
- Provide shoreline stewardship, education, and outreach.
- Implement Island Center Subarea Plan.
- Update the Critical Areas Ordinance for improved usability.
- Participate in the Kitsap County Comprehensive Planning Policies update, as required by Puget Sound Regional Council's (PSRC) VISION 2050
- Begin preliminary work for the 2024 Comprehensive Plan.
- Support implementation of Climate Action Plan recommendations as approved by Council.
- Implement and educate the community about green building requirements.
- Continue to improve development review timelines through training in the planning and building review software.
- Provide electronic submittal of all permit types to respond to merging needs of the City's customers.
- Provide high quality review of land use permit applications, with the support of the Design Review Board and Planning Commission and within the state-mandated timelines.
- Improve City's official filing format for permits.

DEPARTMENT SUMMARY – PLANNING & COMMUNITY DEVELOPMENT



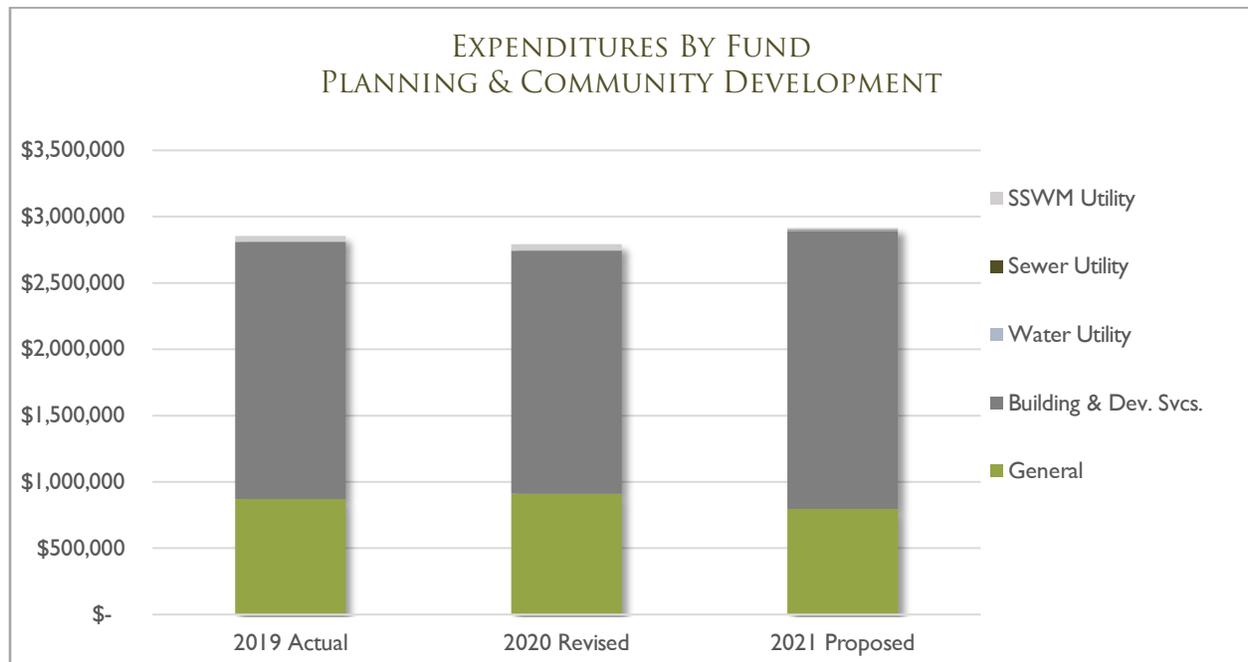
DEPARTMENT STAFFING – PLANNING & COMMUNITY DEVELOPMENT





EXPENDITURES BY FUND – PLANNING & COMMUNITY DEVELOPMENT

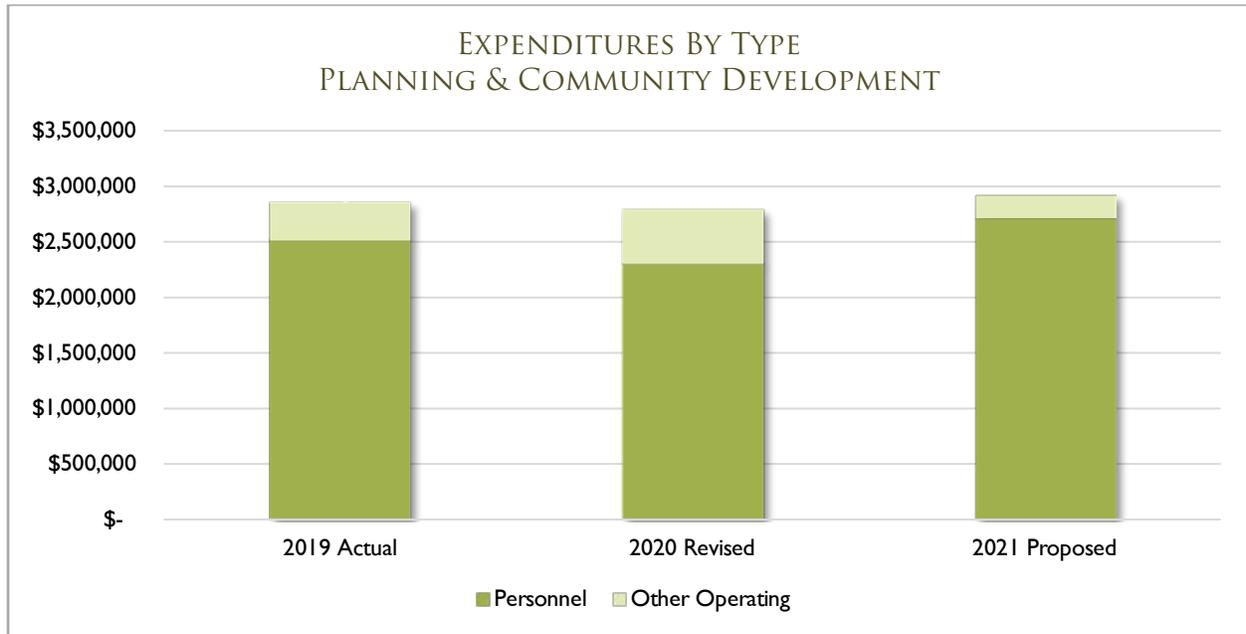
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 870,351	\$ 911,567	\$ 797,211	\$ (114,356)
Streets	\$ 235	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ 1,936,387	\$ 1,830,342	\$ 2,096,016	\$ 265,674
Water Utility	\$ 3,002	\$ 2,844	\$ 2,920	\$ 76
Sewer Utility	\$ 2,773	\$ 2,844	\$ 2,920	\$ 76
SSWM Utility	\$ 43,003	\$ 43,887	\$ 15,669	\$ (28,218)
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 2,855,751	\$ 2,791,484	\$ 2,914,736	\$ 123,251





EXPENDITURES BY TYPE – PLANNING & COMMUNITY DEVELOPMENT

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 2,519,287	\$ 2,306,883	\$ 2,710,584	\$ 403,701
Other Operating	\$ 336,464	\$ 484,602	\$ 204,152	\$ (280,450)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 2,855,751	\$ 2,791,485	\$ 2,914,736	\$ 123,251





PUBLIC SAFETY

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS

PUBLIC SAFETY

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	3,002,637	3,213,116	3,403,875	3,659,332
Benefits	1,048,421	1,154,328	1,131,255	1,212,275
Salaries & Benefits	4,051,059	4,367,444	4,535,131	4,871,607
Supplies	211,674	172,463	162,850	162,850
Computer Equipment & Software	13,143	79,090	75,000	60,000
Supplies	224,816	251,553	237,850	222,850
Professional Services	96,165	119,200	99,000	84,000
Travel	7,189	12,705	10,500	10,500
Training	39,853	69,038	71,250	71,250
Advertising	3,033	6,857	4,500	4,500
Operating Leases	222,160	223,375	168,404	172,440
Repair & Maintenance	89,588	171,582	109,000	111,500
All Other Miscellaneous	15,137	28,665	23,000	23,000
Services & Charges	473,125	631,422	485,654	477,190
Intergovernmental Services	390,116	445,650	443,000	473,000
Intergovernmental & Interfund	390,116	445,650	443,000	473,000
Capital Equipment	220	700,780	-	-
Capital Projects	168	-	-	-
Other Expenditures	388	700,780	-	-
TOTAL EXPENDITURES	5,139,504	6,396,850	5,701,635	6,044,647



PUBLIC SAFETY

BUDGET NOTES AND CHANGES – PUBLIC SAFETY

- Add 1.0 FTE Behavior Health Navigator (see explanation below)
- Reduce 1.0 FTE Police Officer (see explanation below)
- Reduce \$30,000 to support the Navigator Program (see explanation below)

In mid-2020, the City of Poulsbo expressed an intent to discontinue the Behavior Health Navigator program as it currently exists. The program functioned under a regional model in conjunction with the Department's ongoing efforts to educate officers and help members of the community with behavioral health issues navigate the myriad resources available to them outside the criminal justice system. The City had pledged \$60,000 (\$30,000 in 2019 and again in 2020) to support this program. Because it has been extremely valuable to the health of the Bainbridge Island community, the Department wishes to increase availability and services through a full-time position. Additional services will involve victim advocacy and outreach as cases move through the investigative and court process. Funding for the position will be accomplished through reduction of 1.0 FTE Police Officer (currently vacant) and the addition of 1.0 FTE Behavioral Health Navigator.

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 involving 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.

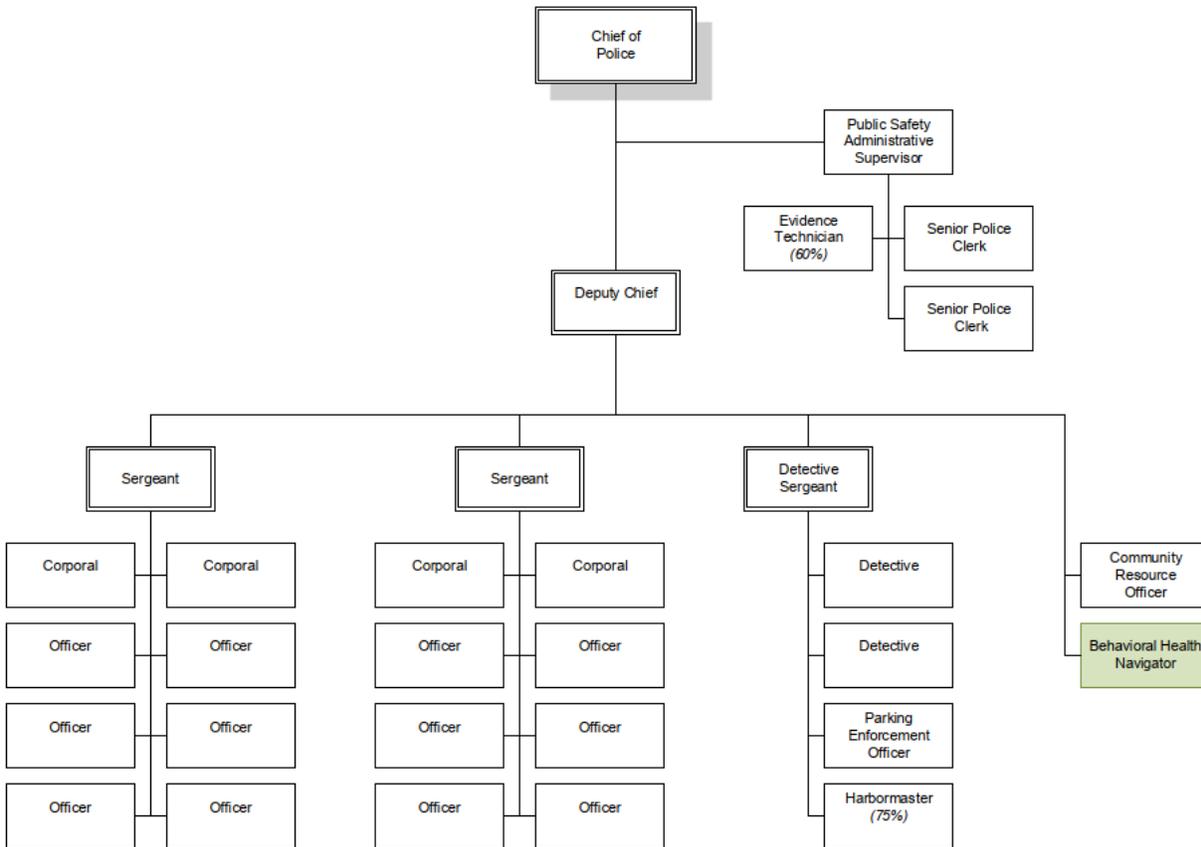
The Harbormaster coordinates activities related to Bainbridge Island harbors, as well as ensuring compliance with federal, state, and local laws regulating harbor activity, and addressing derelict or abandoned vessels.

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

With the reduction of 1.0 FTE Police Officer and addition of 1.0 FTE Behavioral Health Navigator in the 2021/22 budget cycle, it is not anticipated that there will be a measurable difference in patrol services (since the Police Officer position has been vacant) but the department looks forward to the increase in Navigator availability and services. Because the department is fully funding the position (which was formerly a shared expense between the cities of Bainbridge Island and Poulsbo), Navigator services would be wholly concentrated on providing service to the residents of Bainbridge Island.



ORGANIZATIONAL CHART – PUBLIC SAFETY





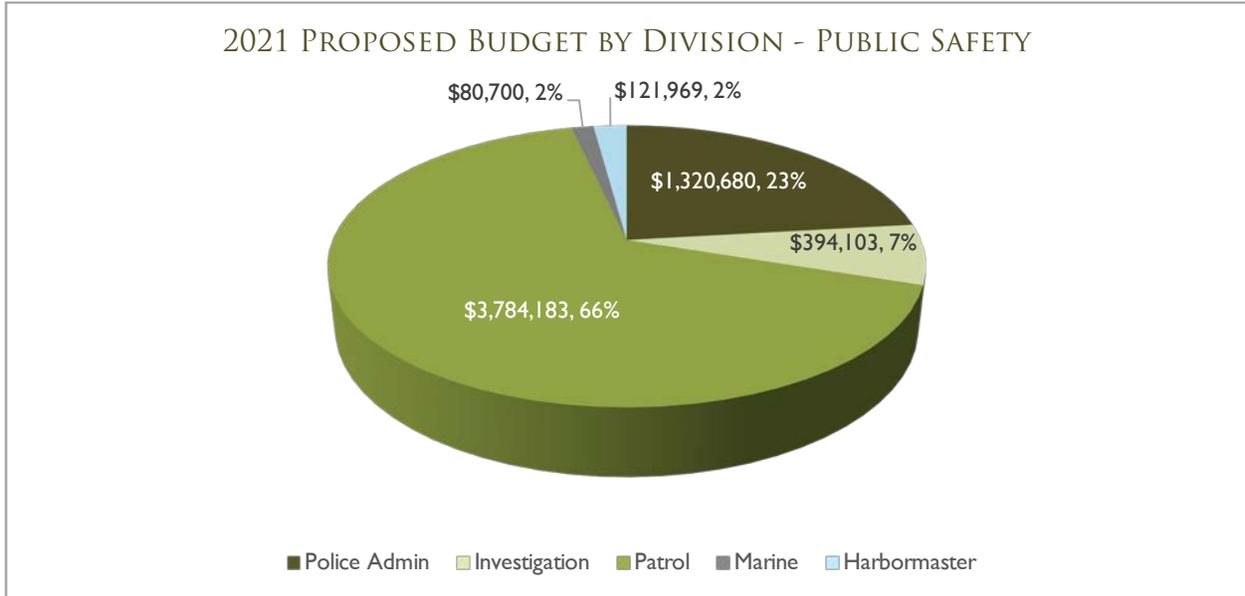
SERVICES PROVIDED – PUBLIC SAFETY

- 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 event permits
- Fingerprinting
- Found property
- Community outreach events and Community Police Academy
- Alarm registration and vacation house checks

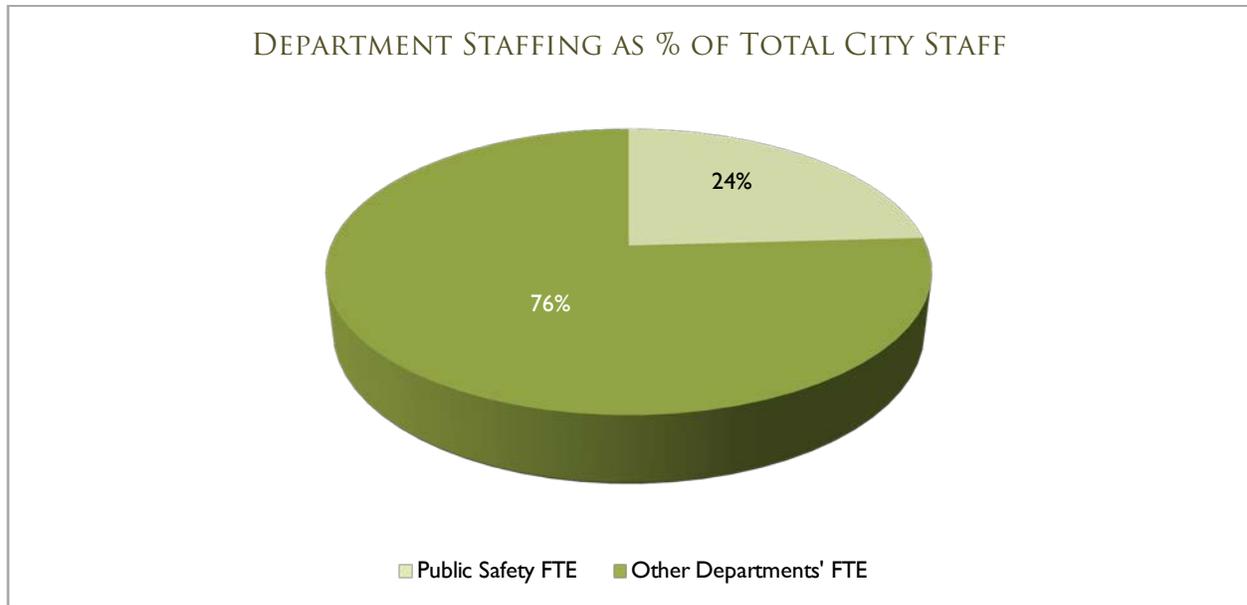
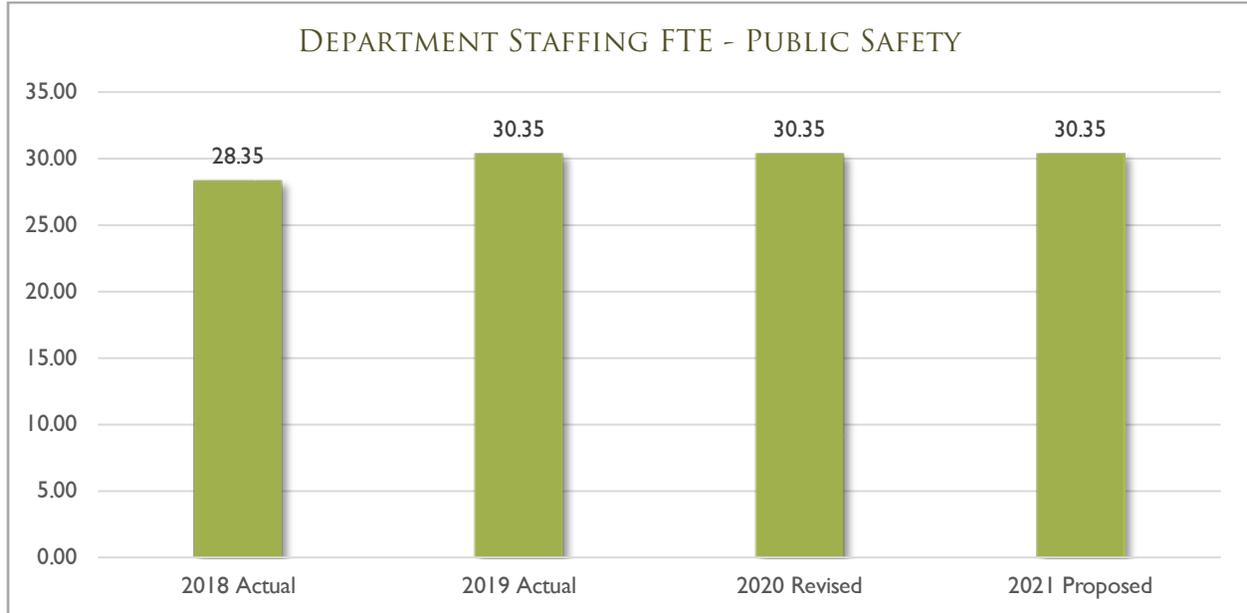
OBJECTIVES FOR 2021-2022 – PUBLIC SAFETY

- Develop Behavioral Health Navigator program with hiring of a new position.
- Maintain WASPC Accreditation (reaccreditation scheduled to take place in 2021).
- Continue expanded emphasis on officer training and professional development.
- Continue succession planning efforts.
- Support the county-wide law enforcement records management system transition.
- Continue supporting the effort to transition to the new police/court facility.
- Develop a comprehensive Strategic Plan with measurable results.
- Develop a community engagement plan.

DEPARTMENT SUMMARY – PUBLIC SAFETY



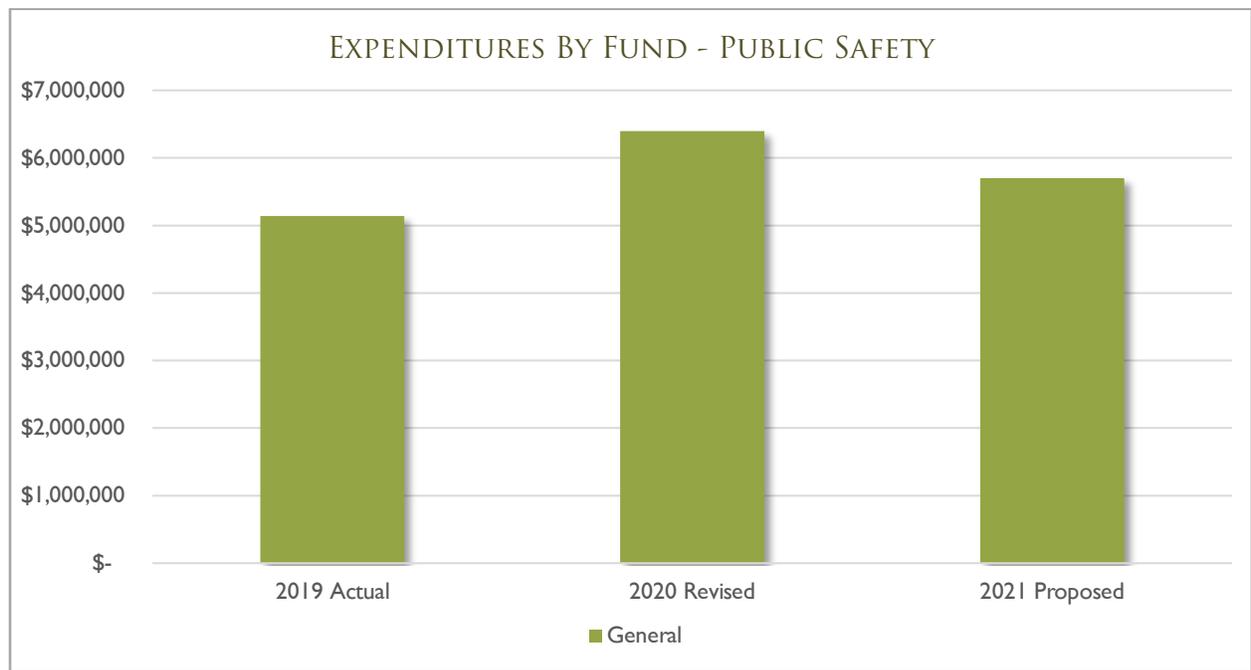
DEPARTMENT STAFFING – PUBLIC SAFETY





EXPENDITURES BY FUND – PUBLIC SAFETY

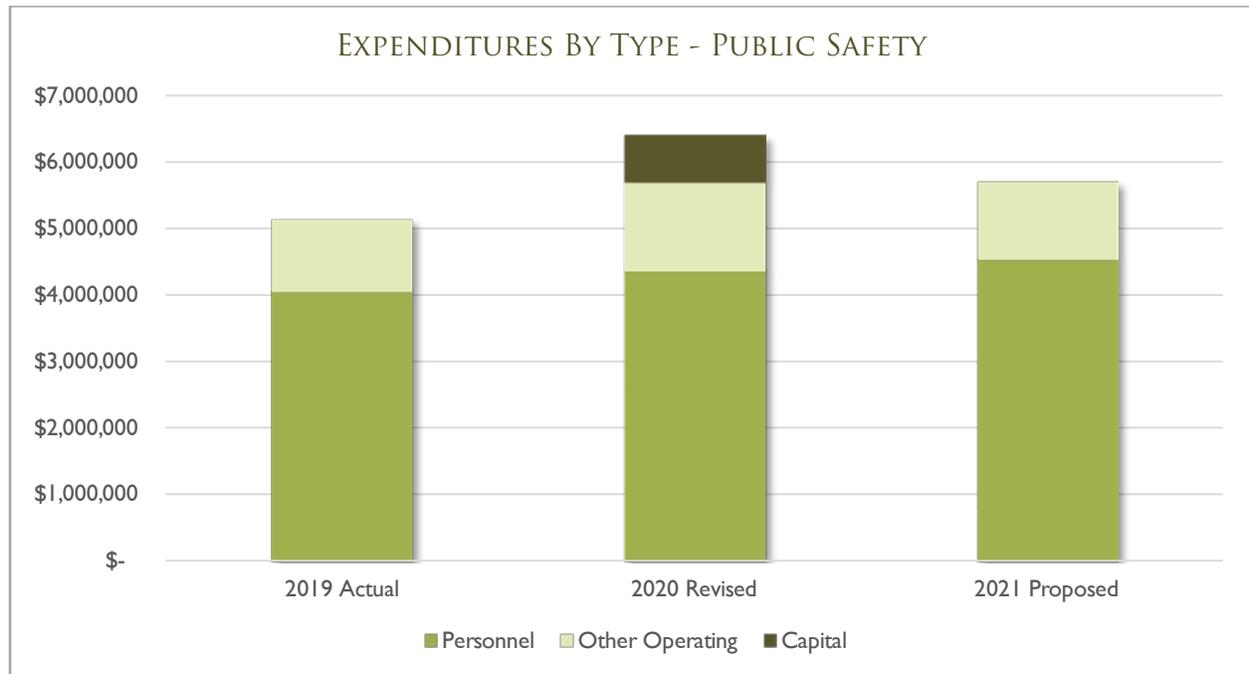
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 5,139,504	\$ 6,396,850	\$ 5,701,635	\$ (695,215)
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 5,139,504	\$ 6,396,850	\$ 5,701,635	\$ (695,215)





EXPENDITURES BY TYPE – PUBLIC SAFETY

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 4,049,572	\$ 4,367,444	\$ 4,535,131	\$ 167,687
Other Operating	\$ 1,088,057	\$ 1,328,625	\$ 1,166,504	\$ (162,121)
Capital	\$ 1,875	\$ 700,780	\$ -	\$ (700,780)
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 5,139,504	\$ 6,396,849	\$ 5,701,635	\$ (695,214)





PUBLIC WORKS

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS

PUBLIC WORKS

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	4,008,790	4,231,139	4,566,090	5,079,825
Benefits	1,669,608	1,803,724	1,811,984	1,858,165
Salaries & Benefits	5,678,398	6,034,863	6,378,074	6,937,991
Supplies	538,667	919,559	588,975	595,975
Computer Equipment & Software	-	8,500	9,000	9,000
Supplies	538,667	928,059	597,975	604,975
Professional Services	512,480	1,582,276	747,095	683,745
Communication	560	26,879	14,000	14,000
Travel	1,613	2,200	1,600	1,600
Training	36,885	44,450	46,860	46,860
Advertising	4,128	1,300	1,310	1,310
Operating Leases	380,124	420,461	322,796	322,810
Insurance	60	250	250	250
Utilities	119,472	156,424	172,690	172,690
Repair & Maintenance	1,422,290	2,537,370	2,253,520	1,831,120
All Other Miscellaneous	58,568	83,657	29,400	29,400
Services & Charges	2,536,180	4,855,266	3,589,521	3,103,785
Intergovernmental Services	277,042	275,800	304,000	309,000
Intergovernmental & Interfund	277,042	275,800	304,000	309,000
Capital Equipment	170,808	686,997	753,000	270,000
Capital Projects	4,443,690	31,861,489	13,620,000	5,045,000
Other Expenditures	4,614,498	32,548,486	14,373,000	5,315,000
TOTAL EXPENDITURES	13,644,786	44,642,474	25,242,570	16,270,751



PUBLIC WORKS

BUDGET NOTES AND CHANGES – PUBLIC WORKS

- Add 1.0 FTE Engineer I/II to manage utility capital projects. This new position will allow the City to make progress on a backlog of critical utility projects listed on the proposed Capital Improvement Plan. Some of the proposed projects may not move forward without this additional capacity.
- Increase of \$25,000 in funding to procure consultant services to assist staff in the development of a Complete Streets Ordinance. With that ordinance in effect, the City will be eligible to apply for a Complete Streets Grant from the Transportation Improvement Board worth upwards of \$250,000.
- Increase of \$20,000 in funding to support communications and outreach for the Puget Sound Energy (PSE) franchise agreement public process. This work will result in the development of consistent communications tools and virtual or in-person outreach opportunities for the public regarding the PSE franchise.
- Increase of \$250,000 in funding to complete a Storm and Surface Water Management (SSWM) Master Plan. The project will inform future investments in SSWM assets and improvements to water quality.
- Increase of \$75,000 in funding to procure consultant services to assist staff in the development of a Water System Business Plan for the Winslow Water System. This work product is to be added in response to the Utility Advisory Committee's forthcoming recommendations on small water systems and will be incorporated into the Groundwater Management Plan.
- Increase facility maintenance for the coming biennium to continue the City's commitment to stewardship of City assets. The budget anticipates delivery of a total of \$920,000 of projects at City-owned facilities across the Island. Additional detail is provided in the Major Maintenance section on the following page.
- Increase funding for priority maintenance projects on City-owned farmland in the coming biennium to \$100,000, which is \$20,000 of additional funds over the previous biennium.



MAJOR MAINTENANCE – 2021-2022 PROPOSED BUDGET

The 2021-2022 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 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	2021	2022
Waterfront Park tree management phase II	60,000	-
Public Works fuel software system upgrade	40,000	-
Public Works/WWTP fuel tank and dispensing station	-	20,000
Public Works HVAC controls upgrade	-	20,000
Senior Center roof replacement	-	20,000
Sidewalk repair / replacement	60,000	60,000
Utility Funds (Water Utility)		
Project Description	2021	2022
Automatic valves and control maintenance	20,000	20,000
Well performance testing and evaluation	30,000	-
Rockaway rebuild ATEC system	40,000	-
Utility Funds (Sewer Utility)		
Project Description	2021	2022
Grinder pump replacements	150,000	150,000
Biosolids study	100,000	-
Replace scum pit pumps	40,000	40,000
Rebuild influent fine screen	20,000	-
Rebuild clarifier #1 drive	20,000	-
Utility Funds (SSWM Utility)		
Project Description	2021	2022
Spoils study for alternative solutions	10,000	-

Ongoing major maintenance programs are also funded. Totals across the biennium:

- Annual asset maintenance programs for streets (\$1.3 million), water utility (\$100,000), sewer utility (\$100,000), storm and surface water management utility (\$400,000). These are existing programs and represent ongoing investment in City assets.
- Projects on city-owned farmland total \$100,000. Planned projects include irrigation and well repairs.



Annual asset street maintenance program consists of a combination of asphalt repair, overlay, and chip sealing. 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, and the remaining came from the General Fund. In the current biennium, budgeted expenditures are \$650,000 annually. Again, \$400,000 of this spending is budgeted to be funded by TBF revenues, and the General Fund will support the remainder. For more information on Transportation Benefit Fund see Section 4 Summary by Fund/Fund Description and 2021 Budget Status.

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.

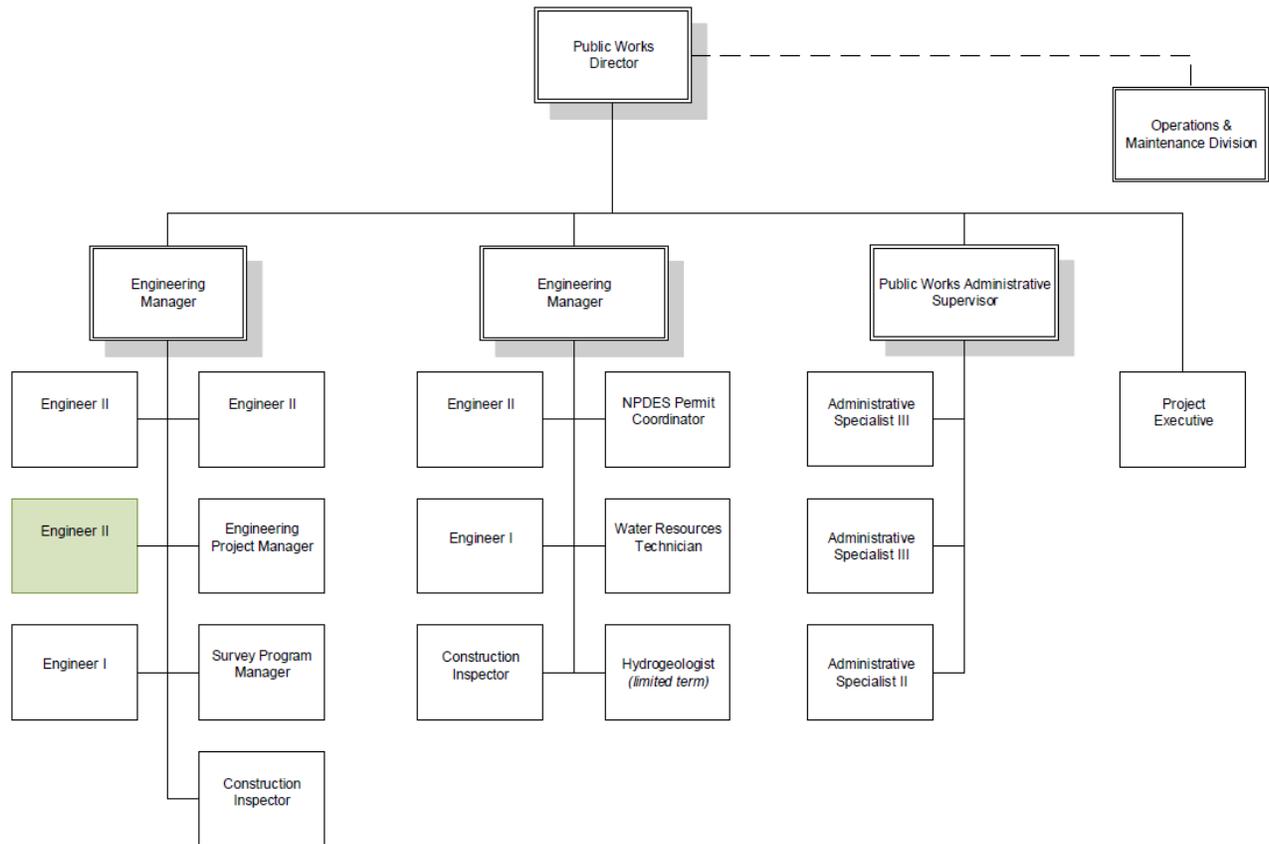
Development Engineering staff review applications for compliance with local and state regulations and technical requirements associated with the City's design and construction standards and stormwater management regulations. Staff also conduct site inspections for private development construction of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

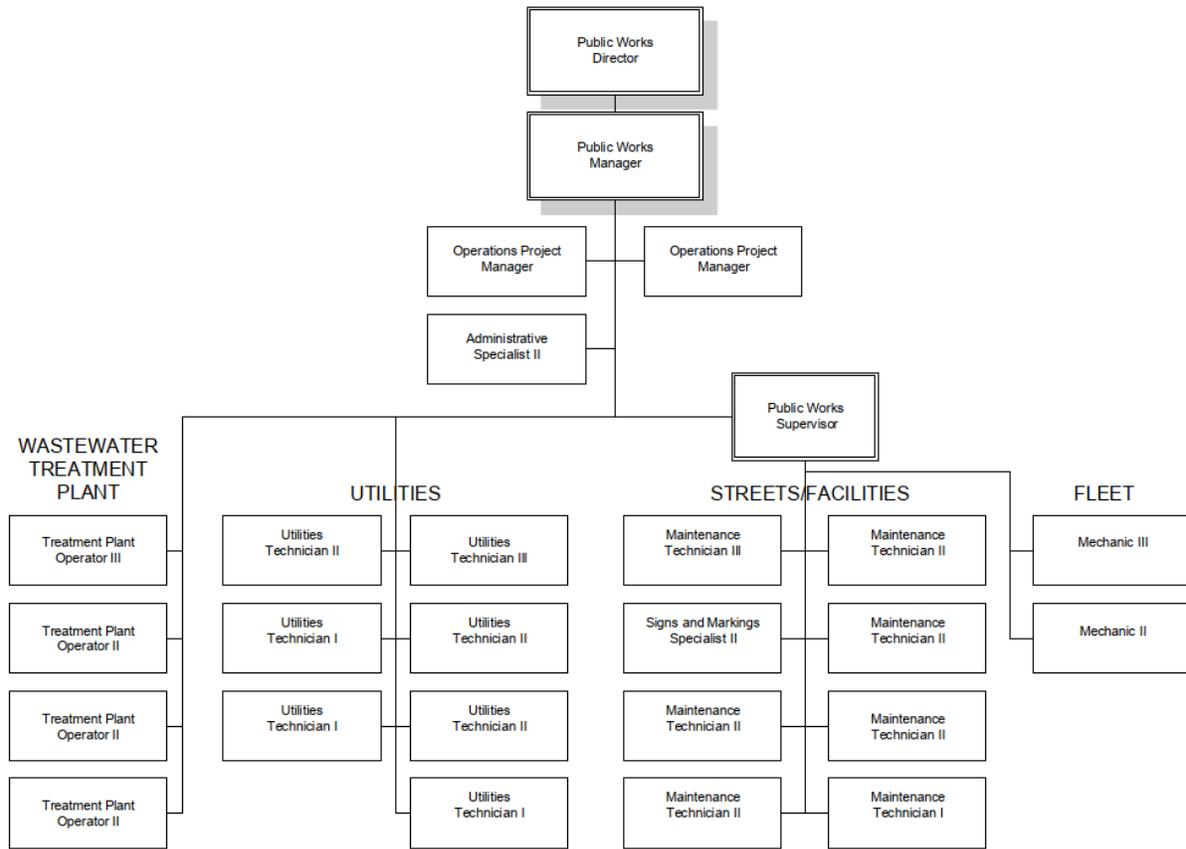


ORGANIZATIONAL CHART – PUBLIC WORKS: ENGINEERING DIVISION





ORGANIZATIONAL CHART – PUBLIC WORKS: OPERATIONS & MAINTENANCE DIVISION





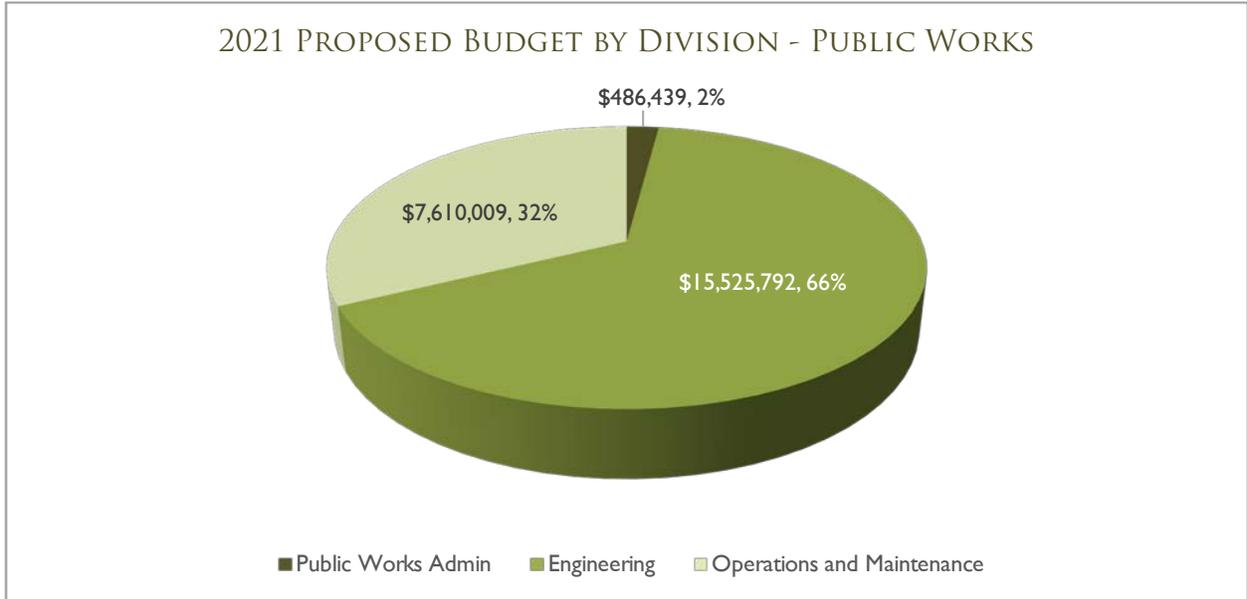
SERVICES PROVIDED – PUBLIC WORKS

- 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.

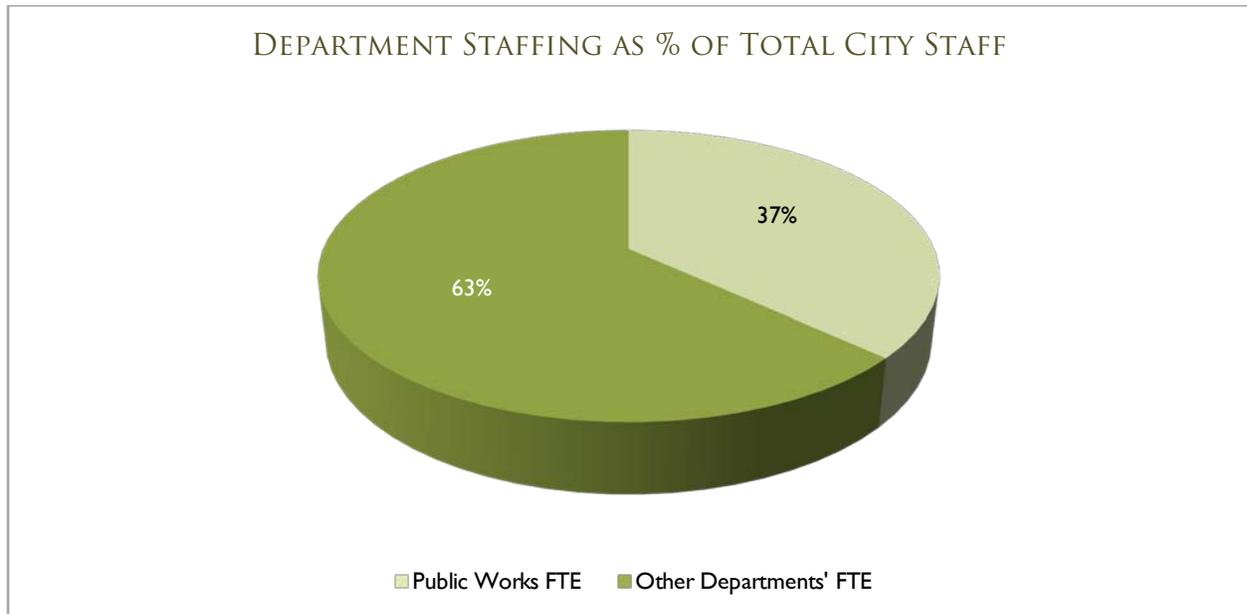
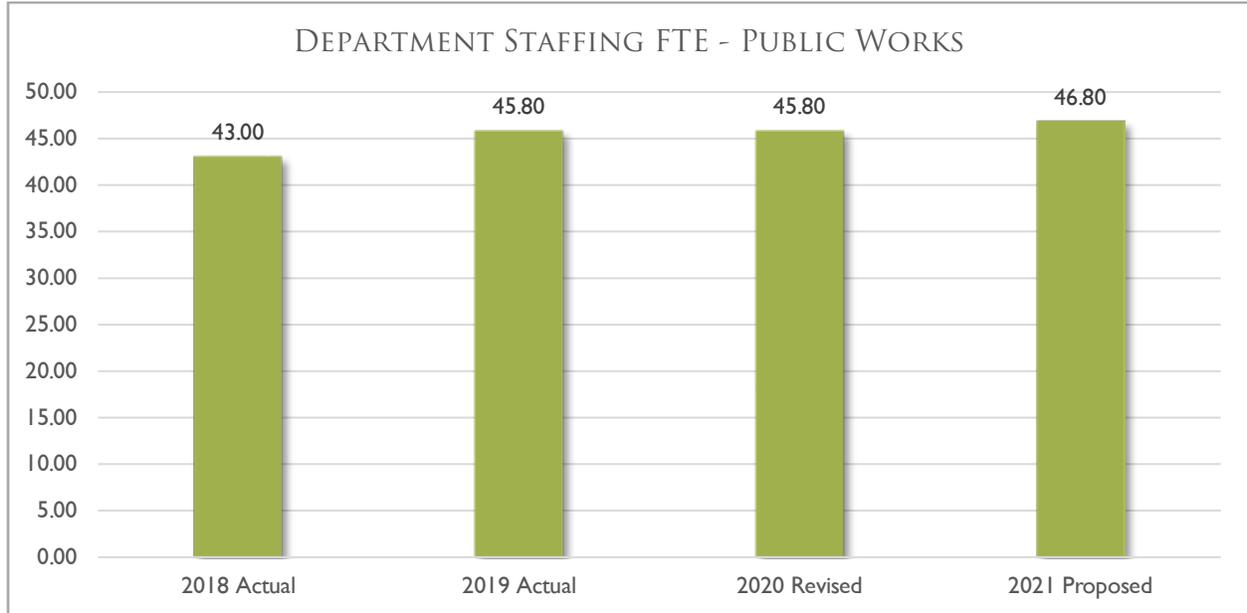
OBJECTIVES FOR 2021 – 2022 – PUBLIC WORKS

- Manage delivery of Police/Municipal Court Building project within established schedule and budget.
- Complete the Sportsman Club and New Brooklyn Road intersection improvement project.
- Complete the Country Club bulkhead and road reconstruction project.
- Complete the Finch Road improvement project.
- Deliver backlog of utility projects, including maintenance and capital projects, at City utility facilities, including hiring new staff person to coordinate increased number of projects.
- Continue American Public Works Association accreditation process, with goal of accreditation in 2021.
- 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



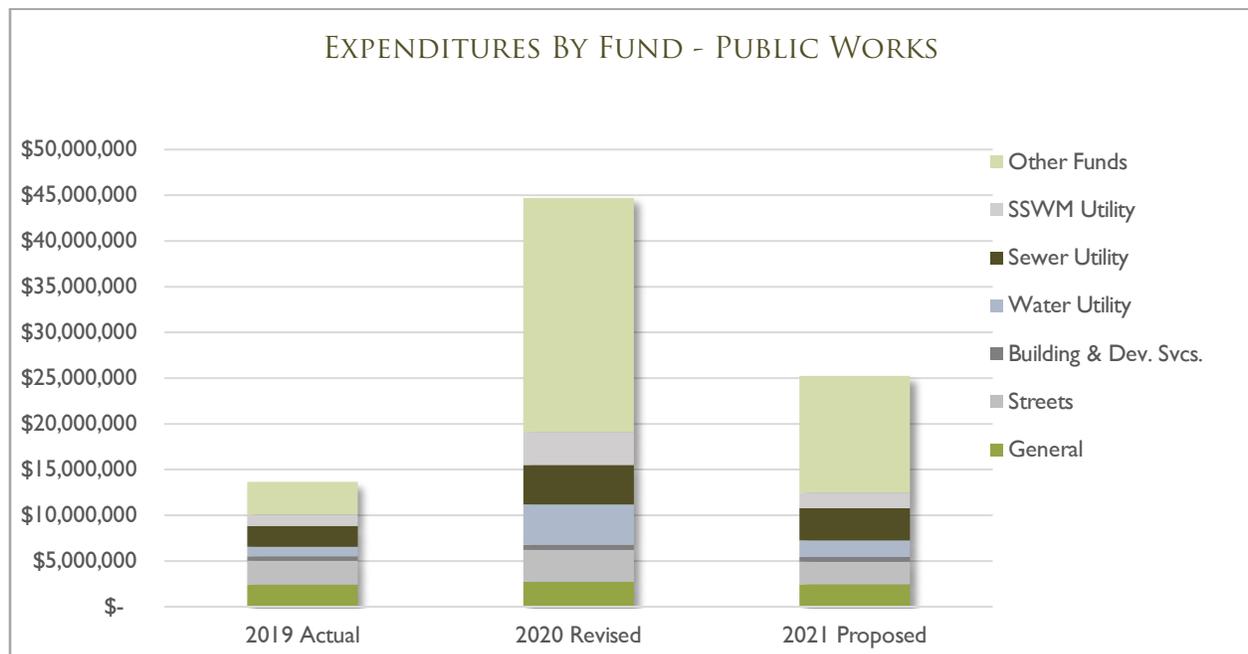
DEPARTMENT STAFFING – PUBLIC WORKS





EXPENDITURES BY FUND – PUBLIC WORKS

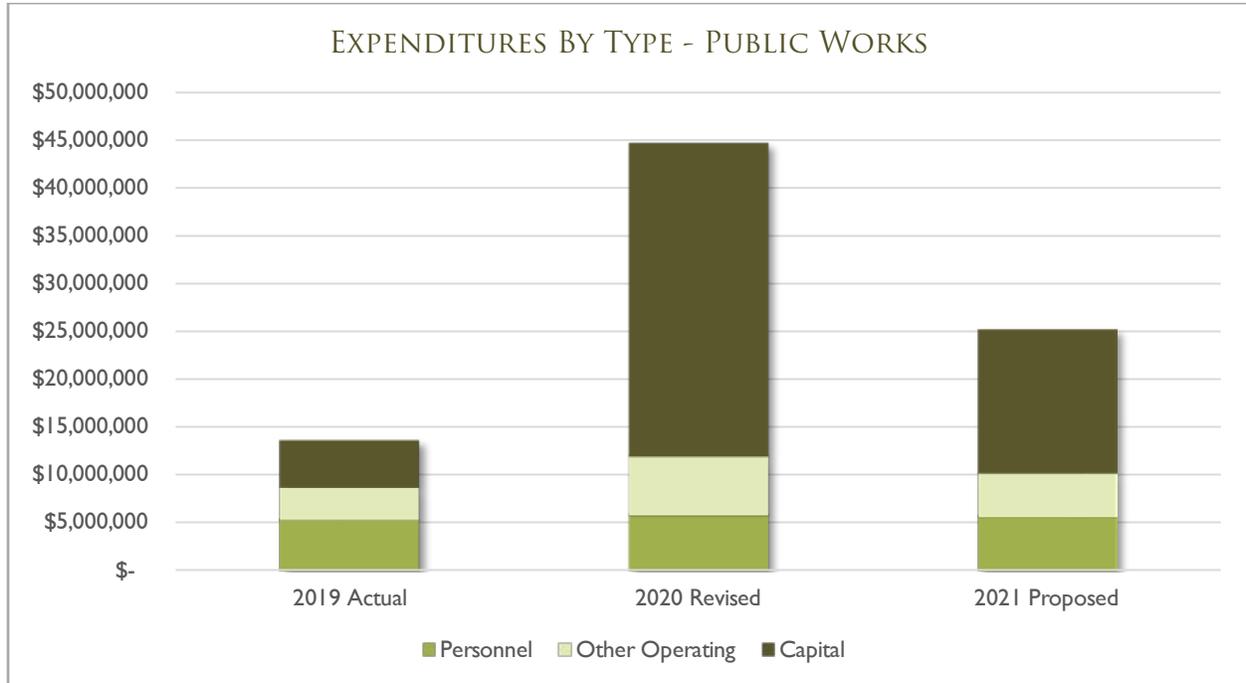
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 2,405,457	\$ 2,742,617	\$ 2,451,757	\$ (290,860)
Streets	\$ 2,621,045	\$ 3,465,288	\$ 2,486,802	\$ (978,486)
Building & Dev. Svcs.	\$ 484,089	\$ 567,941	\$ 511,438	\$ (56,503)
Water Utility	\$ 1,066,538	\$ 4,421,121	\$ 1,791,402	\$ (2,629,719)
Sewer Utility	\$ 2,254,406	\$ 4,323,259	\$ 3,535,182	\$ (788,077)
SSWM Utility	\$ 1,253,604	\$ 3,609,787	\$ 1,713,733	\$ (1,896,054)
Other Funds	\$ 3,559,647	\$ 25,512,461	\$ 12,752,256	\$ (12,760,205)
Total Budget	\$ 13,644,786	\$ 44,642,474	\$ 25,242,570	\$ (19,399,904)





EXPENDITURES BY TYPE – PUBLIC WORKS

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 5,336,521	\$ 5,791,265	\$ 5,655,662	\$ (135,603)
Other Operating	\$ 3,351,889	\$ 6,059,125	\$ 4,491,496	\$ (1,567,629)
Capital	\$ 4,956,376	\$ 32,792,084	\$ 15,095,412	\$ (17,696,672)
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
Total Budget	\$ 13,644,786	\$ 44,642,474	\$ 25,242,570	\$ (19,399,904)





GENERAL GOVERNMENT

CITY OF BAINBRIDGE ISLAND
FY 2021 & 2022 PROPOSED BUDGET - ALL FUNDS
GENERAL GOVERNMENT

	2019 ACTUAL	2020 REVISED	2021 PROPOSED	2022 PROPOSED
Salaries	12,700	71,500	74,000	74,000
Benefits	36,818	83,500	178,100	178,100
Salaries & Benefits	49,518	155,000	252,100	252,100
Supplies	31,354	6,500	5,000	5,000
Supplies	31,354	6,500	5,000	5,000
Professional Services	384,641	458,804	391,200	425,500
Communication	148,372	169,250	181,950	186,650
Training	1,046	5,000	3,000	3,000
Advertising	280	-	300	300
Operating Leases	263,598	259,000	253,500	253,500
Insurance	397,693	434,600	474,900	492,000
Utilities	517,120	577,485	600,850	611,300
All Other Miscellaneous	72,360	2,369,168	88,000	91,000
Services & Charges	1,785,110	4,273,307	1,993,700	2,063,250
Intergovernmental Services	198,115	152,000	215,000	227,550
Intergovernmental-Taxes and Assessments	165,931	233,000	185,500	195,500
Interfund - Taxes and Assessments	621,447	606,334	644,700	657,700
Intergovernmental & Interfund	985,494	991,334	1,045,200	1,080,750
Capital Projects	-	137,642	-	-
Other Expenditures	6,101,574	3,032,465	2,974,806	2,966,385
TOTAL EXPENDITURES	8,953,050	8,458,606	6,270,806	6,367,485



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.

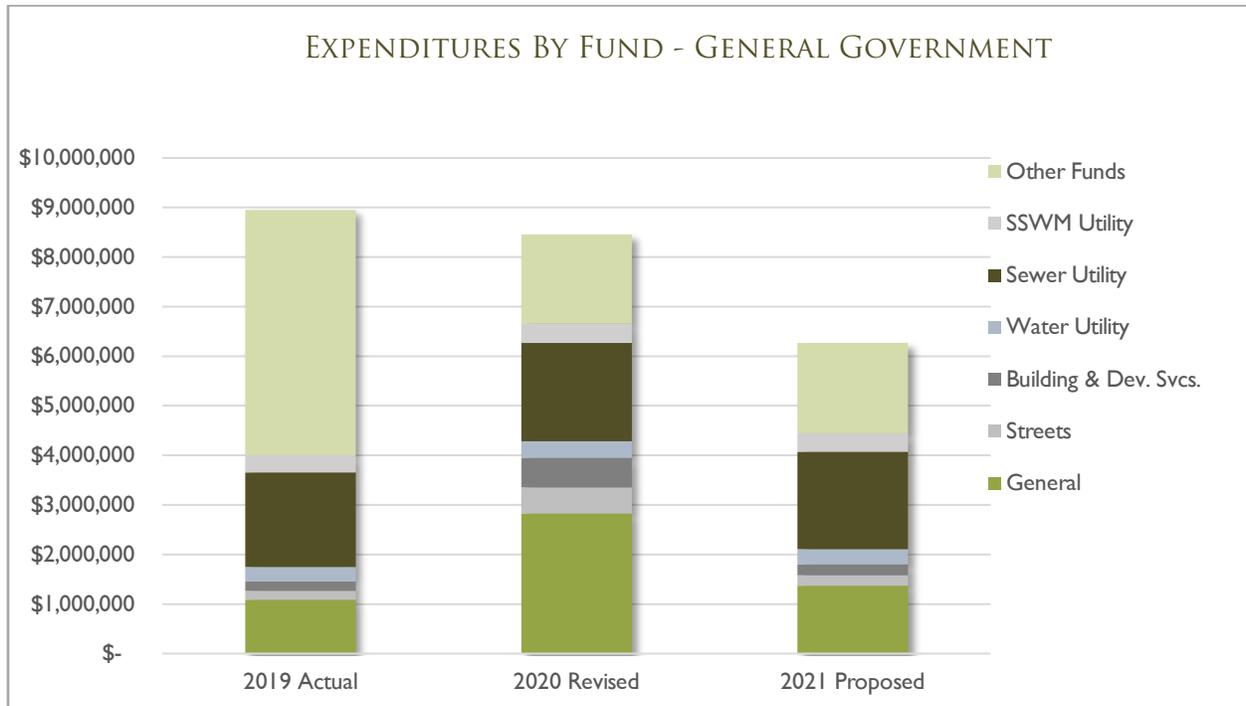
BUDGET NOTES AND CHANGES – GENERAL GOVERNMENT

- 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

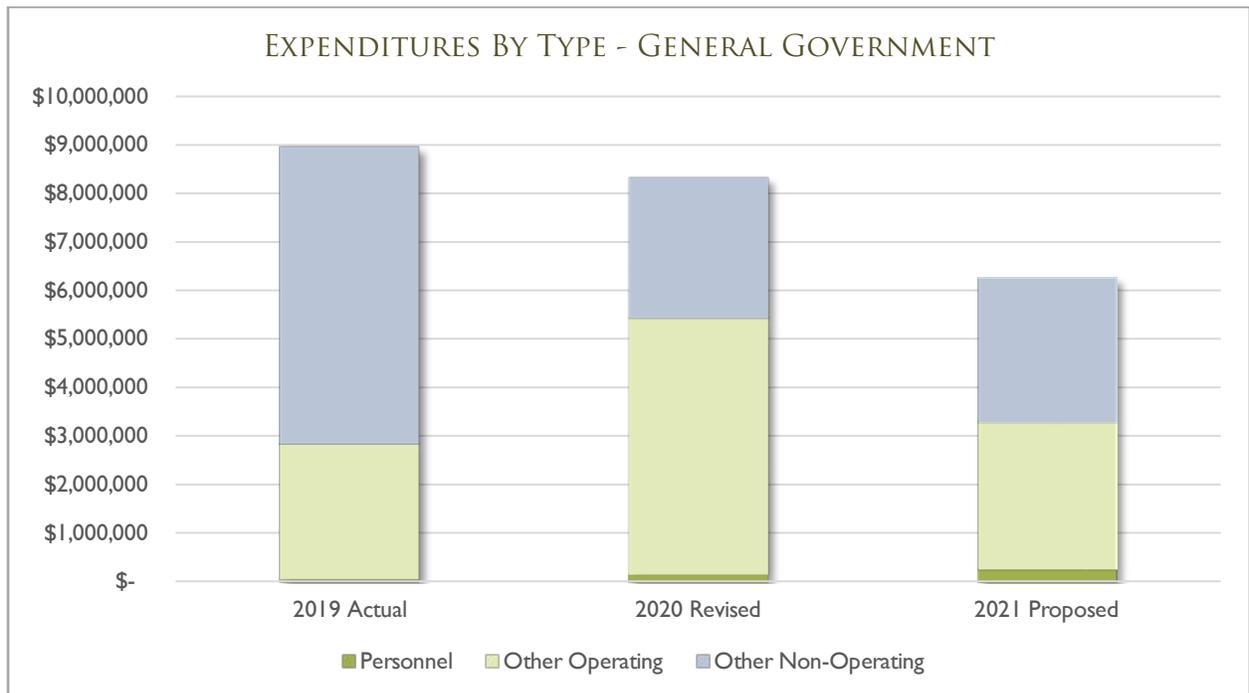
Fund	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
General	\$ 1,088,675	\$ 2,828,915	\$ 1,370,050	\$ (1,458,865)
Streets	\$ 180,255	\$ 521,433	\$ 208,500	\$ (312,933)
Building & Dev. Svcs.	\$ 186,607	\$ 598,856	\$ 221,000	\$ (377,856)
Water Utility	\$ 292,248	\$ 334,366	\$ 309,400	\$ (24,966)
Sewer Utility	\$ 1,904,281	\$ 1,986,178	\$ 1,961,208	\$ (24,970)
SSWM Utility	\$ 347,791	\$ 390,233	\$ 376,173	\$ (14,060)
Other Funds	\$ 4,953,191	\$ 1,798,625	\$ 1,824,475	\$ 25,850
Total Budget	\$ 8,953,050	\$ 8,458,606	\$ 6,270,806	\$ (2,187,800)





EXPENDITURES BY TYPE – GENERAL GOVERNMENT

Category	2019 Actual	2020 Revised	2021 Proposed	Change 2021 over 2020
Personnel	\$ 49,518	\$ 155,000	\$ 252,100	\$ 97,100
Other Operating	\$ 2,801,958	\$ 5,271,141	\$ 3,043,900	\$ (2,227,241)
Capital	\$ -	\$ 137,642	\$ -	\$ (137,642)
Other Non-Operating	\$ 6,101,574	\$ 2,894,823	\$ 2,974,806	\$ 79,983
Total Budget	\$ 8,953,050	\$ 8,458,606	\$ 6,270,806	\$ (2,187,800)



SECTION 5



CAPITAL IMPROVEMENT PLAN



SECTION 5: CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan Summary	139-141
Transportation	142-148
Non-Motorized	149-157
Fleet and Equipment.....	158
Facilities.....	159-165
Water	166-173
Sewer.....	174-185
Stormwater.....	186-190



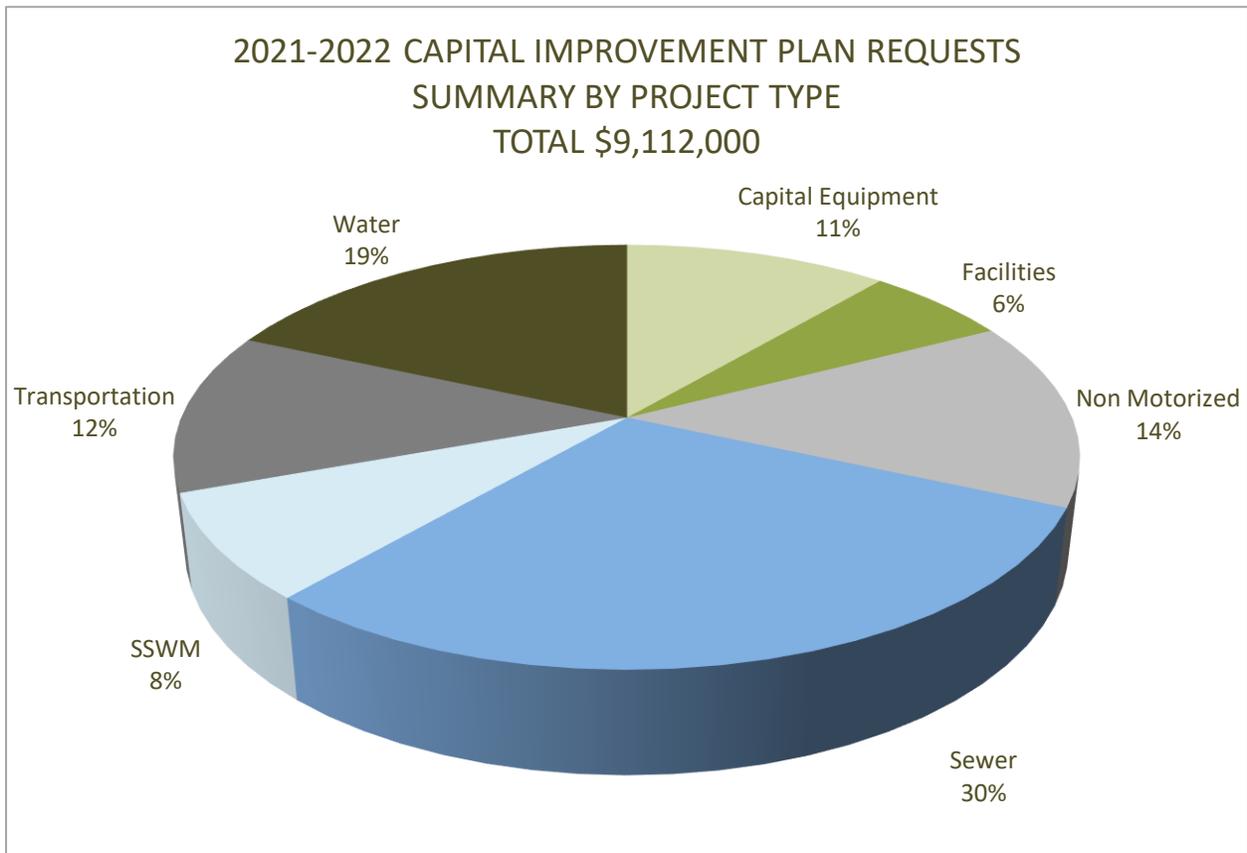
Capital Improvement Plan Summary

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 meet the City's goals.

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 2021-2022 CIP is a robust plan with emphasis on critical water and sewer utility projects, in conjunction with continuation of significant non-motorized and transportation projects. The Police and Municipal Court Building renovation is planned to be completed mid-year 2022.

Fiscal year 2021 and 2022 capital improvements are incorporated into the 2021 – 2022 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.



CITY OF BAINBRIDGE ISLAND
TOTAL CIP (2021 - 2026)
2021-2022 PROPOSED BUDGET

	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
in (1000s)									
Transportation Projects	5,311	1,068	349	1,423	-	625	1,110	-	9,886
Transportation Grants	3,072	-	300	750	-	-	-	-	4,122
Non Motorized Projects	1,445	635	2,078	785	1,498	235	-	-	6,676
Non Motorized Grants	925	210	1,200	700	735	220	-	-	3,990
Fleet and Equipment	-	753	270	909	486	633	684	-	3,735
General Gov't Funded	-	594	270	300	444	493	354	-	2,455
Utility Funded	-	159	-	609	42	140	330	-	1,280
Facility Projects	20,000	438	123	380	-	-	-	-	20,941
Facility Grants	-	-	-	-	-	-	-	-	-
Water Projects	1,996	748	923	10,660	1,735	60	228	-	16,349
Water Grants	-	-	-	-	-	-	-	-	-
Sewer Projects	1,660	1,376	1,328	4,135	1,490	1,330	490	-	11,809
Sewer Grants	-	-	-	-	-	-	-	-	-
SSWM Projects	501	68	664	280	765	1,270	-	-	3,548
SSWM Grants	-	-	-	-	-	-	-	-	-
Utility Funding	4,157	2,351	2,915	15,684	4,032	2,800	1,048	-	32,987
General Govt Funding	22,759	2,525	1,320	1,438	1,207	1,133	1,464	-	31,846
Total Project Cost Less Grants	26,915	4,877	4,235	17,122	5,239	3,933	2,512	-	64,833
Grant Totals	3,997	210	1,500	1,450	735	220	-	-	8,112
TOTAL PROJECT COST	30,912	5,087	5,735	18,572	5,974	4,153	2,512	-	72,945

CITY OF BAINBRIDGE ISLAND
TRANSPORTATION CIP (2021 - 2026)
2021-2022 PROPOSED BUDGET

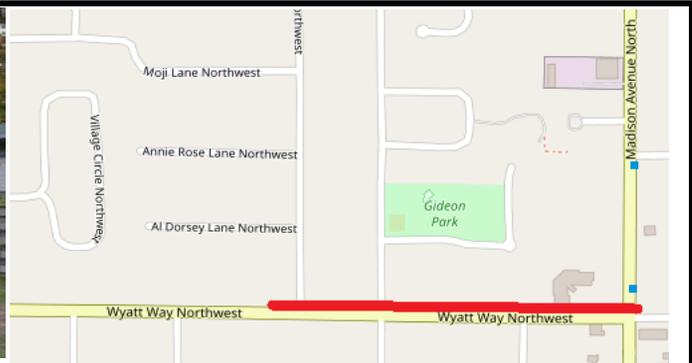
Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stirts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Wyatt Way Reconstruction Phase I <i>Madison - Lovell</i>	X	X	2,516		Y	Y			4,153	9	-	-	-	-	-	-	4,162
Sportsman Club/New Brooklyn <i>Intersection Imprv.</i>	X	X	556		Y				1,097	42	3	-	-	-	-	-	1,142
Finch Road Improvements <i>Wyatt to Sportsman Club</i>	X		300		Y				-	117	333	-	-	-	-	-	450
Country Club Bulkhead Reconstruction <i>at Seawall</i>									-	525	-	-	-	-	-	-	525
Country Club Rd Reconstruction <i>Past Toe Jam to Seawall</i>			-		Y				61	325	-	-	-	-	-	-	386
Madison Avenue Reconstruction <i>HS Road to New Brooklyn</i>			750		Y				-	50	13	1,198	-	-	-	-	1,261
Manitou Beach Rd & Bulkhead Repair <i>Manitou Beach Rd</i>			-		Y				-	-	-	225	-	485	500	-	1,210
Winslow Way West <i>Parfitt to Grow Ave</i>					Y				-	-	-	-	-	140	610	-	750
City Funding									2,239	1,068	49	673	-	625	1,110	-	5,764
Grant Totals									3,072	-	300	750	-	-	-	-	4,122
TOTALS									5,311	1,068	349	1,423	-	625	1,110	-	9,886

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. Replace several hundred feet of aging and undersized water mains prior to road repairs.

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.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$1,637	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$1,646
Water Fund	\$323	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$323
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
Sub-total	\$4,475	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$4,484
FUNDING USES (1000's)									
Project Management	\$144	\$9							\$153
Design/permitting	\$770								\$770
Construction	\$3,561								\$3,561
Sub-total	\$4,475	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$4,484

Estimated Impact on Future Operating Budget (1000's)

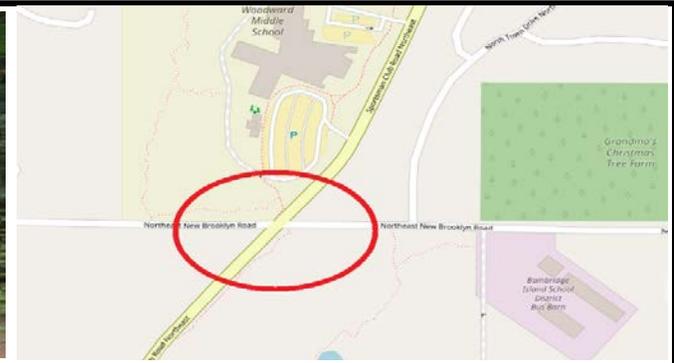
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Sportsman Club Road and New Brooklyn Road

Number: 00715

Location: Intersection Improvements

Project Description



Description: Non-motorized and safety improvements such as sidewalks and improved crosswalks are planned for the intersection to better facilitate walking and biking to school.

Benefit: Improved non-motorized safety at the intersection.

Schedule: 2020: Design; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$183	\$42	\$3	\$0	\$0	\$0	\$0	\$0	\$228
Trans. Impact Fees	\$358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358
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	\$556	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$556
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$1,097	\$42	\$3	\$0	\$0	\$0	\$0	\$0	\$1,142
FUNDING USES (1000's)									
Project Management	\$56	\$42	\$3						\$102
Design/permitting	\$208								\$208
Construction	\$832								\$832
Sub-total	\$1,096	\$42	\$3	\$0	\$0	\$0	\$0	\$0	\$1,142

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Finch Road Improvements

Number:

Location:

Project Description



Description: Vehicular and non-motorized and safety improvements at the intersection of Finch Road and Wyatt Way, as well as non-motorized improvements along the Finch corridor from Wyatt Way to Sportsman Club Road.

Benefit: Improved vehicular and non-motorized safety.

Schedule: YR1: Design; Y2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$117	\$33	\$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	\$300	\$0	\$0	\$0	\$0	\$0	\$300
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$117	\$333	\$0	\$0	\$0	\$0	\$0	\$450
FUNDING USES (1000's)									
Project Management		\$17	\$33						
Design/permitting		\$100							
Construction			\$300						
Sub-total	\$0	\$117	\$333	\$0	\$0	\$0	\$0	\$0	\$450

Estimated Impact on Future Operating Budget

	Prior Yr:	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0								

Project: Country Club Bulkhead Reconstruction

Number:

00712

Location: Toe Jam Road to the Seawall

Project Description



Description: Repair and replace portions of the existing bulkhead adjacent to the roadway. One lane of the roadway was closed in June 2020 as a result of failing pavement caused by erosion on the shoreline.

Benefit: Repairing the bulkhead will prevent further failure of the roadway.

Schedule: 2020: Design and permitting; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$525	\$0	\$0	\$0	\$0	\$0	\$0	\$525
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
Sub-total	\$0	\$525	\$0	\$0	\$0	\$0	\$0	\$0	\$525
FUNDING USES (1000's)									
Project Management		\$37							\$37
Design/permitting		\$95							\$95
Construction		\$393							\$393
Sub-total	\$0	\$525	\$0	\$0	\$0	\$0	\$0	\$0	\$525

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

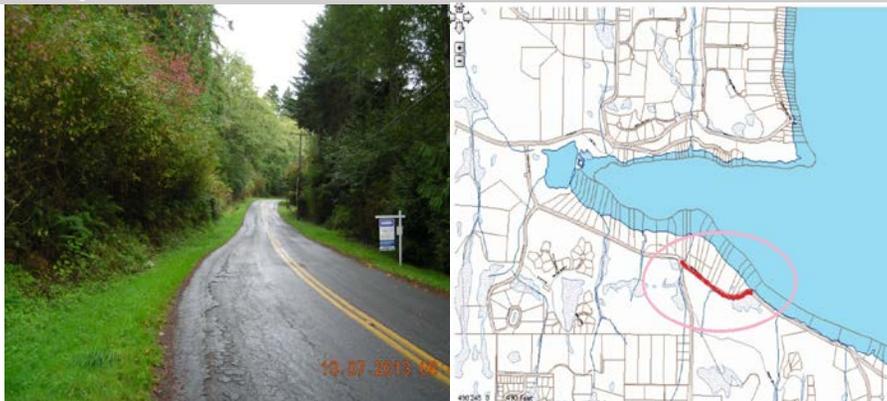
Project: Country Club Road Reconstruction

Number:

00712

Location: Toe Jam Road to the Seawall

Project Description



Description: This project will repair failing roadway pavement and improve drainage conditions east of Toe Jam Road to the existing bulkhead.

Benefit: Roadway preservation.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$61	\$325	\$0	\$0	\$0	\$0	\$0	\$0	\$386
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
Sub-total	\$61	\$325	\$0	\$0	\$0	\$0	\$0	\$0	\$386
FUNDING USES (1000's)									
Project Management	\$61	\$16							\$77
Design/permitting		\$55							\$55
Construction		\$254							\$254
Sub-total	\$61	\$325	\$0	\$0	\$0	\$0	\$0	\$0	\$386

Estimated Impact on Future Operating Budget

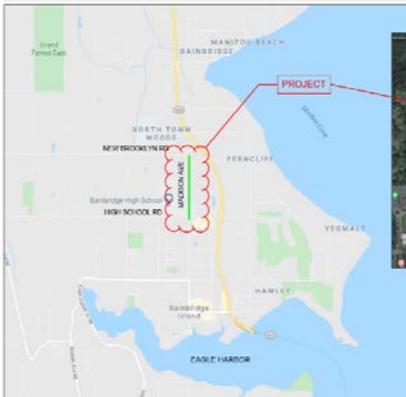
	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Madison Ave Reconstruction

Number:

Location:

Project Description



Description: This project proposed to reconstruct Madison Avenue from the roundabout to New Brooklyn Road where the pavement condition score ranks 55 out of a possible 100 points. The paving will be performed after sewer utility replacement work occurs along the corridor the previous year.

Benefit: Roadway preservation.

Schedule: YR1: Design; YR3: Construction

Capital Funding (1000's)

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$50	\$13	\$448	\$0	\$0	\$0	\$0	\$511
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	\$750	\$0	\$0	\$0	\$0	\$750
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$50	\$13	\$1,198	\$0	\$0	\$0	\$0	\$1,261
FUNDING USES (1000's)									
Project Management		\$20	\$13	\$75					\$108
Design/permitting		\$30		\$373					\$403
Construction				\$750					\$750
Sub-total	\$0	\$50	\$13	\$1,198	\$0	\$0	\$0	\$0	\$1,261

Estimated Impact on Future Operating Budget

	Prior Yrs	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0								

CITY OF BAINBRIDGE ISLAND
NON-MOTORIZED TRANSPORTATION CIP (2021- 2026)
2021-2022 PROPOSED BUDGET

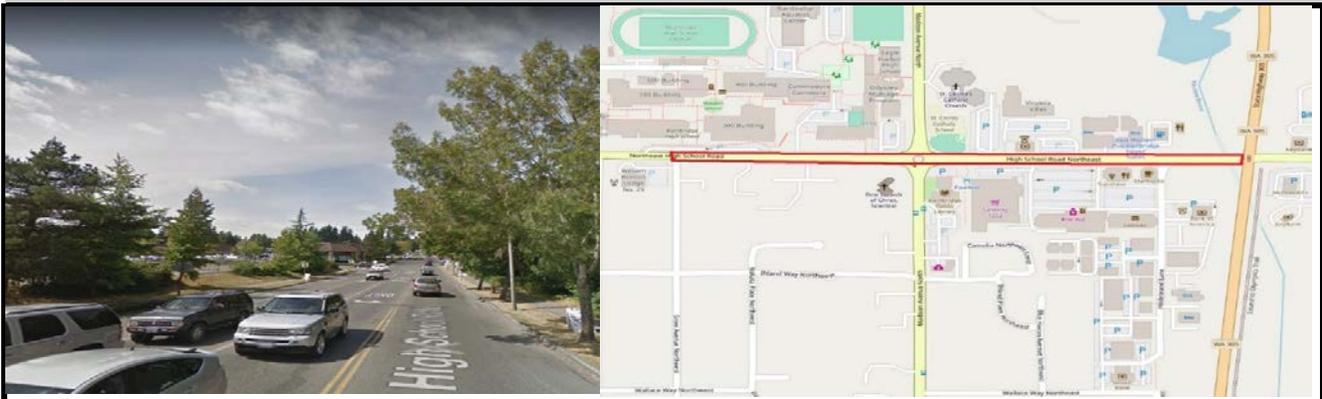
Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Comp	W/tr Comp	Swr Comp	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
High School Road Safety Improvements	X	X	225						248	6	-	-	-	-	-	-	254
<i>SR305 to Grow</i>																	
Eagle Harbor Phase II	X	X	700						1,020	46	3	-	-	-	-	-	1,070
<i>Eagle Harbor Dr</i>																	
Visconsi Trail									25	265	-	-	-	-	-	-	290
<i>SR305 at HS Rd</i>																	
Madison Avenue Sidewalk Improvements	X	X	1,410	Y					-	290	1,809	-	-	-	-	-	2,100
<i>Wyatt to High School</i>																	
High School Road SR 305 Bike Crossing	X		700						-	-	172	770	-	-	-	-	942
C40 Eagle Harbor Dr Phase I	X	X	735				Y		95	-	-	5	755	-	-	-	855
<i>Wyatt to past Bucklin Hill</i>																	
Grow Ave Traffic Calming	X								-	28	93	-	-	-	-	-	121
<i>Grow Ave</i>																	
Lost Valley Trail	X		220						-	-	-	10	45	235	-	-	290
C40 - Bucklin Ph 2	X		-	Y					57	-	-	-	698	-	-	-	755
<i>Blakely - Fletcher Bay</i>																	
City Project Funding									520	425	878	85	763	15	0	-	2,686
Grant Totals									925	210	1,200	700	735	220	-	-	3,990
TOTALS									1,445	635	2,078	785	1,498	235	0	-	6,676

Project: High School Road Safety Improvements

Number: 00966

Location: SR305 to Grow

Project Description



Description: Improve pedestrian safety by reconfiguring an existing mid-block crossing, adding signage and flashing beacons, and adding/moving radar feedback signs.

Benefit: Increase pedestrian and other non-motorized safety.

Schedule: 2020: Design; 2021 Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$23	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$29
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	\$225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$225
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$248	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$254
FUNDING USES (1000's)									
Project Management	\$20	\$6							\$26
Design/permitting	\$26								\$26
Construction	\$202								\$202
Sub-total	\$248	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$254

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: C40 Eagle Harbor Drive Phase 2

Number:

01077

Location: Eagle Harbor shoreline to McDonald

Project Description



Description: Provide a 5'-wide shoulder (northbound) and a separated bike lane (southbound) from the shoreline to McDonald Ave.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: design/permitting YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
REET	\$320	\$46	\$3	\$0	\$0	\$0	\$0	\$0	\$370
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	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$1,020	\$46	\$3	\$0	\$0	\$0	\$0	\$0	\$1,070
FUNDING USES (1000's)									
Project Management	\$40	\$46	\$3						\$90
Design/permitting	\$280								\$280
Construction	\$700								\$700
Sub-total	\$1,020	\$46	\$3	\$0	\$0	\$0	\$0	\$0	\$1,070

Estimated Impact on Future Operating Budget

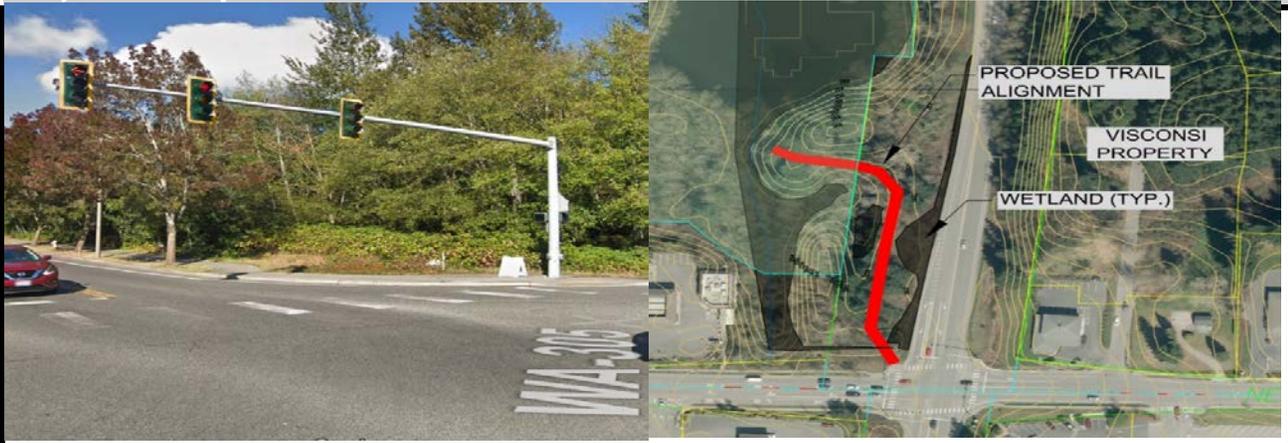
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	\$0								

Project: Visconsi Trail

Number: 00841

Location:

Project Description



Description: This project is a continuation of the paved, multi-use Sound to Olympics Trail (STO) from the Northwest corner of SR305 and High School Road to the southwest side of the Sakai Pond. The end of the paved, multi-use trail will connect with the Sakai trail on Bainbridge Island Parks property. Approximately \$155,000 of the project cost was provided through the Visconsi development agreement.

Benefit: Extension of the STO multi-use trail for non-motorized users.

Schedule: 2020: Design; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$25	\$265	\$0	\$0	\$0	\$0	\$0	\$0	\$290
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
Sub-total	\$25	\$265	\$0	\$0	\$0	\$0	\$0	\$0	\$290
FUNDING USES (1000's)									
Project Management	\$25	\$50							\$75
Design/permitting									\$0
Construction		\$215							\$215
Sub-total	\$25	\$265	\$0	\$0	\$0	\$0	\$0	\$0	\$290

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026-2040	Total
Operating								
Debt Service								
Sub-total	\$0							

Project: Madison Avenue Sidewalk Improvements

Number:

Location: Wyatt to High School

Project Description



Description: This project will widen the existing east-side sidewalk to 5-feet or greater, and include sections of landscape buffer. Driveways and ramps on the both sides will be upgraded to meet current standards.

Benefit: The goal of the project is to better accommodate pedestrians of all ages and abilities along this heavily used corridor that currently has barriers for many users.

Schedule: YR1: Design; YR2 Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$80	\$609	\$0	\$0	\$0	\$0	\$0	\$690
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	\$210	\$1,200	\$0	\$0	\$0	\$0	\$0	\$1,410
Sub-total	\$0	\$290	\$1,809	\$0	\$0	\$0	\$0	\$0	\$2,100
FUNDING USES (1000's)									
Project Management		\$30	\$59						\$90
Design/permitting		\$260							\$260
Construction			\$1,750						\$1,750
Sub-total	\$0	\$290	\$1,809	\$0	\$0	\$0	\$0	\$0	\$2,100

Estimated Impact on Future Operating Budget

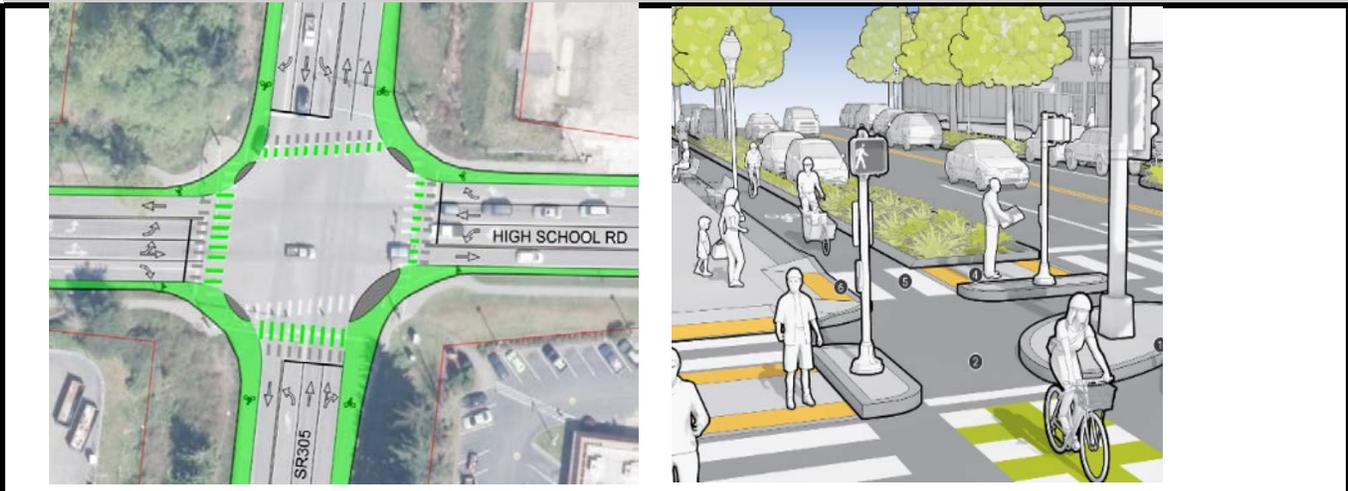
	Prior Yr:	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0								

Project: High School Road SR305 Bike Crossing

Number:

Location: SR305 at High School Rd

Project Description



Description: This project proposes to create bicycle crossings, signage and signals at the SR305 and High School road intersection to improve safety associated with Sound to Olympics Trail crossings.

Benefit: Improved bicycle safety.

Schedule: YR1: Design and permitting; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$172	\$70	\$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	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$700
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$0	\$172	\$770	\$0	\$0	\$0	\$0	\$942
FUNDING USES (1000's)									
Project Management			\$22	\$70					\$92
Design/permitting			\$150						\$150
Construction				\$700					\$700
Sub-total	\$0	\$0	\$172	\$770	\$0	\$0	\$0	\$0	\$942

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: C40 Eagle Harbor Drive Phase I

Number: 00968

Location: Wyatt to past Bucklin Hill

Project Description



Description: Shoulder widening on both sides from the Head of the Bay and along the shoreline segment of the road. This project includes the replacement of a culvert with a fish passage culvert – see SSWM project list.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2023: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$95	\$0	\$0	\$5	\$20	\$0	\$0	\$0	\$120
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$105	\$2	\$7	\$0	\$525	\$0	\$0	\$0	\$638
Federal Grant	\$0	\$0	\$0	\$0	\$735	\$0	\$0	\$0	\$735
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$200	\$2	\$7	\$5	\$1,280	\$0	\$0	\$0	\$1,493
FUNDING USES (1000's)									
Project Management	\$10	\$2	\$7		\$20				\$38
Design/permitting	\$190								\$190
Construction				\$5	\$1,260				\$1,265
Sub-total	\$200	\$2	\$7	\$5	\$1,280	\$0	\$0	\$0	\$1,493

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Grow Ave Traffic Calming

Number:

Location:

Project Description



Description: This project proposes to engage the community and develop design concepts for traffic calming along the Grow Avenue corridor, and sets aside funding for implementation of programmatic and minor capital improvements that the community supports. Eligibility for grant funds will be evaluated for future years.

Benefit: Advances options for non-motorized safety and speed reduction on the Grow corridor.

Schedule: YR1: Engagement and Design; YR2: Implementation

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$28	\$93	\$0	\$0	\$0	\$0	\$0	\$121
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
Sub-total	\$0	\$28	\$93	\$0	\$0	\$0	\$0	\$0	\$121
FUNDING USES (1000's)									
Project Management		\$8	\$13						\$21
Design/permitting									\$0
Construction		\$20	\$80						\$100
Sub-total	\$0	\$28	\$93	\$0	\$0	\$0	\$0	\$0	\$121

Estimated Impact on Future Operating Budget

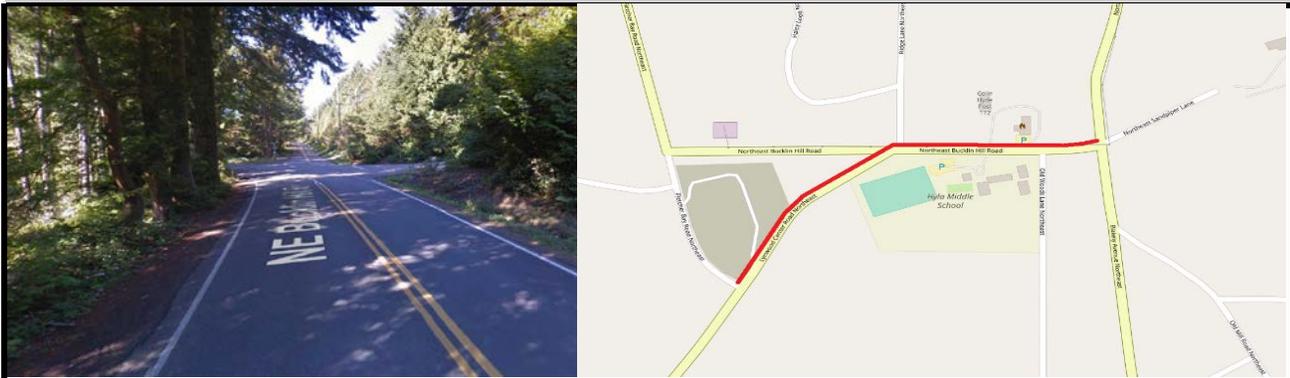
	Prior Yrs.	2021	2022	2022	2023	2024	2025	2026-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: C40 Bucklin Hill Road Phase 2

Number: 00723

Location: Blakely to Fletcher

Project Description



Description: Provide shoulder widening on both sides of Bucklin Hill Road and Lynwood Center Road from Blakely Avenue to Fletcher Bay Road. There is a potential for separated paths along portions of this segment on both sides of the road.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: Construction (in-house design)

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$57	\$0	\$0	\$0	\$698	\$0	\$0	\$0	\$755
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
Sub-total	\$57	\$0	\$0	\$0	\$698	\$0	\$0	\$0	\$755
FUNDING USES (1000's)									
Project Management	\$10				\$95				\$105
Design/permitting	\$47								\$47
Construction					\$603				\$603
Sub-total	\$57	\$0	\$0	\$0	\$698	\$0	\$0	\$0	\$755

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2022	2023	2024	2025	2026-2040	Total
Operating Debt Service									
Sub-total	\$0								

CITY OF BAINBRIDGE ISLAND
FLEET AND EQUIPMENT CIP (2021 - 2026)
2021-2022 PROPOSED BUDGET

Project	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2021	2022	2023	2024	2025	2026	Total
FLEET & EQUIPMENT - 6-YEAR CIP (1000s)												
Police Vehicles (2)	1,242					187	195	202	211	219	228	1,242
Track Excavator		160				160	-	-	-	-	-	160
Medium Duty Pickup		66				66	-	-	-	-	-	66
Heavy Duty Pickup with Crane			60		60	120	-	-	-	-	-	120
Heavy Duty Pickup	76	19				95						95
Light Duty Pick Up	60					60	-	-	-	-	-	60
Light Duty Pick Up	13	13	13	13	13	65	-	-	-	-	-	65
Police Boat Trailer	34					-	34	-	-	-	-	34
Police Motorcycle	41					-	41	-	-	-	-	41
Vactor Truck				231	231	-	-	462	-	-	-	462
Electric SUV	14	14	14	14	14	-	-	70	-	-	-	70
Medium Duty Pickup	22	22	22	22	22	-	-	110	-	-	-	110
Electric SUV	13	13	13	13	13	-	-	65	-	-	-	65
Electric SUV	14	14	14	14	14	-	-	-	70	-	-	70
CH Vehicle	70					-	-	-	70	-	-	70
Electric SUV	65					-	-	-	65	-	-	65
Salt Brine System		70				-	-	-	70	-	-	70
Police Boat Motor	15					-	-	-	-	15	-	15
Heavy Duty Pickup	24	95				-	-	-	-	119	-	119
Truck Cab and Chassis		140			140	-	-	-	-	280	-	280
Forklift	9	9	9	9	9	-	-	-	-	-	45	45
Street Sweeper		65			260	-	-	-	-	-	325	325
Pup Trailer		43			43	-	-	-	-	-	86	86
TOTALS						753	270	909	486	633	684	3,735

**CITY OF BAINBRIDGE ISLAND
FACILITIES CIP (2021 - 2026)
2021-2022 PROPOSED BUDGET**

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
FACILITIES PROJECTS - 6-YEAR CIP																	
Police and Municipal Court Building				Y					20,000	-	-	-	-	-	-	-	20,000
City Hall Parking Lot Retrofit				Y					-	111	-	-	-	-	-	-	111
City Hall Security				Y					-	157	7	-	-	-	-	-	164
Salt Storage Facility				Y					-	67	-	-	-	-	-	-	67
Winslow Rain Garden Safety Fencing				Y					-	103	-	-	-	-	-	-	103
City Hall Renovations				Y					-	-	116	380	-	-	-	-	496
City Total									20,000	438	123	380	-	-	-	-	20,941
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									20,000	438	123	380	-	-	-	-	20,941

Project: Police and Municipal Court Facility

Number: 00724

Location: Harrison Building

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: Construction in 2021.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$10,281	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,281
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
REET	\$1,719	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,719
Long-Term Debt	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Sub-total	\$20,000	\$0	\$20,000						
FUNDING USES (1000's)									
Project Mgmt/Admin	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
Predesign	\$450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Acquisition	\$8,975	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,975
Design	\$672	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$672
Construction	\$9,703	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,703
Sub-total	\$20,000	\$0	\$20,000						

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating				\$100	\$100	\$100	\$100	\$1,400	\$1,800
Debt Service		\$0	\$489	\$515	\$512	\$514	\$511	\$7,176	\$9,717
Sub-total	\$0	\$0	\$489	\$615	\$612	\$614	\$611	\$8,576	\$11,517

Project: City Hall Parking Lot Retrofit

Number:

Location: City Hall

Project Description



Description: Improve the stormwater drainage system and add water quality facilities at the City Hall lower parking lot in accordance with the City’s stormwater permit. The project would seek to eliminate the use of asphalt paving as part of the suite of improvements.

Benefit: The improvements would improve drainage and water quality from the site, and potentially enhance the visual aesthetics of the parking lot.

Schedule: YR I: Design and construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$111
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
Sub-total	\$0	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$111
FUNDING USES (1000's)									
Project Management	\$0	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$11
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Sub-total	\$0	\$111	\$0	\$0	\$0	\$0	\$0	\$0	\$111

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating Debt Service									
Sub-total									

Project: City Hall Security

Number:

Location: City Hall

Project Description



Description: Replace the obsolete existing security system at City Hall to match coordinate with the new system to be installed at the new Police/Court Facility.

Benefit: Improved security at City Hall, and coordinated systems across the organization for ease of maintenance and operability.

Schedule: YR 1: Design and construction; YR 2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$157	\$7	\$0	\$0	\$0	\$0	\$0	\$164
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
Sub-total	\$0	\$157	\$7	\$0	\$0	\$0	\$0	\$0	\$164
FUNDING USES (1000's)									
Project Management	\$0	\$7	\$7	\$0	\$0	\$0	\$0	\$0	\$14
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Sub-total	\$0	\$157	\$7	\$0	\$0	\$0	\$0	\$0	\$164

Estimated Impact on Future Operating Budget (1000's)

	Prior Yr:	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

Project: Salt Storage Facility
Location: Hidden Cove Maintenance Facility

Number:

Project Description



Description: The salt storage facility will enable road maintenance crews to store and more easily distribute salt brine as part of the City’s snow and ice response efforts. Salt brine has previously been purchased from the County, and this new approach will reduce the budget and labor associated with this work over the long term. Stockpiled salt needs to be sheltered from the elements.

Benefit: Improved snow and ice response, and reduced costs.

Schedule: YR I: Design and construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$67
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
Sub-total	\$0	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$67
FUNDING USES (1000's)									
Project Management	\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$7
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$60
Sub-total	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$67

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating Debt Service									
Sub-total									

Project: Winslow Rain Garden Safety Fencing

Number:

Location: Winslow Way

Project Description



Description: Install ornamental safety fencing around each of the rain gardens along Winslow Way.

Benefit: The fencing would prevent pedestrians from tripping and or falling into the rain gardens, and responds to several notifications the City has received about incidents having occurred.

Schedule: YR I: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$103	\$0	\$0	\$0	\$0	\$0	\$0	\$103
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
Sub-total	\$0	\$103	\$0	\$0	\$0	\$0	\$0	\$0	\$103
FUNDING USES (1000's)									
Project Management	\$0	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$3
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100
Sub-total	\$0	\$103	\$0	\$0	\$0	\$0	\$0	\$0	\$103

Estimated Impact on Future Operating Budget (1000's)

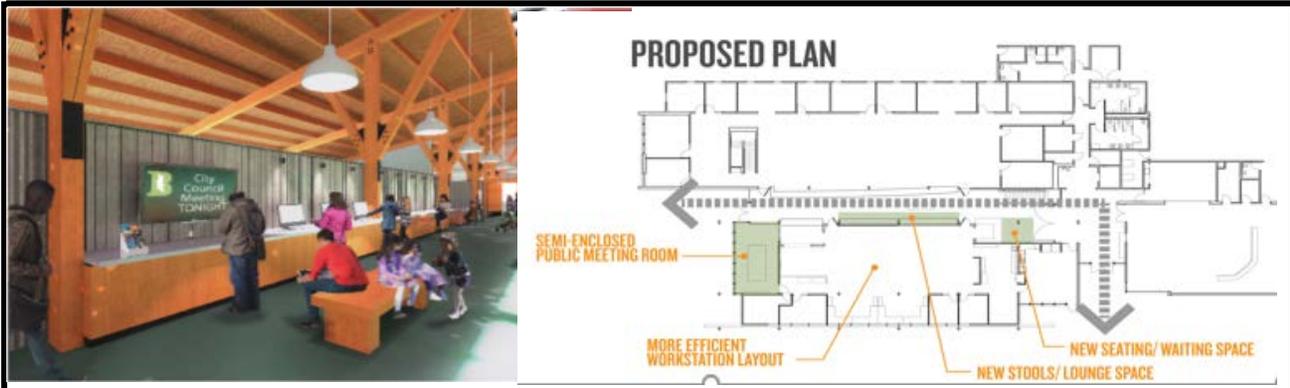
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

Project: City Hall Renovations

Number: 00807

Location: City Hall

Project Description



Description: Renovate lower floor of City Hall to better accommodate current personnel and usage, create more shared meeting space, and replace outdated and worn facilities. This renovation also includes technological upgrades to the Council Chambers to improve the meeting experience for present and remote attendees.

Benefit: More efficient use of space, upgrades to building systems and security.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$116	\$380	\$0	\$0	\$0	\$0	\$496
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
Sub-total	\$0	\$0	\$116	\$380	\$0	\$0	\$0	\$0	\$496
FUNDING USES (1000's)									
Project Management	\$0	\$0	\$16	\$30	\$0	\$0	\$0	\$0	\$46
Design/permitting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$100	\$350	\$0	\$0	\$0	\$0	\$450
Sub-total	\$0	\$0	\$116	\$380	\$0	\$0	\$0	\$0	\$496

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating									
Debt Service									
Sub-total									

CITY OF BAINBRIDGE ISLAND
WATER CIP (2021 - 2026)
2021-2022 PROPOSED BUDGET

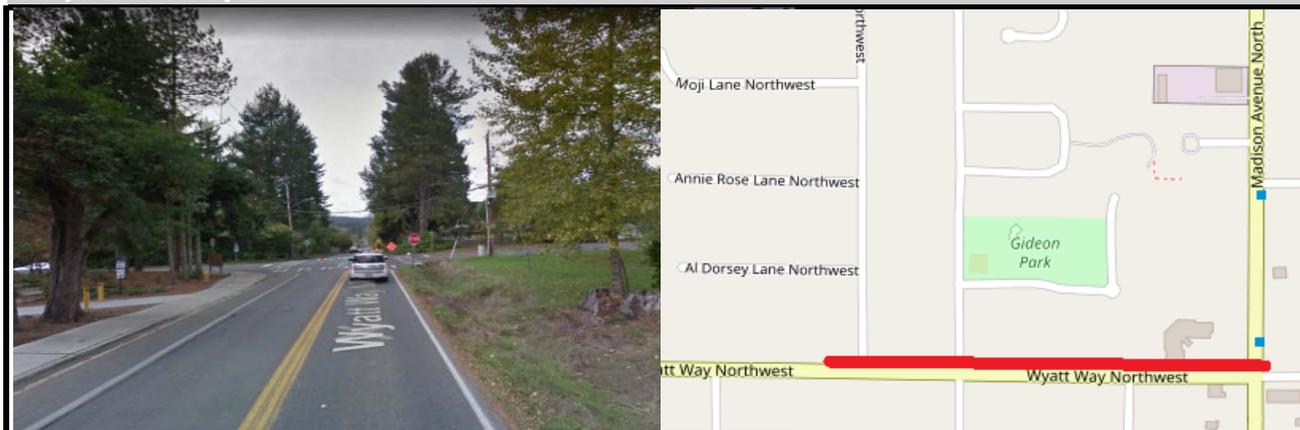
Project	Location	Grant Eligible	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
WATER PROJECTS - 6-YEAR CIP (1000s)																
Wyatt Way Reconstruction	Wyatt Way				Y			323	-	-	-	-	-	-	-	323
SCADA Upgrades	Various				Y			208	8	-	-	-	-	-	-	216
Chlorine Generator Upgrades	Various				Y			460	7	-	-	-	-	-	-	467
Winslow Water Tank Replacement	New Brooklyn				Y			1,005	526	32	10,000	-	-	-	-	11,563
Fire Flow Improvements	Winslow				Y			-	89	388	-	-	-	-	-	477
Well Development/Rehab	Pritchard Park				Y			-	54	165	-	-	-	-	-	219
Pipeline Improvements	Shephard Way				Y			-	64	338	-	-	-	-	-	402
Emergency Generator	Head of the Bay				Y			-	-	-	60	135	-	-	-	195
Water Treatment Improvements	Head of the Bay				Y			-	-	-	600	1,600	-	-	-	2,200
Winslow Way West								-	-	-	-	-	60	228	-	288
City Project Funding								1,996	748	923	10,660	1,735	60	228	-	16,349
Grant Totals								-	-	-	-	-	-	-	-	-
TOTALS								1,996	748	923	10,660	1,735	60	228	-	16,349

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. Replace several hundred feet of aging and undersized water mains prior to road repairs.

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: 2020: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$1,637	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$1,646
Water Fund	\$323	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$323
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
Sub-total	\$4,475	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$4,484
FUNDING USES (1000's)									
Project Management	\$144	\$9							\$153
Design/permitting	\$770								\$770
Construction	\$3,561								\$3,561
Sub-total	\$4,475	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$4,484

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: SCADA Upgrades

Number: 00818

Location: Various

Project Description



Description: The City's water systems are monitored and controlled remotely by a Supervisory Control and Data Acquisition (SCADA) system that was design and installed in 1995. This project will upgrade and replace this critical system to meet current hardware and software standards.

Benefit: Provide reliable monitoring and control of the water system.

Schedule: YRI: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$208	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$216
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
Sub-total	\$208	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$216
FUNDING USES (1000's)									
Project Management	\$3	\$8							\$11
Design/permitting									
Construction	\$205								\$205
Sub-total	\$208	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$216

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Chlorine Generator Upgrades

Number: 00987

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: 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$460	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$467
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
Sub-total	\$460	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$467
FUNDING USES (1000's)									
Project Management		\$7							\$7
Design/permitting									
Construction	\$460								\$460
Sub-total	\$460	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$467

Estimated Impact on Future Operating Budget (1000's)

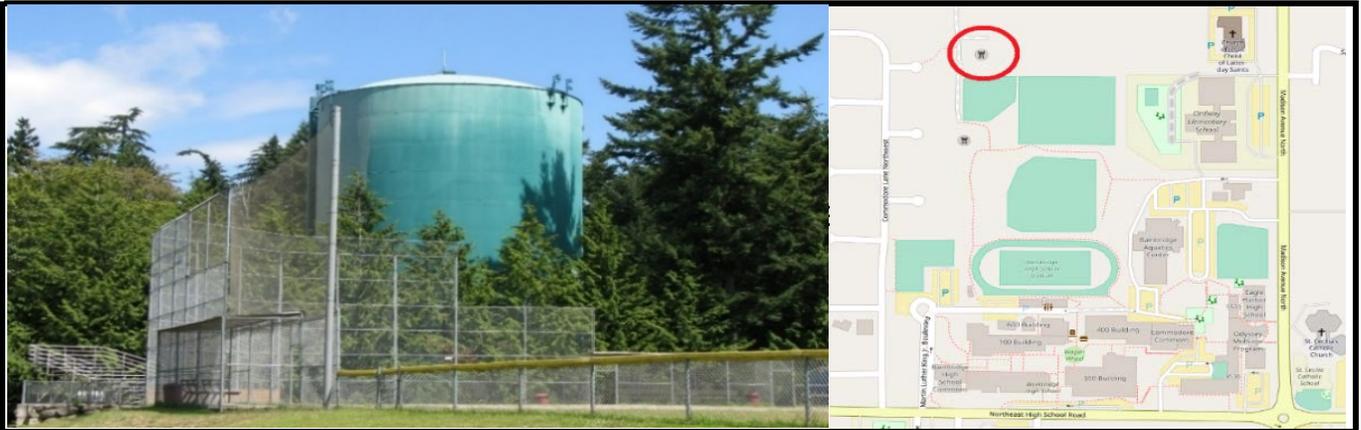
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Winslow Water Tank Replacement

Number: 00988

Location: New Brooklyn

Project Description



Description: Construct a new 2 million-gallon reservoir to replace both of the existing tanks that are located on an easement 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: 2021: Design; 2023: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$1,005	\$526	\$32	\$10,000	\$0	\$0	\$0	\$0	\$11,563
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
Sub-total	\$1,005	\$526	\$32	\$10,000	\$0	\$0	\$0	\$0	\$11,563
FUNDING USES (1000's)									
Project Management	\$5	\$26	\$32						\$63
Design/permitting									
Construction	\$1,000	\$500	\$0	\$10,000					\$11,500
Sub-total	\$1,005	\$526	\$32	\$10,000	\$0	\$0	\$0	\$0	\$11,563

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Fire Flow Improvements

Number:

Location: Winslow

Project Description



Description: As recommended by the City's 2017 Water System Plan, three pipeline upgrades have been identified that will allow the Winslow Water System to provide the required fire flow requirements for commercial and multi-family buildings.

Benefit: Sufficient fire flow to provide life safety and property protections.

Schedule: YR1: design, YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$89	\$388	\$0	\$0	\$0	\$0	\$0	\$477
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
Sub-total	\$0	\$89	\$388	\$0	\$0	\$0	\$0	\$0	\$477
FUNDING USES (1000's)									
Project Management		\$14	\$38						\$52
Design/permitting									\$0
Construction		\$75	\$350						\$425
Sub-total	\$0	\$89	\$388	\$0	\$0	\$0	\$0	\$0	\$477

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Well Development

Number:

Location: Pritchard Park

Project Description



Description: Pritchard well, which serves the City’s Rockaway Beach Water System, has declined 40% since the City took ownership of the system in 1996. Rehabilitation of the well may be possible, but a new well location may also need to be planned in another nearby location.

Benefit: Provide sufficient water supply for the Rockaway service area.

Schedule: YR1: Planning; YR2: Construction

Capital Funding (1000's)

	Prior							2027-	
	Yrs.	2021	2022	2023	2024	2025	2026	2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$54	\$165	\$0	\$0	\$0	\$0	\$0	\$219
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
Sub-total	\$0	\$54	\$165	\$0	\$0	\$0	\$0	\$0	\$219
FUNDING USES (1000's)									
Proj. Management		\$4	\$15						\$19
Design/permitting									
Construction		\$50	\$150						\$200
Sub-total	\$0	\$54	\$165	\$0	\$0	\$0	\$0	\$0	\$219

Estimated Impact on Future Operating Budget

	Prior							2027-	
	Yrs.	2021	2022	2023	2024	2025	2026	2040	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Pipeline Improvements

Number:

Location: Shepard Way

Project Description



Description: This project proposes to increase the size of the water main on Shepard Way which was identified by the City’s Water system Plan as undersized to meet current needs.

Benefit: Sufficient fire flow to protect life and property.

Schedule: YR1: design, YR2: construction.

Capital Funding (1000's)

	Prior							2027-	
	Yrs.	2021	2022	2023	2024	2025	2026	2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$64	\$338	\$0	\$0	\$0	\$0	\$0	\$402
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
Sub-total	\$0	\$64	\$338	\$0	\$0	\$0	\$0	\$0	\$402
FUNDING USES (1000's)									
Proj. Management		\$14	\$38						\$52
Design/permitting									\$0
Construction		\$50	\$300						\$350
Sub-total	\$0	\$64	\$338	\$0	\$0	\$0	\$0	\$0	\$402

Estimated Impact on Future Operating Budget

	Prior							2027-	
	Yrs.	2021	2022	2023	2024	2025	2026	2040	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CITY OF BAINBRIDGE ISLAND
SEWER CIP (2021 - 2026)
2021-2022 PROPOSED BUDGET

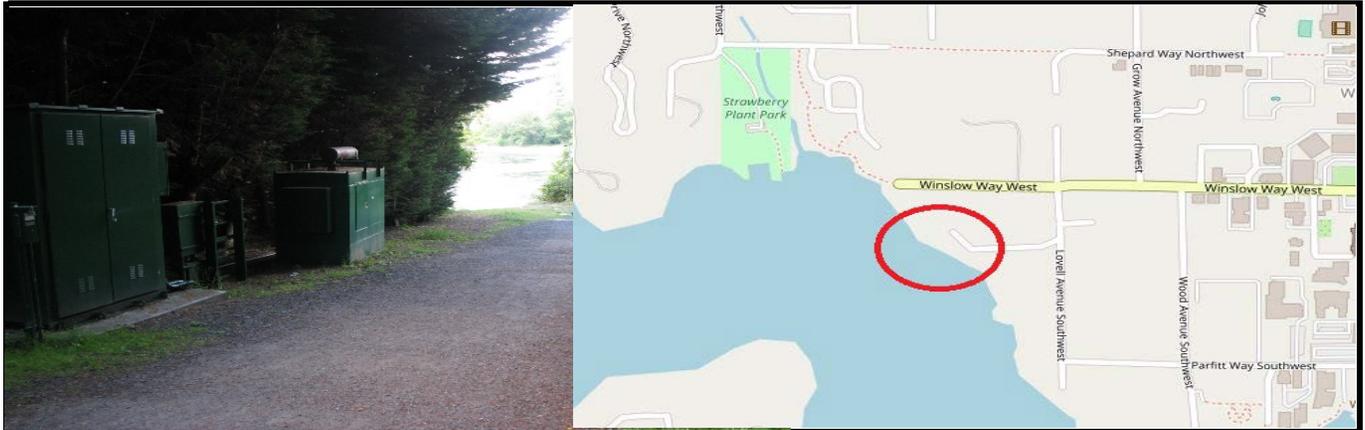
Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
SEWER PROJECTS - 6-YEAR CIP (1000s)																		
Rehabilitate Pumps	Sunday Cove			-				Y		151	47	467	-	-	-	-	-	665
Lift Station SCADA Upgrades	Various			-				Y		281	7	-	-	-	-	-	-	288
Pump Station & Force Main	Wood Ave			-				Y		753	19	25	2,750	-	-	-	-	3,547
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell							Y		173	14	477	440	-	-	-	-	1,103
Rehabilitate Pump Station (Wing Point)	Wing Point			-				Y		102	14	13	-	525	-	-	-	653
Village Basin Improvements	NW Winslow							Y		-	805	-	-	-	-	-	-	805
WWTP Airgap Replacement	Wing Point							Y		-	92	-	-	-	-	-	-	92
Hawley Pump	Lower Hawley							Y		-	-	114	-	490	-	-	-	604
Hawley/Irene Grinder Pumps	Wing Point							Y		-	379	-	-	-	-	-	-	379
North Town Woods Pump	NW Winslow							Y		-	-	114	490	-	-	-	-	604
Woodward Pump	NW Winslow							Y		-	-	119	-	-	380	-	-	499
Rehabilitate Pump Station (Island Terrace)	Island Terrace			-				Y		-	-	-	180	475	-	-	-	655
Install Gravity Sewers	Sunday Cove			-				Y		200	-	-	-	-	-	490	-	690
Extend WWTP Outfall	Wing Point			-				Y		-	-	-	275	-	950	-	-	1,225
City Total										1,660	1,376	1,328	4,135	1,490	1,330	490	-	11,809
Grant Total										-	-	-	-	-	-	-	-	-
TOTALS										1,660	1,376	1,328	4,135	1,490	1,330	490	-	11,809

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: YRI: Design and construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$151	\$47	\$467	\$0	\$0	\$0	\$0	\$0	\$665
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
Sub-total	\$151	\$47	\$467	\$0	\$0	\$0	\$0	\$0	\$665
FUNDING USES (1000's)									
Project Management	\$1	\$17	\$47						\$65
Design/permitting									
Construction	\$150	\$30	\$420						\$600
Sub-total	\$151	\$47	\$467	\$0	\$0	\$0	\$0	\$0	\$665

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	\$0								

Project: Lift Station SCADA Upgrades

Number:

Location: Various

Project Description



Description: The City’s sewer system is monitored and controlled remotely by a Supervisory Control and Data Acquisition (SCADA) system that was design and installed in 1995. This project will upgrade and replace this critical system to meet current hardware and software standards.

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

Schedule: 2020: Design; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$281	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$288
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
Sub-total	\$281	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$288
FUNDING USES (1000's)									
Project Management	\$1	\$7							\$8
Design/permitting									\$0
Construction	\$280								\$280
Sub-total	\$281	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$288

Estimated Impact on Future Operating Budget

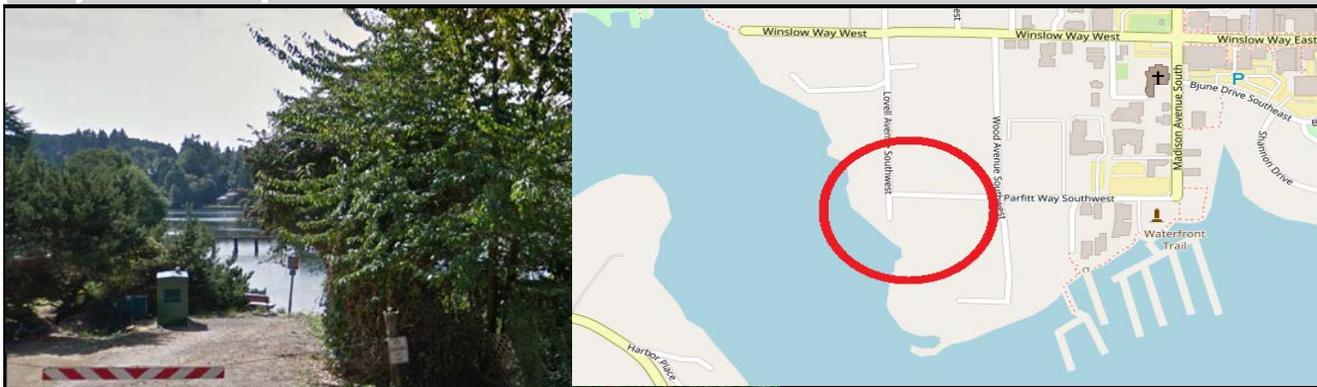
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	\$0								

Project: Rehabilitate Pump Station and Re-connect Side Sewers

Number:

Location: Lower Lovell

Project Description



Description: The pump station is reaching the end of its useful life, and needs to be upgraded with replacement pumps. This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Side sewers associated with several properties along Lovell Avenue will be reconnected to the upland sewer main as part of this project.

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

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$173	\$14	\$477	\$440	\$0	\$0	\$0	\$0	\$1,103
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
Sub-total	\$173	\$14	\$477	\$440	\$0	\$0	\$0	\$0	\$1,103
FUNDING USES (1000's)									
Project Management	\$3	\$14	\$47	\$40					\$103
Design/permitting	\$170								\$170
Construction			\$430	\$400					\$830
Sub-total	\$173	\$14	\$477	\$440	\$0	\$0	\$0	\$0	\$1,103

Estimated Impact on Future Operating Budget

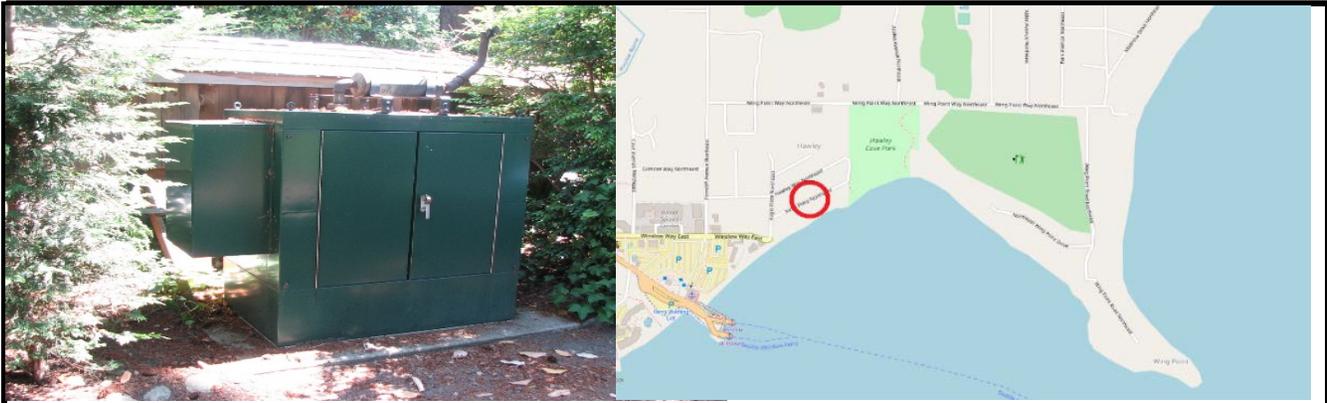
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Rehabilitate Pump Station

Number: 00820

Location: Wing Point

Project Description



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979, and has reached the end of its useful life. In addition to required upgrades, the pump station access hatch will need to be re-designed to accommodate impacts from sea-level rise.

Benefit: Improves reliability of current sewer collection system.

Schedule: 2020: Design; 2024: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$102	\$14	\$13	\$0	\$525	\$0	\$0	\$0	\$653
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
Sub-total	\$102	\$14	\$13	\$0	\$525	\$0	\$0	\$0	\$653
FUNDING USES (1000's)									
Project Management	\$2	\$14	\$13		\$25				\$53
Design/permitting	\$100								\$100
Construction					\$500				\$500
Sub-total	\$102	\$14	\$13	\$0	\$525	\$0	\$0	\$0	\$653

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Village Basin Improvements

Number:

Location:

Project Description



Description: This project is a placeholder for prioritized sewer improvements that will be identified by the City’s sewer basin analysis, which is anticipated to be completed in Fall 2020. The amount is reflective of the approximate cost of what may be the basin’s priority project, replacement of a force main in New Brooklyn and Madison Avenue.

Benefit: Improves reliability of sewer collection system.

Schedule: YR1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$805	\$0	\$0	\$0	\$0	\$0	\$0	\$805
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
Sub-total	\$0	\$805	\$0	\$0	\$0	\$0	\$0	\$0	\$805
FUNDING USES (1000's)									
Project Management		\$55							\$55
Design/permitting									\$0
Construction		\$750							\$750
Sub-total	\$0	\$805	\$0	\$0	\$0	\$0	\$0	\$0	\$805

Estimated Impact on Future Operating Budget

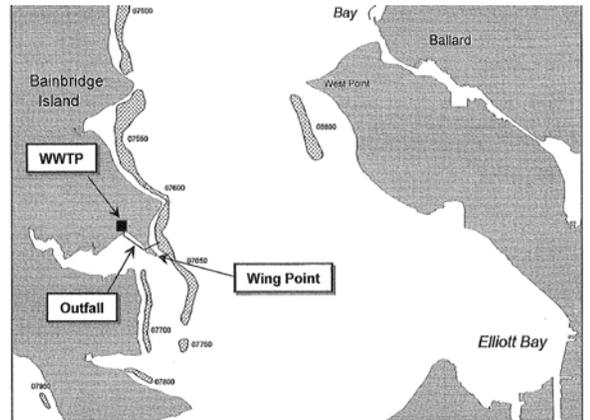
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: WWTP Air Gap Replacement

Number:

Location: Wing Point

Project Description



Description:

Benefit:

Schedule: YR1: design, YR2: construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$92
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
Sub-total	\$0	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$92
FUNDING USES (1000's)									
Project Management		\$7							\$7
Design/permitting									\$0
Construction		\$85							\$85
Sub-total	\$0	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$92

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Rehabilitate Pump Station

Number:

Location: Lower Hawley

Project Description



Description: The station was constructed as part of a major sewer system upgrade in 1979. Telemetry is limited to monitoring and is provided by a tone RTU installed in 1995. A generator set installed in 1996. The electrical systems are in fair condition, the telemetry is beyond its useful life, and the wet well controls do not meet current safety standards. Because of their age, the pumps, motors, valves, controls, and telemetry should be replaced. The station has exceeded the estimated useful life and requires rehabilitation.

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

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$114	\$0	\$490	\$0	\$0	\$0	\$604
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
Sub-total	\$0	\$0	\$114	\$0	\$490	\$0	\$0	\$0	\$604

FUNDING USES (1000's)									
Project Management			\$14		\$40				\$54
Design/permitting			\$100						\$100
Construction					\$450				\$450
Sub-total	\$0	\$0	\$114	\$0	\$490	\$0	\$0	\$0	\$604

Estimated Impact on Future Operating Budget

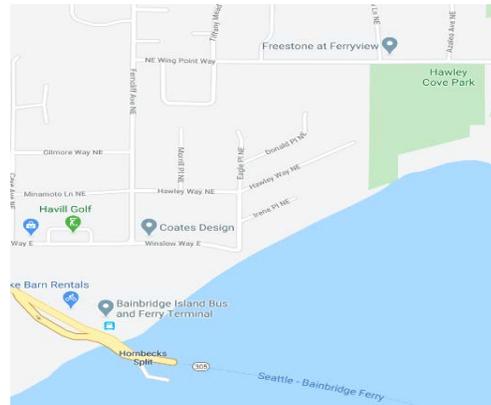
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Hawley/Irene Grinder Pumps

Number:

Location:

Project Description



Description: This project proposes to replace an aging and failing gravity sewer main with a new force main and grinders pumps for several residences along Hawley Way and Irene Place.

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

Schedule: YR1: Design and Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$379	\$0	\$0	\$0	\$0	\$0	\$0	\$379
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
Sub-total	\$0	\$379	\$0	\$0	\$0	\$0	\$0	\$0	\$379
FUNDING USES (1000's)									
Project Management		\$29							\$29
Design/permitting									\$0
Construction		\$350							\$350
Sub-total	\$0	\$379	\$0	\$0	\$0	\$0	\$0	\$0	\$379

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: North Town Woods Pump

Number:

Location:

Project Description



Description: This project proposes to upgrade the North Town Woods pump station to meet current standards, as identified in the City’s General Sewer Plan.

Benefit: Upgrading the sewer system with a reliable improvement that can be maintained in the future.

Schedule: YR1: design. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$114	\$490	\$0	\$0	\$0	\$0	\$604
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
Sub-total	\$0	\$0	\$114	\$490	\$0	\$0	\$0	\$0	\$604
FUNDING USES (1000's)									
Project Management			\$14	\$40					\$54
Design/permitting			\$100						\$100
Construction				\$450					\$450
Sub-total	\$0	\$0	\$114	\$490	\$0	\$0	\$0	\$0	\$604

Estimated Impact on Future Operating Budget

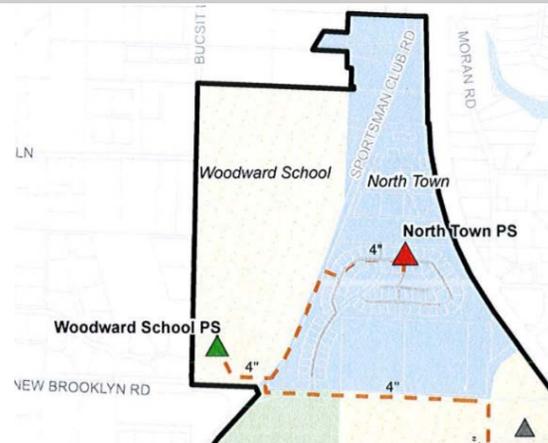
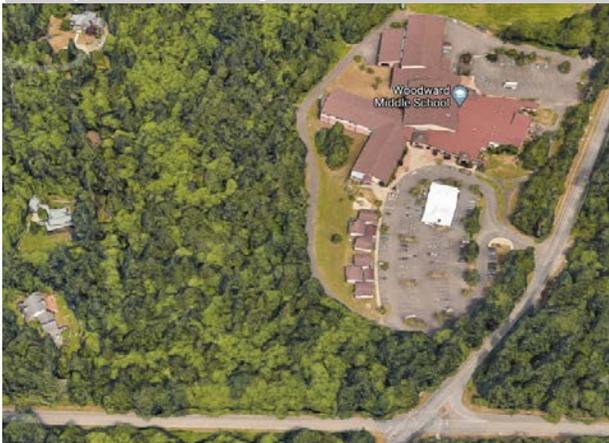
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Woodward Pump

Number:

Location:

Project Description



Description: This project proposes to upgrade the Woodward pump station to meet current standards, as identified in the City’s General Sewer Plan.

Benefit: Upgrading the sewer system with a reliable improvement that can be maintained in the future.

Schedule: YR1: Design; YR4: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$119	\$0	\$0	\$380	\$0	\$0	\$499
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
Sub-total	\$0	\$0	\$119	\$0	\$0	\$380	\$0	\$0	\$499
FUNDING USES (1000's)									
Project Management			\$19			\$30			\$49
Design/permitting			\$100						\$100
Construction						\$350			\$350
Sub-total	\$0	\$0	\$119	\$0	\$0	\$380	\$0	\$0	\$499

Estimated Impact on Future Operating Budget

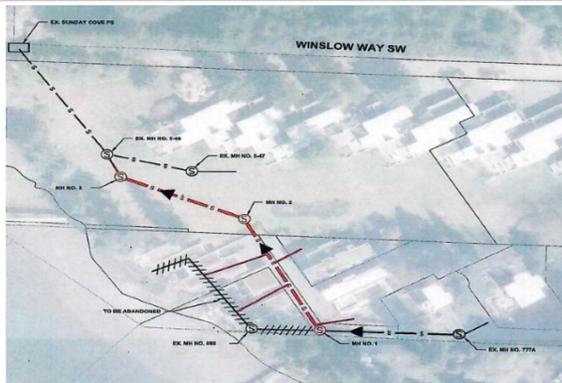
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Install Gravity Sewers

Number:

Location: Sunday Cove

Project Description



Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained

Schedule: 2020: Design; 2026: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$200	\$0	\$0	\$0	\$0	\$0	\$490	\$0	\$690
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
Sub-total	\$200	\$0	\$0	\$0	\$0	\$0	\$490	\$0	\$690
FUNDING USES (1000's)									
Project Management							\$40		\$40
Design/permitting	\$200								
Construction							\$450		\$450
Sub-total	\$200	\$0	\$0	\$0	\$0	\$0	\$490	\$0	\$490

Estimated Impact on Future Operating Budget

	Prior	2021	2022	2023	2024	2025	2026	2027-	Total
Operating Debt Service									
Sub-total	\$0								

**CITY OF BAINBRIDGE ISLAND
STORMWATER CIP (2021- 2026)
2021-2022 PROPOSED BUDGET**

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2021	2022	2023	2024	2025	2026	2027 - 2040	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-				Y		210	52	2	-	-	-	-	-	264
Pritchard Park Outfall							Y		125	15	33	-	-	-	-	-	173
Yeomalt Area Drainage Improvements			-				Y		61	-	625	-	-	-	-	-	686
Blakely Ave. Drainage Improvements			-				Y		-	-	-	280	-	-	-	-	280
Springbrook Creek Restoration and Culvert Complex Replacement	x		-				Y		-	-	-	-	240	1,270	-	-	1,510
C40 Eagle Harbor Dr Phase I Fish Passage	x		600	Y			Y		105	1	4	-	525	-	-	-	635
City Funding									501	68	664	280	765	1,270	-	-	3,548
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									501	68	664	280	765	1,270	-	-	3,548

Project: Eagle Harbor Drive at McDonald Creek

Number: 00823

Location: 5530 Eagle Harbor Drive

Project Description



Description: Replacement of an existing deep concrete culvert that shows signs of failure.

Benefit: Preservation of roadway and drainage system.

Schedule: 2020: Design and permitting; Construction deferred until permits are in place.

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$210	\$52	\$2	\$0	\$0	\$0	\$0	\$0	\$264
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$210	\$52	\$2	\$0	\$0	\$0	\$0	\$0	\$264
FUNDING USES (1000's)									
Project Management	\$10	\$2	\$2						\$14
Design/permitting	\$200	\$50							\$250
Construction									\$0
Sub-total	\$210	\$52	\$2	\$0	\$0	\$0	\$0	\$0	\$264

Estimated Impact on Future Operating Budget (1000's)

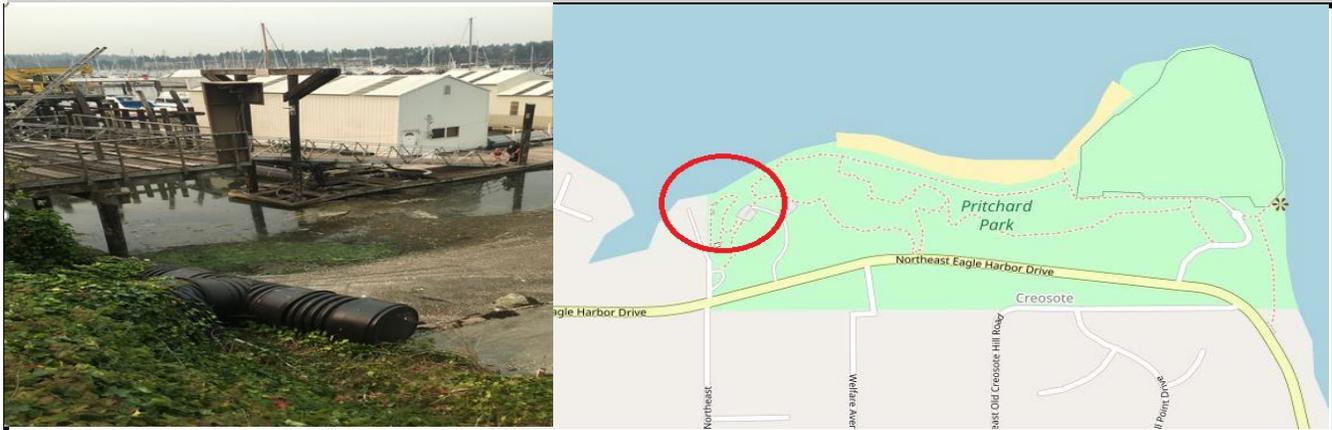
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating									
Debt Service									
Sub-total	\$0								

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 complete; 2021: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
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	\$125	\$15	\$33	\$0	\$0	\$0	\$0	\$0	\$173
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$125	\$15	\$33	\$0	\$0	\$0	\$0	\$0	\$173
FUNDING USES (1000's)									
Project Management		\$15	\$33						\$48
Design/permitting									\$0
Construction	\$125								\$125
Sub-total	\$125	\$15	\$33	\$0	\$0	\$0	\$0	\$0	\$173

Estimated Impact on Future Operating Budget (1000's)

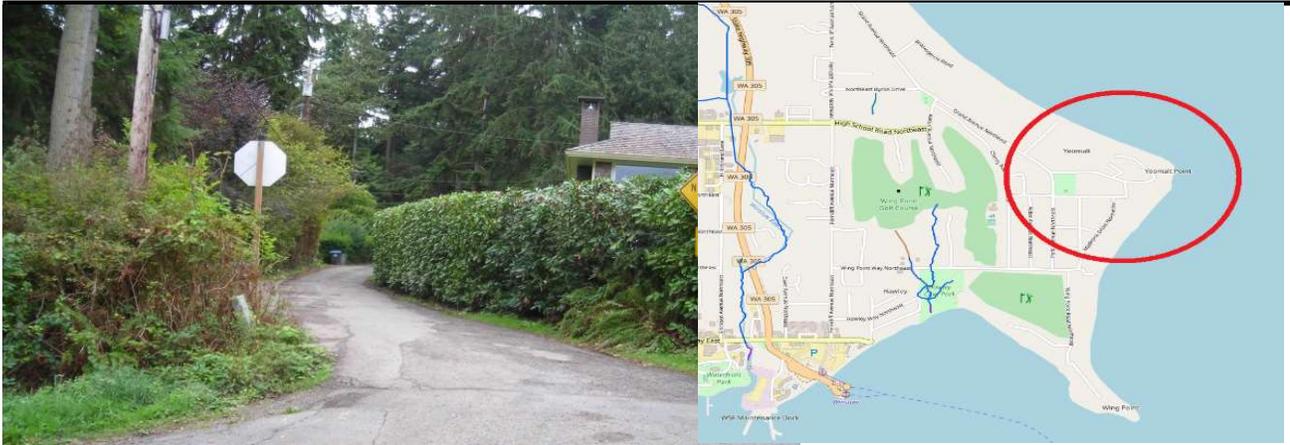
	Prior Yr.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: Yeomalt Area Drainage Improvements

Number: 00663

Location: Area bordered by Cherry, Yeomalt, Madrona and Wing Point Way

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

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: 2021: Design; 2022: Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
FUNDING SOURCES (1000's)									
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	\$61	\$0	\$625	\$0	\$0	\$0	\$0	\$0	\$686
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$61	\$0	\$625	\$0	\$0	\$0	\$0	\$0	\$686
FUNDING USES (1000's)									
Project Management	\$1		\$35						\$36
Design/permitting	\$60								\$60
Construction			\$590						\$590
Sub-total	\$61	\$0	\$625	\$0	\$0	\$0	\$0	\$0	\$686

Estimated Impact on Future Operating Budget (1000's)

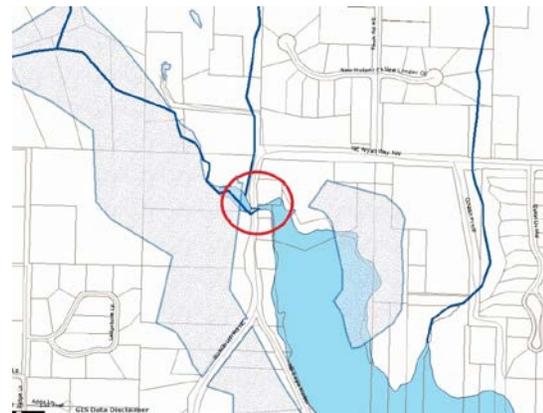
	Prior Yrs.	2021	2022	2023	2024	2025	2026	2026-2040	Total
Operating Debt Service									
Sub-total	\$0								

Project: C40 Eagle Harbor Dr Phase I Fish Passage

Number:

Location: Head of the Bay North of Green Light Automotive

Project Description



Description: Replace existing undersized culvert with a fish passage box culvert wide enough to accommodate non-motorized improvements on Eagle Harbor Drive.

Benefit: Addresses flooding, provides for fish passage, and accommodates future non-motorized improvements.

Schedule: 2021: Design; 2024 Construction

Capital Funding (1000's)

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
FUNDING SOURCES (1000's)									
General Fund	\$95	\$1	\$3	\$5	\$0	\$0	\$0	\$0	\$104
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$105	\$1	\$4	\$0	\$525	\$0	\$0	\$0	\$635
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$200	\$2	\$7	\$5	\$525	\$0	\$0	\$0	\$739
FUNDING USES (1000's)									
Proj. Management	\$10	\$2	\$7						\$18
Design/permitting	\$190								\$190
Construction				\$5	\$525		\$0	\$0	\$530
Sub-total	\$200	\$2	\$7	\$5	\$525	\$0	\$0	\$0	\$738

Estimated Impact on Future Operating Budget

	Prior Yrs.	2021	2022	2023	2024	2025	2026	2027-2040	Total
Operating Debt Service									
Sub-total	\$0								

SECTION 6



APPENDIX



SECTION 6: APPENDIX

Budget Development Activities & Schedule	191
Resolution 2020-08 (Financial and Budget Policies)	192-200
Resolution 2020-09 (Debt Management Procedures & Policies)	201-211
Unfunded Mandates.....	212
IAM Pay Scale	213-214
Unrepresented Pay Scale	215-216
Police Guild Pay Scale	217
Glossary	218-231
Acronyms.....	232-233
Key City Contacts.....	234

2021-2022 BUDGET DEVELOPMENT ACTIVITIES AND SCHEDULE

Action Item	Date	Comment
Update Financial Policies	Tuesday, June 30, 2020	Resolution 2020-08 passed by council on July 14, 2020
Cost allocation methodology update	Tuesday, June 30, 2020	Presentation to Council
Capital Improvement Plan	Tuesday, May 26, 2020	Presentation to Council
City staff work to develop initial operating budget and capital budget information	July - August, 2020	
Budget requests submittals	Wednesday August 5, 2020	Due to Finance from Departments
Mid-Year Report and forecasting	Tuesday, August 25, 2020	Presentation to Council
Planning Commission review and discussion of 2021 - 2026 CIP	Thursday, July 23, 2020	
City Staff complete final adjustments and balancing; production of budget documents	August-September	
Proposed Budget delivered to the public & City Council	Tuesday, September 22, 2020	Presentation to Council
City Council deliberations	October-November	
1st Reading 2021-2026 Capital Improvement Plan	Tuesday, September 8, 2020	Ordinance 2020-25
1st Reading 2021-2022 Biennial Budget	Tuesday, October 13, 2020	Ordinance 2020-XX and schedule Public Hearing
1st Reading 2021 Property Tax Levy	Tuesday, October 13, 2020	Ordinance 2020-XX and schedule Public Hearing
2nd Reading 2019-2024 Capital Improvement Plan		
Public Hearing on the 2021-2022 Biennial Budget	Tuesday, October 27, 2020	
Public Hearing on 2021 Property Taxes	Tuesday, October 27, 2020	Ordinance 2020-XX and schedule Public Hearing
2nd Reading and Adoption of the 2021-2022 Biennial Budget	Tuesday, November 24, 2020	Ordinance 2020-XX and schedule Public Hearing

RESOLUTION NO. 2020-08

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 2018.

WHEREAS, the City Council (“Council”) is responsible for setting financial and budget policies 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 and budget 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; Resolution No. 2016-19, updating the consolidated Financial Policies; and Resolution No. 2018-07, updating the consolidated Financial Policies; and

WHEREAS, the City Administration (“Administration”) requested, as part of the 2021-2022 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2020; and

WHEREAS, the Council last updated the financial and budgetary policies as Resolution No. 2018-07; and

WHEREAS, the Council and Administration wish to establish an ongoing consolidated set of financial and budget 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:

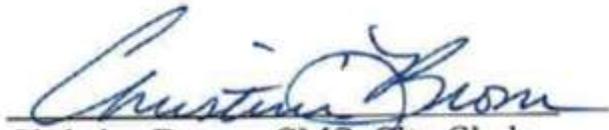
Section 1. The updated financial and budget Policies as shown in **Exhibit A**, which is attached hereto and incorporated herein by this reference, are hereby adopted.

PASSED by the City Council this 14th day of July 2020.

APPROVED by the Mayor this 14th day of July 2020

ATTEST/AUTHENTICATE:



Leslie Schneider, Mayor

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: June 26, 2020
PASSED BY THE CITY COUNCIL: July 14, 2020
RESOLUTION NO.: 2020-08

Attachment: Exhibit A, Financial and Budget Policies

Exhibit A

FINANCIAL AND BUDGET POLICIES

Section 1. PURPOSE

The primary purpose of financial and budget 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 and budget 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.

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 into 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 Financial and 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 and Budget 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 and Budget 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 and Budget 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 and Budget Policies.

SECTION 14. EQUIPMENT RENTAL AND REVOLVING FUND

The Equipment Rental and Revolving (ER&R) Fund, as it may be amended from time to time, is hereby included in the Financial and Budget Policies.

SECTION 15. GRANTS

City Council approval is required to submit an application for grants over \$50,000, unless pre-authorized for acceptance by the City Council through ordinance or resolution. The \$50,000 threshold must include as part of the estimate any City “in-kind” labor used as matching funds, and City staff will describe to the Council the amount that is provided through the grant and the amount that is provided through in-kind matching funds.

For grants that are over \$50,000, or otherwise require Council approval, but for which there is an application deadline that does not allow City staff to obtain prior Council approval to apply for the grant, the Department Director shall obtain the approval of the City Manager or their designee prior to submitting the application and subsequently bring the grant to the Council for approval and ratification. Applications for grants in the amount of \$50,000 or less can be submitted without City Council approval, unless such approval is required by the granting agency.

The City Manager, or designee, is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

To the extent that this section conflicts with any other policy or resolution adopted by the City Council, this section controls.

RESOLUTION NO. 2020-09

A RESOLUTION of the City Council of Bainbridge Island, Washington, updating the City’s Debt Policy.

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, in accordance with Chapter 35A.34 RCW and Chapter 2.82 BIMC, the City prepares a biennial budget with a mid-biennial review; and

WHEREAS, the City Administration (“Administration”) requested, as part of the 2021-2022 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2020; and

WHEREAS, the Council last updated the City’s Debt Policy in August 2008 through the passage of Resolution No. 2008-14; and

WHEREAS, the City Council now desires to update the City’s Debt Policy to reflect changes in City Code, clarify certain sections, and incorporate current debt best practices.

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

Section 1. The debt policy adopted by Resolution No. 2008-14 is hereby repealed in its entirety and replaced as shown on **Exhibit A**, which is attached hereto and incorporated herein by this reference as if set forth in full.

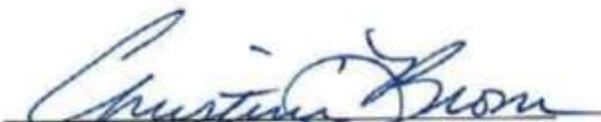
PASSED by the City Council this 14th day of July, 2020.

APPROVED by the Mayor this 14th day of July, 2020.



Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

June 30, 2020
July 14, 2020
2020-09



Debt Policy

Department of Finance and Administrative Services

Prepared by Finance Director DeWayne Pitts
Initial Development:

Table of Contents

Policy.....	1
Purpose and Overview.....	2
Authoritative Guidance.....	2
Roles and Responsibilities.....	2-3
Debt Structure	4
Transaction Specific Policies	6-7
Compliance Policies	8
Other Policies.....	9

Purpose and Overview

The Debt Policy for the City of Bainbridge Island is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the Issuer. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations.

Capital planning

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying attention to financing priorities, capital outlays and competing projects. Long-term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs.

Authoritative Guidance

Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

State Statutes – The City may contract indebtedness as provided for by [Chapter 35A.40.090 RCW](#). General Obligation indebtedness is subject to the limitations on indebtedness provided for in RCW 39.36.020(2)(b) and Article VIII of the Washington State Constitution. Bonds evidencing such indebtedness shall be issued and sold in accordance with [Chapter 39.46 RCW](#).

Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.

Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules and regulations.

Roles and Responsibilities

The City Council shall:

- Approve all indebtedness;
- Approve debt financing only for capital projects or to refund outstanding debt; debt shall not be issued for operating costs;

RESOLUTION 2020-09 EXHIBIT A

- Approve the Debt Policy;
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and
- Determine, in consultation with the City's Financial Advisor, the City's Bond Counsel, the City Attorney's Office, and City Finance Director, the most appropriate instrument for a proposed bond sale.

The Finance Director in consultation with the City Manager, Deputy City Manager and Council shall:

- Assume primary responsibility for debt management;
- Provide for the issuance of debt at the lowest possible cost and risk;
- Determine the available debt capacity;
- Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- Recommend to the City Council the manner of sale of debt;
- Monitor opportunities to refund debt and recommend such refunding as appropriate;
- Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
- Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- Provide for and participate in the preparation and review of offering documents;
- Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued;
- Submit to the City Council all recommendations to issue debt;
- Distribute to appropriate repositories information regarding financial condition and affairs at such times and in the form required by law, regulation and general practice, including Rule 15c2-12 regarding continuing disclosure;
- Provide for the distribution of pertinent information to rating agencies; and
- Apply and promote prudent fiscal practices

Ethical Standards Governing Conduct

The members of the City Council will adhere to the requirements of the City's Code of Conduct and Ethics Program as well as [Chapter 42.23 RCW](#). City staff will adhere to the standards of conduct contained in the City's Employee Manual. The City Manager will adhere to the standards of conduct contained in the International City/County Manger's Association (ICMA) Code of Ethics or other standards specified upon appointment by the City Council.

Professional Services

The City shall procure professional services as required to execute financing transactions and to advise on non-transaction related work. Professional services may be provided by Municipal Advisors, Legal Counsel, underwriters, and other service providers such as rating agencies, trustees or escrow agents, verification agents, printers, arbitrage rebate calculation firms, or

RESOLUTION 2020-09 EXHIBIT A

bidding agents. The City's Finance Department shall be responsible for the solicitation and selection of professional services that are required to administer the City's debt.

Bond Counsel – With the exception of debt issued by the State on the City's behalf, all debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all city and state constitutional and statutory requirements necessary for issuance, a determination of the proposed debt's federal income tax status, and any other components necessary for the proposed debt.

- **Financial Advisor** – A Financial Advisor may be used to assist in the issuance of the City's debt. The Financial Advisor will provide the City with the objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring, and pricing of debt, and preparing official statements of disclosure.
- **Underwriters** – An Underwriter will be used for all debt issued in a negotiated sale method. The Underwriter is responsible for purchasing negotiated debt and reselling the debt to investors.
- **Fiscal Agent** – A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided under RCW 43.80, the City will use the Fiscal Agent selected by the State of Washington.
- **Professional Service providers** may be selected through a competitive selection process conducted by the Finance Director in consultation with City Attorney's Office. The City Council shall approve the most qualified financial advisor/underwriter and bond counsel.

Debt Structure

Types of Debt Instruments:

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

Unlimited Tax General Obligation Bonds – The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as "Voted General Obligation Bonds" as permitted under Article 7, Section 2(b) of the Washington State Constitution and laws of the state of Washington including, but not limited to, [Chapters 39.36, 39.46 RCW](#) and [Chapter 84.52 RCW](#). UTGO Bonds are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose.

RESOLUTION 2020-09 EXHIBIT A

Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt” or “Councilmanic Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under Article 8, Section 6 of the Washington State Constitution and [Chapter 39.46 RCW](#) for general capital purposes only. LTGO Bonds are backed by the full faith and credit of the City and is payable from General Fund reserves and taxes collected by the City. LTGO Bonds will only be issued if:

- A project requires funding not available from alternative sources
- Matching fund monies are available which may be lost if not applied for in a timely manner; or,
- Emergency conditions exist

Revenue Bonds – The City shall use Revenue Bonds as permitted under [RCW 39.46.150](#) and [RCW 39.46.160](#) for the purpose of financing construction or improvements to facilities of enterprise systems operated by the City in accordance with the Capital Improvement Plan. No taxing power or general fund pledge is provided as security. Unlike general obligation bonds, revenue bonds are not subject to the City’s statutory debt limitation nor is voter approval required.

Special Assessment/Local Improvement District Bonds – The City shall use Special Assessment Bonds as permitted under [RCW 35A.40.080](#), for the purpose of assuring the greatest degree of public equity in place of general obligation bond as determined by Council. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID’s are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and a LID Guaranty Fund, as required by State Law.

Short Term Debt – The City shall use short term debt as permitted under [Chapter 39.50 RCW](#), for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.

Leases – The City is authorized to enter into capital leases under [RCW 35.42.200](#), subject to the approval of City Council.

Public Works Trust Fund Loans – The City shall use Public Works Trust Fund Loans as provided under [Chapter 43.155 RCW](#) for the purpose of repairing, replacing or creating domestic

RESOLUTION 2020-09 EXHIBIT A

water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

Local Option Capital Asset Lending (LOCAL) Program Debt – The City is authorized to enter into a financing contract with the Office of the State Treasurer under [Chapter 39.94 RCW](#), for the purpose of financing equipment and capital needs through the State Treasurer’s Office subject to existing debt limitations and financing considerations. The LOCAL Program is an expanded version of the state agency lease/purchase program that allows the pooling of funding into larger offerings of securities.

Transaction Specific Policies

Method of Sale – The City shall evaluate the best method of sale for each proposed bond issue.

1. **Competitive Bid Method** – Any competitive sale of the City’s debt will require the approval of City Council. City debt issued on a competitive bid basis will be sold to the bidder proposing the lowest true interest cost to the City.

2. **Negotiated Bid Method** – When a negotiated sale is deemed advisable (in consultation with City Council) the Finance Director shall negotiate the most competitive pricing on debt issues and broker commissions in order to ensure the best value to the City. If debt is sold on a negotiated basis, the negotiations of terms and conditions shall include, but not be limited to, prices, interest rates, underwriting or remarketing fees and commissions.

The City, with the assistance of its Financial Advisor, shall evaluate the terms offered by the underwriting team. Evaluations of prices, interest rates, fees and commissions shall include prevailing terms and conditions in the marketplace for comparable issuers. No debt issue will be sold on a negotiated basis without an independent financial advisor.

3. **Bond Refundings** – The City shall use refunding bonds in accordance with the Refunding Bond Act, [Chapter 39.53 RCW](#). Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified. The City, in consultation with its Financial Advisor, may approve a “current refunding” transaction of an existing debt issue if the refunding demonstrates a positive present value savings over the remaining life of the debt.

4. **Interfund Loans** – With Council approval, the City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All interfund loans will bear interest based at prevailing rates and have terms consistent with state guidelines for interfund loans.

RESOLUTION 2020-09 EXHIBIT A

5. **Special Assessments** – When issuing debt, the City shall strive to use special assessment, revenue, or other self-supporting bonds in lieu of general obligation bonds.

Limitations on Debt Issuance

1. The City shall remain in compliance with all debt limitations. As part of the annual budgeting process, a current summary of outstanding debt and compliance targets is prepared. The City shall observe the following limitations on debt issuance:

- **General Obligation** – Maximum of 2.5% of Assessed Value ([RCW 39.36.020\(2\)\(b\)](#))
 - **Non-Voted:** 1.5% of Assessed Value - (Limited Tax General Obligation (LTGO) Bonds)
 - **Voted:** 2.5% of Assessed Value - (Unlimited Tax General Obligation (UTGO) Bonds)

2. Debt Limit Target: The City will reserve \$30 million of LTGO 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.

3. Net LTGO Debt Service: LTGO 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 revenues for the current or subsequent year.

4. The City will plan and direct the use of debt so that debt service payments will be a predictable and manageable part of the Operating Budget.

5. When considering new debt, City finance staff will conduct a debt affordability analysis to evaluate the City's ability to support long-term debt. The analysis will review available resources for debt and project the effects utilizing a ten- year recurring revenues and expenditure capacity analysis financial modeling tool. The financial assumptions shall be reasonable and shall take into account appropriately chosen sets 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.

Debt Structuring Practices

The following terms shall be applied to the City's debt transactions, as appropriate. Individual terms may change as dictated by the marketplace or the unique qualities of the transaction.

- **Maturity** –The City shall issue debt with an average life less than or equal to the average life of the assets being financed. Unless otherwise stated in law, the final maturity of the debt shall be no longer than 40 years ([RCW 39.46.110](#)).
- **Debt Service Structure** – Unless otherwise justified, debt service should be structured on a level basis. Refunding bonds should be structured to produce equal savings by fiscal year. If appropriate, debt service reserve funds may be used for revenue bonds.

RESOLUTION 2020-09 EXHIBIT A

- **Price Structure** – The City’s long-term debt may include par, discount, and premium bonds. Discount and premium bonds must be demonstrated to be advantageous relative to par bond structures, given market conditions.
- **Call Provisions** – For each transaction, the City shall evaluate the costs and benefits of call provisions. In general, the City shall opt for the shortest possible optional call consistent with optimal pricing.
- **Bond Insurance** – For each transaction, the City shall evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchases by the City shall be competitively priced.
- **Tax-exemption** – Unless otherwise justified and deemed necessary, the City shall issue its debt on a tax-exempt basis.
- **Reimbursement resolution** – A reimbursement resolution may be adopted by City Council if the project hard costs are advanced prior to the bond sale.

Compliance Polices

Investment of Proceeds

The City shall comply with all applicable Federal, State, and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Arbitrage Liability Management

Due to the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the City shall solicit the advice of bond counsel and other qualified experts about arbitrage rebate calculations. The City shall, when deemed necessary or required, contract with a third party for preparation of the arbitrage rebate calculation.

The City shall maintain an internal system for tracking expenditure of bond proceeds and investment earnings. The expenditure of bond proceeds shall be tracked in the financial system by issue. Investments may be pooled for financial accounting purposes and for investment purposes. When investment of bond proceeds is co-mingled with other investments, the City shall adhere to IRS rules on accounting allocations.

Washington State Department of Commerce and the Bond Users Clearinghouse

The City shall ensure that the Washington State Department of Commerce and the Bond Users Clearinghouse receives municipal bond information for all debt sold as provided by [RCW 39.44.200 – 39.44.240](#) and [WAC 365-130](#).

RESOLUTION 2020-09 EXHIBIT A

Legal Covenants

The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

Other Policies

Periodic review

The City's debt policy shall be adopted by City Council. The policy shall be reviewed at least every four years by the Finance Director and modifications shall be submitted to and approved by City Council.

Credit Rating

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 City Council is 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.

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



2021 IAM SALARY COLA & STEP INCREASES

Annual and monthly salaries, in effect at start of first pay period immediately following ratification

Range	Title	Steps								
		1	2	3	4	5	6	7	8	9
11	Parking Enforcement Officer	48,878	50,291	51,741	53,214	54,749	56,308	57,928	59,597	61,302
	Maintenance Technician I	4,073	4,191	4,312	4,435	4,562	4,692	4,827	4,966	5,109
	PerPayPeriod	2,037	2,095	2,156	2,217	2,281	2,346	2,414	2,483	2,554
12	Court Security Officer *									
	Judicial Specialist	53,787	55,322	56,905	58,525	60,230	61,948	63,738	65,553	67,441
	Administrative Specialist II	4,482	4,610	4,742	4,877	5,019	5,162	5,312	5,463	5,620
	Utilities Technician I									
	PerPayPeriod	2,241	2,305	2,371	2,439	2,510	2,581	2,656	2,731	2,810
13	Senior Judicial Specialist									
	Payroll Specialist									
	Senior Accounting Technician									
	Administrative Specialist III *	59,146	60,851	62,593	64,408	66,247	68,147	70,084	72,106	74,188
	Permit Specialist	4,929	5,071	5,216	5,367	5,521	5,679	5,840	6,009	6,182
	Senior Police Clerk									
	Evidence Technician									
	Maintenance Technician II									
	PerPayPeriod	2,464	2,535	2,608	2,684	2,760	2,839	2,920	3,004	3,091
14	Accountant									
	Arborist									
	Code Compliance Officer									
	Building Inspector/Plans Examiner									
	Deputy City Clerk									
	Planner									
	Signs & Markings Specialist II	65,066	66,941	68,866	70,839	72,861	74,956	77,100	79,328	81,630
	Mechanic II	5,422	5,578	5,739	5,903	6,072	6,246	6,425	6,611	6,803
	Water Resource Technician									
	Treatment Plant Operator II									
	Utilities Technician II									
	PerPayPeriod	2,711	2,789	2,869	2,952	3,036	3,123	3,212	3,305	3,401
15	Senior IT Specialist									
	GIS/CAD Specialist									
	Associate Planner									
	Construction Inspector	71,570	73,628	75,735	77,903	80,157	82,446	84,834	87,258	89,767
	Mechanic III	5,964	6,136	6,311	6,492	6,680	6,871	7,069	7,271	7,481



2021 IAM SALARY COLA & STEP INCREASES

Annual and monthly salaries, in effect at start of first pay period immediately following ratification

Range	Title	Steps								
		1	2	3	4	5	6	7	8	9
	Financial Analyst									
	Maintenance Technician III									
	PerPayPeriod	2,982	3,068	3,156	3,246	3,340	3,435	3,535	3,636	3,740
16	Treatment Plant Operator III									
	Utilities Technician III									
	NPDES Permit Coordinator									
	Senior Planner	78,732	80,985	83,323	85,698	88,171	90,704	93,311	95,978	98,743
	Engineering Specialist (Water Resources)	6,561	6,749	6,944	7,142	7,348	7,559	7,776	7,998	8,229
	Engineering Project Manager									
	Operations Project Manager									
PerPayPeriod	3,280	3,374	3,472	3,571	3,674	3,779	3,888	3,999	4,114	
17	Engineer I	86,600	89,097	91,655	94,285	96,977	99,766	102,629	105,564	108,585
	Survey Program Manager	7,217	7,425	7,638	7,857	8,081	8,314	8,552	8,797	9,049
	PerPayPeriod	3,608	3,712	3,819	3,929	4,041	4,157	4,276	4,399	4,524
18	Engineer II	95,272	97,988	100,826	103,701	106,697	109,754	112,896	116,136	119,461
	Senior Plan Check Engineer	7,939	8,166	8,402	8,642	8,891	9,146	9,408	9,678	9,955
	PerPayPeriod	3,970	4,083	4,201	4,321	4,446	4,573	4,704	4,839	4,978

*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.



2021 UNREPRESENTED PAY SCALE

		Steps								
Range	Title	1	2	3	4	5	6	7	8	9
14	Harbormaster	65,066	66,939	68,858	70,832	72,857	74,958	77,106	79,322	81,630
	Monthly	5,422	5,578	5,738	5,903	6,071	6,247	6,426	6,610	6,802
15	Executive Assistant*, HR Analyst	71,577	73,634	75,735	77,905	80,145	82,452	84,828	87,250	89,762
	Monthly	5,965	6,136	6,311	6,492	6,679	6,871	7,069	7,271	7,480
16	Communications Coordinator	78,728	80,990	83,320	85,696	88,164	90,700	93,304	95,977	98,741
	Monthly	6,561	6,749	6,943	7,141	7,347	7,558	7,775	7,998	8,228
17	City Clerk, Court Administrator, Senior Financial Analyst, Emergency Management Coordinator, Public Works Supervisor, Public Works Administrative Supervisor, Public Safety Administrative Supervisor	86,610	89,100	91,645	94,286	96,982	99,769	102,625	105,573	108,611
	Monthly	7,218	7,425	7,637	7,857	8,082	8,314	8,552	8,798	9,051
18	Deputy City Attorney	95,269	97,997	100,820	103,699	106,692	109,753	112,893	116,128	119,463
	Monthly	7,939	8,166	8,402	8,642	8,891	9,146	9,408	9,677	9,955
19	Accounting Manager, Budget Manager, Engineering Manager, Current Planning Manager, Building Official, Public Works Manager, IT Manager, HR Manager, Project Executive	104,791	107,799	110,892	114,075	117,348	120,717	124,182	127,746	131,412
	Monthly	8,733	8,983	9,241	9,506	9,779	10,060	10,348	10,645	10,951
20		115,270	118,579	121,981	125,483	129,084	132,788	136,600	140,521	144,553
	Monthly	9,606	9,882	10,165	10,457	10,757	11,066	11,383	11,710	12,046
21	Deputy Police Chief	122,504	125,995	129,587	133,280	137,079	140,985	145,003	149,135	153,639
	Monthly	10,209	10,500	10,799	11,107	11,423	11,749	12,084	12,428	12,803
22	City Attorney, Police Chief, Finance & Administrative Services Director, Public Works Director, Planning & Community Development Director	134,772	138,612	142,563	146,626	150,804	155,103	159,523	164,070	168,992



2021 UNREPRESENTED PAY SCALE

Range	Title	Steps								
		1	2	3	4	5	6	7	8	9
	Per Pay Period	5,615	5,776	5,940	6,109	6,284	6,463	6,647	6,836	7,041
	Monthly	11,231	11,551	11,880	12,219	12,567	12,925	13,294	13,673	14,083
	PayRate	65	67	69	70	72	75	77	79	81
23	Deputy City Manager	148,248	152,473	156,819	161,288	165,885	170,613	175,475	180,477	185,891
	Monthly	12,354	12,706	13,068	13,441	13,824	14,218	14,623	15,040	15,491
25	City Manager	180,667	184,000							
	Monthly	15,056	15,333							



CITY OF BAINBRIDGE ISLAND POLICE PAY SCALE - 2021

Grade	Patrol Officer	Step A	Step B	Step C	Step D	Step E
1	Annual	74,051	78,374	82,935	87,769	92,878
	Monthly	6,171	6,531	6,911	7,314	7,740
	Per Pay Period	3,085	3,266	3,456	3,657	3,870
	Pay Rate	36	38	40	42	45

Grade	Corporal	Step A	Step B	Step C	Step D	Step E
1.5	Annual	-	-	-	97,538	102,173
	Monthly	-	-	-	8,128	8,514
	Per Pay Period	-	-	-	4,064	4,257
	Pay Rate	-	-	-	47	49

Grade	Sergeant	Step A	Step B	Step C	Step D	Step E
2	Annual	-	-	-	106,198	112,378
	Monthly	-	-	-	8,850	9,365
	Per Pay Period	-	-	-	4,425	4,682
	Pay Rate	-	-	-	51	54

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 & 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.

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

City Manager: Morgan Smith: email msmith@bainbridgewa.gov

2019 Council members				
Name	Ward/Position	Term Dates	Email	Phone
Kirsten Hytopoulos	At Large Position No. 1	1/1/20-12/31/23	khytopoulos@bainbridgewa.gov	(206) 482-4958
Kol Medina	North Ward Position No. 2	1/1/20-12/31/23	kmedina@bainbridgewa.gov	(206) 512-7155
Joe Deets	North Ward Position No. 3	1/1/18-12/31/21	jdeets@bainbridgewa.gov	(206) 473-1864
Leslie Schneider*	Central Ward Position No. 4	1/1/20-12/31/23	lschneider@bainbridgewa.gov	(206) 200-4502
Rasham Nassar	Central Ward Position No. 5	1/1/18-12/31/21	massar@bainbridgewa.gov	(206) 300-6181
Michael Pollock	South Ward Position No. 6	1/1/20-12/31/23	mpollock@bainbridgewa.gov	(206) 475-1814
Christy Carr	South Ward Position No. 7	5/12/20-12/31/21	ccarr@bainbridgewa.gov	(206) 473-1682
Contact all Council members as a group via email at council@bainbridgewa.gov or via physical mail at 280 Madison Avenue North, Bainbridge Island, WA 98110.				

*Mayor

Key City Contacts

City Clerk: Christine Brown, City Clerk	cbrown@bainbridgewa.gov	780-8618
Court: Diane Hartman, Interim Court Administrator	dhartman@bainbridgewa.gov	780-3808
Public Works Engineering: Chris Wierzbicki, Director	cwierzbicki@bainbridgewa.gov	780-3718
Public Works Operations and Maintenance (main line)	pwom@bainbridgewa.gov	842-1212
Finance: DeWayne Pitts, Finance Director	dpitts@bainbridgewa.gov	780-8626
Planning: Heather Wright, Planning Director	hwright@bainbridgewa.gov	780-3754
Police: Joe Clark, Police Chief	jclark@bainbridgewa.gov	780-4686