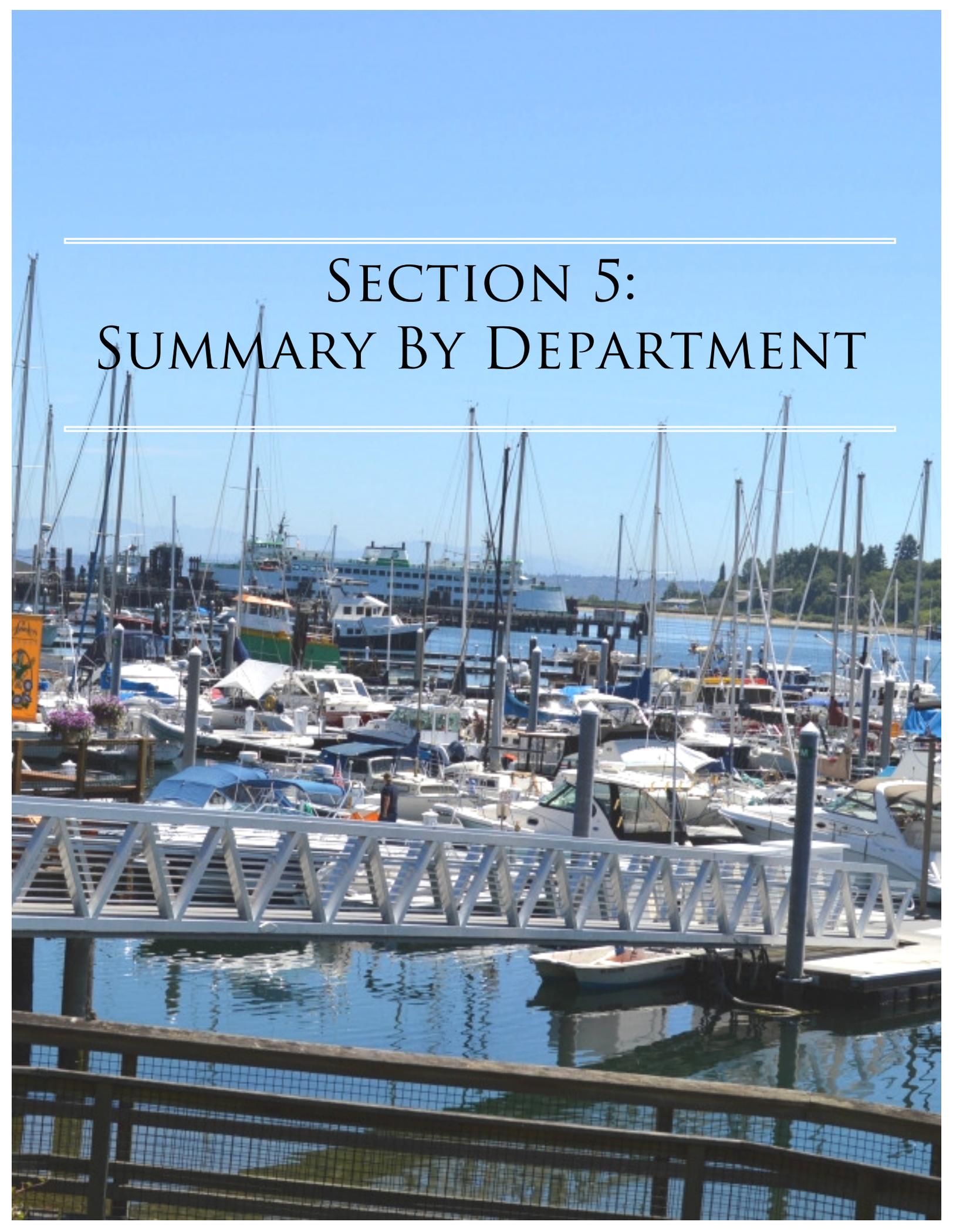


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# SECTION 5: SUMMARY BY DEPARTMENT

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## SECTION 5: SUMMARY BY DEPARTMENT

City Council.....	96-101
Executive .....	102-118
Finance and Administrative Services.....	119-131
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# CITY COUNCIL

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**CITY OF BAINBRIDGE ISLAND  
2017 ADOPTED BUDGET - ALL FUNDS  
CITY COUNCIL**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	87,000	87,000	-	- %
Benefits	7,000	7,000	-	- %
<b>SALARIES &amp; BENEFITS</b>	<b>94,000</b>	<b>94,000</b>	<b>-</b>	<b>- %</b>
Supplies	1,100	2,000	900	81.82 %
<b>SUPPLIES</b>	<b>1,100</b>	<b>2,000</b>	<b>900</b>	<b>81.82 %</b>
Professional Services	16,000	16,000	-	- %
Communication	-	250	250	100.00 %
Travel	500	500	-	- %
Training	500	2,000	1,500	300.00 %
Advertising	3,000	7,000	4,000	133.33 %
All Other Miscellaneous	800	1,500	700	87.50 %
Contingency & Settlement	-	300,000	300,000	100.00 %
<b>SERVICES &amp; CHARGES</b>	<b>20,800</b>	<b>327,250</b>	<b>306,450</b>	<b>1,473.32 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>115,900</b>	<b>423,250</b>	<b>307,350</b>	<b>265.19 %</b>
<b>TOTAL EXPENDITURES</b>	<b>115,900</b>	<b>423,250</b>	<b>307,350</b>	<b>265.19 %</b>

## CITY COUNCIL

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

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

### BUDGET NOTES AND CHANGES – CITY COUNCIL

- Increase Training and Advertising budgets in alignment with current spending patterns.
- Appropriate \$300,000 to fund a contingency budget in compliance with the Financial Policies as adopted in 2016.

### PRIORITY BASED BUDGETING RESULTS – CITY COUNCIL



Green, Well-Planned Community



Healthy and Attractive Community



Reliable Infrastructure and Connected Mobility



Safe City

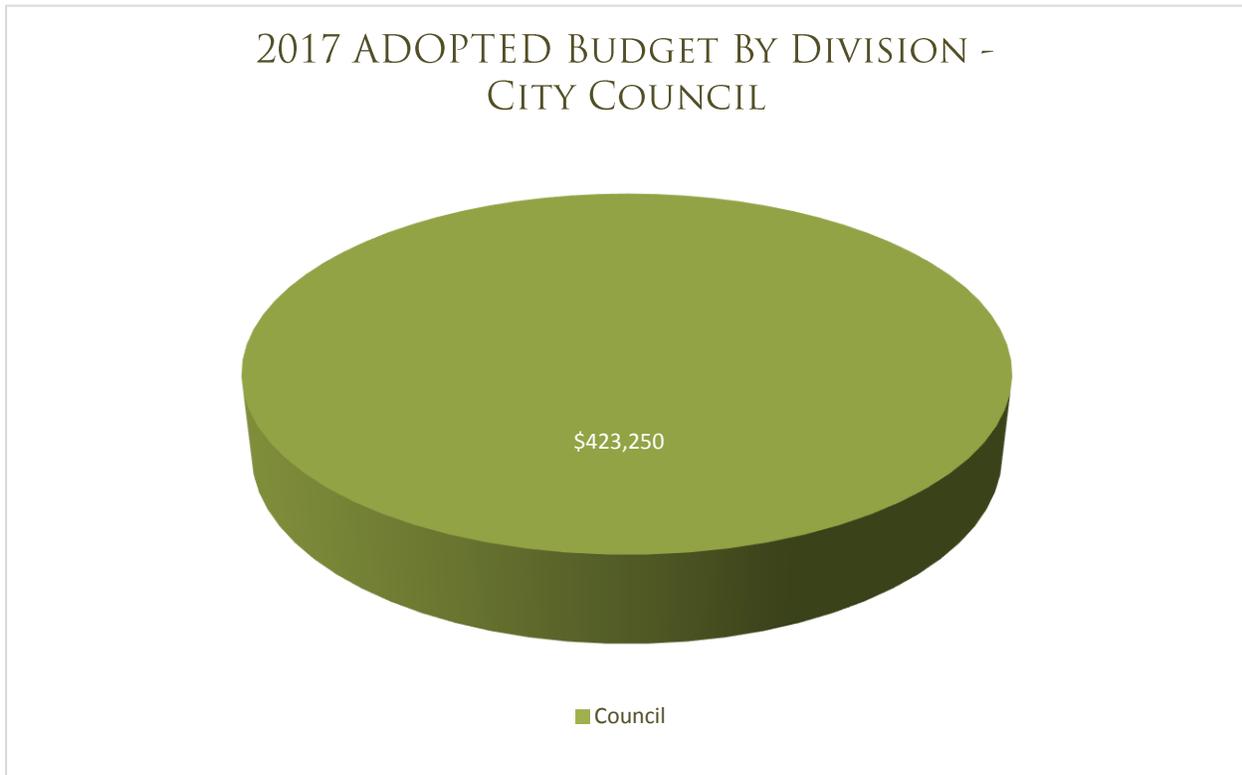


Vibrant Economy



Good Governance

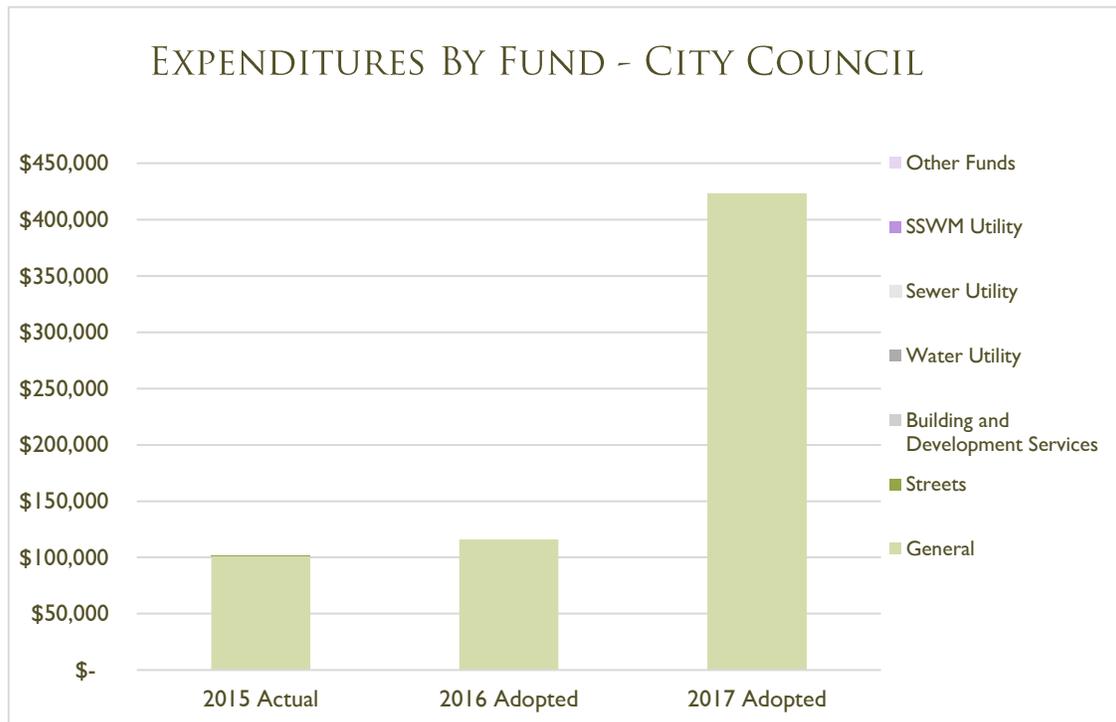
### DEPARTMENT SUMMARY – CITY COUNCIL





### EXPENDITURES BY FUND – CITY COUNCIL

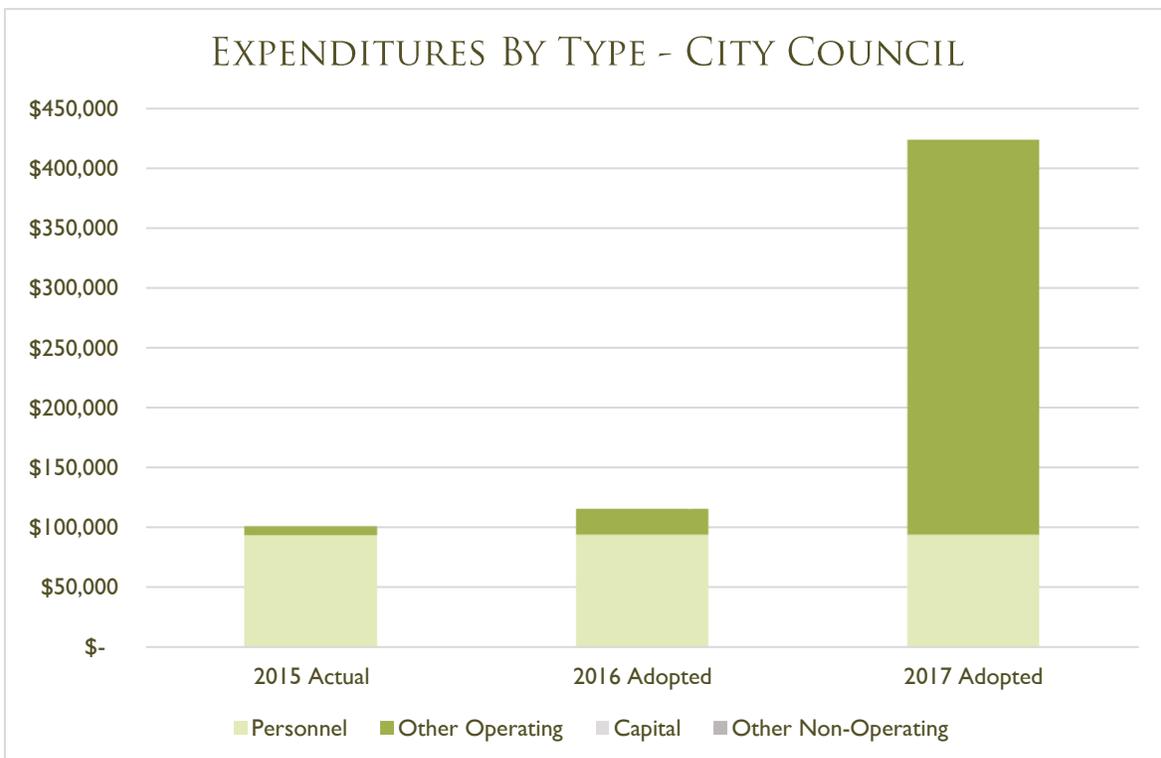
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 101,178	\$ 115,900	\$ 423,250	\$ 307,350
Streets	\$ 85	\$ -	\$ -	\$ -
Building and Development Services	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 101,263</b>	<b>\$ 115,900</b>	<b>\$ 423,250</b>	<b>\$ 307,350</b>





### EXPENDITURES BY TYPE – CITY COUNCIL

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 93,448	\$ 94,000	\$ 94,000	\$ -
Other Operating	\$ 7,815	\$ 21,900	\$ 329,250	\$ 307,350
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 101,263</b>	<b>\$ 115,900</b>	<b>\$ 423,250</b>	<b>\$ 307,350</b>





# EXECUTIVE

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**CITY OF BAINBRIDGE ISLAND  
2017 ADOPTED BUDGET - ALL FUNDS  
EXECUTIVE**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	1,020,622	1,031,978	11,356	1.11 %
Benefits	381,090	369,535	(11,555)	(3.03%)
<b>SALARIES &amp; BENEFITS</b>	<b>1,401,712</b>	<b>1,401,513</b>	<b>(199)</b>	<b>(0.01%)</b>
Supplies	30,400	47,300	16,900	55.59 %
<b>SUPPLIES</b>	<b>30,400</b>	<b>47,300</b>	<b>16,900</b>	<b>55.59 %</b>
Professional Services	736,500	601,000	(135,500)	(18.40%)
Community Services	612,491	694,000	81,509	13.31 %
Communication	1,600	8,150	6,550	409.38 %
Travel	8,500	10,700	2,200	25.88 %
Training	28,500	34,600	6,100	21.40 %
Advertising	16,000	17,400	1,400	8.75 %
Operating Leases	22,300	19,500	(2,800)	(12.56%)
Repair & Maintenance	3,000	3,000	-	- %
All Other Miscellaneous	181,500	196,550	15,050	8.29 %
<b>SERVICES &amp; CHARGES</b>	<b>1,610,391</b>	<b>1,584,900</b>	<b>(25,491)</b>	<b>(1.58%)</b>
Intergovernmental Services	2,000	2,500	500	25.00 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>2,000</b>	<b>2,500</b>	<b>500</b>	<b>25.00 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,044,503</b>	<b>3,036,213</b>	<b>(8,290)</b>	<b>(0.27%)</b>
Capital Equipment	44,817	100,000	55,183	123.13 %
<b>OTHER EXPENDITURES</b>	<b>44,817</b>	<b>100,000</b>	<b>55,183</b>	<b>123.13 %</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>44,817</b>	<b>100,000</b>	<b>55,183</b>	<b>123.13 %</b>
<b>TOTAL EXPENDITURES</b>	<b>3,089,320</b>	<b>3,136,213</b>	<b>46,893</b>	<b>1.52 %</b>



## EXECUTIVE

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

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

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

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

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

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

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

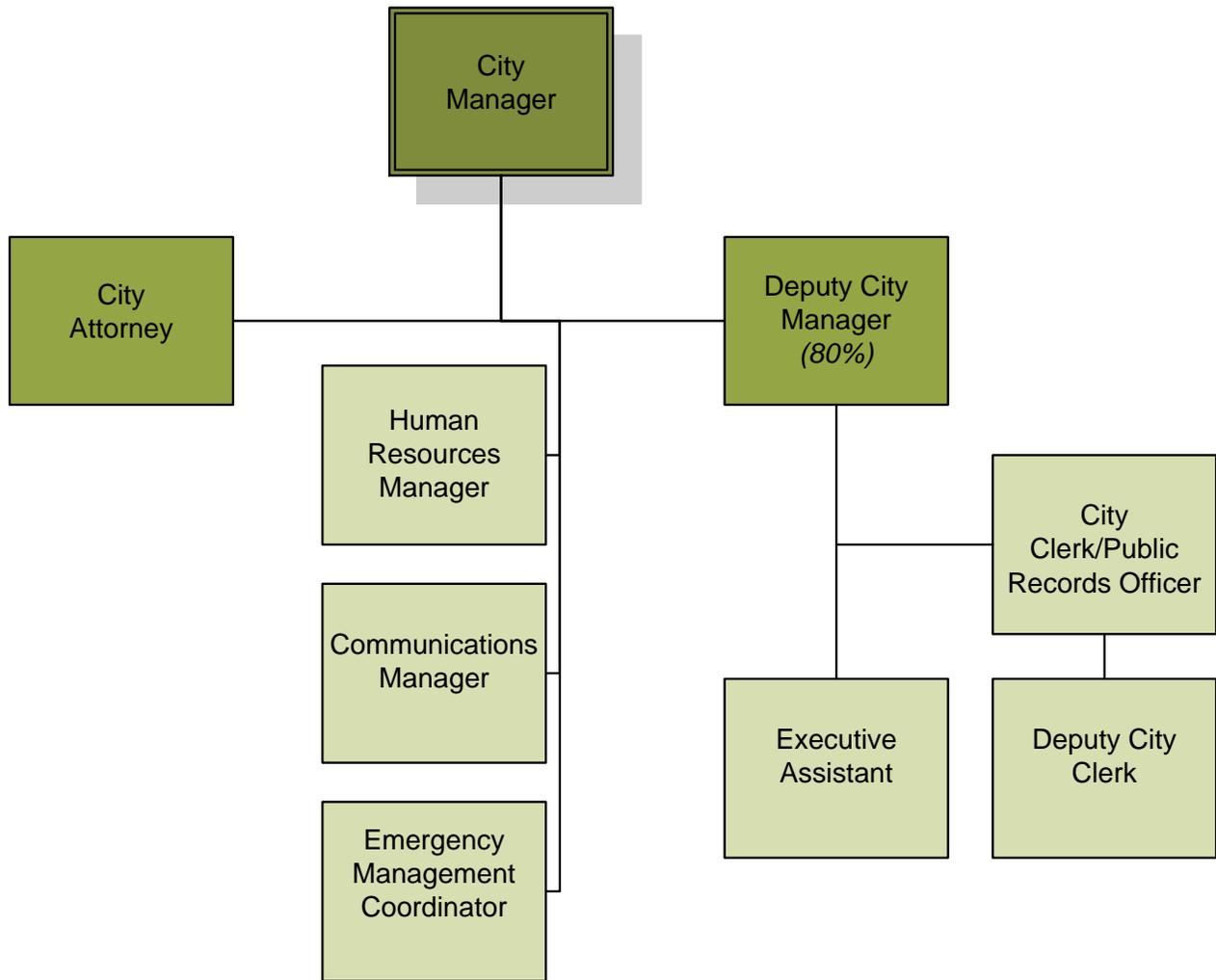
The Emergency Preparedness function organizes and implements training, planning, outreach, and other activities that encourage City staff readiness in the event of significant community events. This function also interacts extensively with community partners and the general public to encourage a high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

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

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

- The 2017-2018 budget includes funding for increased activities related to Emergency Preparedness, led by the Executive Department. In particular,
  - Adjust duties of existing staff to provide for fulltime Emergency Preparedness Coordinator, increasing time spent on this function to 1.0 FTE. Retain Civil Service Commission functions with this position and distribute administrative duties to other current staff.
  - Provide increased funding to the annual program budget for emergency preparedness
  - Provide one-time capital funding to initiate an AM radio station
- Add 0.05 FTE to existing 0.75 FTE Deputy City Manager position to adjust schedule to four full days per week
- Adjust Professional Services budget to include funding for the annual program budget for community services to support consulting services to facilitate and assess biennial human services awards, and eliminate funding for one-time 2016 efforts. Full detail on the professional services budget is included on Page 66.
- Provide one-time funding for Suyematsu Farm historic preservation planning project.
- Provide funding for Neighborhood Matching Grant program.
- Provide funding to support cultural element implementation.

### ORGANIZATIONAL CHART – EXECUTIVE



## PRIORITY BASED BUDGETING RESULTS – EXECUTIVE



Green, Well-Planned  
Community



Healthy and Attractive  
Community



Reliable Infrastructure  
and Connected Mobility



Safe City



Vibrant Economy



Good Governance

## 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.

## **ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – EXECUTIVE**

- Supported City Council consideration of development options for Suzuki property.
- Supported City Council consideration of options related to a municipal electric utility.
- Supported ongoing planning process to replace the Police Station and Municipal Court.
- Supported extensive public engagement process to complete the Comprehensive Plan Update.
- Continued work with community and businesses to review Downtown parking options.
- Expanded emergency preparedness, and coordinated relocation of City Emergency Operations Center to City Hall.
- Hired a new Director of Planning and Community Development and a new City Attorney.

## **OBJECTIVES FOR 2017 – 2018 – EXECUTIVE**

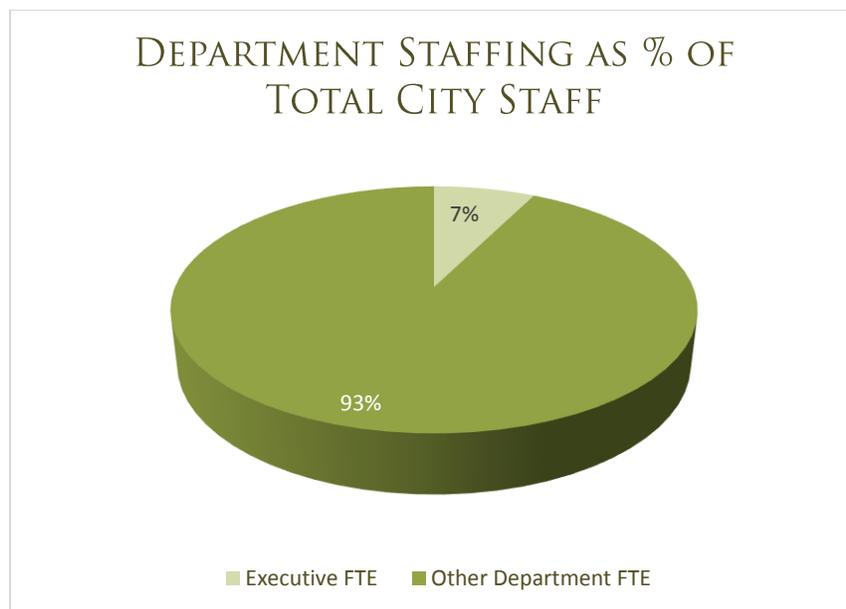
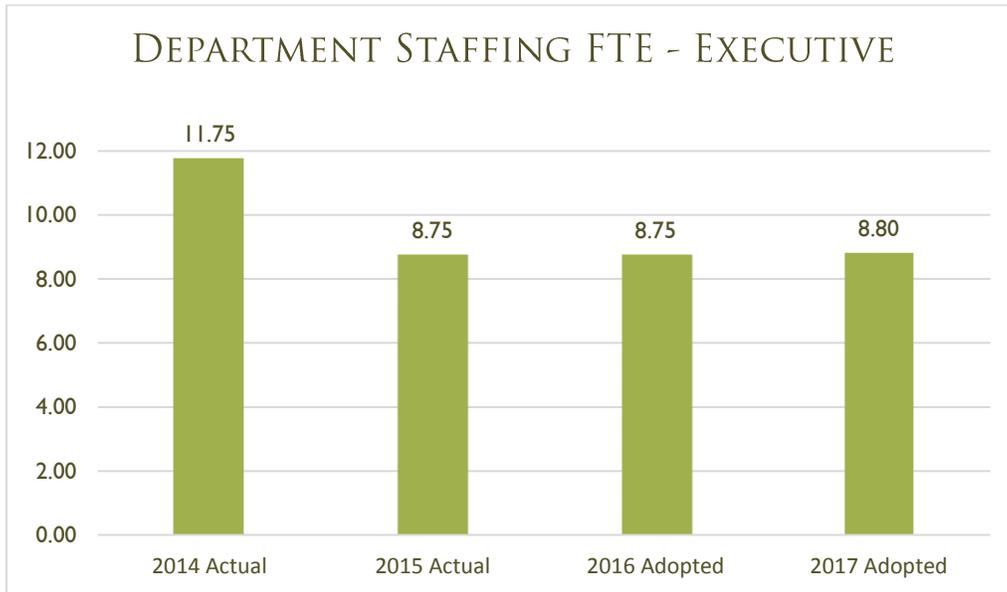
- Support priority implementation activities identified within update to the City's Comprehensive Plan.
- Select site, complete design and initiate construction for planned Law and Justice Center to support Police and Municipal Court.
- Complete surplus process for City's Suzuki property and select development team.
- Complete consideration of options for municipal electric utility.
- Support Council consideration of significant transportation project portfolio and funding options.
- Develop proposal for downtown parking/Town Square project.
- Continue participation in regional planning for SR 305 corridor.
- Expand City website functionality and content, continue work to integrate with OpenGov and other transparency platforms.

**DEPARTMENT SUMMARY – EXECUTIVE**





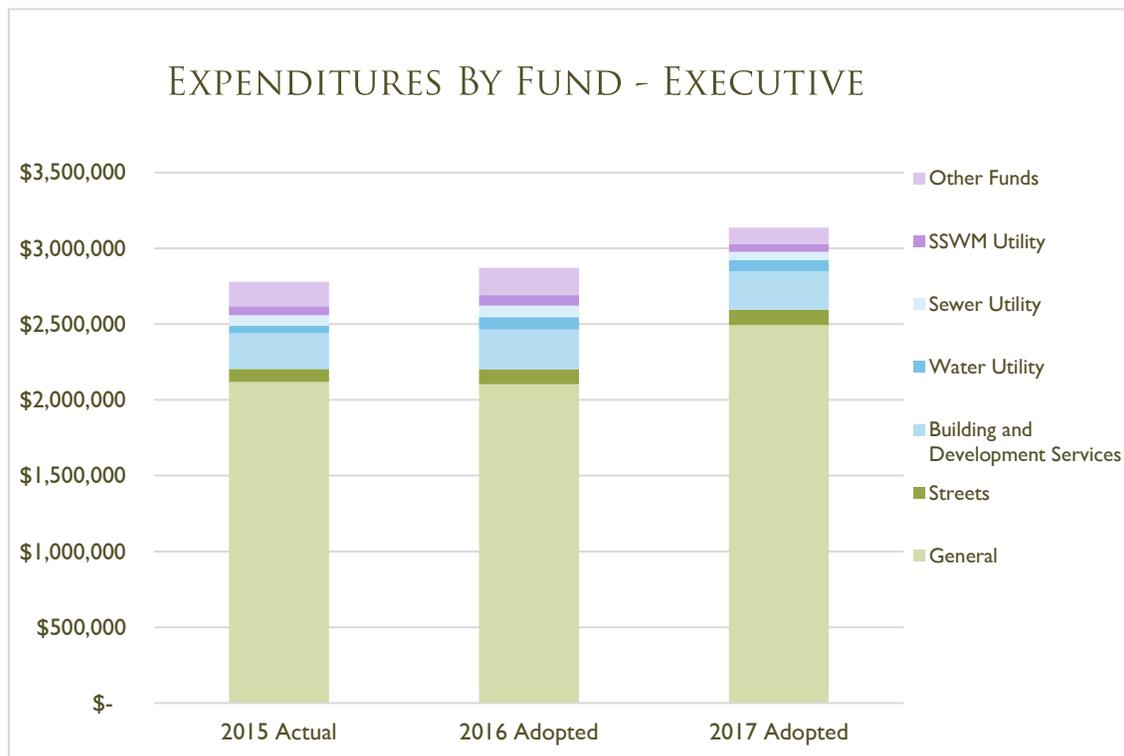
### DEPARTMENT STAFFING – EXECUTIVE





### EXPENDITURES BY FUND – EXECUTIVE

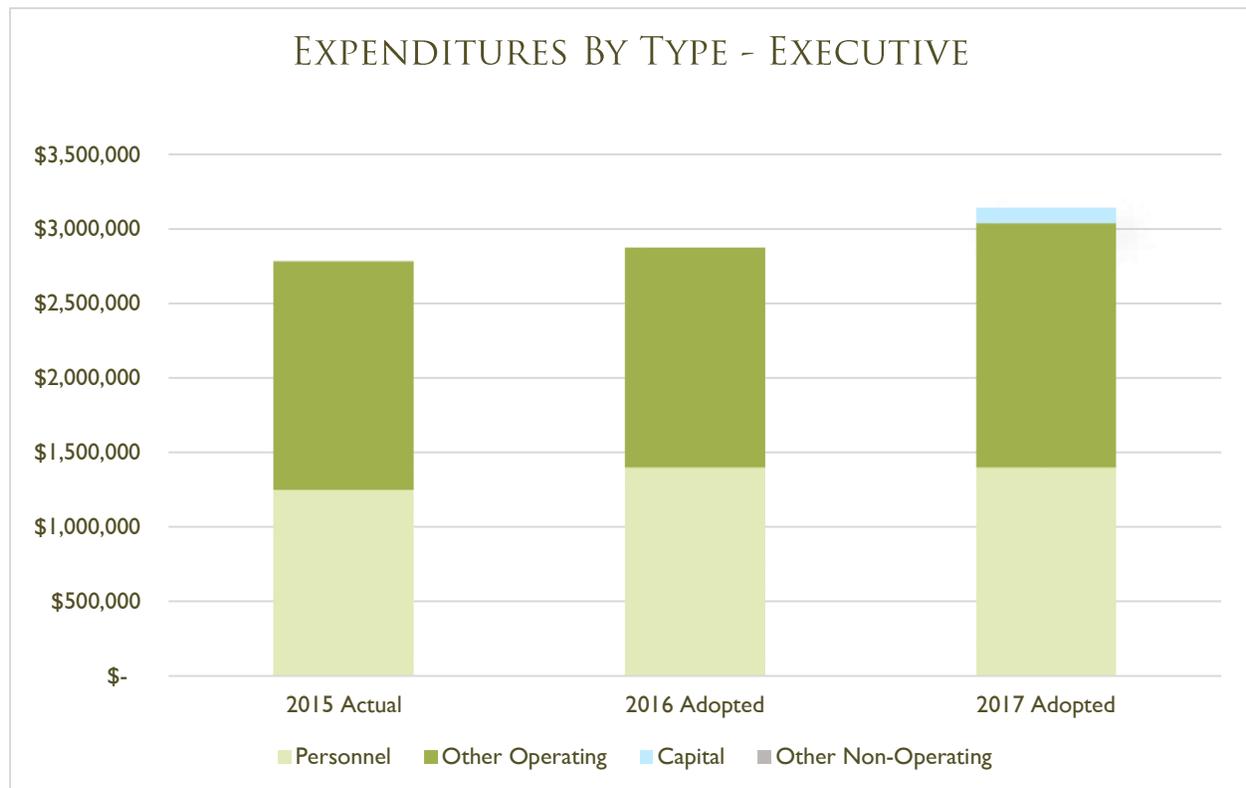
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 2,118,530	\$ 2,103,407	\$ 2,494,356	\$ 390,949
Streets	\$ 86,386	\$ 99,628	\$ 99,445	\$ (183)
Building and Development Services	\$ 235,005	\$ 260,483	\$ 255,685	\$ (4,798)
Water Utility	\$ 49,075	\$ 82,790	\$ 71,645	\$ (11,145)
Sewer Utility	\$ 69,856	\$ 75,560	\$ 55,043	\$ (20,517)
SSWM Utility	\$ 59,456	\$ 68,271	\$ 50,039	\$ (18,232)
Other Funds	\$ 161,902	\$ 180,784	\$ 110,000	\$ (70,784)
<b>Total Budget</b>	<b>\$ 2,780,210</b>	<b>\$ 2,870,923</b>	<b>\$ 3,136,213</b>	<b>\$ 265,290</b>





**EXPENDITURES BY TYPE – EXECUTIVE**

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 1,251,047	\$ 1,401,712	\$ 1,401,513	\$ (199)
Other Operating	\$ 1,528,981	\$ 1,469,211	\$ 1,634,700	\$ 165,489
Capital	\$ 183	\$ -	\$ 100,000	\$ 100,000
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,780,211</b>	<b>\$ 2,870,923</b>	<b>\$ 3,136,213</b>	<b>\$ 265,290</b>

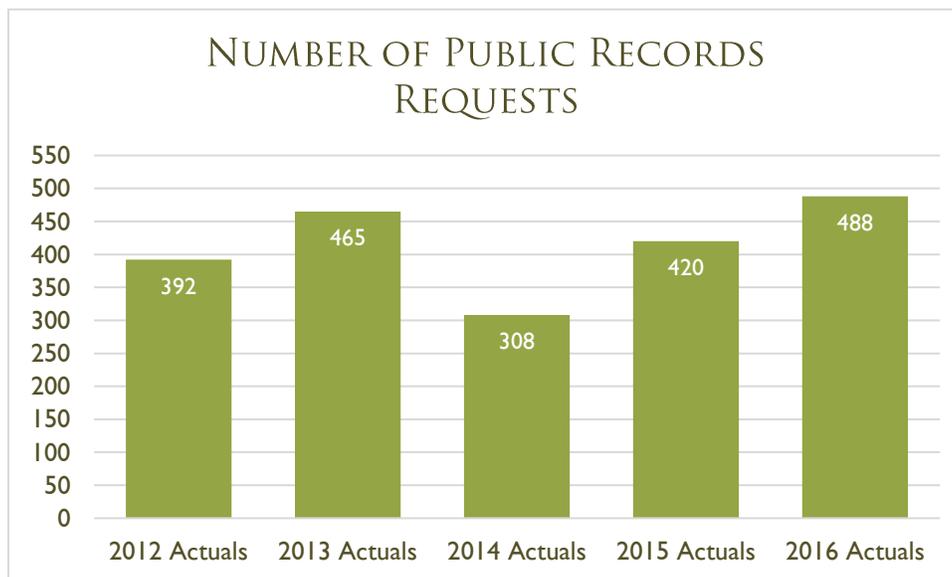


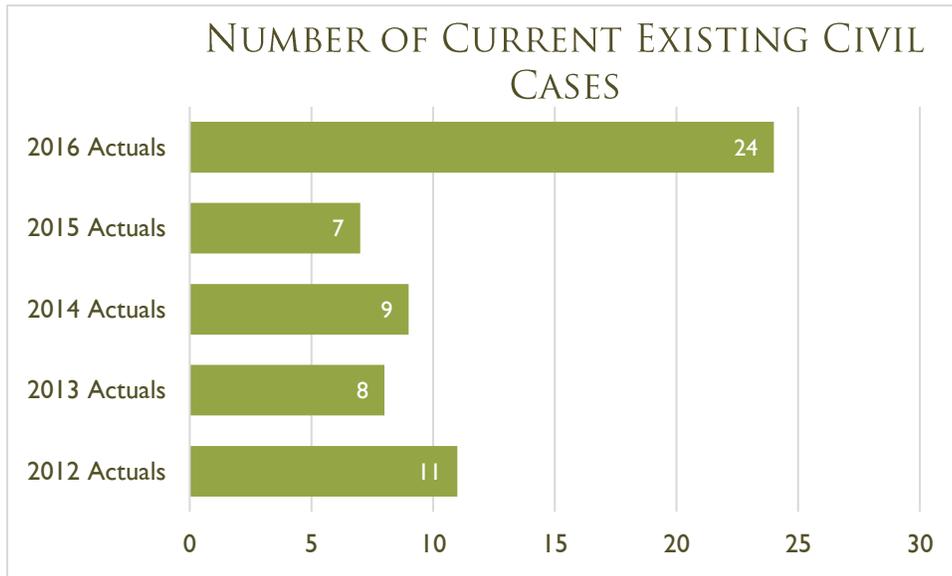


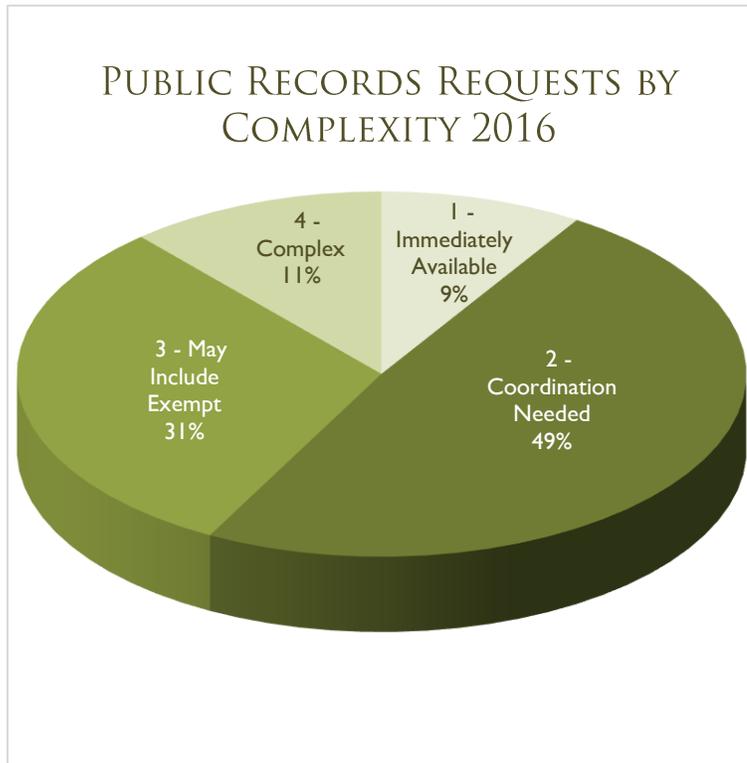
### PERFORMANCE MEASURES – EXECUTIVE

#### Legal

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Number of Cases Settled	N/A	N/A	N/A	1	5
Number of New Civil Cases (Superior Ct./GMHB)	N/A	N/A	N/A	3	2
Number of New Administrative Appeals	N/A	N/A	N/A	3	10
Number of Public Records Requests	392	465	308	420	488
Number of current civil cases (Superior Ct./GMHB)	11	8	9	7	24
Number of Contracts and Agreements Reviewed	183	164	161	160	163
Number of Ordinances and Resolutions Reviewed	35	55	64	41	51



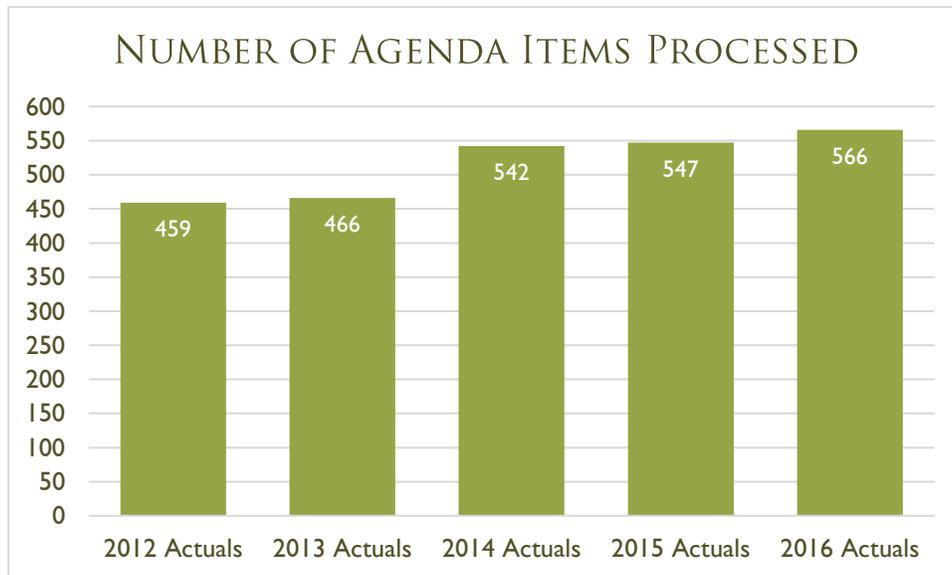






**City Clerk**

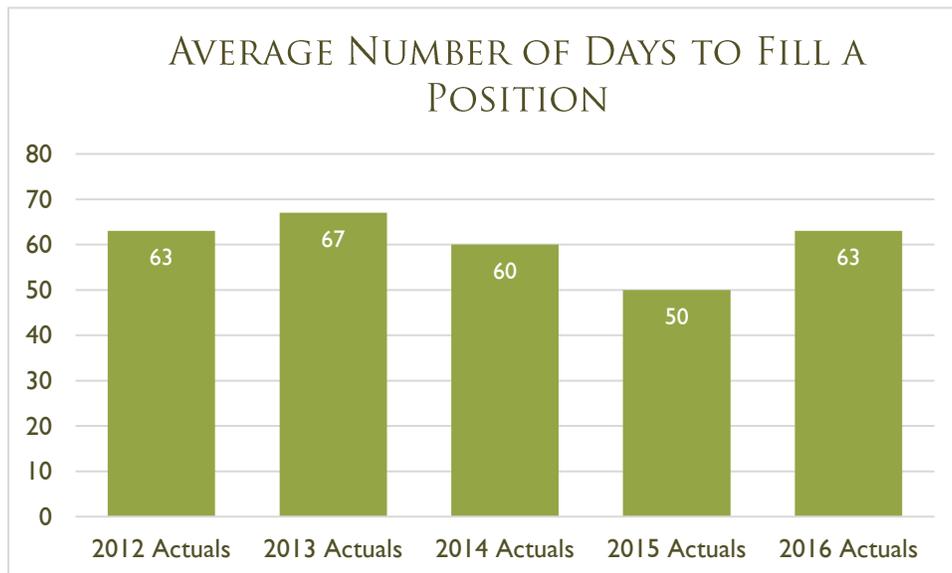
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Number of Councilmanic Packets Produced	57	49	53	38	50
Number of Ordinances Processed	22	33	38	32	29
Board and Commission Applications Processed	55	47	48	62	76
Number of Resolutions Processed	12	20	23	22	23
Number of Agenda Items Processed	459	466	542	547	566





**Human Resources**

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Percent of Annual City-Wide Employee Turnover	11%	13%	11%	4%	14%
Percent of Annual Voluntary Employee Turnover	8%	6%	11%	4%	14%
Average Number of Days to Fill a Position	63	67	60	50	63
First Aid Claims	N/A	N/A	N/A	3	1
Medical Claims	N/A	N/A	N/A	6	8
Time Loss Claims	N/A	N/A	N/A	1	2
Workplace Injuries - Total	N/A	N/A	N/A	10	11

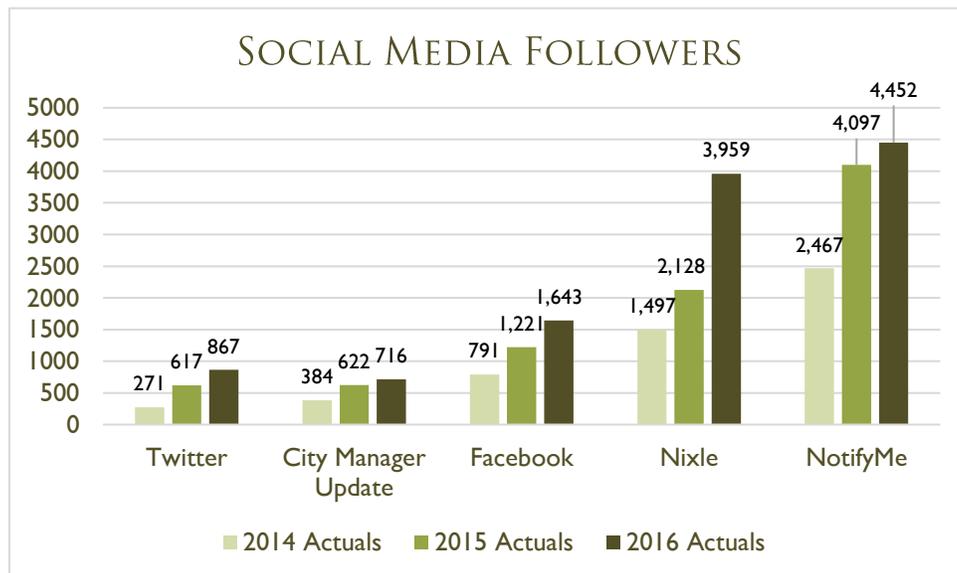


**Community Engagement**

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Number of Press Releases that Earned a 'Pick-Up' from Media	N/A	24	80	82

**Social Media Followers**

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Twitter	N/A	271	617	867
City Manager Update	306	384	622	716
Facebook	492	791	1,221	1,643
Nixle	N/A	1,497	2,128	3,959
NotifyMe	N/A	2,467	4,097	4,452
Number of Hits on the Website	N/A	N/A	198,207	224,104





# FINANCE & ADMINISTRATIVE SERVICES

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**CITY OF BAINBRIDGE ISLAND**  
**2017 ADOPTED BUDGET - ALL FUNDS**  
**FINANCE, IT & ADMINISTRATIVE SERVICES**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	1,111,477	1,222,703	111,226	10.01 %
Benefits	428,964	485,122	56,158	13.09 %
<b>SALARIES &amp; BENEFITS</b>	<b>1,540,441</b>	<b>1,707,825</b>	<b>167,384</b>	<b>10.87 %</b>
Supplies	23,000	23,500	500	2.17 %
Computer Equipment & Software	52,530	78,600	26,070	49.63 %
<b>SUPPLIES</b>	<b>75,530</b>	<b>102,100</b>	<b>26,570</b>	<b>35.18 %</b>
Professional Services	87,989	77,000	(10,989)	(12.49%)
Communication	-	36,500	36,500	100.00 %
Travel	5,600	5,600	-	- %
Training	14,000	15,000	1,000	7.14 %
Advertising	1,030	1,100	70	6.80 %
Operating Leases	41,600	52,000	10,400	25.00 %
Repair & Maintenance	187,060	224,100	37,040	19.80 %
All Other Miscellaneous	4,000	6,200	2,200	55.00 %
<b>SERVICES &amp; CHARGES</b>	<b>341,279</b>	<b>417,500</b>	<b>76,221</b>	<b>22.33 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,957,250</b>	<b>2,227,425</b>	<b>270,175</b>	<b>13.80 %</b>
Capital Equipment	150,000	35,000	(115,000)	(76.67%)
<b>OTHER EXPENDITURES</b>	<b>150,000</b>	<b>35,000</b>	<b>(115,000)</b>	<b>(76.67%)</b>
To Other Funds and Sub-Funds	5,874,959	8,453,108	2,578,149	43.88 %
<b>OTHER USES</b>	<b>5,874,959</b>	<b>8,453,108</b>	<b>2,578,149</b>	<b>43.88 %</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>6,024,959</b>	<b>8,488,108</b>	<b>2,463,149</b>	<b>40.88 %</b>
<b>TOTAL EXPENDITURES</b>	<b>7,982,209</b>	<b>10,715,533</b>	<b>2,733,324</b>	<b>34.24 %</b>



## FINANCE AND ADMINISTRATIVE SERVICES

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

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

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

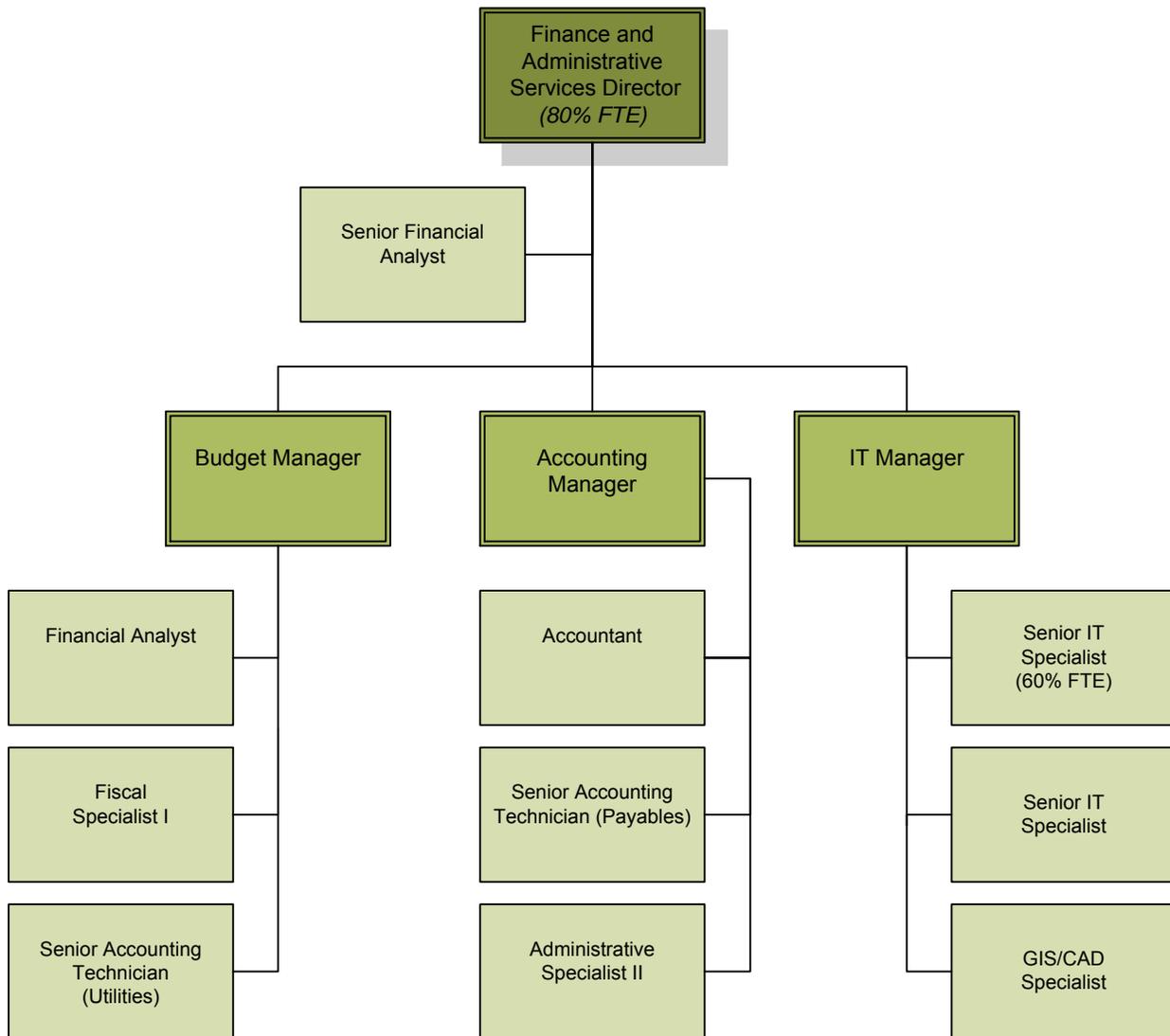
The Information Technology (IT) unit provides technical support, systems administration, web, and GIS/mapping maintenance services. IT manages and procures computers, phone, and software for all City departments, and sets the strategic direction for technology use in the City's programs and services.

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

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

- Increase existing Financial Analyst position from 0.5 FTE to 1.0 FTE to support financial reporting and transparency efforts, in particular to increase the City's timely and comprehensive use of the OpenGov platform.
- Add 1.0 FTE Accountant position to provide additional capacity to process the increasing number of financial transactions, assist with the administration of the new utility tax, and improve consistency of financial records.
- Provide funding for software and process support for transition to online payroll processing.
- The 2017-2018 budget transfers the funding for televising City Council meetings from the General Government budget to the Finance and Administrative Services budget. This transfer does not change budgeted spending, but shows in Finance and Administrative Services as an increase to Communication as compared to 2016.

### ORGANIZATIONAL CHART – FINANCE AND ADMINISTRATIVE SERVICES



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



Good Governance

### **SERVICES PROVIDED – FINANCE AND ADMINISTRATIVE SERVICES**

- Maintains financial operations, policies, processes, and controls for the City.
- Staffs City Hall front desk, providing cashiering, information and reception services.
- Manages and maintains financial records in conformity with Generally Accepted Accounting Principles (GAAP) and in compliance with local, state, and federal laws.
- Administers payroll, accounts payable, business licensing, utility billing, general ledger maintenance, cash management, long-term debt, and all internal financial controls.
- Prepares, monitors, and reports on the City's budget and Capital Improvement Plan.
- Provides Information Technology backbone, systems administration, user support, and data security for the City.
- Manages City mapping and Geographic Information Systems (GIS) data, creating maps and datasets to support City and community objectives.

### **ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – FINANCE AND ADMINISTRATIVE SERVICES**

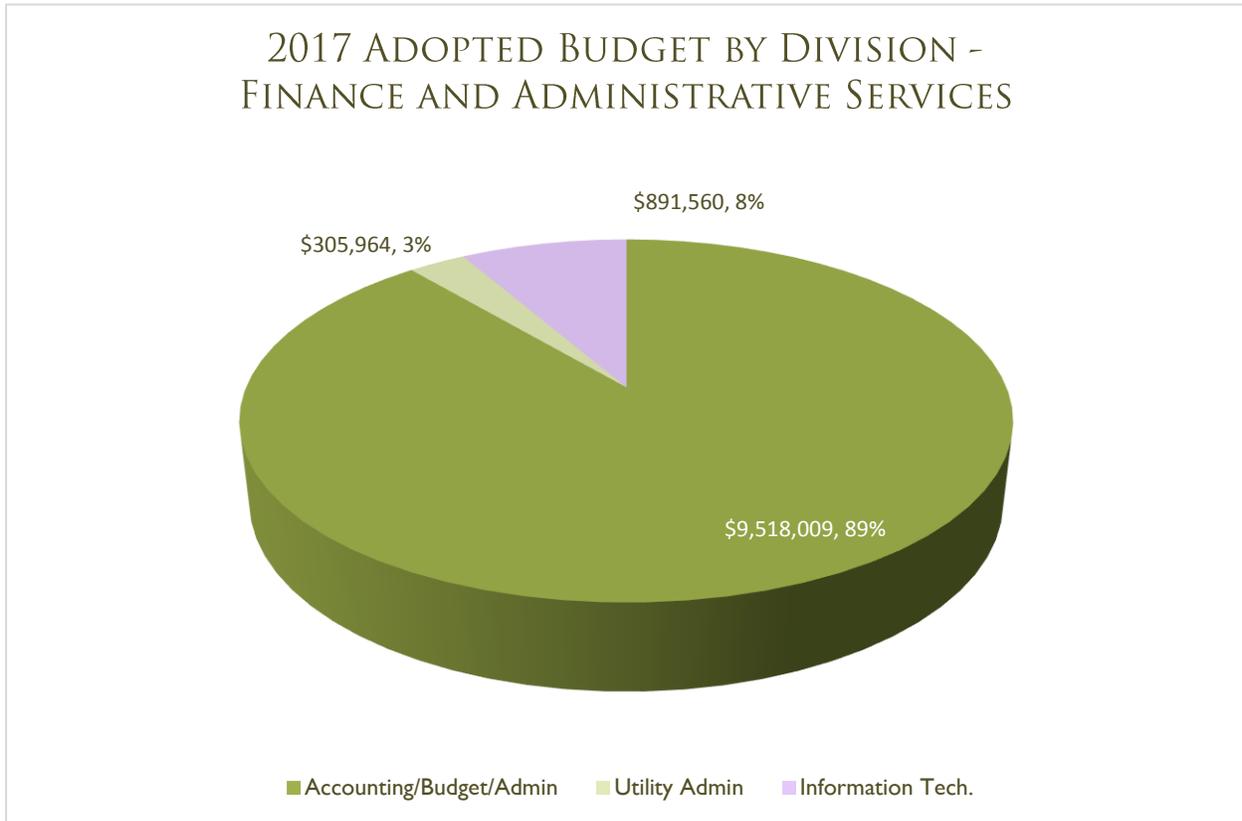
- Completed review and update to citywide financial policies, including adoption of new language demonstrating compliance with best financial management practices.
- Implemented significant new Government Accounting Standards Board (GASB) guidance related to showing pension liabilities.
- Updated Priority Based Budgeting Resource Alignment Diagnostic Tool and Fiscal Health Model.
- Updated and published Budget in Brief document to provide budget synopsis.
- Supported implementation of new Mobile Computer Terminal hardware for police officers.

- Implemented use of cloud-based GIS system, including replacement of Public GIS access via City website.
- Implemented usage of tablet-based GIS data collection system, enabling mobile access to update geometry and data attributes of City datasets. First projects included water quality stream and wetland analysis, and disaster assessment during Emergency Preparedness drill.
- Implemented cloud-based video streaming and archive service for City Council meetings.
- Implemented methodology for redundant network routing to internet during unexpected service provider outages.

### **OBJECTIVES FOR 2017 – 2018 – FINANCE AND ADMINISTRATIVE SERVICES**

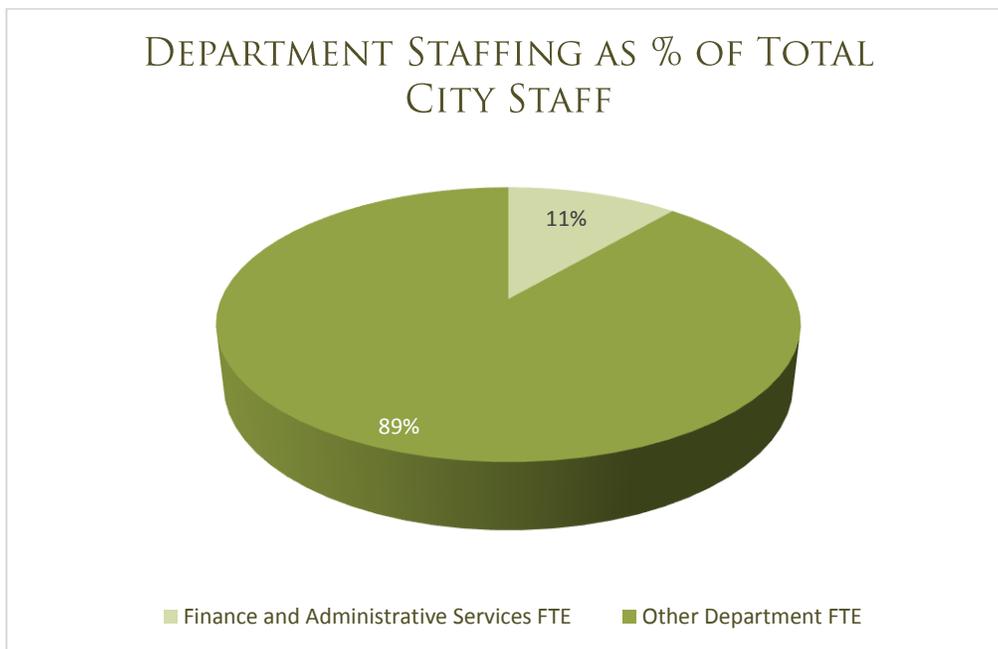
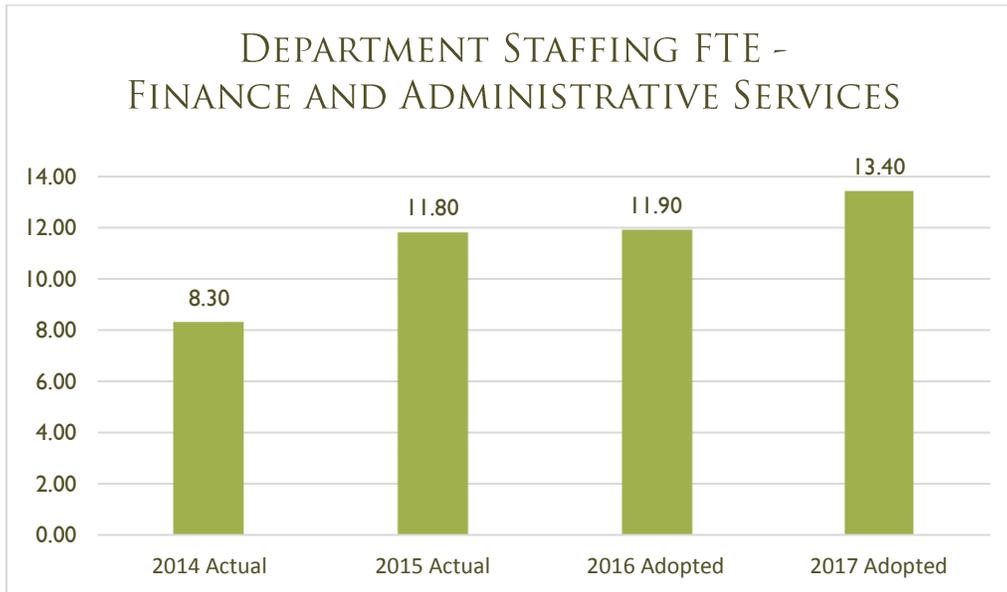
- Participate in Police and Municipal Court Building project planning and financing.
- Increase internal and external use of financial transparency portal, especially OpenGov functionality.
- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- Receive Distinguished Budget Award from GFOA.
- Increase use of Help Desk support software within Information Technology group and across the City.
- Implement new utility tax across island-wide water and sewer providers.
- Implement online timesheet functionality and integrate with MUNIS Financial System.
- Implement new Equipment Rental and Revolving fund.
- Expand usage of cloud-based GIS system.
- Expand usage of tablet-based GIS data collection system. Potential projects relate to City utility systems.

**DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES**





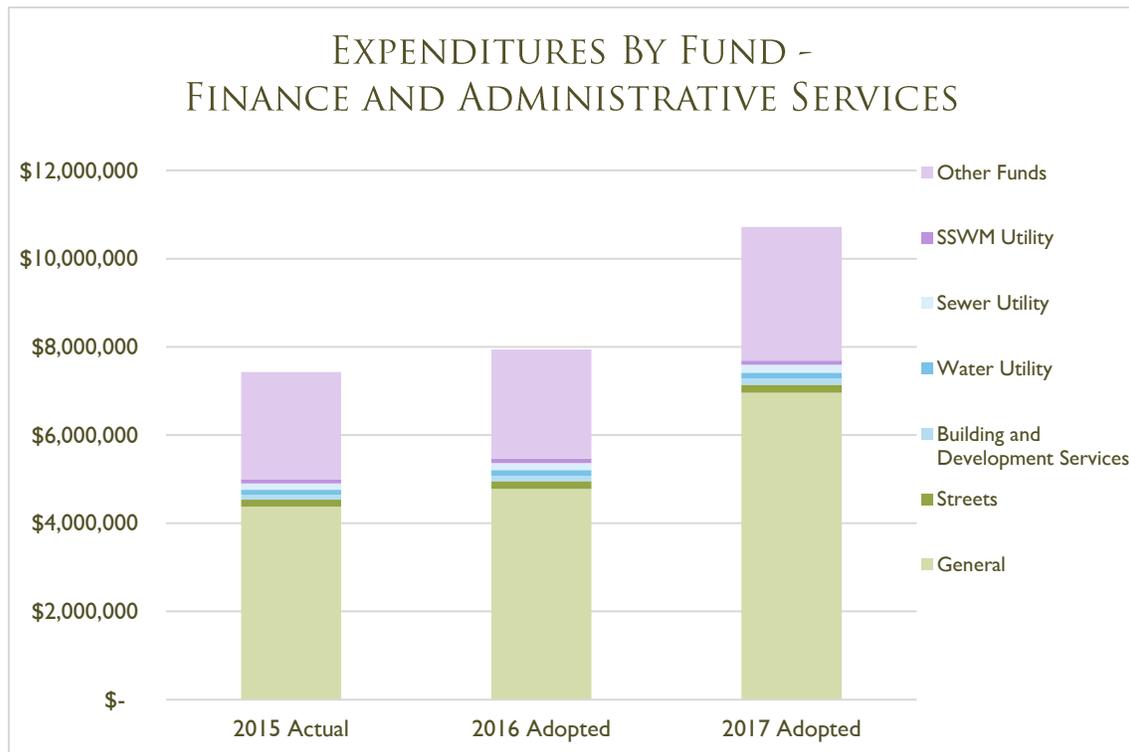
### DEPARTMENT STAFFING – FINANCE AND ADMINISTRATIVE SERVICES





### EXPENDITURES BY FUND – FINANCE AND ADMINISTRATIVE SERVICES

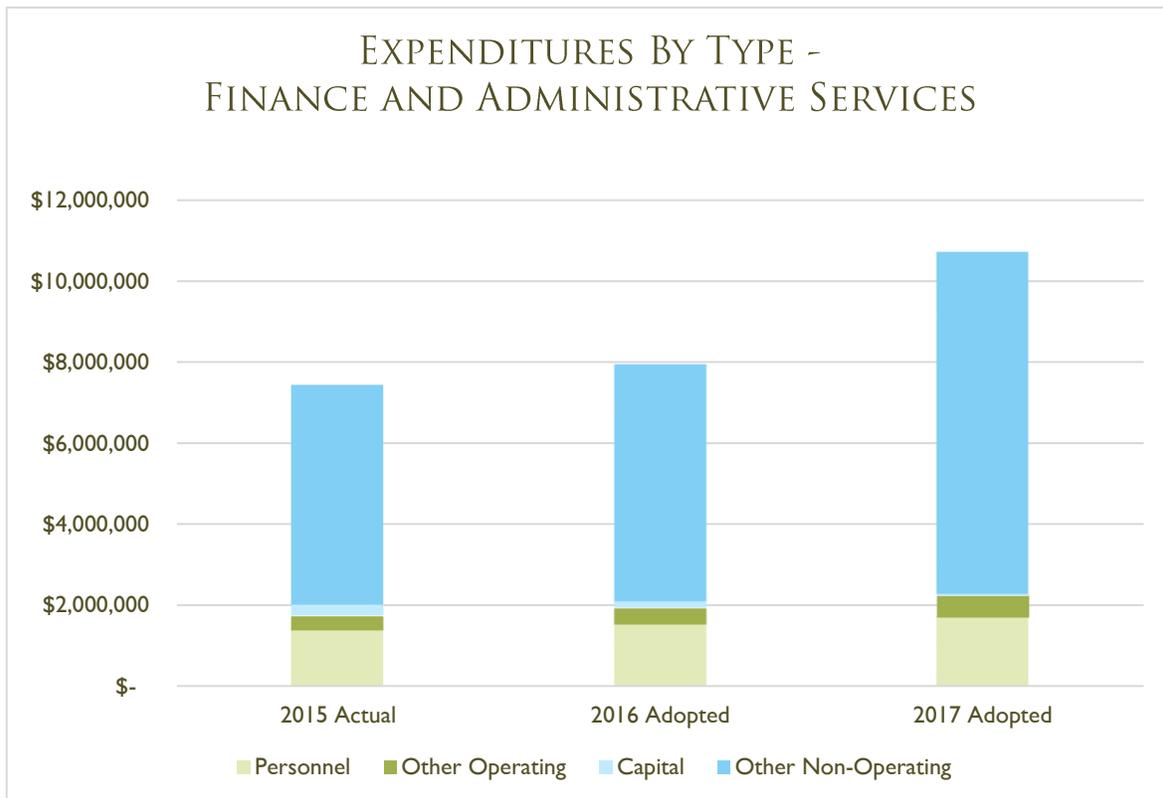
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 4,374,413	\$ 4,779,172	\$ 6,960,487	\$ 2,181,315
Streets	\$ 157,475	\$ 172,860	\$ 181,477	\$ 8,617
Building and Development Services	\$ 111,675	\$ 124,707	\$ 142,317	\$ 17,610
Water Utility	\$ 118,813	\$ 128,395	\$ 129,750	\$ 1,355
Sewer Utility	\$ 143,942	\$ 157,905	\$ 178,233	\$ 20,328
SSWM Utility	\$ 93,084	\$ 102,360	\$ 98,149	\$ (4,211)
Other Funds	\$ 2,426,367	\$ 2,473,794	\$ 3,025,120	\$ 551,326
<b>Total Budget</b>	<b>\$ 7,425,769</b>	<b>\$ 7,939,193</b>	<b>\$ 10,715,533</b>	<b>\$ 2,776,340</b>





### EXPENDITURES BY TYPE – FINANCE AND ADMINISTRATIVE SERVICES

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 1,398,797	\$ 1,540,441	\$ 1,707,825	\$ 167,384
Other Operating	\$ 339,862	\$ 390,620	\$ 519,600	\$ 128,980
Capital	\$ 264,761	\$ 150,000	\$ 35,000	\$ (115,000)
Other Non-Operating	\$ 5,422,348	\$ 5,858,132	\$ 8,453,108	\$ 2,594,976
<b>Total Budget</b>	<b>\$ 7,425,768</b>	<b>\$ 7,939,193</b>	<b>\$ 10,715,533</b>	<b>\$ 2,776,340</b>

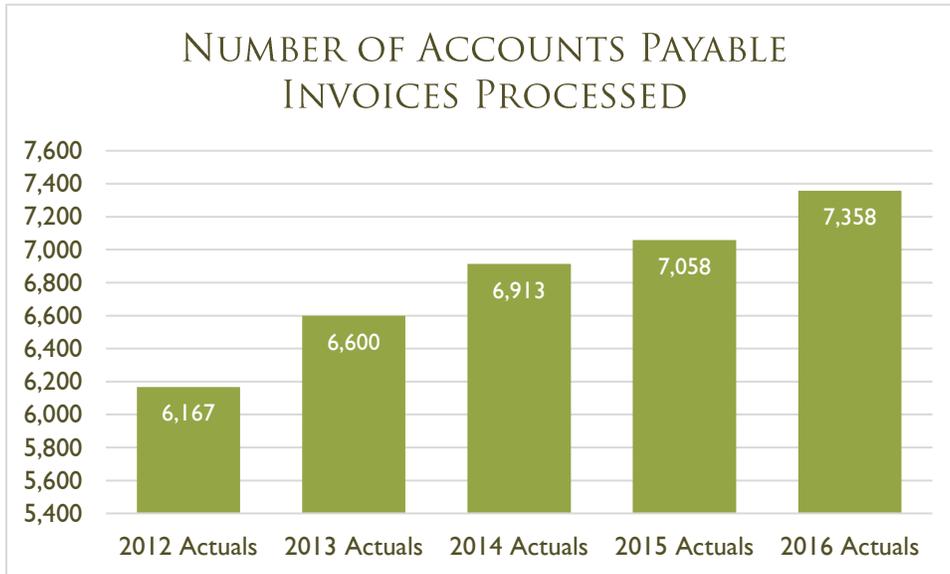




**PERFORMANCE MEASURES – FINANCE AND ADMINISTRATIVE SERVICES**

**Accounting & Audit**

<b>Indicators</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
State Audit Results (for prior year report)	No Findings	Finding	No Findings	No Findings	No Findings
Number of Accounts Payable Invoices Processed	6,167	6,600	6,913	7,058	7,358
Number of Cash Receipt Transactions Processed	38,976	40,070	31,644	30,578	30,869
Number of Payroll Direct Deposits Processed	2,783	2,555	2,635	2,725	2,895
Number of Business Licenses Issued	2,877	3,100	3,141	3,236	3,429
Number of New Business Licenses Issued	300	471	312	315	341
Percent of Total Dollar Value Paid by Credit Card	0.69%	1.57%	1.34%	1.94%	1.81%
Obtained Certificate of Achievement for Excellence in Financial Reporting from GFOA	N/A	N/A	N/A	Yes	Submitted





**Budget & Revenue**

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Number of Utility Customers	4,413	4,442	4,504	4,531	4,595
General Fund Year-End Cash Balance as a Percent of Annual General Fund Revenues	58%	71%	89%	97%	N/A
Bond Rating Change over Time	A1	A1	Aa3	Aa3	Aa1
Total Citywide Capital-Debt as a Percentage of Total Capital Assets (at Book Value)	24%	22%	20%	20%	19%
Total Citywide Debt as a Percentage of Capacity	9%	8%	7%	7%	6%
Obtained Distinguished Budget Award from GFOA	No	No	No	Yes	Will be submitting

**Information and Technology**

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



# MUNICIPAL COURT

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**CITY OF BAINBRIDGE ISLAND  
2017 ADOPTED BUDGET - ALL FUNDS  
MUNICIPAL COURT**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	386,900	400,000	13,100	3.39 %
Benefits	135,000	147,000	12,000	8.89 %
<b>SALARIES &amp; BENEFITS</b>	<b>521,900</b>	<b>547,000</b>	<b>25,100</b>	<b>4.81 %</b>
Supplies	5,300	9,400	4,100	77.36 %
<b>SUPPLIES</b>	<b>5,300</b>	<b>9,400</b>	<b>4,100</b>	<b>77.36 %</b>
Professional Services	12,000	12,000	-	- %
Travel	2,000	2,000	-	- %
Training	2,500	3,000	500	20.00 %
Operating Leases	15,000	16,000	1,000	6.67 %
Repair & Maintenance	1,000	2,500	1,500	150.00 %
All Other Miscellaneous	3,500	3,500	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>36,000</b>	<b>39,000</b>	<b>3,000</b>	<b>8.33 %</b>
Intergovernmental Services	1,000	1,000	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>564,200</b>	<b>596,400</b>	<b>32,200</b>	<b>5.71 %</b>
<b>TOTAL EXPENDITURES</b>	<b>564,200</b>	<b>596,400</b>	<b>32,200</b>	<b>5.71 %</b>



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## 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.

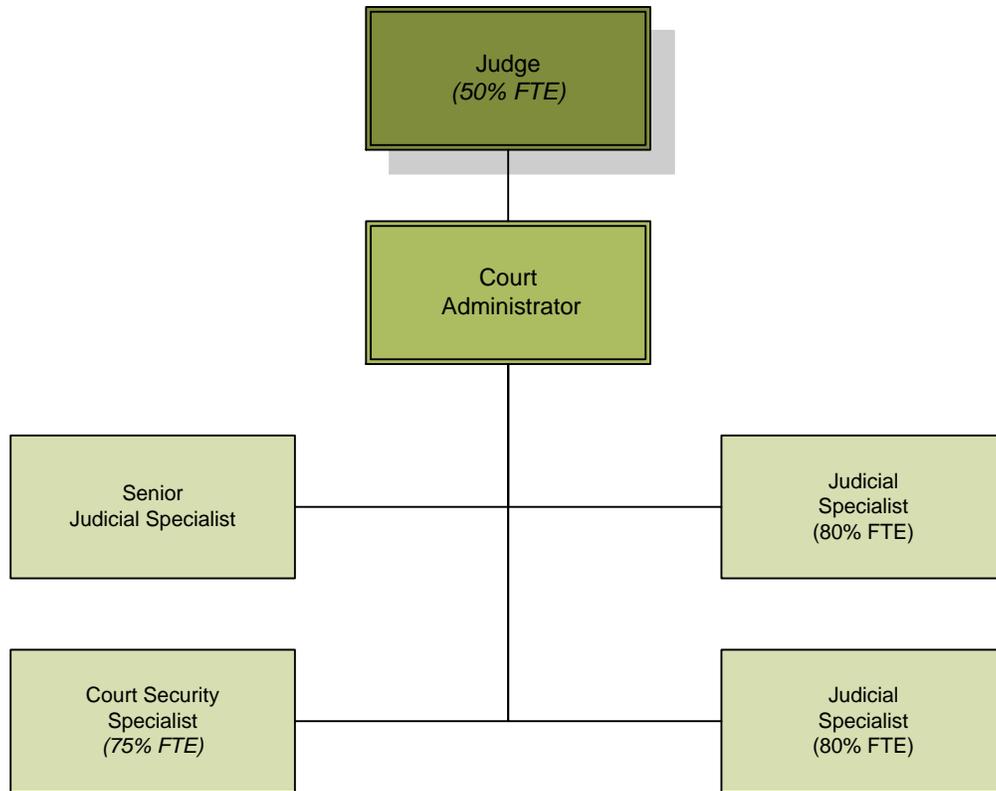
The Municipal Court has jurisdiction over misdemeanor criminal cases, traffic infractions, parking citations, and municipal code violations filed by the Bainbridge Island Police Department, the Prosecuting Attorney, animal control, and the City code compliance staff. The Court also has jurisdiction to 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.

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

- Increase Supply budget in alignment with current spending patterns.

### ORGANIZATIONAL CHART – MUNICIPAL COURT



## PRIORITY BASED BUDGETING RESULTS – MUNICIPAL COURT



Safe City



Healthy and Attractive  
Community

### SERVICES PROVIDED – MUNICIPAL COURT

- Adjudication of criminal misdemeanor offenses such as domestic violence assault, driving under the influence of alcohol and drugs, hit and run, theft, and vehicle prowling.
- Petition for domestic violence, anti-harassment, stalking, and sexual assault protection orders.
- Mitigation and contested hearings for parking, traffic, animal control, and code violations.
- Probation monitoring for all pre-trial diversion agreements and misdemeanor sentencing conditions.
- Monitoring of offenders placed on electronic home detention, SCRAM alcohol monitoring devices, and GPS monitoring devices.
- The Municipal Court 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

### ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – MUNICIPAL COURT

- Developed a very comprehensive webpage with detailed information and forms for all issues handled by the court. This allows individuals to get up-to-date, accurate information about parking tickets, infractions, criminal cases, protection orders, and any needed forms at a convenient time and place.
- Implemented a debt write-off policy so all uncollected parking ticket debt over 10 years old could be removed from the judicial information system.
- Establishment of mental health working group that offers regular meetings involving the Judge, attorneys, probation clerk, therapists and social workers to discuss working with mentally ill defendants and use of the Kitsap County funded Behavioral Health Specialist in the court.

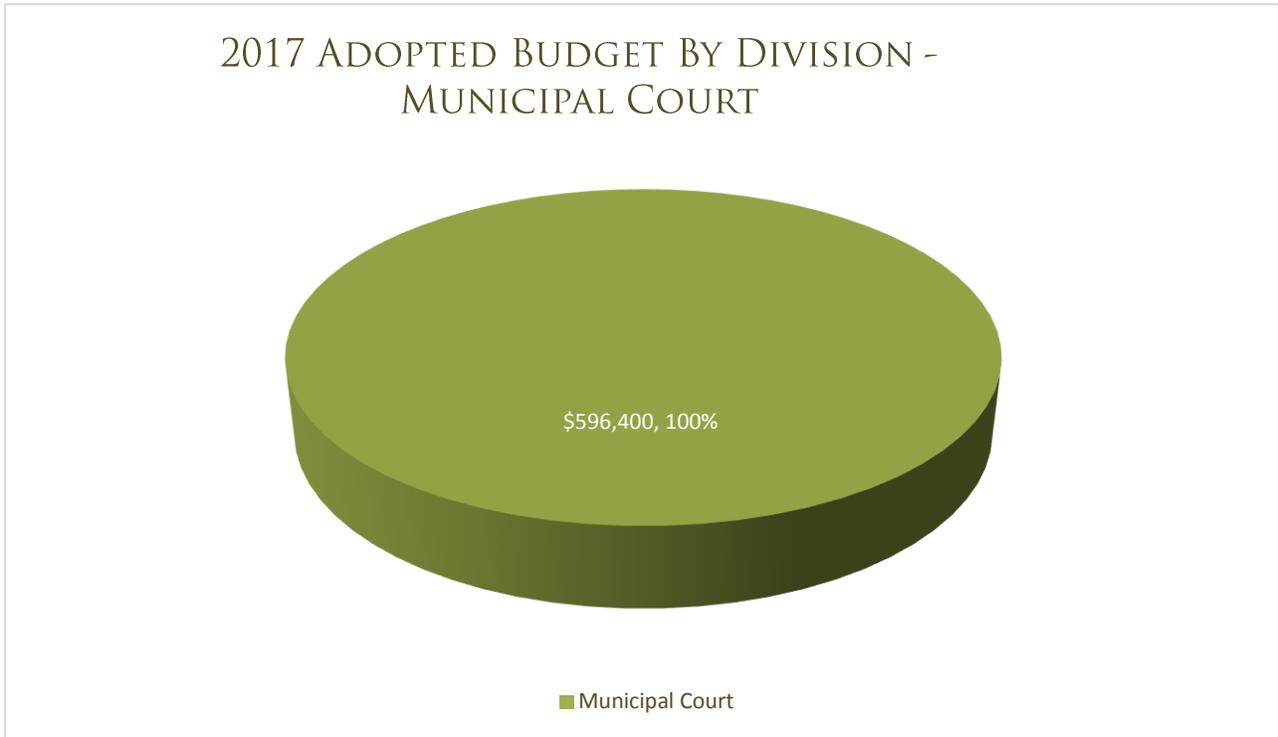


## **OBJECTIVES FOR 2017 – 2018 – MUNICIPAL COURT**

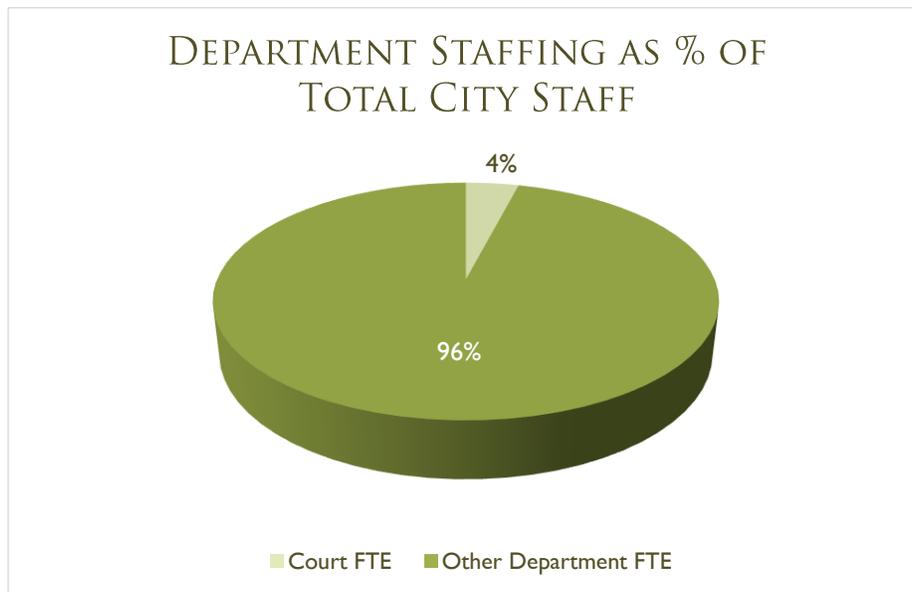
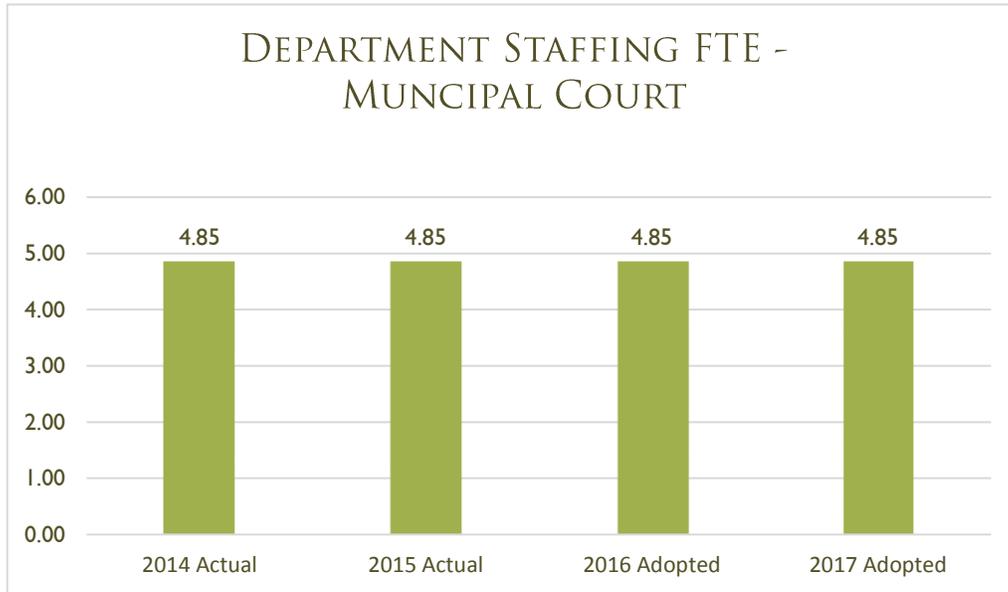
- Complete debt write-off for uncollected debt in infractions and criminal cases over 10 years old. Continue regular write-off of aging debt over 10 years old.
- Increase technology in the courtroom such as adding a new speakerphone system for court hearings and technology to allow litigants to easily present digital evidence in the courtroom.
- Replace aging and outdated courtroom furniture
- Continue development of programs to aid mentally ill defendants.
- Participate in city outreach events such as National Night Out and the Police Department Citizens Academy.



**DEPARTMENT SUMMARY – MUNICIPAL COURT**



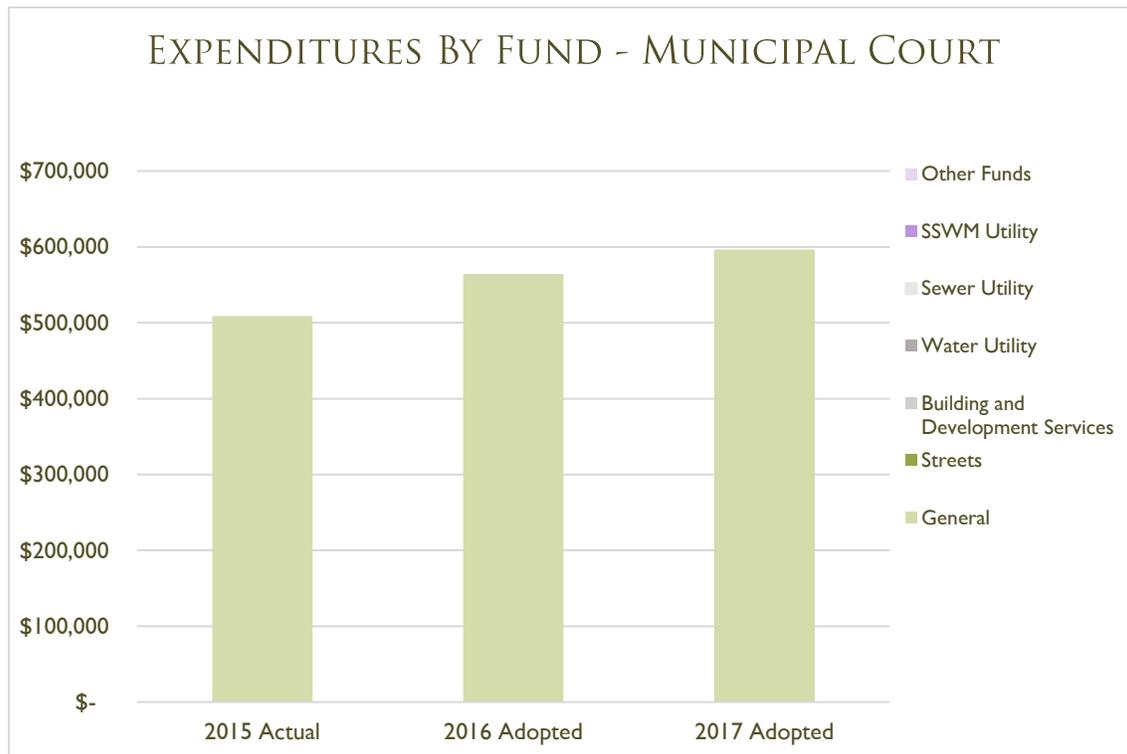
### DEPARTMENT STAFFING – MUNICIPAL COURT





### EXPENDITURES BY FUND – MUNICIPAL COURT

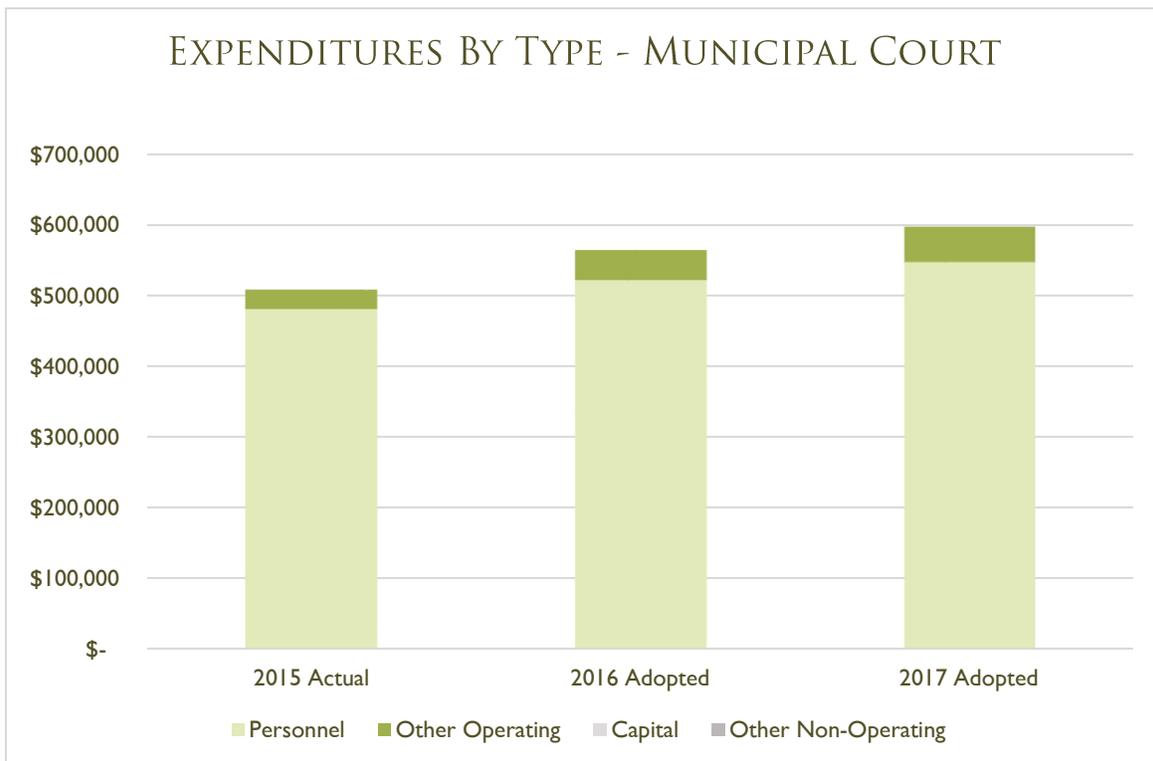
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 508,683	\$ 564,200	\$ 596,400	\$ 32,200
Streets	\$ -	\$ -	\$ -	\$ -
Building and Development Services	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 508,683</b>	<b>\$ 564,200</b>	<b>\$ 596,400</b>	<b>\$ 32,200</b>





### EXPENDITURES BY TYPE – MUNICIPAL COURT

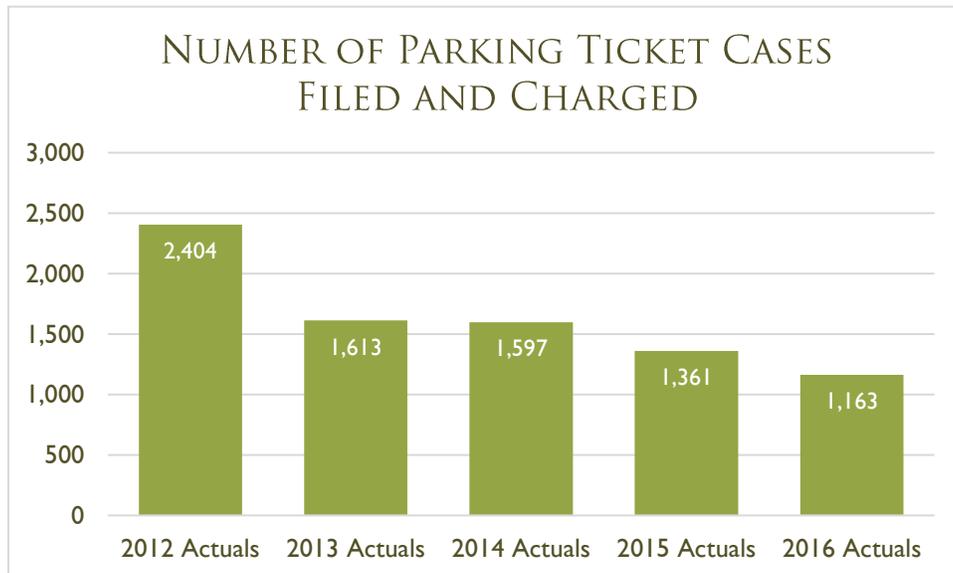
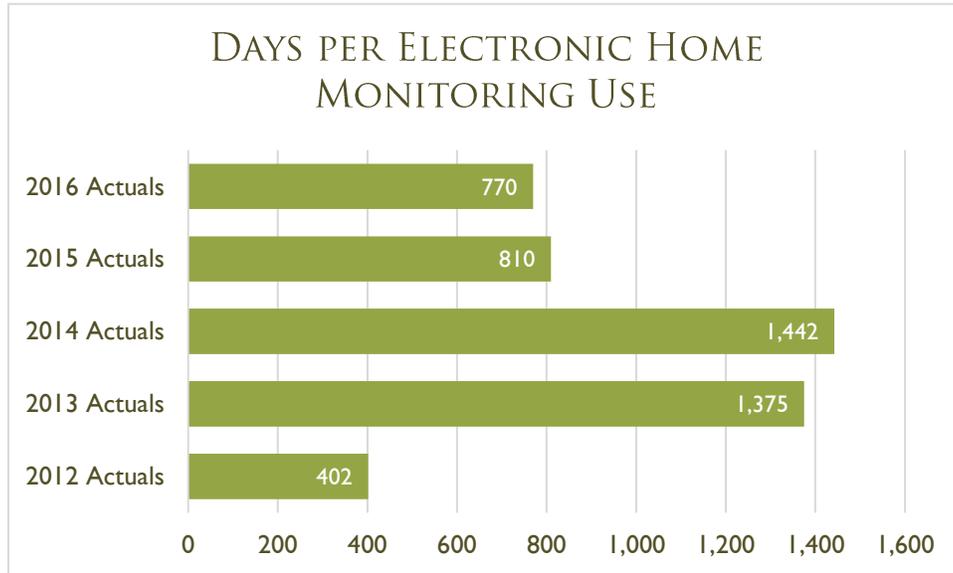
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 481,881	\$ 521,900	\$ 547,000	\$ 25,100
Other Operating	\$ 26,801	\$ 42,300	\$ 49,400	\$ 7,100
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 508,682</b>	<b>\$ 564,200</b>	<b>\$ 596,400</b>	<b>\$ 32,200</b>





**PERFORMANCE MEASURES – MUNICIPAL COURT**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Cases Filed	3,256	2,542	2,381	2,419	1,985
Protection Orders Filed	40	40	48	34	59
Cases Disposed of	3,661	2,661	2,265	2,675	2,245
Hearings Held	3,446	2,879	2,405	2,236	2,196
Days per Electronic Home Monitoring (EHM) Use	402	1,375	1,442	810	770
Number of Parking Ticket Cases Filed and Charged	2,404	1,613	1,597	1,361	1,163
EHM vs Jail - Savings to City	N/A	N/A	N/A	\$53,460	\$50,820





# PLANNING & COMMUNITY DEVELOPMENT

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**CITY OF BAINBRIDGE ISLAND  
2017 ADOPTED BUDGET - ALL FUNDS  
PLANNING & COMMUNITY DEVELOPMENT**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	1,744,249	1,657,744	(86,505)	(4.96%)
Benefits	676,096	647,201	(28,895)	(4.27%)
<b>SALARIES &amp; BENEFITS</b>	<b>2,420,345</b>	<b>2,304,945</b>	<b>(115,400)</b>	<b>(4.77%)</b>
Supplies	20,755	37,200	16,445	79.23 %
<b>SUPPLIES</b>	<b>20,755</b>	<b>37,200</b>	<b>16,445</b>	<b>79.23 %</b>
Professional Services	230,297	202,000	(28,297)	(12.29%)
Communication	1,500	3,500	2,000	133.33 %
Travel	855	1,000	145	16.96 %
Training	13,300	18,000	4,700	35.34 %
Advertising	11,850	11,850	-	- %
Operating Leases	23,000	45,956	22,956	99.81 %
Insurance	-	30	30	100.00 %
Repair & Maintenance	4,000	4,000	-	- %
All Other Miscellaneous	3,900	7,100	3,200	82.05 %
<b>SERVICES &amp; CHARGES</b>	<b>288,702</b>	<b>293,436</b>	<b>4,734</b>	<b>1.64 %</b>
Intergovernmental Services	10,000	10,000	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,739,802</b>	<b>2,645,581</b>	<b>(94,221)</b>	<b>(3.44%)</b>
Capital Projects	3,122	-	(3,122)	(100.00%)
<b>OTHER EXPENDITURES</b>	<b>3,122</b>	<b>-</b>	<b>(3,122)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>3,122</b>	<b>-</b>	<b>(3,122)</b>	<b>(100.00%)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,742,924</b>	<b>2,645,581</b>	<b>(97,343)</b>	<b>(3.55%)</b>

## PLANNING AND COMMUNITY DEVELOPMENT

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

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

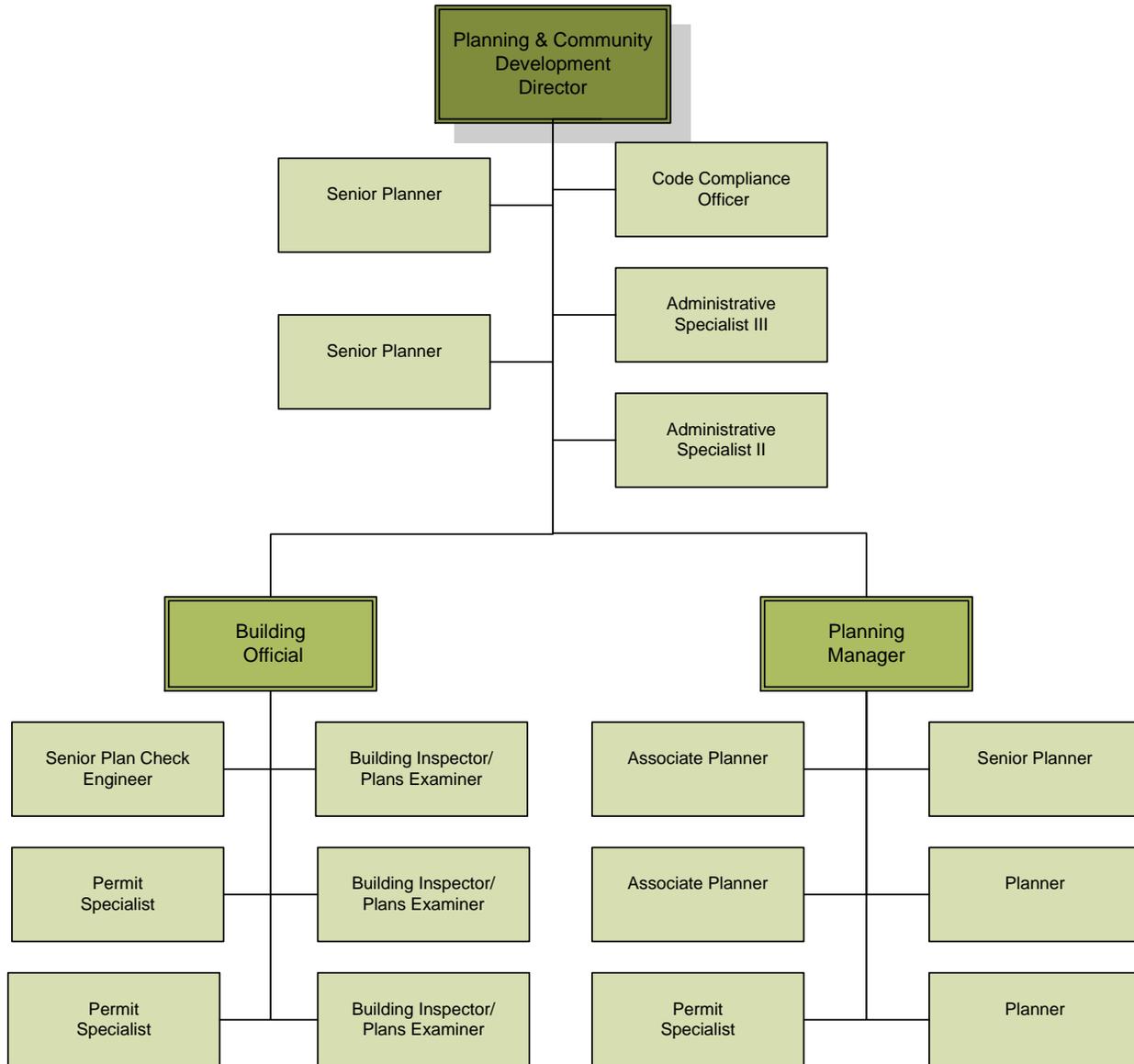
Building Services Staff administer the International Building Codes for residential, commercial and industrial structures through plan review, permitting and inspection services in order to protect the health, safety and welfare of the community. The Building Division is also responsible for FEMA Floodplain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

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

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

- The 2017-2018 budget includes the establishment of a Development group within the Public Works Department. As part of this effort, transfer two 1.0 FTE Development Engineer positions from Planning and Community Development to Public Works.
- Add 1.0 FTE Planner to provide support for long-range planning efforts and for initiatives included in the Comprehensive Plan.
- Add 1.0 FTE Planner to provide additional capacity for current planning efforts, reducing the amount of time needed to issue a permit and allowing the customer service counter to be open at all times.
- The 2017-2018 budget establishes an Equipment Rental and Revolving (ER&R) Fund. Increase the Operating Leases budget to reflect annual contribution to vehicle replacement and current year usage. The ER&R fund is a new fund, implemented for 2017 to increase the City's ability to save for and replace its equipment according to the established lifecycle replacement schedule.

## ORGANIZATIONAL CHART – PLANNING AND COMMUNITY DEVELOPMENT



## PRIORITY BASED BUDGETING RESULTS – PLANNING AND COMMUNITY DEVELOPMENT



Green, Well-Planned  
Community



Healthy and Attractive  
Community



Reliable Infrastructure  
and Connected Mobility



Vibrant Economy



Good Governance

## SERVICES PROVIDED – PLANNING AND COMMUNITY DEVELOPMENT

- Serve as a resource to the community for information on zoning, development regulations, building requirements, critical areas and City permitting processes.
- Review and process applications for land use development permits and conduct site inspections.
- Review and process building permit applications and conduct building inspections.
- Review and process Comprehensive Plan amendment requests and rezone requests.
- Develop and process ordinances amending the City's land use and zoning regulations.
- Provide staffing to the Planning Commission, Historic Preservation Commission, Design Review Board, Environmental Technical Advisory Committee and Tree and Low Impact Development Ad Hoc Committee.
- Coordinate with the County and its cities on regional planning activities.

## ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – PLANNING AND COMMUNITY DEVELOPMENT

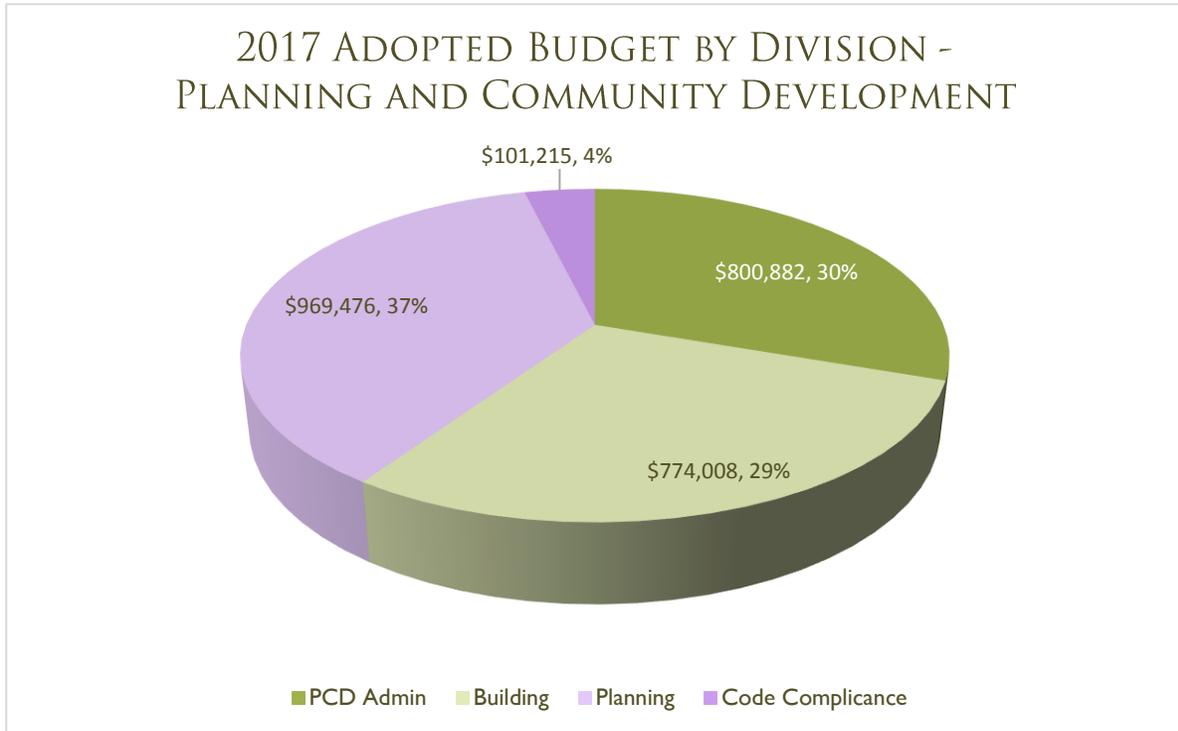
- Began work and drafted a proposal on the Shoreline Master Plan Limited Amendment for Aquaculture, and began work on the Shoreline Master Plan General Limited Amendment.
- Worked with Planning Commission and City Council to review and approve the City's 2016 Comprehensive Plan update mandated by the State to be completed by June, 30 2016.

- Continued to work with the Tree and Low Impact Development Ad Hoc Committee to review and modify tree, landscaping and clearing regulations including the addition of an “After-the-Fact” clearing permit and fee. See Ordinances 2015-03, 2015-04, 2015-15, 2016-01 and Resolution 2015-01.
- Coordinated with the Department of Public Works to implement “Low Impact Development (LID)” requirements by reviewing and modifying the City’s stormwater regulations.
- Reviewed and updated the Department’s Administrative Manual for Land Use Permit Submittal Requirements (Ordinance 2016-15).
- Supported community engagement on planning; completed shoreline review and approval for the Fletcher Landing road-end project.

## **OBJECTIVES FOR 2017–2018 – PLANNING AND COMMUNITY DEVELOPMENT**

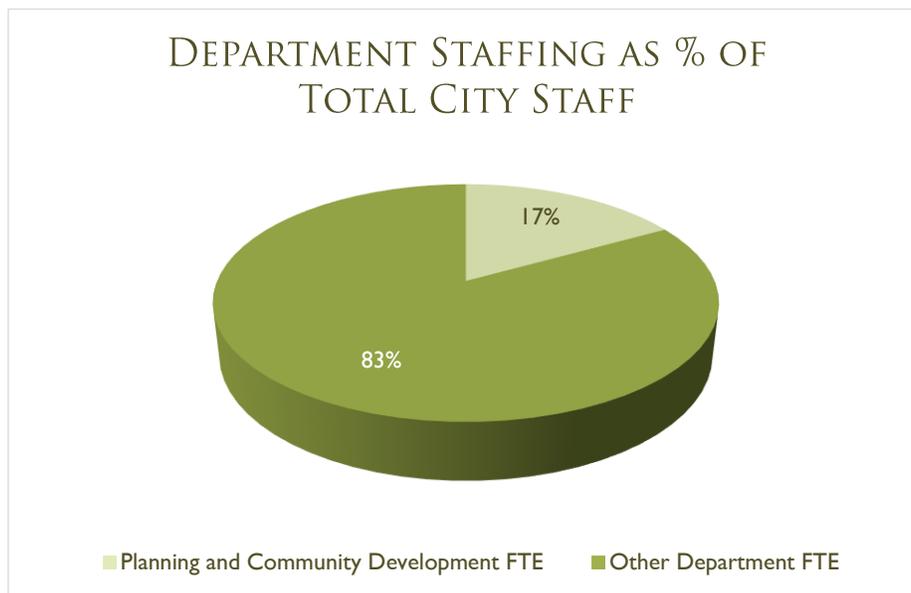
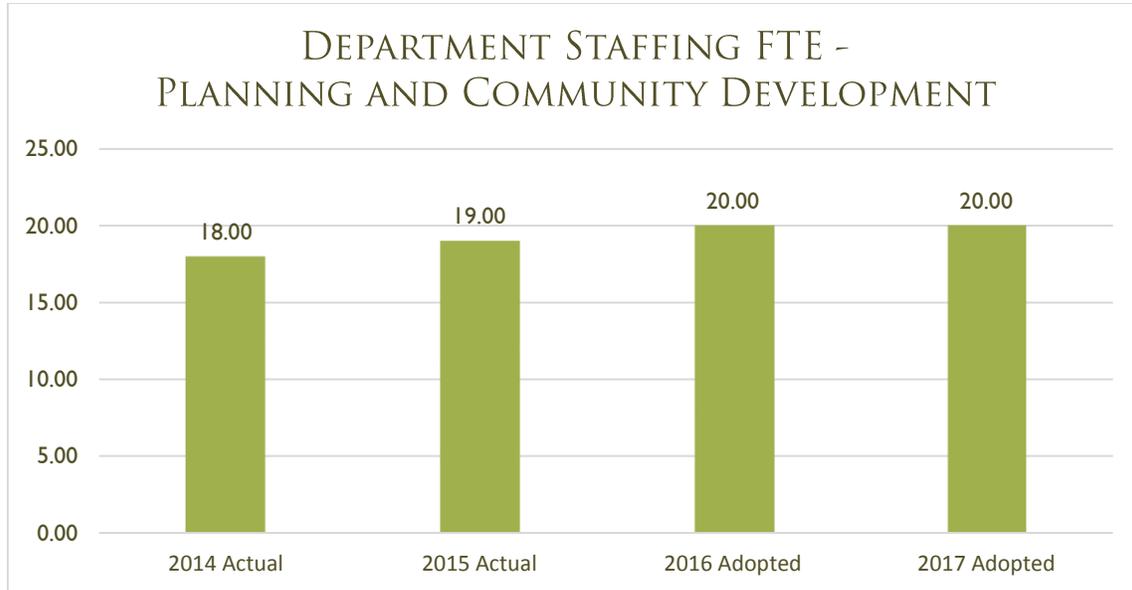
- Ensure all staff has completed training and certifications needed in their respective areas to best serve the community of Bainbridge Island.
- Coordinate long-term implementation of the 2016 Comprehensive Plan through work program items, program development and consideration of budget priorities.
- Develop and implement “no net loss” monitoring program for amended shoreline regulations.
- Complete work with the Tree and Low Impact Development Ad Hoc Committee reviewing the City’s Vegetation Management and Land Clearing Permits, BIMC Chapters 16.22 and 16.18 respectively.
- Continue to improve permit review timelines through the creation of SmartGov templates to facilitate permitting steps and staff report development.
- Process all land use permit applications within state-mandated timelines.
- Institute digital online development permit submittal process for citizen convenience.
- Maintain SMARTGov database as the City’s official filing format for permits, easing the way toward a paperless permit review process.

### DEPARTMENT SUMMARY – PLANNING AND COMMUNITY DEVELOPMENT





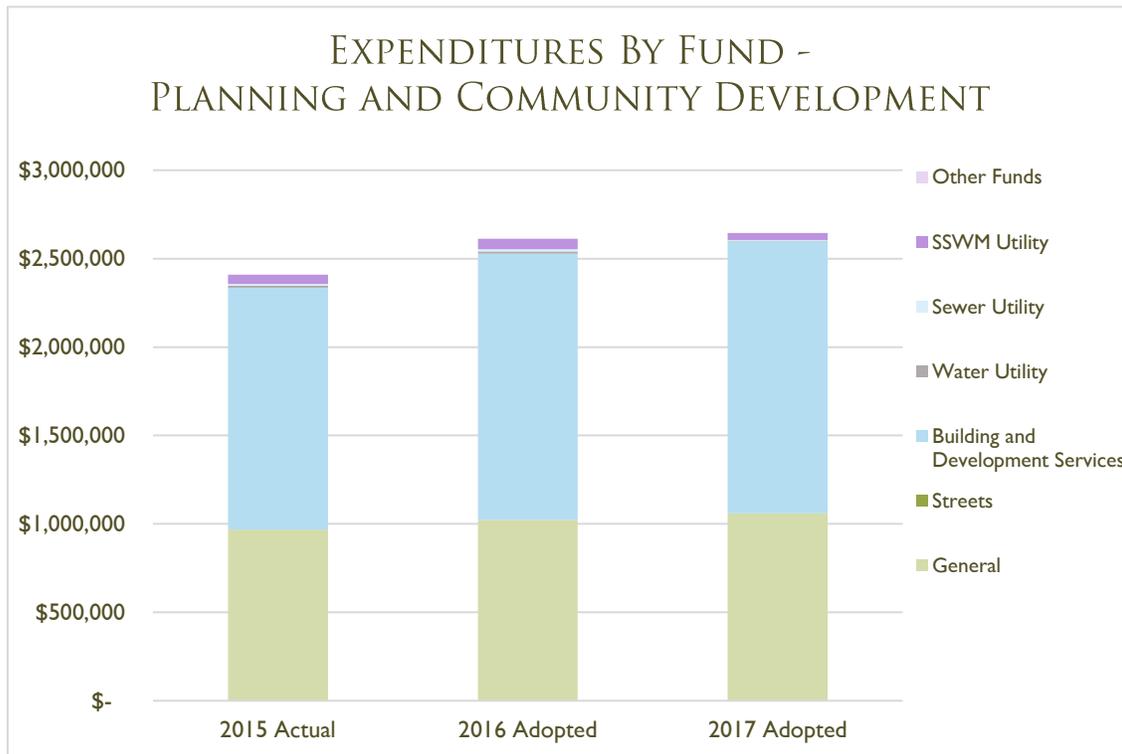
### DEPARTMENT STAFFING – PLANNING AND COMMUNITY DEVELOPMENT





### EXPENDITURES BY FUND – PLANNING AND COMMUNITY DEVELOPMENT

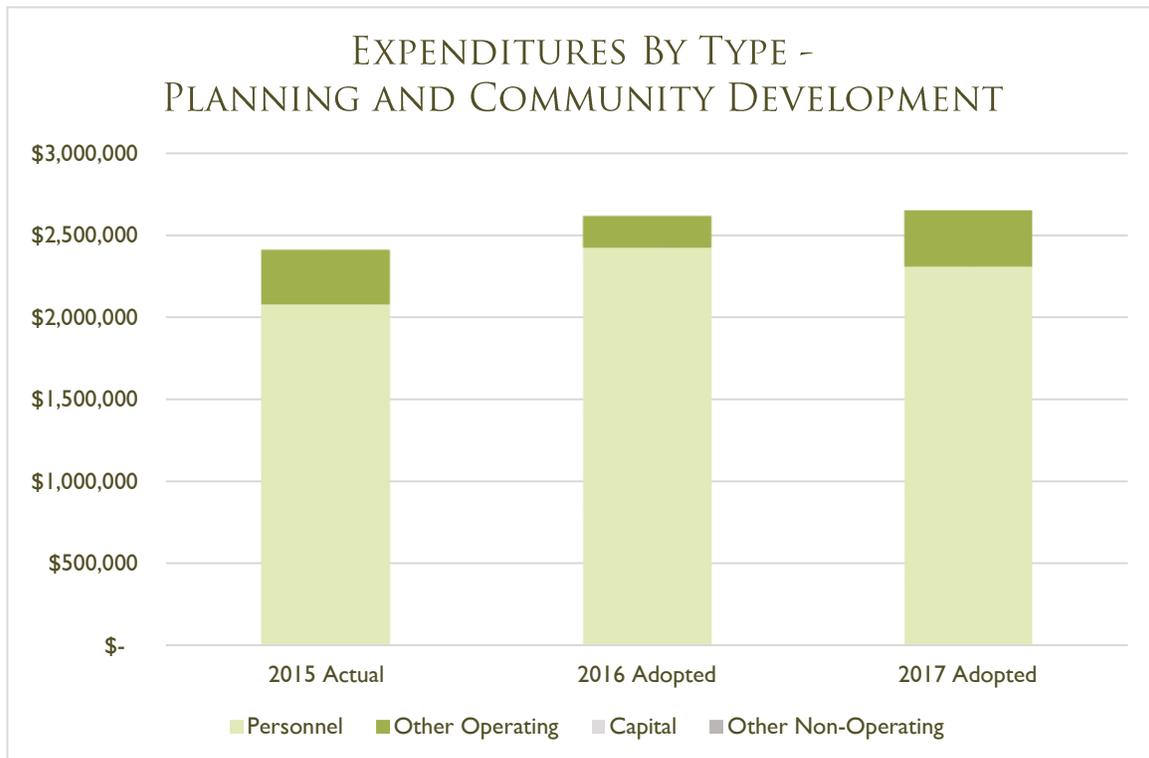
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 967,555	\$ 1,024,067	\$ 1,059,270	\$ 35,203
Streets	\$ -	\$ -	\$ -	\$ -
Building and Development Services	\$ 1,368,834	\$ 1,504,903	\$ 1,538,931	\$ 34,028
Water Utility	\$ 10,406	\$ 11,824	\$ 3,365	\$ (8,459)
Sewer Utility	\$ 10,406	\$ 11,863	\$ 3,365	\$ (8,498)
SSWM Utility	\$ 51,635	\$ 59,348	\$ 40,650	\$ (18,698)
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,408,836</b>	<b>\$ 2,612,005</b>	<b>\$ 2,645,581</b>	<b>\$ 33,576</b>





### EXPENDITURES BY TYPE – PLANNING AND COMMUNITY DEVELOPMENT

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 2,078,253	\$ 2,420,345	\$ 2,304,945	\$ (115,400)
Other Operating	\$ 330,583	\$ 191,660	\$ 340,636	\$ 148,976
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,408,836</b>	<b>\$ 2,612,005</b>	<b>\$ 2,645,581</b>	<b>\$ 33,576</b>

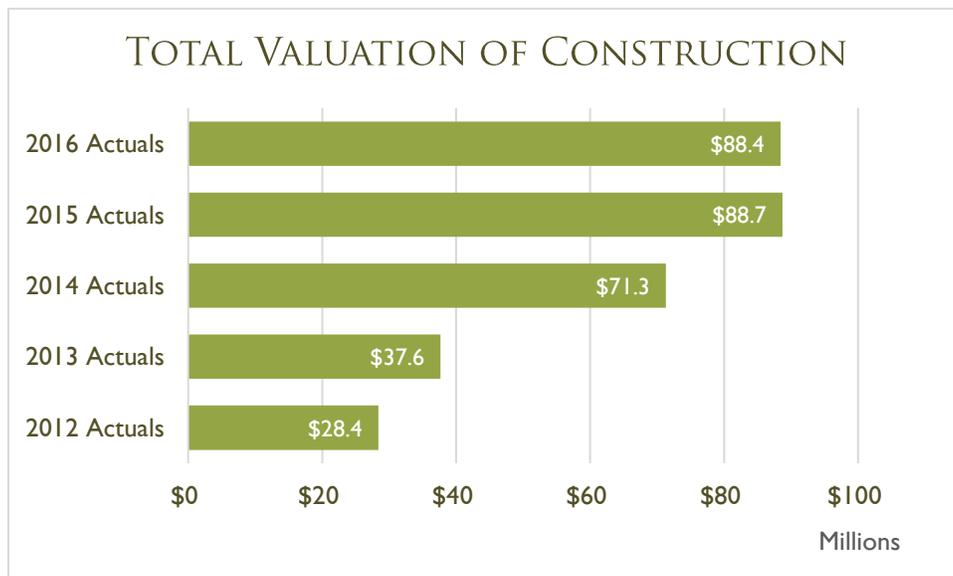
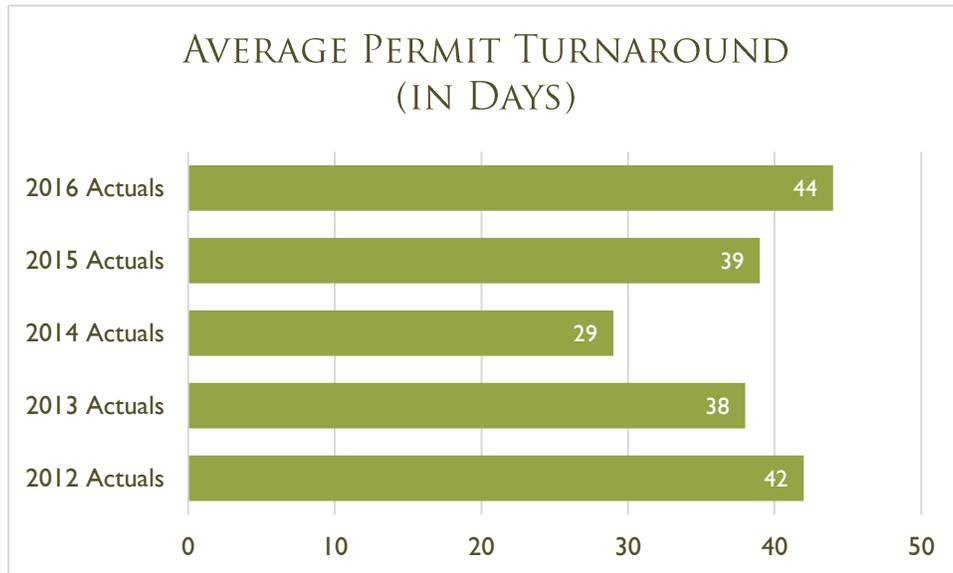


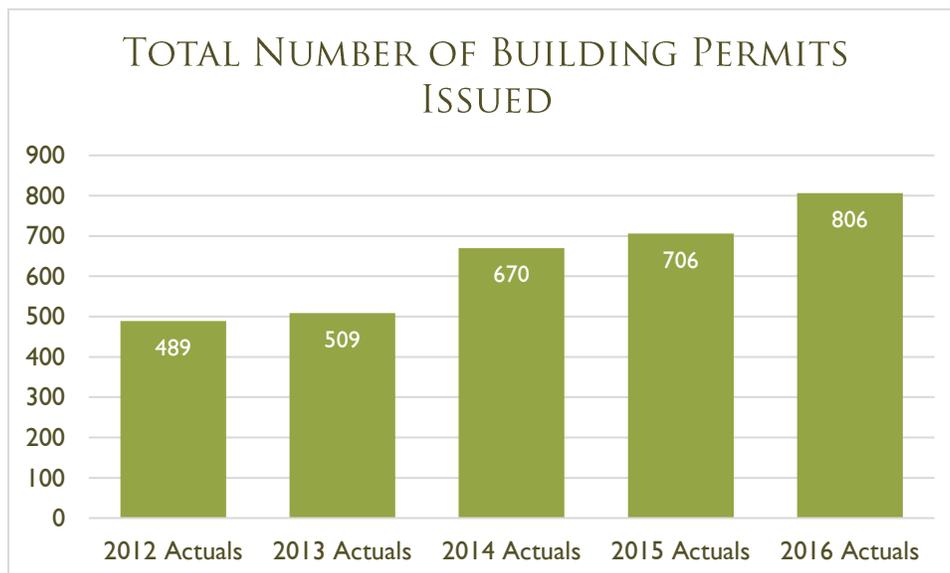
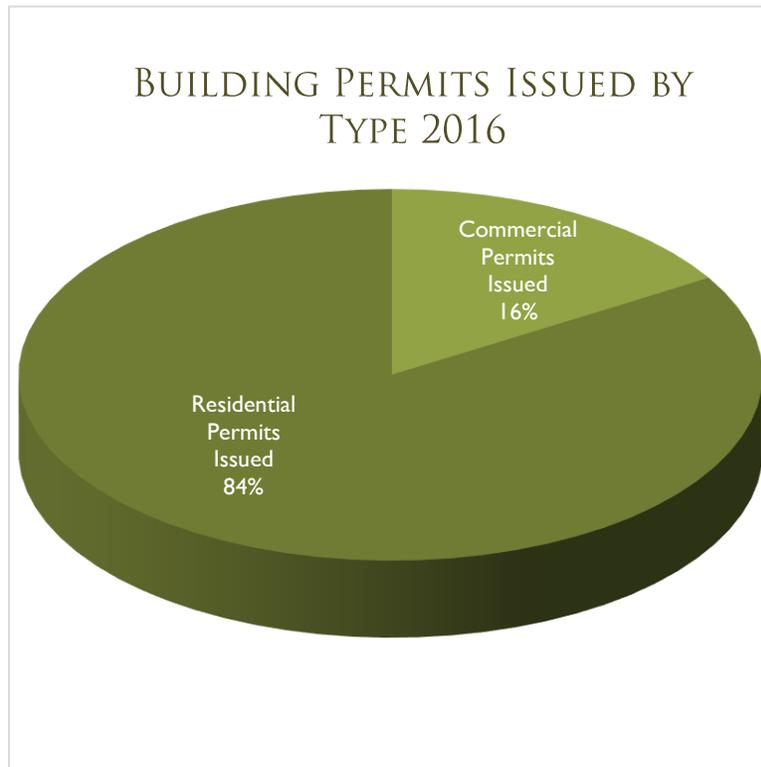


**PERFORMANCE MEASURES – PLANNING AND COMMUNITY DEVELOPMENT**

**Building Services**

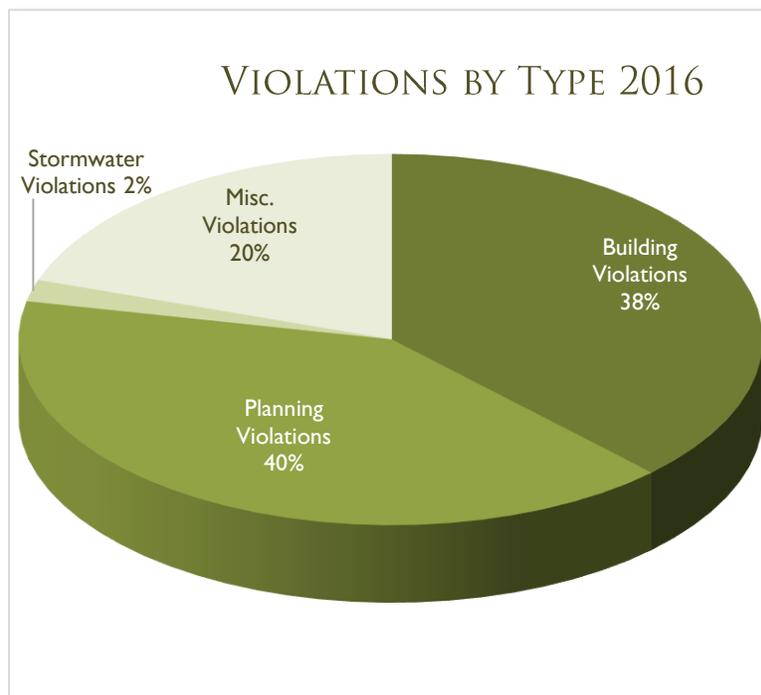
<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Average Permit Turnaround (in days)	42	38	29	39	44
Percent of Construction Document Review Completed in 30 Days (1st Submittal)	62%	64%	63%	60%	65%
Number of Building Plans Reviewed (including revisions)	557	583	695	724	828
Number of Building Site Inspections Performed	2,326	4,137	3,750	3,974	3,201
Number of Permits Issued Online	0	0	3	30	56
Total Valuation of Construction	\$28,370,525	\$37,641,588	\$71,337,448	\$88,698,532	\$88,413,722
Commercial Permits Issued	N/A	N/A	N/A	95	131
Residential Permits Issued	N/A	N/A	N/A	611	675
Total Number of Building Permits Issued	489	509	670	706	806





**Code Compliance**

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Request for Service	118	115	188	183	212
Service Request Converted to Full Cases	N/A	N/A	63	66	76
Cases Move Forward to Enforcement	0	0	0	0	3
Court Hearings	0	0	0	0	2
Sign Permits Issued	11	9	33	18	16
Building Violations	N/A	N/A	N/A	63	80
Planning Violations	N/A	N/A	N/A	85	86
Stormwater Violations	N/A	N/A	N/A	7	4
Miscellaneous Violations	N/A	N/A	N/A	28	42
Total Violations	N/A	N/A	N/A	183	212



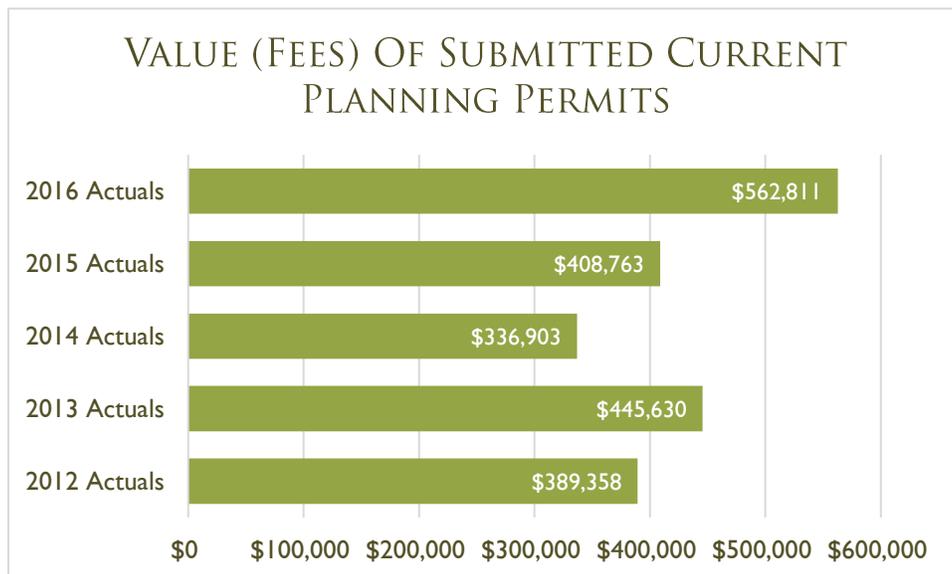
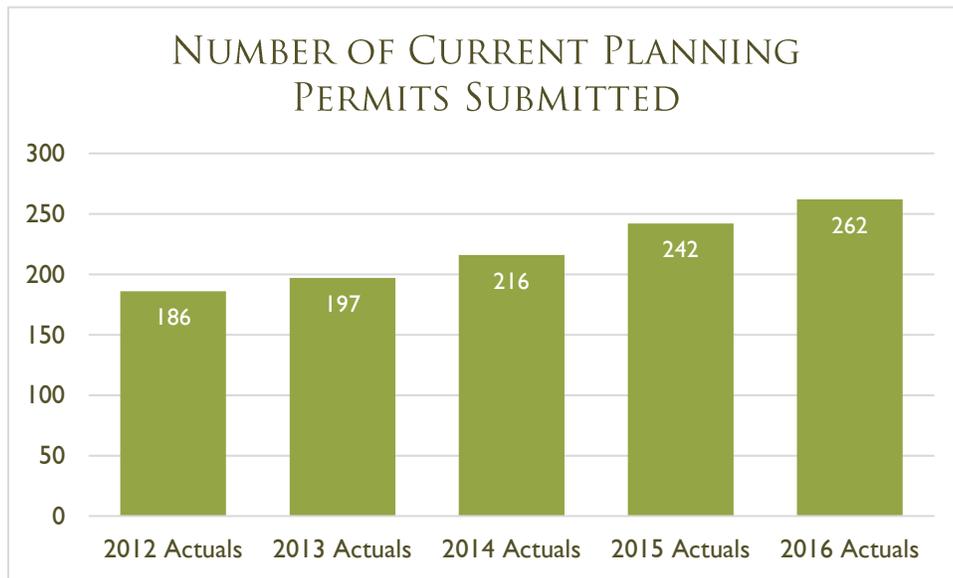


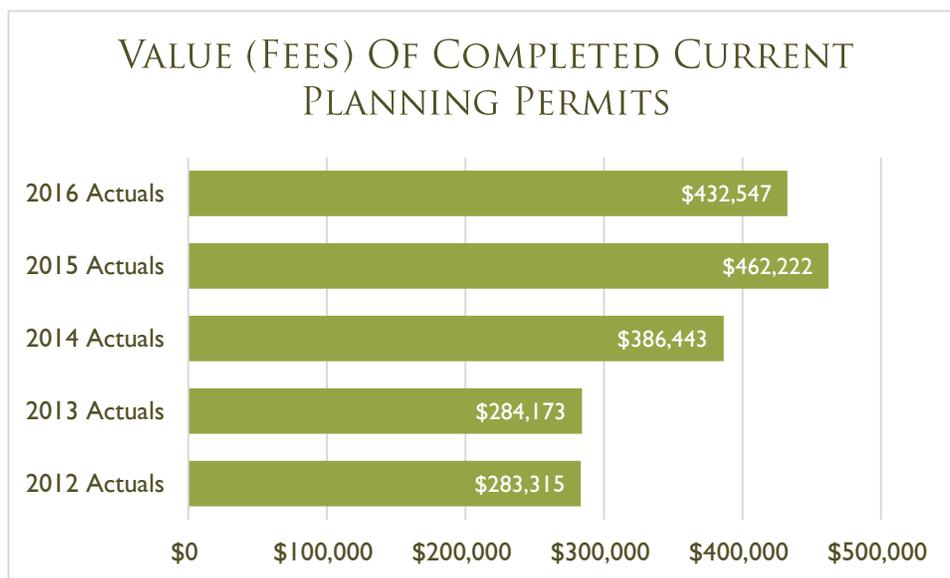
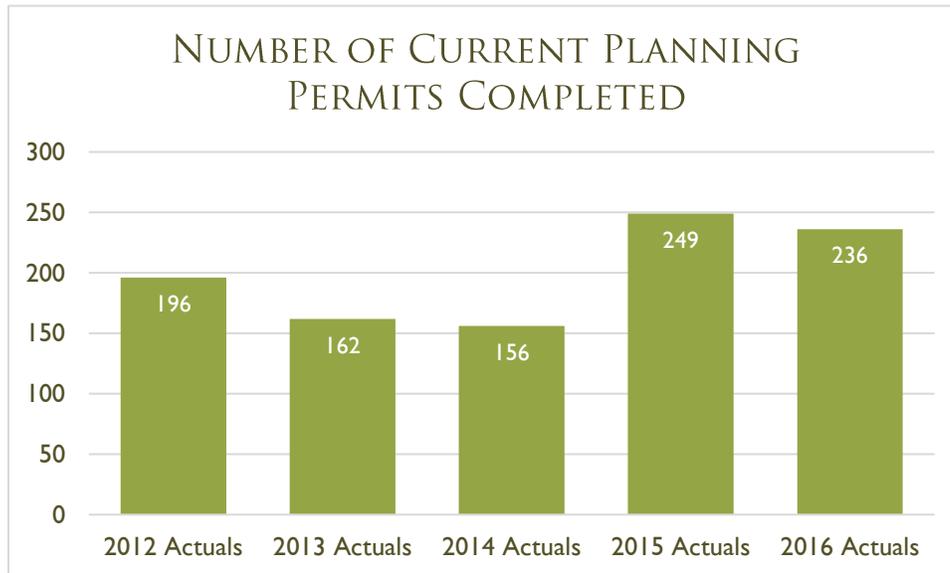
**Long-Range Planning**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Number of Ordinances in Legislative Process	6	15	13	12	3
Number of Approved Ordinances	3	11	11	7	7

**Current Planning**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Number of Current Planning Permits Submitted	186	197	216	242	262
Number of Current Planning Permits Completed	196	162	156	249	236
Value (fees) of Submitted Current Planning Permits	\$389,358	\$445,630	\$336,903	\$408,763	\$562,811
Value (fees) Collected for Completed Current Planning Permits	\$283,315	\$284,173	\$386,443	\$462,222	\$432,547
Number of Clearing Permits Issued	42	51	94	123	128
Number of Appeals	2	8	4	1	10







# PUBLIC SAFETY

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**CITY OF BAINBRIDGE ISLAND  
2017 ADOPTED BUDGET - ALL FUNDS  
PUBLIC SAFETY**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	2,542,398	2,792,068	249,670	9.82 %
Benefits	886,475	1,022,573	136,098	15.35 %
<b>SALARIES &amp; BENEFITS</b>	<b>3,428,873</b>	<b>3,814,641</b>	<b>385,768</b>	<b>11.25 %</b>
Supplies	161,826	160,800	(1,026)	(0.63%)
Computer Equipment & Software	3,000	4,000	1,000	33.33 %
<b>SUPPLIES</b>	<b>164,826</b>	<b>164,800</b>	<b>(26)</b>	<b>(0.02%)</b>
Professional Services	19,040	24,000	4,960	26.05 %
Travel	10,500	8,000	(2,500)	(23.81%)
Training	39,500	45,800	6,300	15.95 %
Advertising	2,500	4,000	1,500	60.00 %
Operating Leases	6,500	193,454	186,954	2,876.22 %
Insurance	30	40	10	33.33 %
Repair & Maintenance	57,250	67,750	10,500	18.34 %
All Other Miscellaneous	20,000	17,200	(2,800)	(14.00%)
<b>SERVICES &amp; CHARGES</b>	<b>155,320</b>	<b>360,244</b>	<b>204,924</b>	<b>131.94 %</b>
Intergovernmental Services	417,402	397,800	(19,602)	(4.70%)
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>417,402</b>	<b>397,800</b>	<b>(19,602)</b>	<b>(4.70%)</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,166,421</b>	<b>4,737,485</b>	<b>571,064</b>	<b>13.71 %</b>
Capital Equipment	220,000	315,000	95,000	43.18 %
<b>OTHER EXPENDITURES</b>	<b>220,000</b>	<b>315,000</b>	<b>95,000</b>	<b>43.18 %</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>220,000</b>	<b>315,000</b>	<b>95,000</b>	<b>43.18 %</b>
<b>TOTAL EXPENDITURES</b>	<b>4,386,421</b>	<b>5,052,485</b>	<b>666,064</b>	<b>15.18 %</b>



## 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 that are assigned cases based on reports received from citizens, patrol and outside agencies. They gather information through court-approved search warrants, witness interviews and other research. Detectives perform follow-up investigations on cases initially handled by patrol officers with regard to property crimes and crimes against persons and may also provide courtroom testimony and conduct background checks.

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

The Harbormaster, in conjunction with the department's marine division and the Marine Access Committee, plans, organizes, coordinates and directs activities related to the use, operation, security, maintenance and improvement of Bainbridge Island harbors. Additional responsibilities include facilitating a full array of marine and general services for commercial and recreational boaters, ensuring compliance with federal, state and local laws regulating harbor activity, and addressing vessels lost, found, adrift, sinking, derelict and abandoned.

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



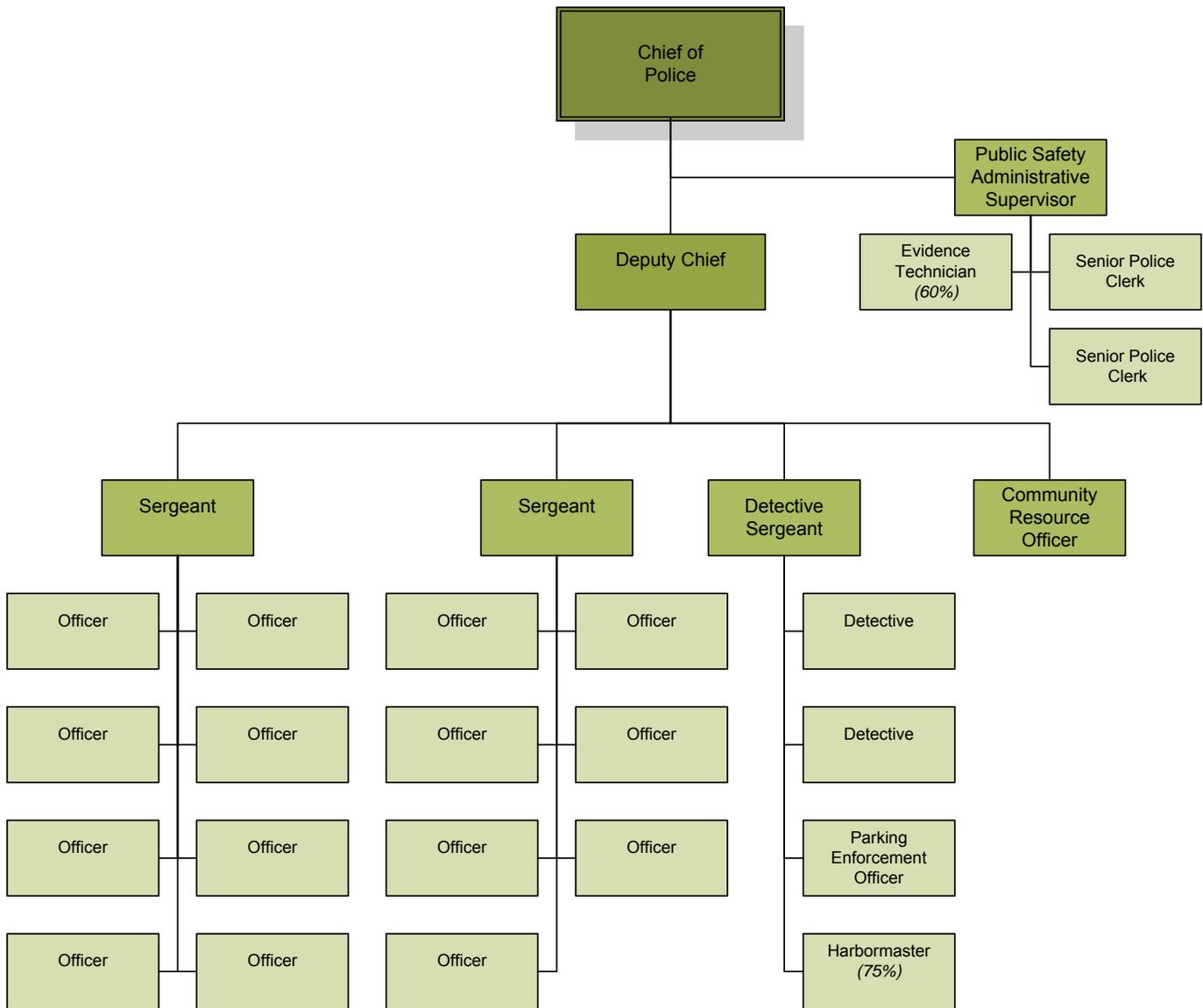
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## **BUDGET NOTES AND CHANGES – PUBLIC SAFETY**

- Add 0.1 FTE to existing 0.50 FTE Evidence Technician position to adjust schedule to three full days per week and assist with front desk coverage.
- Add 2.0 FTE Patrol Officers
- Add two police vehicles and associated equipment
- Add \$25,000 to establish a recruitment fund to assist with attracting and hiring highly qualified candidates to the City police force.
- The 2017-2018 budget establishes an Equipment Rental and Revolving (ER&R) Fund. Increase the Operating Leases budget to reflect annual contribution to vehicle replacement and current year usage. The ER&R fund is a new fund, implemented for 2017 to increase the City's ability to save for and replace its equipment according to the established lifecycle replacement schedule.
- Reduce the Capital Equipment budget as part of the ER&R implementation.



### ORGANIZATIONAL CHART – PUBLIC SAFETY



## PRIORITY BASED BUDGETING RESULTS – PUBLIC SAFETY



Safe City



Healthy and Attractive  
Community

### SERVICES PROVIDED – PUBLIC SAFETY

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

### ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – PUBLIC SAFETY

- Continued work to complete Washington Association of Sheriffs and Police Chiefs (WASPC) accreditation.
- Continued work to fully implement Lexipol policies.

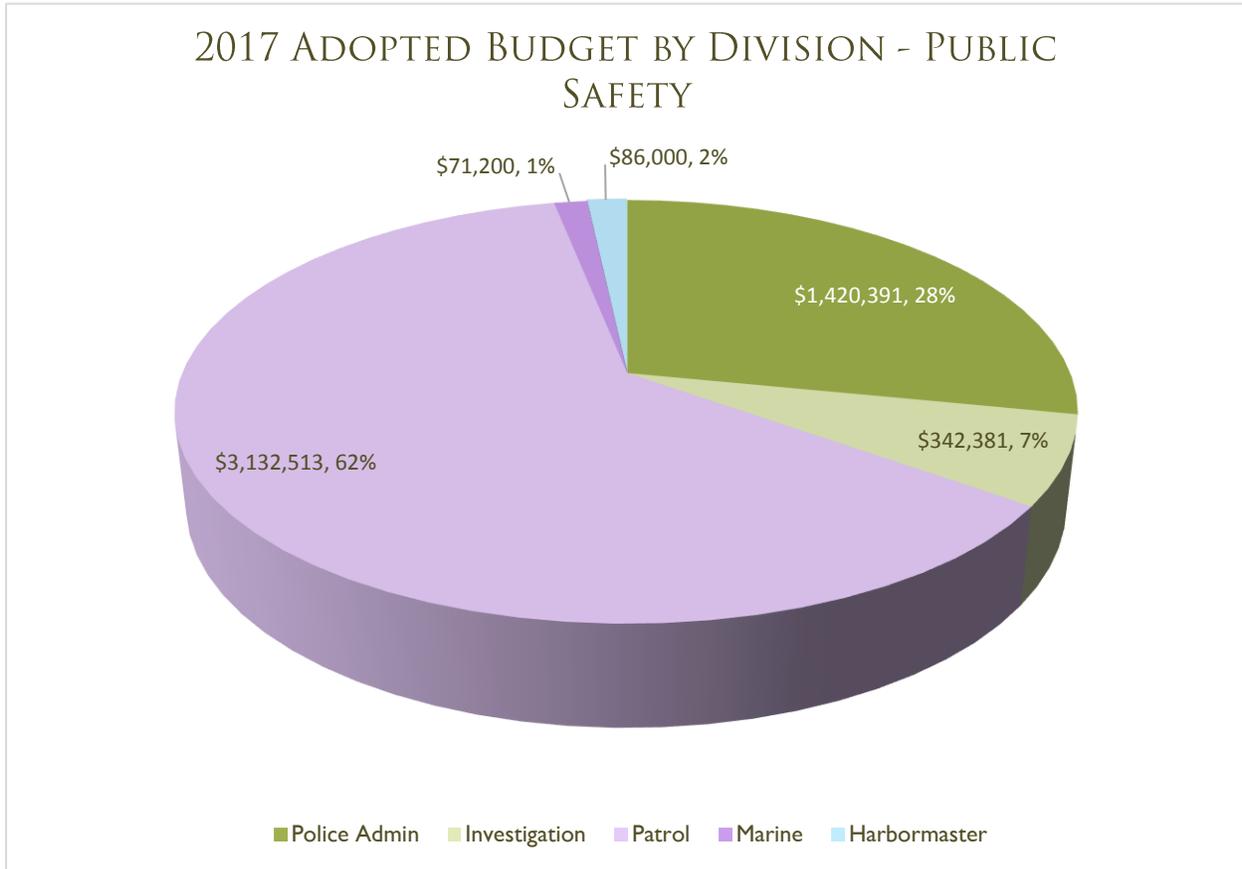


- Hired one new officer and a senior police clerk.
- Supported analysis and planning for new police facility.
- Adopted Lumen, a crime analytics program.
- Transitioned to new CENCOM hardware including new Mobile Computer Terminals (MCTs) in police vehicles.
- Revised process for review of citizen complaints to improve tracking and documentation.
- Supported City Council Public Safety Committee.

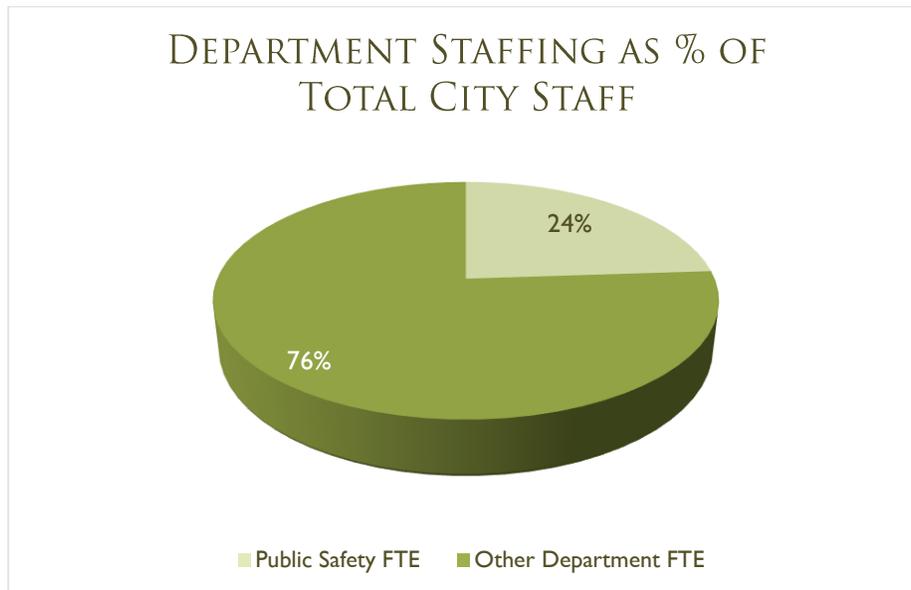
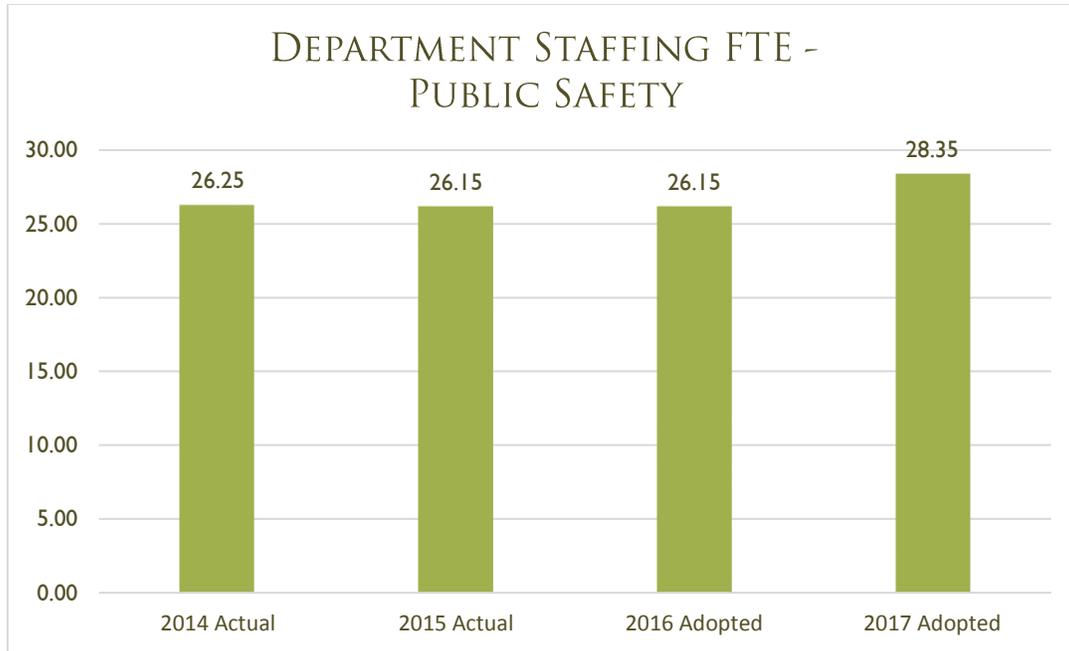
### **OBJECTIVES FOR 2017-2018 – PUBLIC SAFETY**

- Complete WASPC Accreditation process.
- Continue expanded emphasis on officer training and professional development.
- Expand recruitment and succession planning efforts.
- Continue implementation of updates to Lexipol policy recommendations.
- Continue support for planning and design of new police facility.
- Continue expanded community engagement initiatives.

**DEPARTMENT SUMMARY – PUBLIC SAFETY**



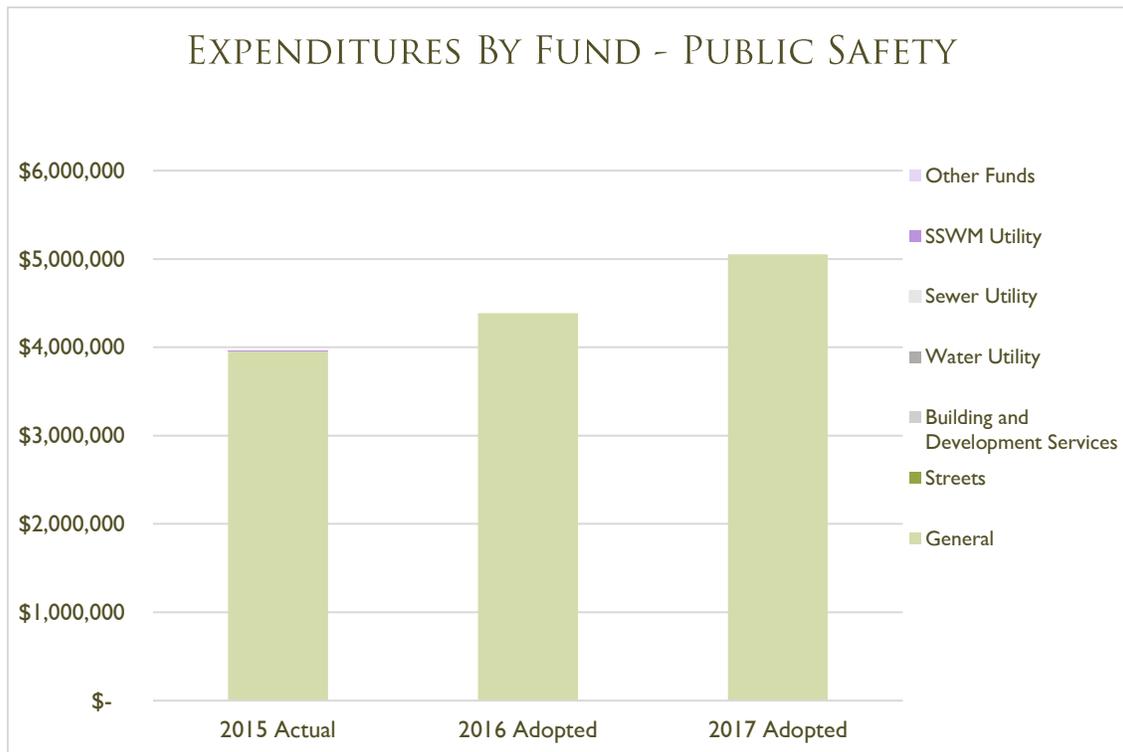
### DEPARTMENT STAFFING – PUBLIC SAFETY





### EXPENDITURES BY FUND – PUBLIC SAFETY

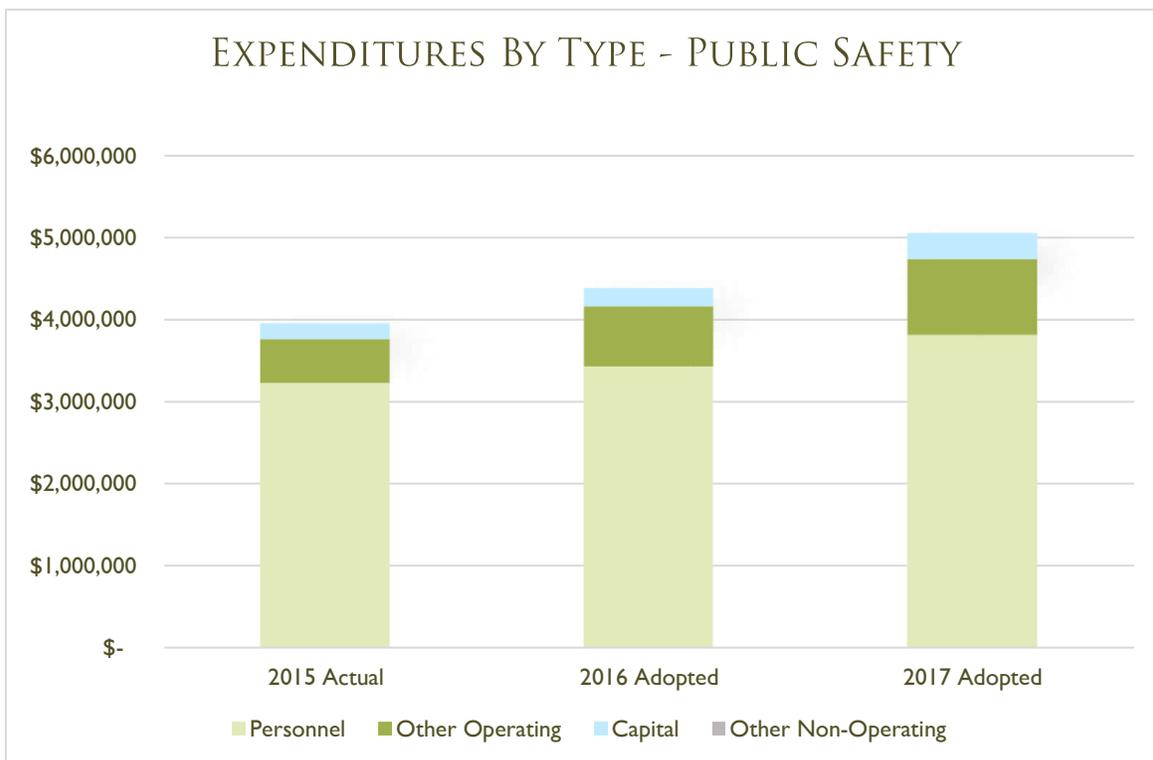
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 3,959,467	\$ 4,386,421	\$ 5,052,485	\$ 666,064
Streets	\$ -	\$ -	\$ -	\$ -
Building and Development Services	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ 3,389	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 3,962,856</b>	<b>\$ 4,386,421</b>	<b>\$ 5,052,485</b>	<b>\$ 666,064</b>





**EXPENDITURES BY TYPE – PUBLIC SAFETY**

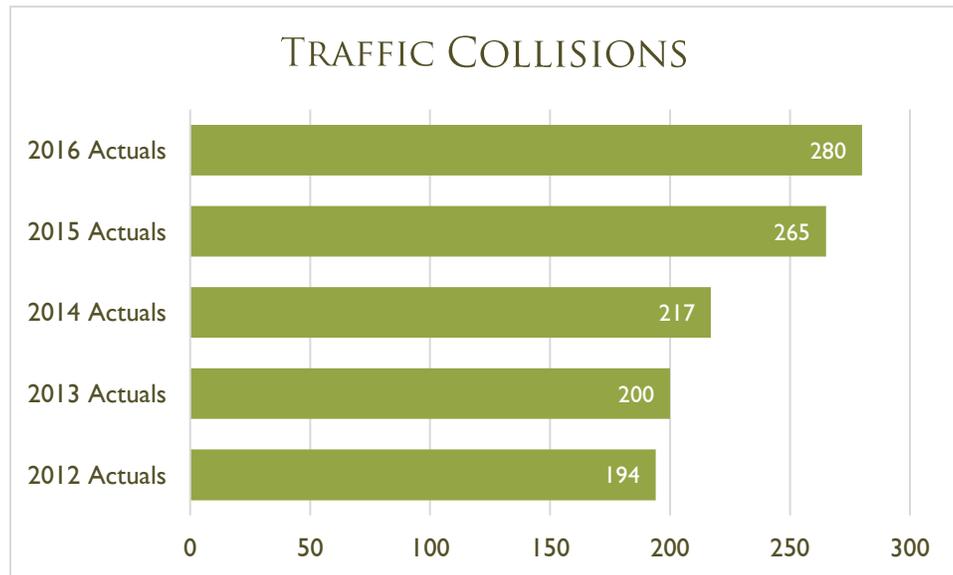
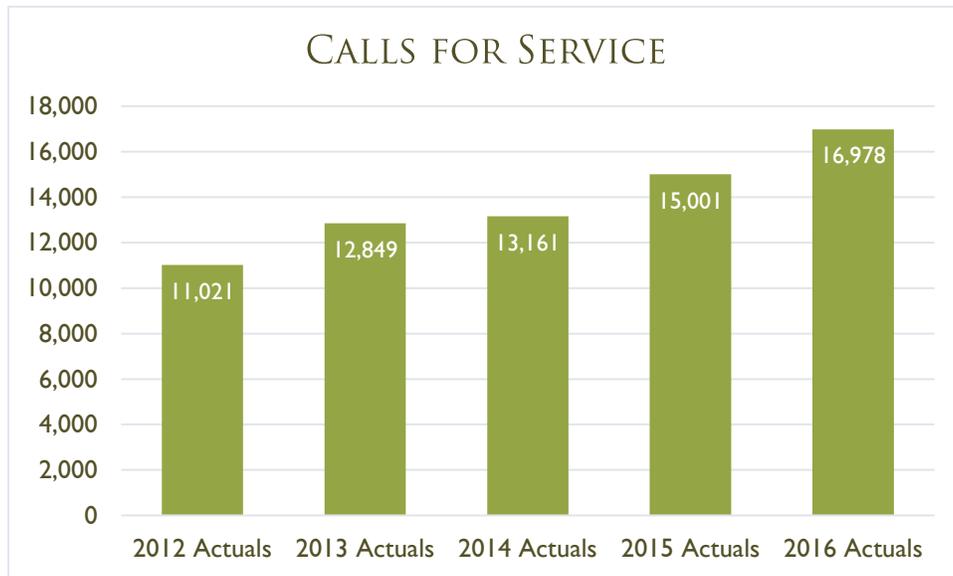
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 3,226,963	\$ 3,428,873	\$ 3,814,641	\$ 385,768
Other Operating	\$ 540,026	\$ 737,548	\$ 922,844	\$ 185,296
Capital	\$ 195,867	\$ 220,000	\$ 315,000	\$ 95,000
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 3,962,856</b>	<b>\$ 4,386,421</b>	<b>\$ 5,052,485</b>	<b>\$ 666,064</b>





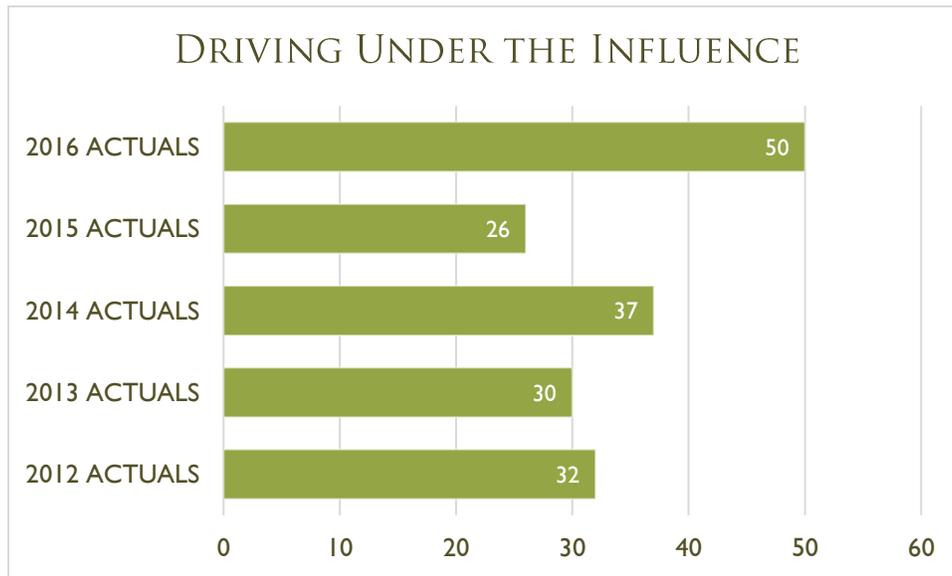
**PERFORMANCE MEASURES – PUBLIC SAFETY**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Calls for Service	11,021	12,849	13,161	15,001	16,978
Top Priority Calls: Average Time from Dispatch to Arrival (min/sec)	N/A	N/A	N/A	4.28	4.14
Case Reports	1,731	1,870	1,876	1,703	1,877
Criminal Citations	96	81	59	77	53
Traffic Infractions	636	761	573	817	602
Traffic Collisions	194	200	217	265	280
Adult Arrests	437	353	248	265	330
Juvenile Arrests	46	16	6	10	13





Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals
Driving Under the Influence	32	30	37	26	50
Drugs/Narcotics	47	27	28	23	28
Use of Force Incidents	N/A	5	5	3	6
Complaints Against Sworn Personnel: Total	7	9	27	15	14
Complaints Sustained Against Sworn Personnel: Total	4	0	3	6	3





<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Crimes Against Persons (Murder, Forcible Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Intimidation, Non-Forcible Sex Offenses, Kidnapping, Human Trafficking, and Violation of No Contact Order)	101	90	84	83	103
Violent Crime Cases Categorized as Domestic Violence	N/A	N/A	N/A	40	40
Crimes Against Persons: Cleared by Arrest	35	35	25	23	42
Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion / Blackmail, Counterfeiting / Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction / Damage/ Vandalism of Property)	510	568	582	524	489
Crimes Against Property: Cleared by Arrest	47	44	39	41	43





# PUBLIC WORKS

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**CITY OF BAINBRIDGE ISLAND**  
**2017 ADOPTED BUDGET - ALL FUNDS**  
**PUBLIC WORKS**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	3,257,003	3,892,973	635,970	19.53 %
Benefits	1,320,075	1,651,534	331,459	25.11 %
<b>SALARIES &amp; BENEFITS</b>	<b>4,577,078</b>	<b>5,544,507</b>	<b>967,429</b>	<b>21.14 %</b>
Supplies	514,353	470,602	(43,750)	(8.51%)
Computer Equipment & Software	6,000	4,000	(2,000)	(33.33%)
<b>SUPPLIES</b>	<b>520,353</b>	<b>474,602</b>	<b>(45,750)</b>	<b>(8.79%)</b>
Professional Services	481,943	632,522	150,578	31.24 %
Communication	2,484	2,606	123	4.95 %
Travel	450	650	200	44.44 %
Training	29,108	29,565	457	1.57 %
Advertising	1,215	1,220	5	0.38 %
Operating Leases	27,676	335,413	307,737	1,111.92 %
Insurance	400	400	-	- %
Utilities	15,000	107,125	92,125	614.17 %
Repair & Maintenance	1,258,615	1,891,457	632,842	50.28 %
All Other Miscellaneous	30,956	60,513	29,557	95.48 %
<b>SERVICES &amp; CHARGES</b>	<b>1,847,847</b>	<b>3,061,470</b>	<b>1,213,624</b>	<b>65.68 %</b>
Intergovernmental Services	160,115	195,000	34,885	21.79 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>160,115</b>	<b>195,000</b>	<b>34,885</b>	<b>21.79 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,105,392</b>	<b>9,275,580</b>	<b>2,170,188</b>	<b>30.54 %</b>
Capital Equipment	515,000	281,000	(234,000)	(45.44%)
Capital Projects	15,637,140	7,491,242	(8,145,898)	(52.09%)
<b>OTHER EXPENDITURES</b>	<b>16,152,140</b>	<b>7,772,242</b>	<b>(8,379,898)</b>	<b>(51.88%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>16,152,140</b>	<b>7,772,242</b>	<b>(8,379,898)</b>	<b>(51.88%)</b>
<b>TOTAL EXPENDITURES</b>	<b>23,257,532</b>	<b>17,047,822</b>	<b>(6,209,710)</b>	<b>(26.70%)</b>



## 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.

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

- The 2017-2018 budget includes the establishment of a Development group within the Public Works Department. As part of this effort, transfer two 1.0 FTE Development Engineer positions from Planning and Community Development to Public Works.
- Add 1.0 FTE Engineering Manager position to provide leadership and supervision for the Development group, including Development Engineering, inspection and Water Resources.
- Add 1.0 FTE Construction Inspector position to provide capacity for inspection of private development, in particular utility and transportation development, which will become the responsibility of the City.

- Extend 1.0 FTE Water Resources Technician, term-limited, through 2017. This position supports the City's ongoing efforts related to its required National Pollutant Discharge Elimination System (NPDES) permit, as well as the Water Quality and Flow Monitoring Program. As the new Development group is formed, longer-term staffing decisions will be made.
- Add 1.0 FTE Maintenance Technician II, Water/Wastewater, to provide additional capacity for routine maintenance for water and sewer utility infrastructure.
- The 2017-2018 budget establishes an Equipment Rental and Revolving (ER&R) Fund. Increase the Operating Leases budget to reflect annual contribution to vehicle replacement and current year usage. The ER&R fund is a new fund, implemented for 2017 to increase the City's ability to save for and replace its equipment according to the established lifecycle replacement schedule.
- The 2017-2018 budget transfers the funding for certain expenses such as biosolids disposal and decant facility spoils disposal from General Government budget to the Public Works budget. This transfer does not change budgeted spending, but shows in Public Works as an increase to Utilities spending as compared to 2016.
- The 2017-2018 budget includes additional funding for Phase II of the code for Low Impact Development

## MAJOR MAINTENANCE

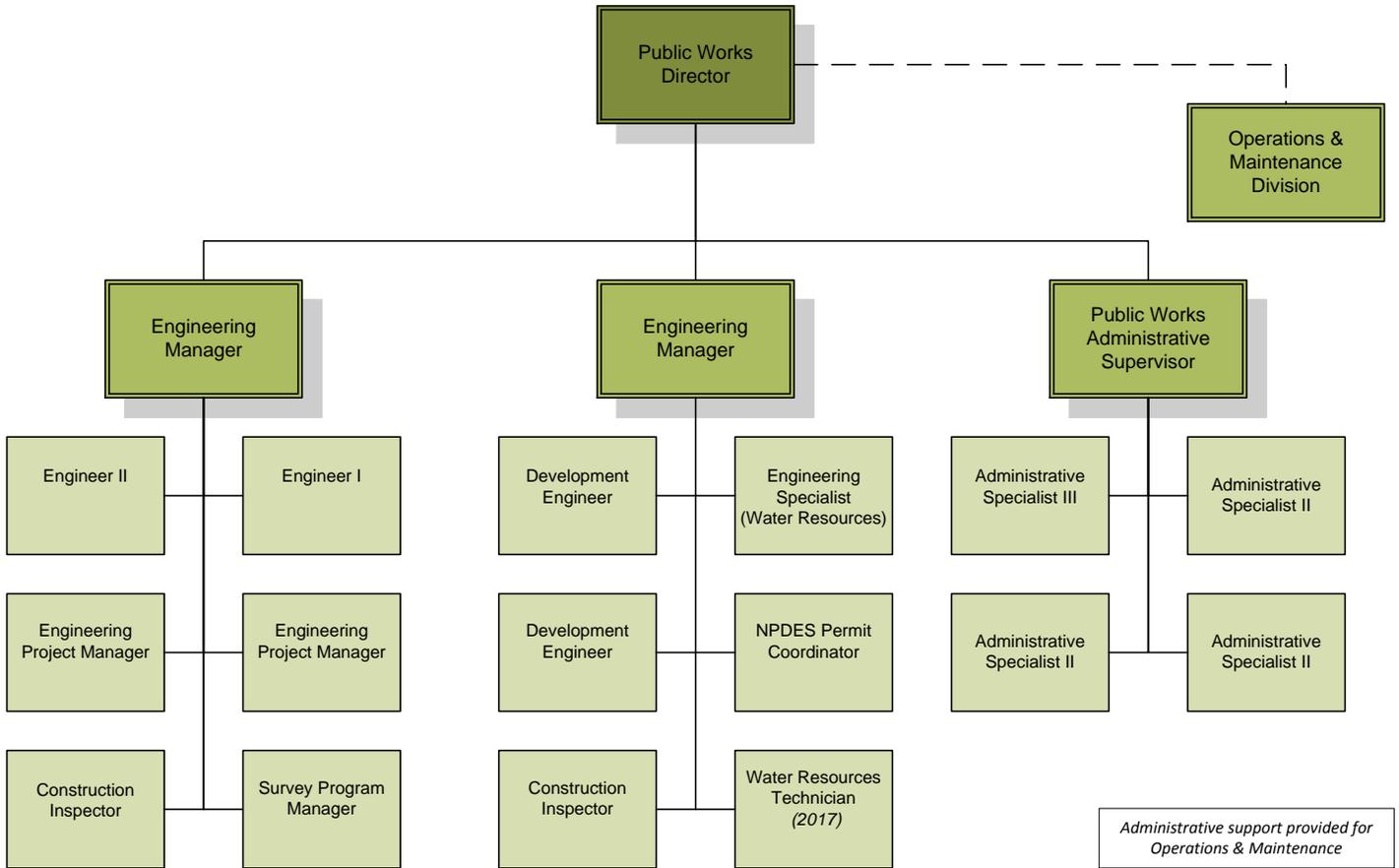
The 2017-2018 budget includes several major maintenance projects within the operating budget. These projects are not listed in the Capital Improvement Plan, as they are not capital in nature, but do represent significant investments in the infrastructure of the City. Projects in the Major Maintenance category include:

- Maintenance at Suyematsu farm including: fuel tank removal, farmhouse stabilization and farm irrigation system repairs.
- Repair to Beach Drive Road End.
- Rockaway Beach stabilization/mitigation.
- Annual programs for the water, sewer and SSWM utilities. The budget for these annual programs was previously in the capital budget, but has been used largely for major maintenance. The transfer from the capital to the operating budget does not represent an overall budget increase.
  - The budget contains additional funding for a review of the SSWM utility.
- Annual road maintenance program, which is an existing annual program and appeared in the operating budget (Repair and Maintenance line) in the previous biennium.



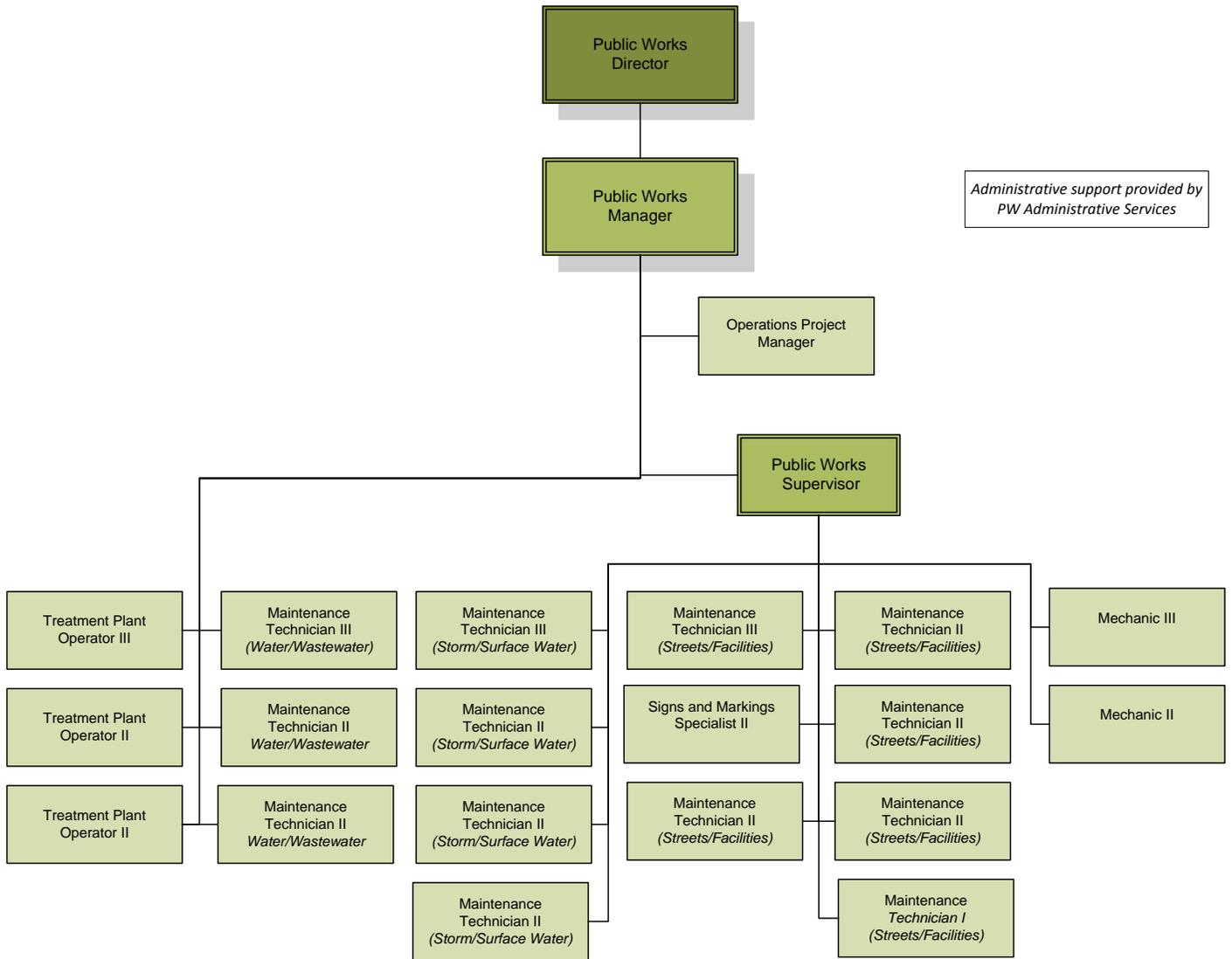
- Annual facilities maintenance program, which is an existing annual program and appeared in the operating budget (Repair and Maintenance line) in the previous biennium.
- Funding for benches to be installed at various road ends

### ORGANIZATIONAL CHART – PUBLIC WORKS: ENGINEERING DIVISION





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



## PRIORITY BASED BUDGETING RESULTS – PUBLIC WORKS



Green, Well-Planned  
Community



Healthy and Attractive  
Community



Reliable Infrastructure  
and Connected Mobility



Safe City

## 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.

## ACCOMPLISHMENTS AND HIGHLIGHTS FOR 2016 – PUBLIC WORKS

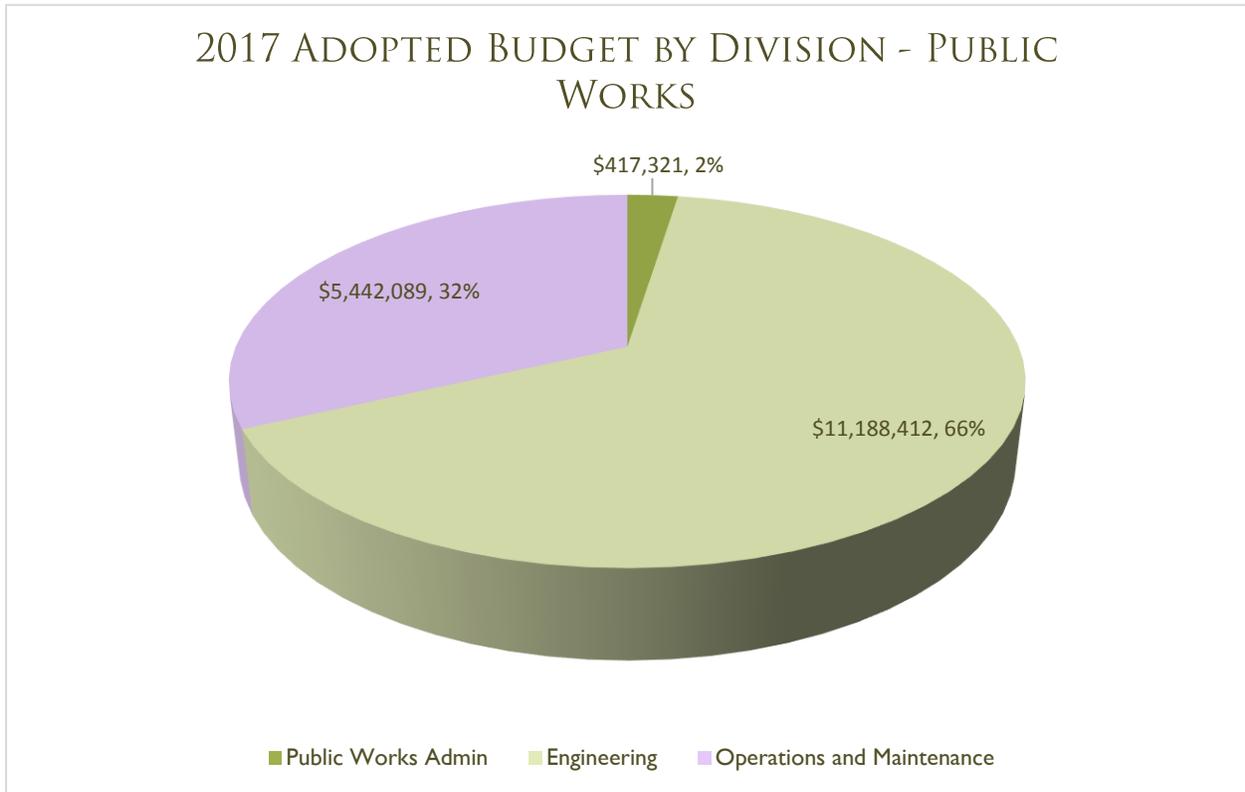
- Completed Wing Point Way Non-Motorized Improvements Projects.
- Completed Waterfront Park Improvements Project.
- Completed Annual Roads Preservation Program.
- Completed replacement of Rockaway Beach culvert.
- Completed drainage and pavement repairs to Mountain View Road.
- Completed Island-Wide Transportation Plan Update.
- Completed Water System Plan Update.

- Completed updated Ground Water Assessment and Model Update.
- Completed Murden Cove Nutrient and Bacteria Reduction Project.
- Completed LED retrofit for street lights.
- Completed improvements to Fletcher Bay Road End.
- Completed Manitou Beach Drive parking and boardwalk improvements

### **OBJECTIVES FOR 2017 – 2018 – PUBLIC WORKS**

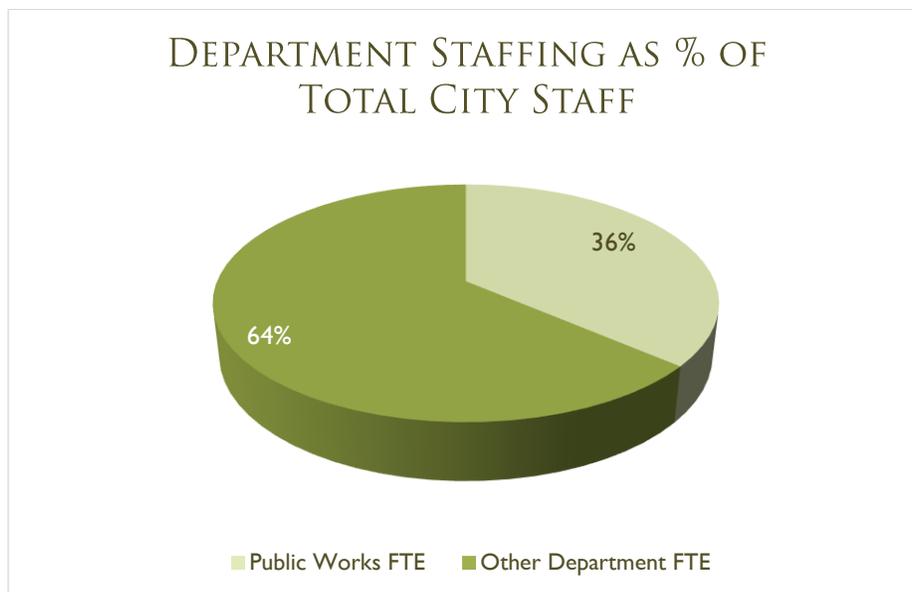
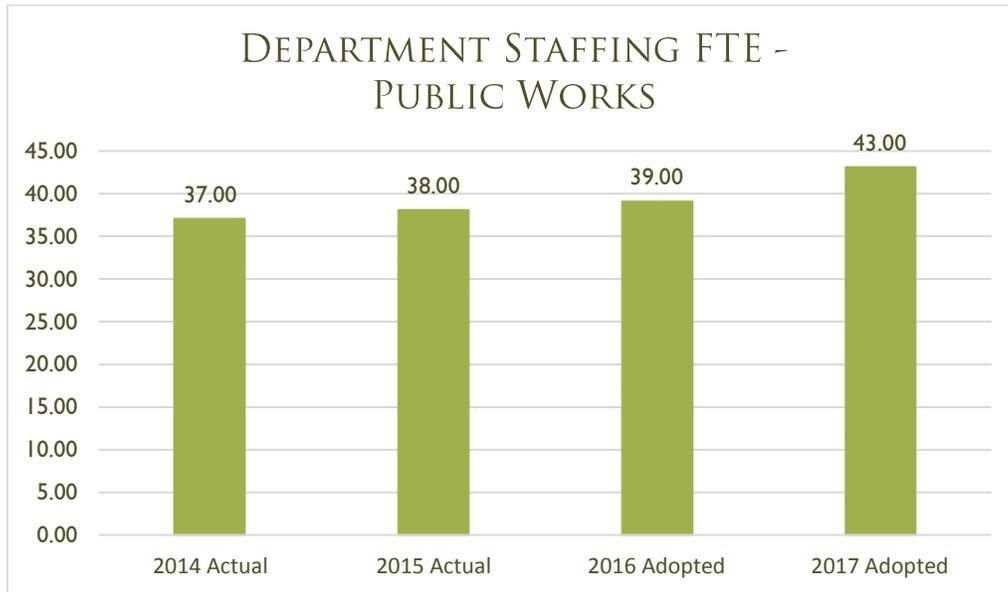
- Complete construction of Phases 1, 2, and 4 of the Sound-to-Olympics Trail.
- Complete design, permitting, and construction for the City Dock replacement.
- Complete State of the Island Waters Report.
- Complete design and construction of the Wyatt Way Improvements Project.
- Complete design and construction of the Village Sewer Pump Station Rehabilitation.
- Complete design and construction of the Lower Lovell Sewer Mains Replacement Project.
- Complete design and construction of culvert replacement for McDonald Creek at Eagle Harbor Drive.
- Complete construction of a new sewer force main on Madison Avenue.
- Complete construction of the Lynwood Center Pump Station upgrade.

**DEPARTMENT SUMMARY – PUBLIC WORKS**





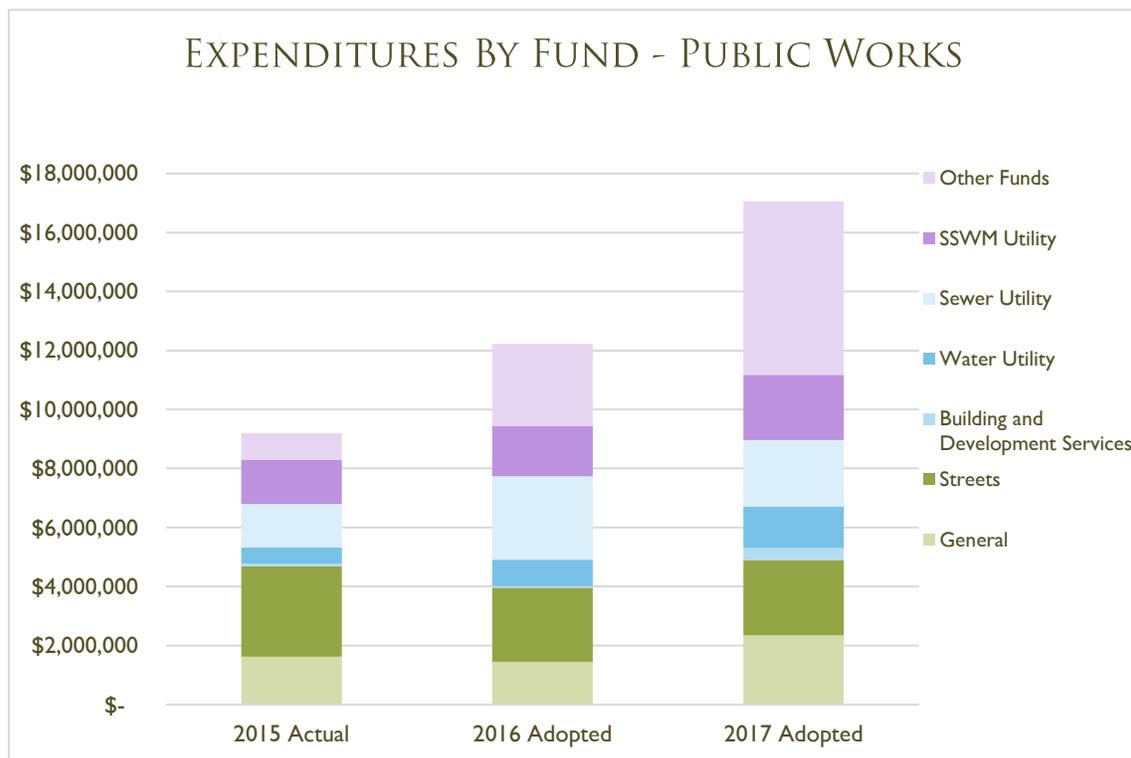
### DEPARTMENT STAFFING – PUBLIC WORKS





**EXPENDITURES BY FUND – PUBLIC WORKS**

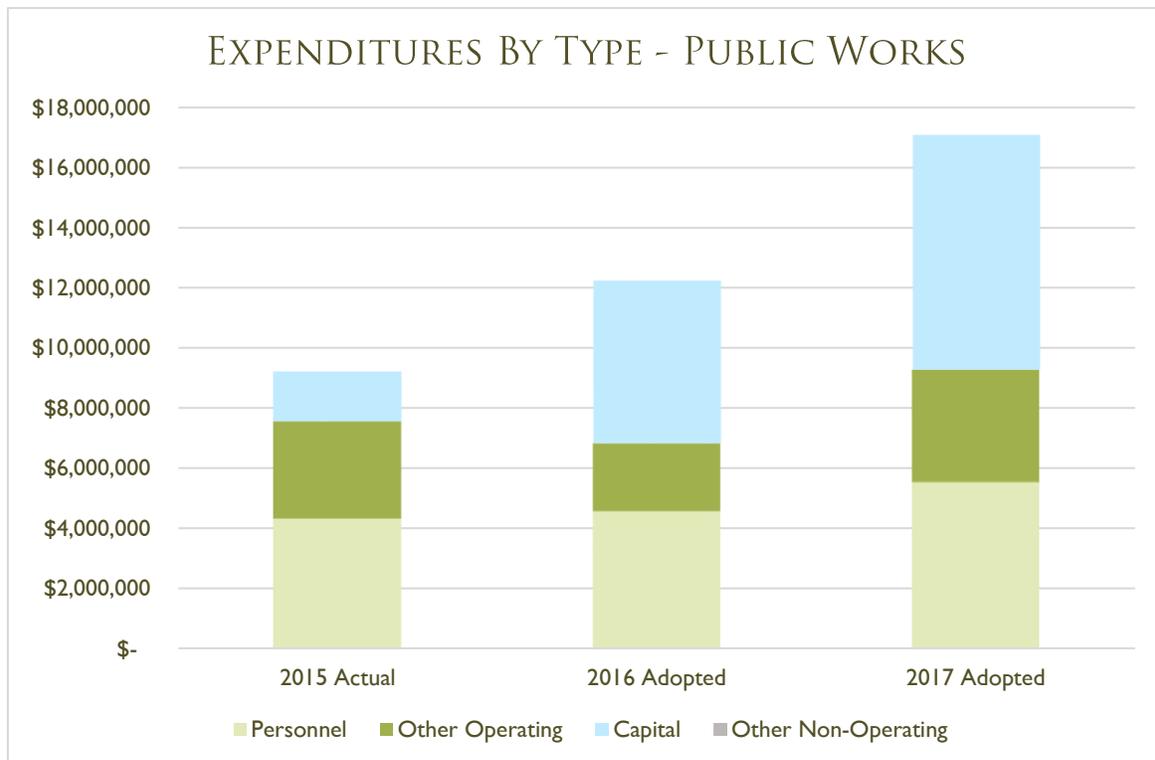
	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 1,624,750	\$ 1,450,366	\$ 2,343,110	\$ 892,744
Streets	\$ 3,056,340	\$ 2,506,038	\$ 2,556,436	\$ 50,398
Building and Development Services	\$ 87,714	\$ 58,888	\$ 412,886	\$ 353,998
Water Utility	\$ 547,370	\$ 897,377	\$ 1,402,983	\$ 505,606
Sewer Utility	\$ 1,482,948	\$ 2,822,152	\$ 2,244,910	\$ (577,242)
SSWM Utility	\$ 1,497,009	\$ 1,708,352	\$ 2,216,255	\$ 507,903
Other Funds	\$ 907,104	\$ 2,777,000	\$ 5,871,242	\$ 3,094,242
<b>Total Budget</b>	<b>\$ 9,203,234</b>	<b>\$12,220,173</b>	<b>\$17,047,822</b>	<b>\$ 4,827,649</b>





**EXPENDITURES BY TYPE – PUBLIC WORKS**

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 4,336,944	\$ 4,577,078	\$ 5,544,507	\$ 967,429
Other Operating	\$ 3,225,980	\$ 2,258,095	\$ 3,731,072	\$ 1,472,977
Capital	\$ 1,640,310	\$ 5,385,000	\$ 7,772,242	\$ 2,387,242
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 9,203,234</b>	<b>\$12,220,173</b>	<b>\$17,047,821</b>	<b>\$ 4,827,648</b>



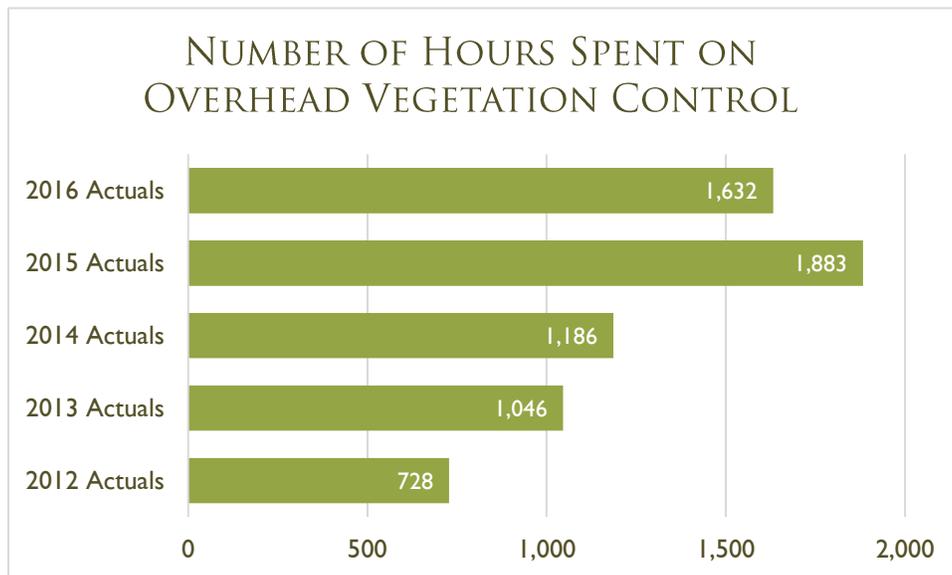
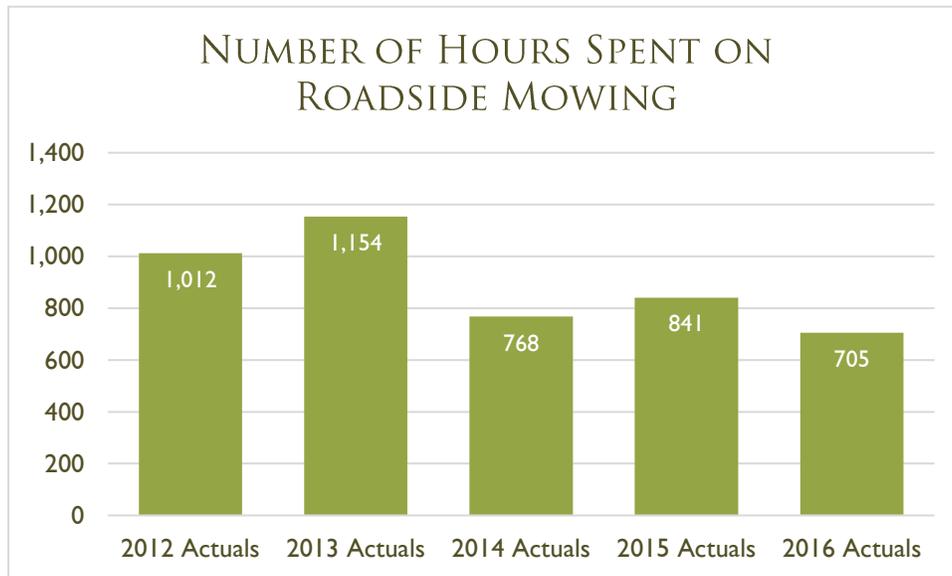


**PERFORMANCE MEASURES – PUBLIC WORKS**

**Streets**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Number of Miles Completed Towards the C40 Non-Motorized Improvements	0.71	0.16	0.11	0.3	0.39
Number of Cubic Yards of Street Waste Removed During Roadway Sweeping	349	237	321	191	262
Number of Hours Spent on Roadside Mowing	1,012	1,154	768	841	705
Number of Hours Spent on Overhead Vegetation Control	728	1,046	1,186	1,883	1,632
Number of Hours Spent on Street Sweeping	835	798	820	671	364 <sup>a</sup>
Number of Hours Spent on Bike Lane Sweeping	N/A	N/A	201	205	98 <sup>a</sup>

<sup>a</sup> 2016 value is relatively low due to staff turnover and unexpected resource allocations



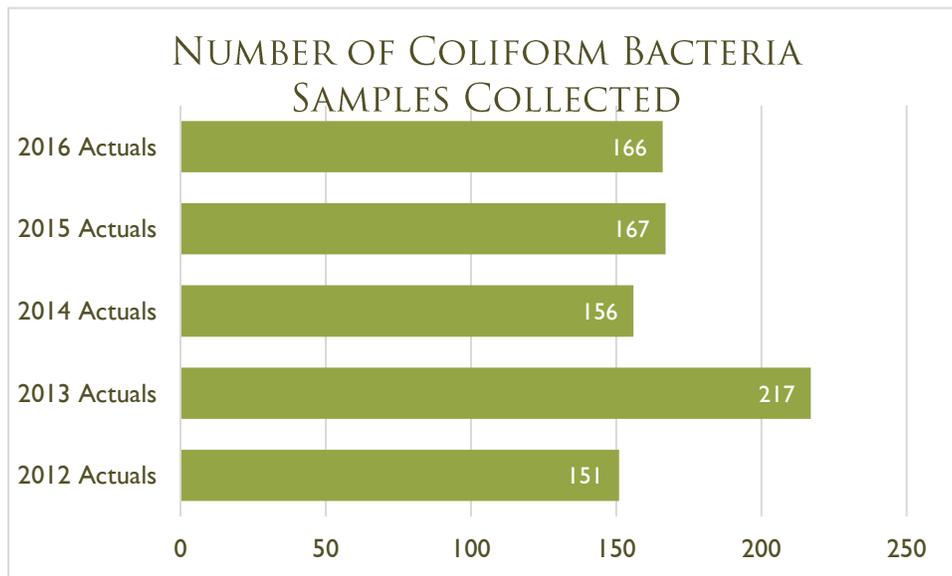
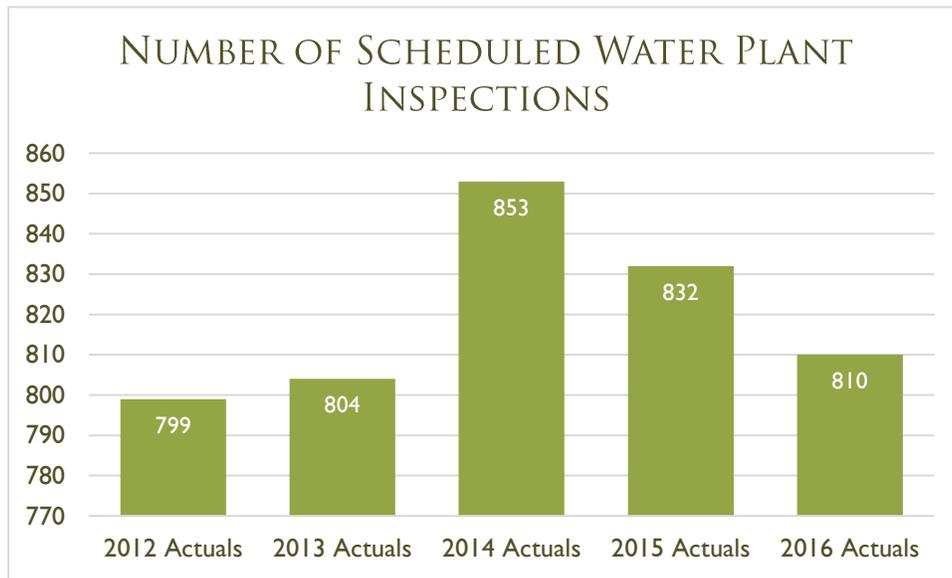


**Fleet and Facility Services**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Number of Square Feet Facilities Maintained	67,007	67,007	67,007	67,007	67,007
Number of Vehicles and Equipment Maintained	145	145	149	153	160
Average Age of Vehicles and Equipment (in years)	9.2	10.2	10.5	10.9	11.2

**Water Utility**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Number of Scheduled Water Plant Inspections	799	804	853	832	810
Number of Coliform Bacteria Samples Collected	151	217	156	167	166
Number of Unsatisfactory Routine Coliform Bacteria Samples	0	0	0	0	0
Average Water Use Per Single Family Residence - Winslow Water System (in gallons per day)	138	146	144	156	152
Average Water Use Per Single Family Residence - Rockaway Beach Water System (in gallons per day)	197	194	236	232	209



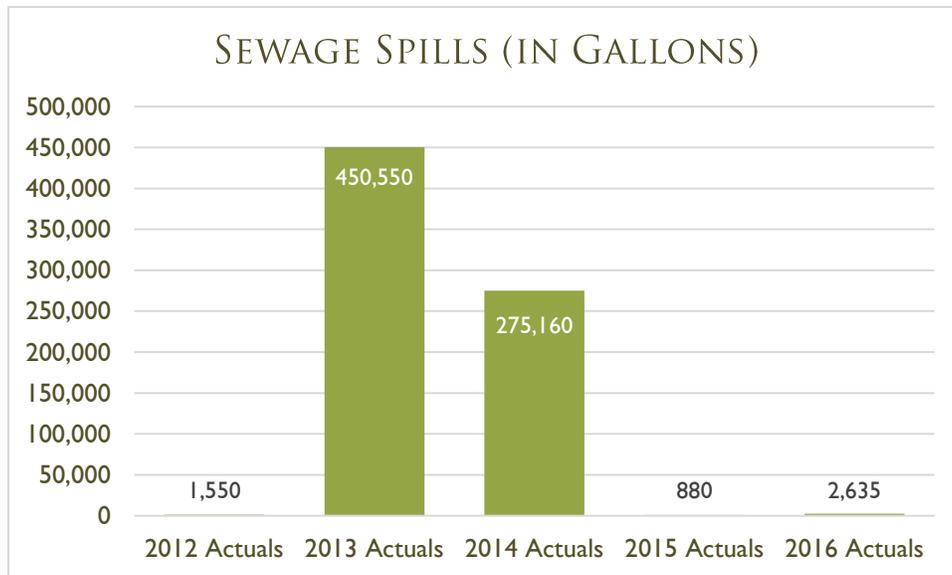
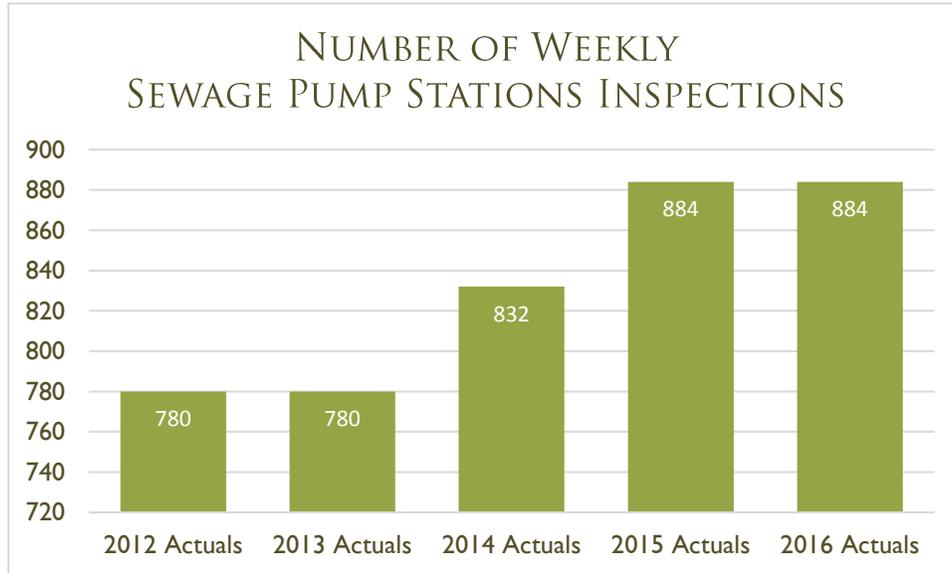
**Sewer Utility**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Winslow Wastewater Treatment Plant (WWTP): Average Sewage Flow Treated (million gallons per day)	0.49	0.46	0.56	0.59	0.60
Annual Average Percent of WWTP Biochemical Oxygen Demand (BOD) Removal - 85% Required by NPDES Permit	99%	99%	99%	99%	98%
Average Percent of Treatment Plant Total Suspended Solids (TSS) Removal	99%	99%	99%	98%	98%
Number of Sewage Pump Stations Inspected	780	780	832	884	884
Sewage Spills (in Gallons)	1,550	450,550	275,160	880	2,635

**Stormwater Utility**

<b>Indicator</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>
Number of Catch Basins Inspected	153	322	375	410	554
Number of Catch Basins Cleaned	138	221	176	379	506
Linear Feet of Open Conveyance Ditched	1745	5,885	5,967	1,285	4,735
Number of Culverts Inspected (Four Year Cycle by Zone)	519	1,154	806	696	139 <sup>a</sup>
Number of Culverts Cleaned	136	125	101	263	40 <sup>a</sup>

<sup>a</sup> 2016 value is relatively low due to the cyclical nature of zone inspections - not every zone has the same number of culverts.





# GENERAL GOVERNMENT

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**CITY OF BAINBRIDGE ISLAND  
2017 ADOPTED BUDGET - ALL FUNDS  
GENERAL GOVERNMENT**

	2016 AMENDED	2017 ADOPTED	2017 to 2016 VARIANCE	% VARIANCE
Salaries	114,959	148,675	33,716	29.33 %
Benefits	248,310	246,050	(2,260)	(0.91%)
<b>SALARIES &amp; BENEFITS</b>	<b>363,269</b>	<b>394,725</b>	<b>31,456</b>	<b>8.66 %</b>
Supplies	6,000	6,500	500	8.33 %
<b>SUPPLIES</b>	<b>6,000</b>	<b>6,500</b>	<b>500</b>	<b>8.33 %</b>
Professional Services	331,750	320,763	(10,987)	(3.31%)
Community Services	118,000	-	(118,000)	(100.00%)
Communication	125,745	141,410	15,665	12.46 %
Travel	-	1,500	1,500	100.00 %
Training	5,000	5,000	-	- %
Operating Leases	383,777	343,558	(40,219)	(10.48%)
Insurance	691,695	453,720	(237,975)	(34.40%)
Utilities	752,294	549,836	(202,458)	(26.91%)
All Other Miscellaneous	52,300	56,000	3,700	7.07 %
<b>SERVICES &amp; CHARGES</b>	<b>2,460,561</b>	<b>1,871,787</b>	<b>(588,774)</b>	<b>(23.93%)</b>
Intergovernmental Services	283,700	267,600	(16,100)	(5.68%)
Intergovernmental-Taxes and Assessments	201,744	179,518	(22,226)	(11.02%)
Interfund - Taxes and Assessments	536,532	592,447	55,915	10.42 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>1,021,976</b>	<b>1,039,565</b>	<b>17,589</b>	<b>1.72 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,851,806</b>	<b>3,312,577</b>	<b>(539,229)</b>	<b>(14.00%)</b>
Debt Service	4,229,262	3,999,154	(230,108)	(5.44%)
<b>OTHER EXPENDITURES</b>	<b>4,229,262</b>	<b>3,999,154</b>	<b>(230,108)</b>	<b>(5.44%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>4,229,262</b>	<b>3,999,154</b>	<b>(230,108)</b>	<b>(5.44%)</b>
<b>TOTAL EXPENDITURES</b>	<b>8,081,068</b>	<b>7,311,731</b>	<b>(769,336)</b>	<b>(9.52%)</b>



## GENERAL GOVERNMENT

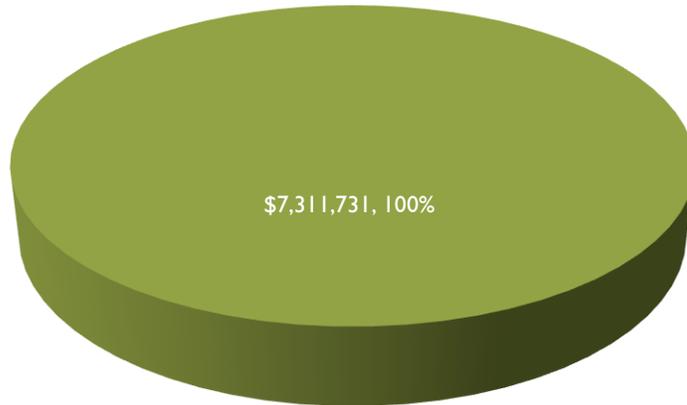
The purpose of the General Government budget is to pay certain citywide costs out of a central location, in order to track and manage citywide costs.

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

- The 2017-2018 budget transfers the funding for televising City Council meetings from the General Government budget to the Finance and Administrative Services budget. This transfer does not change budgeted spending, but shows in General Government as a decrease to Community Services as compared to 2016.
- The 2017-2018 budget transfers the funding for certain expenses such as biosolids disposal and decant facility spoils disposal from General Government budget to the Public Works budget. This transfer does not change budgeted spending, but shows in General Government as a decrease to Utilities spending as compared to 2016.
- 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.

**DEPARTMENT SUMMARY – GENERAL GOVERNMENT**

2017 ADOPTED BUDGET BY DIVISION - GENERAL GOVERNMENT

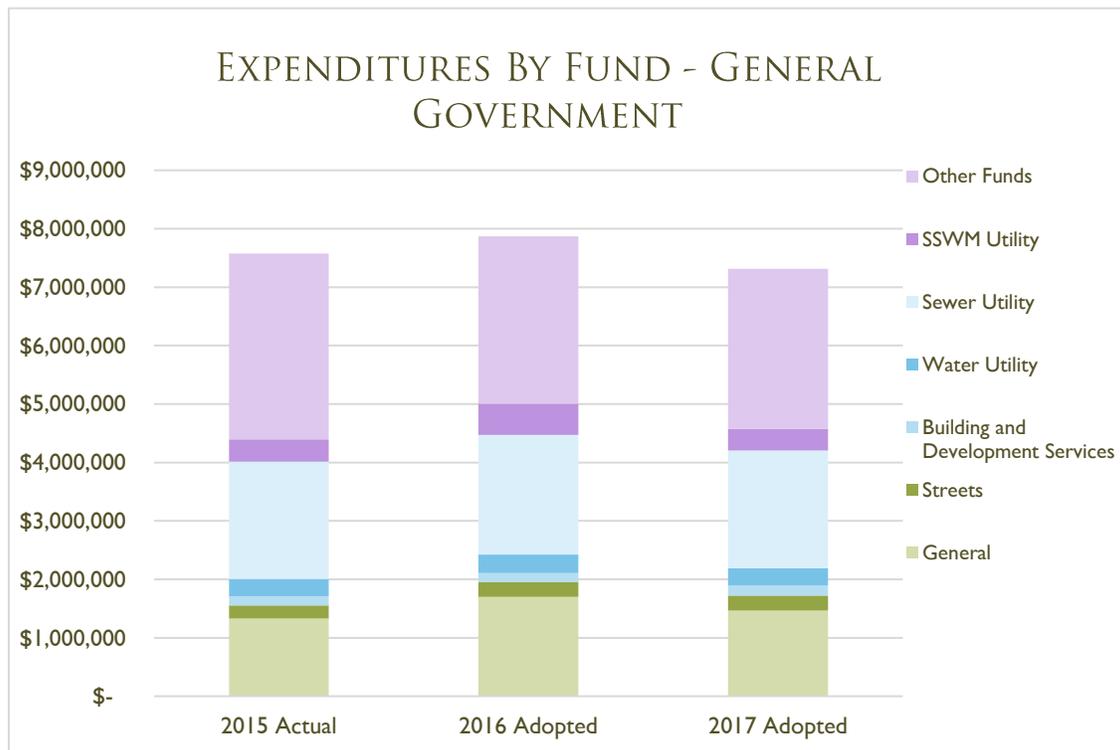


■ General Government



### EXPENDITURES BY FUND – GENERAL GOVERNMENT

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
General	\$ 1,329,514	\$ 1,698,265	\$ 1,467,597	\$ (230,668)
Streets	\$ 226,539	\$ 260,450	\$ 254,444	\$ (6,006)
Building and Development Services	\$ 154,064	\$ 148,348	\$ 175,822	\$ 27,474
Water Utility	\$ 293,324	\$ 316,490	\$ 293,272	\$ (23,218)
Sewer Utility	\$ 2,008,643	\$ 2,048,246	\$ 2,011,759	\$ (36,487)
SSWM Utility	\$ 381,919	\$ 534,237	\$ 373,263	\$ (160,974)
Other Funds	\$ 3,181,512	\$ 2,864,032	\$ 2,735,574	\$ (128,458)
<b>Total Budget</b>	<b>\$ 7,575,515</b>	<b>\$ 7,870,068</b>	<b>\$ 7,311,731</b>	<b>\$ (558,337)</b>





### EXPENDITURES BY TYPE – GENERAL GOVERNMENT

	2015 Actual	2016 Adopted	2017 Adopted	Change 2017 over 2016
Personnel	\$ 100,041	\$ 363,269	\$ 394,725	\$ 31,456
Other Operating	\$ 2,928,643	\$ 3,277,537	\$ 2,917,852	\$ (359,685)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ 4,546,831	\$ 4,229,262	\$ 3,999,154	\$ (230,108)
<b>Total Budget</b>	<b>\$ 7,575,515</b>	<b>\$ 7,870,068</b>	<b>\$ 7,311,731</b>	<b>\$ (558,337)</b>

