

# ADOPTED BUDGET 2023-2024

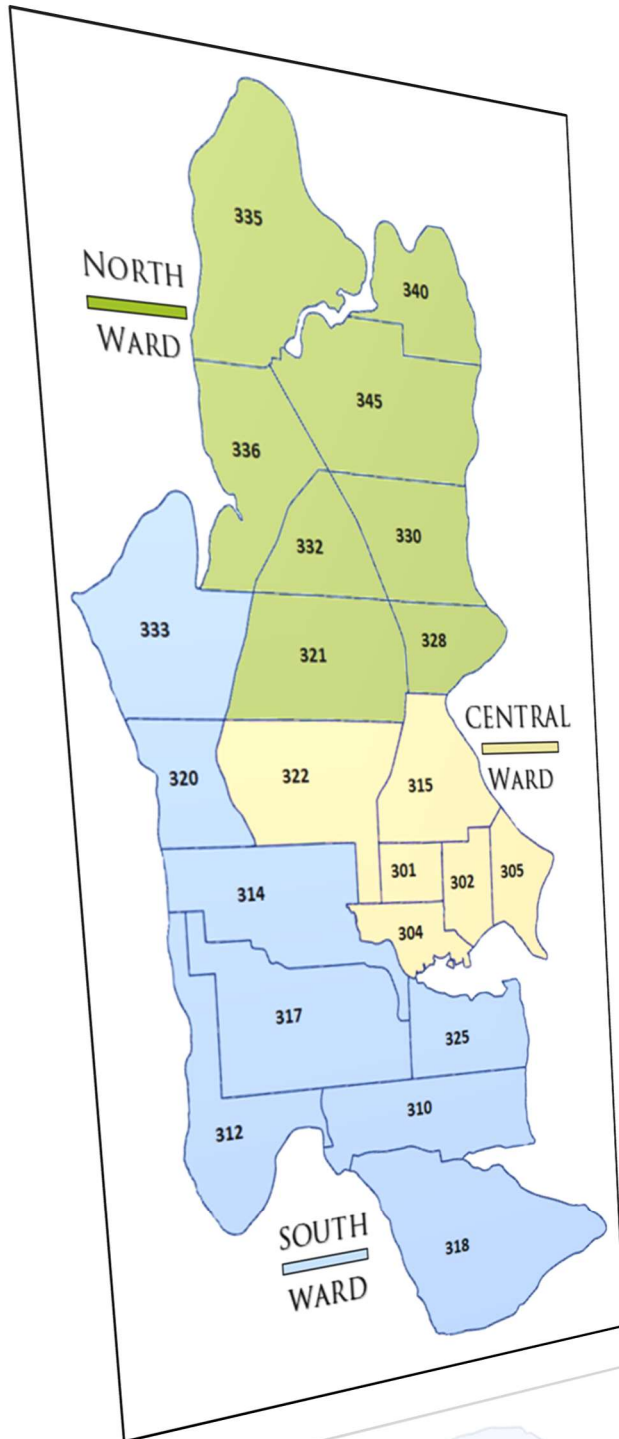


CITY OF BAINBRIDGE ISLAND, WA

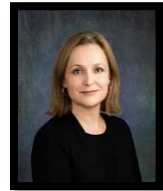


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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Bainbridge Island  
Washington**

For the Biennium Beginning

**January 01, 2021**

*Christopher P. Morill*

Executive Director



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Honorable Mayor and City Council:

I am pleased to present the adopted biennial budget for the fiscal years 2023-2024.

The budget was drafted and developed during a time of high economic volatility. Staff developed this budget while we progressed down the long, ongoing road of recovery from the coronavirus pandemic. Many aspects of society and the economy are unsettled. It is unlikely that society will ever fully return to pre-coronavirus practices, customs, and conditions. We are forever changed. What this means for the tax base and the delivery of public services is still undetermined and difficult to understand. Meanwhile, international conflict, a war in Europe, and domestic uncertainty has affected the production and delivery of services, which is a key to rising inflation rates. Earlier this year, the Consumer Price Index rose to over 10%, hitting a 40-year high.



The City's strong post 2008 recession practices have helped Bainbridge Island position itself to manage this current state of uncertainty. Bainbridge Island benefits from robust General Fund reserves. The key General Fund revenues of property and sales tax are projected to increase year-over-year in 2023 and 2024. On the expenditure side, the budget reflects high inflation as costs increase due to inflationary pressures.

Considering these varying factors, the budget presents a cautiously optimistic outlook for the near future. The long-term requires more introspection and caution.

Like the State of Washington, the City of Bainbridge Island adopts a multi-year budget. As a strength, the multi-year budget saves staff time by producing a budget every two years rather than annually. On the other hand, as a weakness, the multi-year budget is difficult to estimate the second year with precision. This is especially true during periods of economic volatility, particularly the volatility we are currently experiencing due to post-pandemic uncertainty and high inflation.

**“The budget is a numerical expression of policy.”**

**Anonymous**

**“Not everything that counts can be counted and not everything that can be counted, counts.”**

**Albert Einstein**

**“The basic law of budgets: You can only spend it once.”**

**Anonymous**

This budget is constructed around several themes. These themes include consistency and sustainability of services, reliability, and predictability, or in other words, few surprises. Another important theme or principle of the budget is a commitment to maintenance and providing resources for obligations or previous commitments.

The financial plan is made possible due to the City's strong property tax base with its slow and steady growth. Property Tax is the single highest source of revenue for the General Fund. The second highest source of revenue for the General Fund is sales tax. Washington State's destination-based sales tax system



has helped Bainbridge Island. We can generate sales tax without as many traditional brick and mortar stores due to on-line sales providing revenue to the location of the delivery of goods. Residents can purchase taxable items on-line and the distribution of the sales tax recognizes the location to which the goods are delivered.

With investment earnings rising, management expects to have a boost from return on our cash investments. Revenue from investments is forecasted to provide \$515,000 in 2023 for the General Fund. For comparison, the budgeted revenue for General Fund investment earnings in 2022 was only \$80,000. Bainbridge uses two public agency investment pools, the Washington Local Government Investment Pool and the Kitsap County Investment Pool. Return on investments over the past year have averaged 0.31%. That is expected to climb to approximately 2% over the biennium, with the majority of the invested cash in safe, liquid assets such as Federal Treasury bills.

This budget seeks to provide adequate resources for the suite of city services. Some highlights include:

- A new position to support the City Council's commitment to issues associated with Equity and Inclusion (This is a follow-through to the City Council's 2020 actions to advance racial equity) – one position.
- Ongoing support for Climate Action Implementation - \$100,000 in each year for a total of \$200,000.
- A new position plus an additional \$40,000 for a one-time professional services contract to develop a prioritization and implementation strategy for the Sustainable Transportation Plan.
- Public Works facilities maintenance staff increase to address the deficit in facilities maintenance personnel and to provide adequate facilities maintenance staffing for the new 17,900 square foot court and police building – two positions.
- Increase in pavement maintenance for the City's 270 lane miles of existing streets with increased budget and staff, net increase of one position in the street budget.
- Resources for Winslow Subarea Plan in 2023 - \$250,000.
- Storm and surface water resources for design work for the Springbrook Fish Passage project at Fletcher Bay - \$165,000.
- Grant resources for Comprehensive Plan update in 2023-2024 - \$125,000.
- Grant resources for Sea Level Rise and Shoreline Management Plan - \$170,000.
- Conversion of a temporary Public Records Analyst position to a part-time Public Records Analyst position with benefits - .50 position increase.

The budget will increase staffing by 5.70 positions in 2023 over 2022 and decrease by 2.00 positions from 2023 in 2024. The total staffing of 139.65 Full Time Equivalent Positions (FTE) approved for 2023 is nearly 14 positions less than the 153.52 positions approved over 14 years ago in the 2008 budget.

Costs in 2023 are expected to increase for goods and services. An 8 % increase is budgeted to address inflation. Labor costs are budgeted to increase 8% in 2023 and 7% in 2024. Insurance for general government activities is increasing significantly with nearly a 40% increase year-over-year from 2022 to 2023 and 34% increase year-over-year from 2023 to 2024.

Earlier in 2022, the City Council received several recommendations to address the on-going deterioration of existing city streets. The City currently maintains 270 lane miles of paved roads and an additional five miles of gravel roads. The City completed its last Pavement Management Report in 2020. At that time, the report identified the Pavement Condition Index (PCI) of the City's streets at a collective score of 70. The City Council expressed support for a goal of maintaining the PCI at a score of 68 or higher. The PCI, or quality of the City's streets, has declined to 66. The budget proposes to provide an additional \$350,000 for annual pavement repair for an annual budget of \$1 million. This will provide additional staffing and maintenance funds, which will improve the City's PCI back to 68 or higher.



The budget continues the City's commitment to address climate change with an additional \$100,000 in each year. Climate change work includes the City's efforts to reduce waste in 2023, developing and constructing electric vehicle charging stations, work on investigating the delivery of solid waste services, and on-going public education via the Climate Smart Challenge. A term-limited position budgeted for 2023 to support the sustainability outreach work expires December 31, 2023.

The 1990 Americans with Disabilities Act (ADA) required local governments to assess the accessibility of its services to residents with disabilities. This plan is referred to as the Transition Plan. This budget includes resources to conduct the City's first ADA Transition Plan. It is expected that there will be an ongoing commitment to implement the recommendations of the Transition Plan following the completion of the Transition Plan.

Race, Equity, and Inclusion is a high priority for the City of Bainbridge Island. The addition of a new Equity and Inclusion Manager position will provide increased capacity for the organization and community to emphasize social justice, community diversity, and cultural acceptance. This is an important step to recognize, celebrate, and increase understanding of how the City of Bainbridge Island can promote diversity, equity, and inclusion. To date, staffing for the City's Race Equity Advisory Committee has been provided by the Deputy City Manager. This new position will serve as the staff liaison to the Race Equity Advisory Committee, which will allow the Deputy City Manager to focus attention on other matters. A partial list of tasks for the Equity and Inclusion Officer includes: the development of a Minority, Women and Disadvantaged Business Enterprise Purchasing Plan, coordinating the ADA Transition Plan, review of City policies and operations, and liaison with the City's diverse minority community.

I want to point out the progress the City has made in addressing diversity and inclusion. The City Council committed itself to training opportunities. Mandatory race equity training has been provided to all regular full and part-time City staff. Funds have been appropriated for an equity review of the new Police Department and Court Building. The City of Bainbridge Island was well represented at the Government Alliance on Race & Equity (GARE) conference held in early 2022 in Portland, Oregon. These are important steps towards a more inclusive organization and community.

The American Rescue Plan Act (ARPA) has allowed the City to pursue several once-in-a-generation projects. However, it is noted that staff resources are stretched to work on ARPA projects and to date, ARPA has not been charged with administrative support. With this budget, ARPA projects will be charged for administrative support in the amount of 10%.

The Municipal Court and Police Department look forward to occupying their new space in 2023. Our new justice and public safety facility will include an up-to-date Emergency Operations Center to respond to emergencies and natural disasters. As the space becomes occupied, we expect to troubleshoot any facility issues that may come up and are expected to occur throughout 2023 and into 2024 with an unknown impact upon staff and financial resources.

Staff has predicted the actual year-end fund balance for the General Fund as of December 31, 2022. Now that the Fiscal Year is complete and the financial records closed, staff will reconcile the projected year-end position with the actual year end. Typically, but not always, there is a positive gap between year-end revenue and expenses with more resources available than what was predicted. If this gap is indeed positive over the actual budget, it is my intention to bring this figure to the City Council and have the Council determine the disposition of the excess revenue. Without Council intervention, these additional funds will be deposited to fund balance. The Council may wish the funds to be directed to fund balance, or on the other hand, the Council may want to address a one-time expenditure that was not addressed at the time the budget was adopted.



Two important policy initiatives that affect the budget were undetermined at this time the budget was developed. It was presumptuous to budget for the results before the City Council decided. These policy decisions affect water and sewer rate increases, (which is still not resolved) and whether the Council wishes to implement a \$10 increase in the yearly car fee, which would generate approximately \$200,000 in new revenue dedicated to Sustainable Transportation Plan improvements. The Council has adopted the increase for the Transportation Benefit District and funds are expected to be received by mid-2023. The budget will be amended according at a later date to reflect this new revenue.

The City and community of Bainbridge Island continues to evolve. It continues to define and reshape its future. This Biennial Budget provides a solid foundation for many of the changes and challenges the City faces from COVID response, on-going maintenance, Comprehensive Plan Updates, and Climate Action Plan implementation. It is acknowledged that Bainbridge Island has a culture of civic engagement that weaves together the efforts of many people, staff, and the City Council. I have gratitude and respect for those who brought Bainbridge Island through the most challenging days of the pandemic. With this financial management plan, we will continue the ongoing evolution and story of Bainbridge Island.

Authored and submitted by,

A handwritten signature in blue ink that reads "Blair King".

Blair King  
City Manager



## 2023-2024 SIGNIFICANT BUDGET CHANGES HIGHLIGHTED\*

### Items Included in the Adopted Budget (Tax Supported Funds)

Item	2023	2024	Total Cost	FTE	Ongoing/ One time	Comments
Pavement repair increase	\$ 350,000	\$ 350,000	\$ 700,000		Ongoing	2023 amount applied to the Madison Avenue Capital Project
Maintenance Technicians	\$ 201,000	\$ 221,000	\$ 422,000	2.00	Ongoing	
Maintenance Worker	\$ (80,000)	\$ (86,000)	\$ (166,000)	(1.00)	Ongoing	
Winslow Maintenance Professional Services Contract	\$ 85,000	\$ 91,000	\$ 176,000		Ongoing	Winslow maintenance will be provided by contract
Facilities Operations Project Manager	\$ 138,000	\$ 148,000	\$ 286,000	1.00	Ongoing	
Facilities Maintenance Technican II	\$ 104,000	\$ 111,000	\$ 215,000	1.00	Ongoing	
Facilities Maintenance Projects	\$ -	\$ 408,000	\$ 408,000		Ongoing	Project work to start in 2024
ADA Transition Plan	\$ -	\$ 100,000	\$ 100,000		One time	\$62k Supported by ARPA funds
Construction Design Standards		\$ 100,000	\$ 100,000		One time	
Traffic calming projects	\$ 25,000	\$ 25,000	\$ 50,000		Ongoing	
Term-limited Hydrogeologist	\$ -	\$ (72,000)	\$ (72,000)	(1.00)	Ongoing	Position sunsets Mid 2024
Sustainable Transportation Analyst	\$ 74,000	\$ 162,000	\$ 236,000	1.00	Ongoing	Position Mid 2023
Sustainable Transportation Professional Services	\$ 30,000	\$ 30,000	\$ 60,000		One time	
Permit Services Supervisor	\$ 152,000	\$ 163,000	\$ 315,000	1.00	Ongoing	
Natural Resources Planner	\$(136,000)	\$(146,000)	\$ (282,000)	(1.00)	Ongoing	
Winslow Subarea Plan Consultant Funding	\$ 50,000	\$ 200,000	\$ 250,000		One time	
Comprehensive plan Consultant Funding	\$ 63,000	\$ 62,000	\$ 125,000		One time	
Sea Level Rise Consultant Funding	\$ 80,000	\$ -	\$ 80,000		One time	
Shoreline Plan Consultant Funding	\$ 90,000	\$ -	\$ 90,000		One time	
Equity & Inclusion Officer	\$ 152,000	\$ 163,000	\$ 315,000	1.00	Ongoing	
Climate Fund Support	\$ 100,000	\$ 100,000	\$ 200,000		Ongoing	
Friends of the Farm Contract Support	\$ 65,000	\$ -	\$ 65,000		One time	2023 Only
Equity & Inclusion Program Budget	\$ 25,000	\$ 25,000	\$ 50,000		Ongoing	
Green Team Support	\$ 5,000	\$ 5,000	\$ 10,000		Ongoing	
Public Records Analyst	\$ 57,000	\$ 61,000	\$ 118,000	0.50	Ongoing	Currently filled with unbenefited incumbent
Term-limited Climate Action Outreach Coordinator		\$(108,000)	\$ (108,000)	(1.00)	Ongoing	Position sunsets end of 2023

\* Not a comprehensive list of year-to-year changes, rounded to the nearest thousand

### Items Included in the Adopted Budget (Utility Supported Funds)

Item	2023	2024	Total Cost	FTE	Ongoing/ One time	Comments
Administrative Specialist II	\$ 94,000	\$ 101,000	\$ 195,000	1.00	Ongoing	Currently filled with unbenefited incumbent. Cost shared between Utility and Tax Supported funds.
Water System Business Plan	\$ 75,000		\$ 75,000		One time	
Storm & Surface Water Rate Study	\$ 50,000		\$ 50,000		One time	

\* Not a comprehensive list of year-to-year changes, rounded to the nearest thousand



**Expenditure Changes from Proposed to Adopted Budget (All Funds)**

City Funds	Proposed		Adopted		Difference		Comments
	2023	2024	2023	2024	2023	2024	
General	\$ 22,956,317	\$ 26,162,477	\$ 23,070,793	\$ 26,324,897	\$ 114,476	\$ 162,420	Sustainable Transportation Analyst position added at 50% in 2023 and 100% in 2024. Added one-time expense of \$40k in 2023 to support Sustainable Transportation work.
Street	\$ 2,899,533	\$ 4,110,936	\$ 2,899,533	\$ 4,110,936	\$ -	\$ -	
Real Estate Excise Tax	\$ 2,448,840	\$ 3,227,064	\$ 2,448,840	\$ 3,227,064	\$ -	\$ -	
Civic Improvement	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ -	
Affordable Housing	\$ 215,133	\$ 2,230,565	\$ 215,133	\$ 2,230,565	\$ -	\$ -	
Transportation Benefit	\$ 1,377,258	\$ 603,337	\$ 1,377,258	\$ 603,337	\$ -	\$ -	
American Rescue Plan Act	\$ 2,064,000	\$ 2,020,000	\$ 2,064,000	\$ 2,020,000	\$ -	\$ -	
GO Bond	\$ 1,590,415	\$ 927,665	\$ 1,590,415	\$ 927,665	\$ -	\$ -	
LID Bond	\$ 39,075	\$ -	\$ 39,075	\$ -	\$ -	\$ -	
Capital Construction	\$ 10,127,191	\$ 5,065,596	\$ 10,127,191	\$ 5,065,596	\$ -	\$ -	
Water	\$ 15,045,402	\$ 3,547,178	\$ 15,045,402	\$ 3,547,178	\$ -	\$ -	
Sewer	\$ 6,617,349	\$ 6,515,759	\$ 6,617,349	\$ 6,515,759	\$ -	\$ -	
Storm & Surface Water	\$ 4,462,445	\$ 3,969,038	\$ 4,627,445	\$ 3,969,038	\$ 165,000	\$ -	Added \$165k for Springbrook Creek Capital project in 2023.
Building & Development	\$ 3,292,829	\$ 3,550,834	\$ 3,292,829	\$ 3,550,834	\$ -	\$ -	
Equipment Rental & Revolving	\$ 1,170,000	\$ 770,000	\$ 1,170,000	\$ 770,000	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 74,655,787</b>	<b>\$ 63,050,449</b>	<b>\$ 74,935,263</b>	<b>\$ 63,212,869</b>	<b>\$ 279,476</b>	<b>\$ 162,420</b>	



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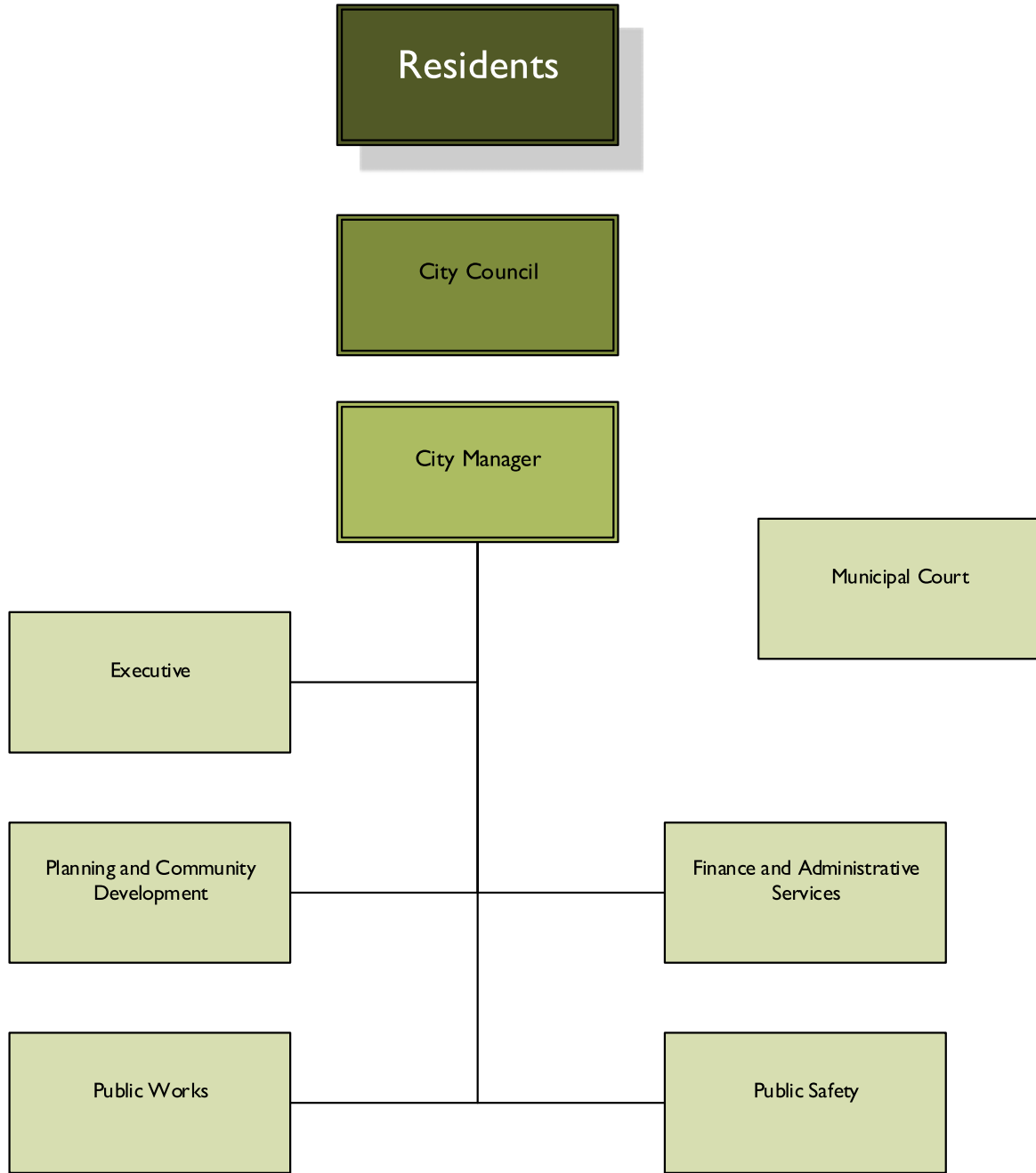


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# CITY OF BAINBRIDGE ISLAND ORGANIZATIONAL CHART





## 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 nearly 25,000 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 3,684 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 17,843 public high schools ranked, BHS is ranked #646 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

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



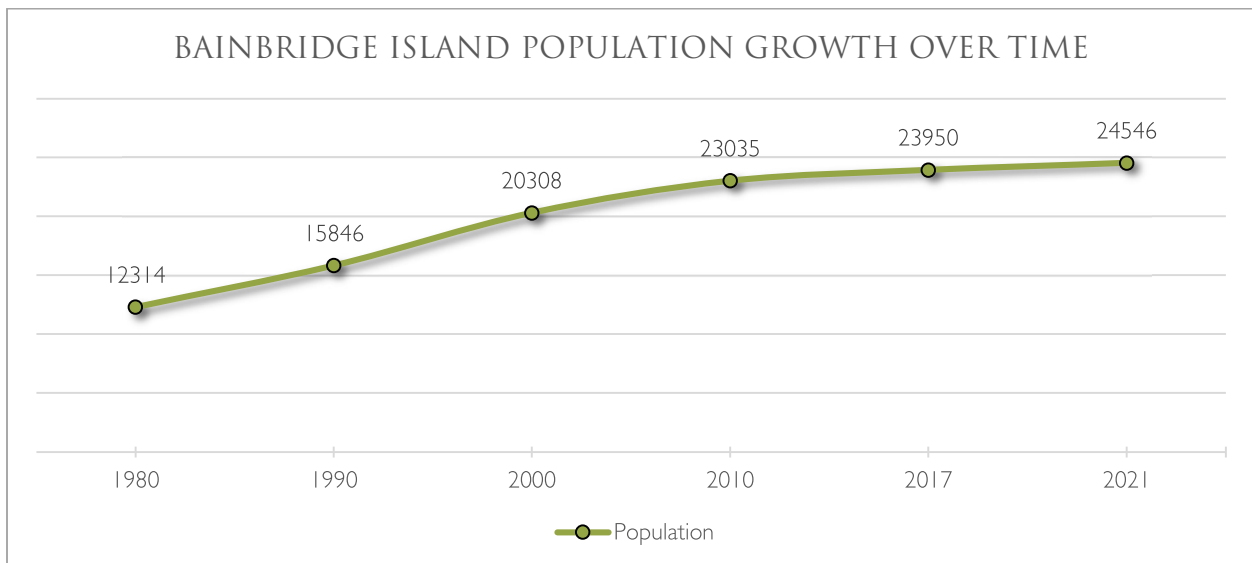


### GOVERNANCE

<b>County</b>	Kitsap		
<b>Incorporated</b>	1991 (City of Winslow – 1947)		
<b>Form of Government</b>	Council-Manager		
<b>Type of Government</b>	Optional Code City		
<b>Departments</b>	Municipal Court, Executive, Finance & Administrative Services, Legislative, Planning & Community Development, Public Safety, Public Works		
<b>Services</b>	Building Inspections, Business Licensing, Code Enforcement, Notary Services, Permit Applications, Police & Emergency Services, Road Services, Waterfront Park, City Dock, Open Water Marina, Event Facilities, Vegetation Management		
<b>Utilities</b>	Water, Sewer, Surface and Stormwater		
<b>Acreage of Public Farmland</b>	61.05		
<b>Acres of City Owned Parks</b>	27.19		
<b>Miles of City Owned Trail</b>	50.9		
<b>Miles of Bike Lane</b>	36		
<b>External City Website Visits (2020-2021)</b>	950,639		
<b>Bond Rating</b>			
<b>UTGO</b>	Aaa	<b>LTGO</b>	Aaa

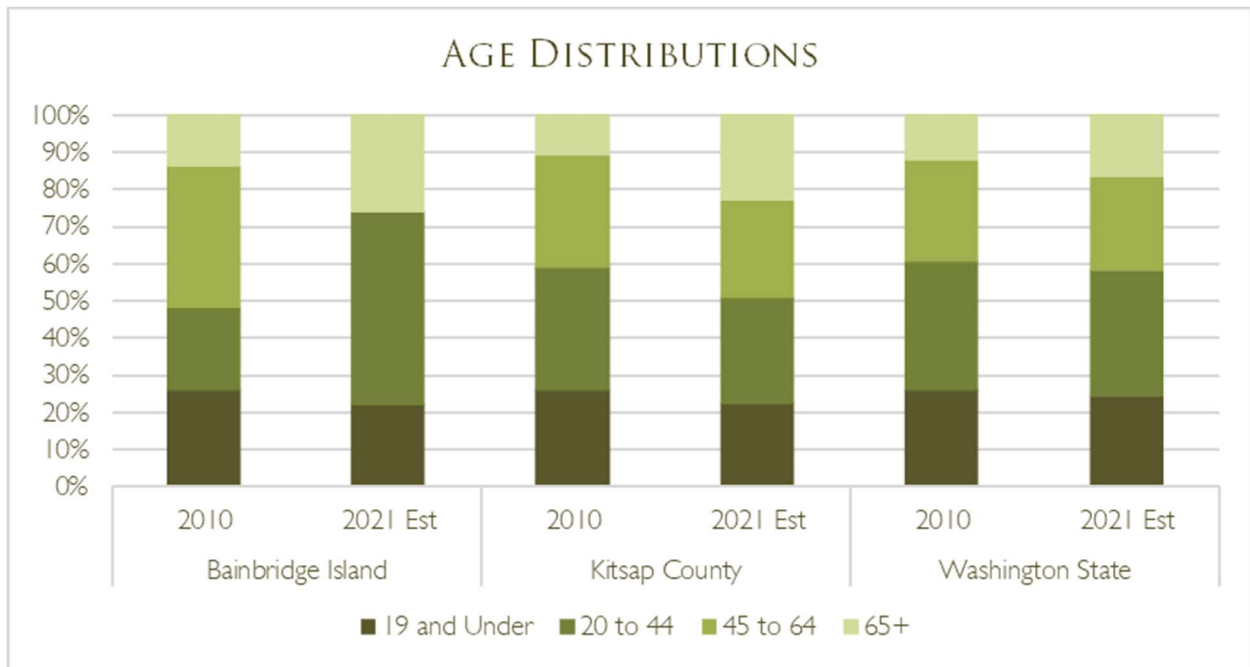
### DEMOGRAPHICS

Population					
Bainbridge Island		Kitsap County		Washington State	
<b>2021 Est.</b>	24,546	<b>2021 Est.</b>	274,314	<b>2021 Est.</b>	7,738,692
<b>2010</b>	23,035	<b>2010</b>	251,133	<b>2010</b>	6,724,540
<b>% Change</b>	9.0%	<b>% Change</b>	8.4%	<b>% Change</b>	15.1%





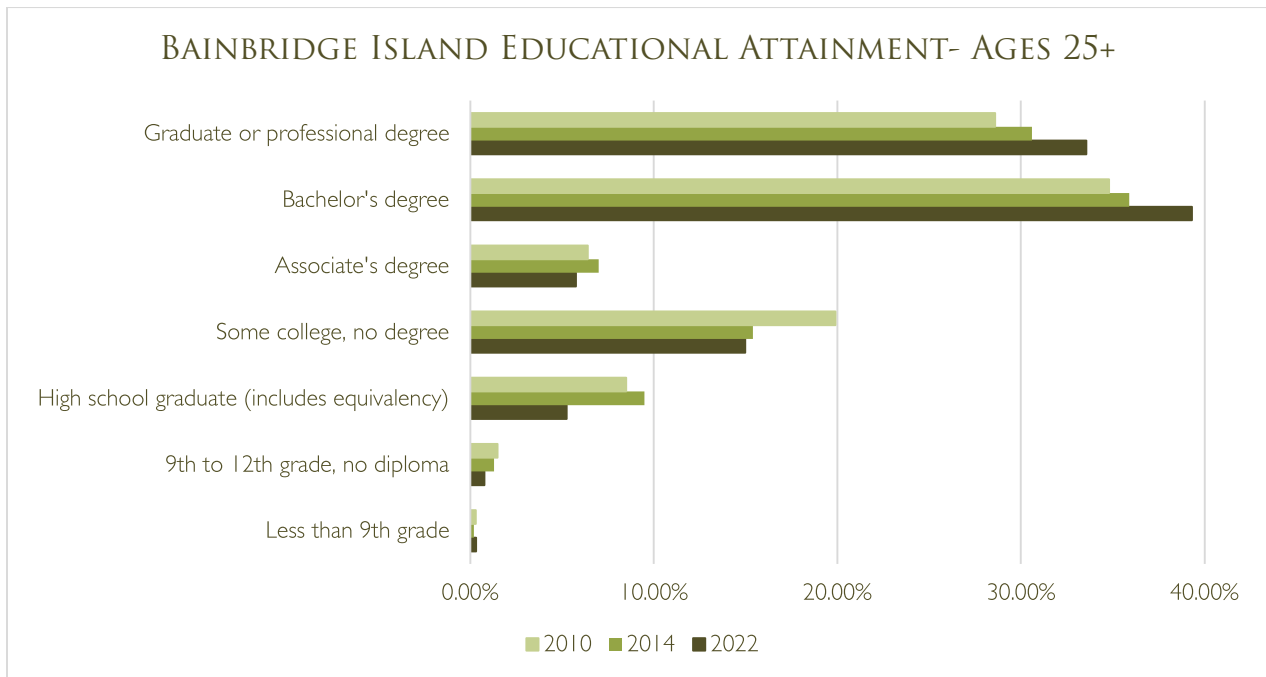
Bainbridge Island		Kitsap County		Washington State	
<b>Median Age</b>	49.70	<b>Median Age</b>	39.20	<b>Median Age</b>	38.50
<b>Persons under 5 years</b>	4%	<b>Persons under 5 years</b>	6%	<b>Persons under 5 years</b>	6%
<b>Persons under 19 years</b>	22%	<b>Persons under 19 years</b>	23%	<b>Persons under 19 years</b>	25%
<b>Persons 65 years and over</b>	26%	<b>Persons 65 years and over</b>	23%	<b>Persons 65 years and over</b>	17%



Bainbridge Island		Kitsap County		Washington State	
<b>Race (2020 Estimates)</b>					
<b>White alone</b>	86.6%	<b>White alone</b>	76.0%	<b>White alone</b>	76.0%
<b>Black</b>	1.1%	<b>Black</b>	3.2%	<b>Black</b>	3.7%
<b>American Indian</b>	0.2%	<b>American Indian</b>	1.7%	<b>American Indian</b>	1.3%
<b>Asian</b>	3.4%	<b>Asian</b>	5.4%	<b>Asian</b>	8.3%
<b>Pacific Islander</b>	0.0%	<b>Pacific Islander</b>	1.0%	<b>Pacific Islander</b>	0.7%
<b>Two or More Races</b>	4.8%	<b>Two or More Races</b>	6.2%	<b>Two or More Races</b>	5.7%
<b>Hispanic (any race)</b>	4.1%	<b>Hispanic (any race)</b>	8.2%	<b>Hispanic (any race)</b>	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

<b>Business Licenses (2022)</b>		
<b>Industry Area</b>		<b>Number of Licenses</b>
<b>1</b>	Professional, Scientific, and Technical Services	772
<b>2</b>	Construction	768
<b>3</b>	Other Services (except Public Administration)	403
<b>4</b>	Retail Trade	388
<b>5</b>	Administrative, Support, and Waste Management	327
<b>6</b>	Health Care and Social Assistance	321
<b>7</b>	Wholesale Trade	138
<b>8</b>	Real Estate, Rental, and Leasing	135
<b>9</b>	Manufacturing	122
<b>10</b>	Accommodation and Food Services	160
<b>11</b>	Arts, Entertainment, and Recreation	115
<b>12</b>	Educational Services	90
<b>13</b>	Finance and Insurance	96
<b>14</b>	Information	94
<b>15</b>	Transportation and Warehousing	35
<b>16</b>	Agriculture, Forestry, Fishing, and Hunting	25
<b>17</b>	Management of Companies and Enterprises	13
<b>18</b>	Utilities	9
<b>19</b>	Mining, Quarrying, and Oil and Gas Extraction	2
<b>20</b>	Public Administration	1
<b>Total:</b>		<b>3924</b>

<b>Top Ten Employers (2022)</b>		
<b>Employer</b>		<b>Number of Employees</b>
<b>1</b>	Bainbridge Island School District	712
<b>2</b>	Washington State Ferries	165
<b>3</b>	Town & Country Markets, Inc.	140
<b>4</b>	Sage/Redington Inc./Farbank	136
<b>5</b>	City of Bainbridge Island	134
<b>6</b>	Safeway	115
<b>7</b>	Messenger House Care Center	100
<b>8</b>	Storyville	90
<b>9</b>	Fairbank Construction	70
<b>10</b>	Islandwood	60



<b>Top Ten Taxpayers (2021)</b>				
<b>Employer</b>		<b>Types of Business</b>	<b>2021 Assessed Value</b>	<b>% of Total City Taxable Assessed</b>
<b>1</b>	BL Apartments LLC	Commercial Real Estate	\$32,317,590	0.34%
<b>2</b>	LBG Bainbridge LLC	Commercial Real Estate	\$27,280,940	0.29%
<b>3</b>	Puget Sound Energy	Gas & Electric Utility	\$21,104,145	0.22%
<b>4</b>	PNW Island Village LLC	Commercial Real Estate	\$19,461,090	0.20%
<b>5</b>	Simmons, Brad	Multi-Fam. Res. Complex	\$16,961,840	0.18%
<b>6</b>	Sportsman Park LLC	Commercial Real Estate	\$15,885,260	0.17%
<b>7</b>	Country Club of Seattle	Country Club	\$15,743,490	0.16%
<b>8</b>	PBPBS LLC	Property Management	\$14,059,655	0.15%
<b>9</b>	Madison Avenue Real Estate LLC	Commercial Real Estate	\$12,784,270	0.13%
<b>10</b>	Bainbridge Storage Assoc LLC		\$11,858,678	0.12%
<b>Total:</b>			\$187,456,958	1.96%

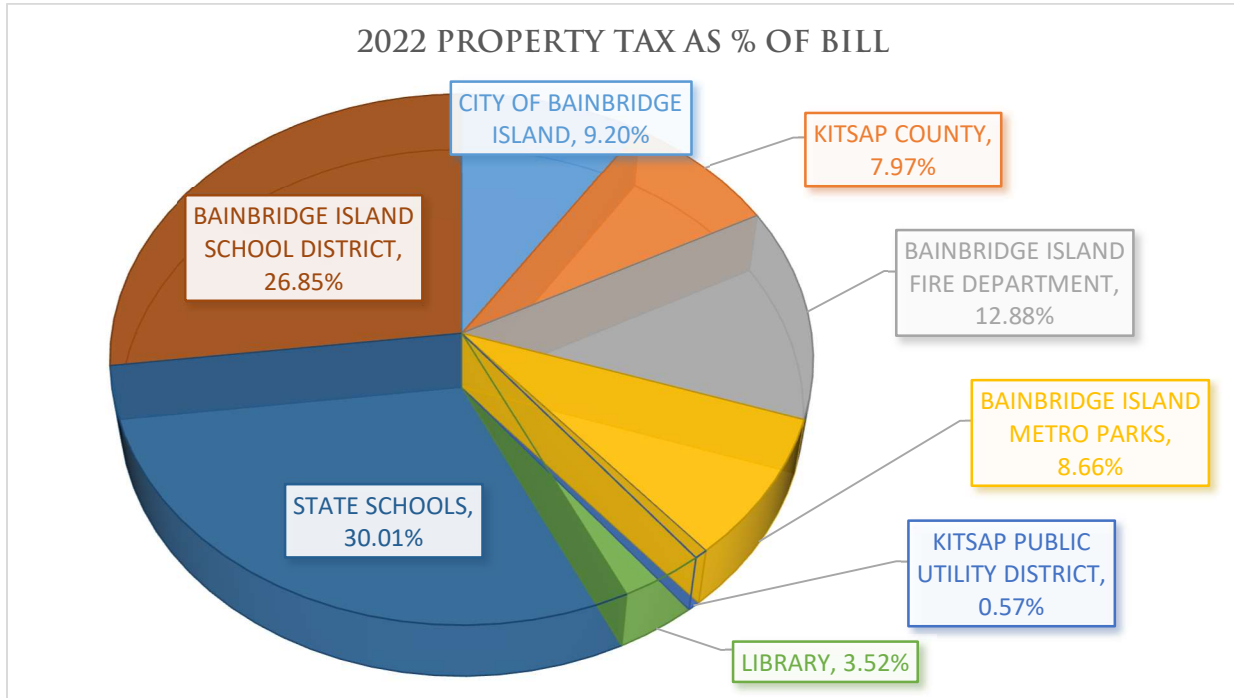
<b>Median Household Income (2020 Dollars)</b>					
<b>Bainbridge</b>	\$125,861	<b>Kitsap</b>	\$78,969	<b>Washington</b>	\$77,006
<b>Unemployment Rate (Age 16+)</b>					
<b>Bainbridge</b>	3.9%	<b>Kitsap</b>	5.0%	<b>Washington</b>	5.3%

**TRANSIT**

<b>Annual Number of Ferry Riders through Bainbridge Island for 2021</b>			4,600,000		
<b>Mean Travel Time to Work - 2019 (minutes)</b>					
<b>Bainbridge</b>	42.3	<b>Kitsap</b>	30.4	<b>Washington</b>	26.7

**STATEMENT OF ASSESSMENT FOR PAYABLE TAXES FOR 2022**

<b>2022 Property Tax</b>	<b>Tax Rate</b>	<b>Percentage of Bill</b>
State Schools	2.775232	30.01%
Bainbridge Island School District	2.483283	26.85%
Fire District	1.191157	12.88%
<b>City of Bainbridge Island</b>	<b>0.851154</b>	<b>9.20%</b>
Metro Park District – BI	0.800556	8.66%
Kitsap County	0.767918	8.30%
Regional Library	0.325361	3.52%
Public Utility District No. 1	0.052708	0.57%



2022 Taxes			
Bainbridge Island		Kitsap County	
<b>Assessed Value</b>	\$10,285,196,057	<b>Assessed Value</b>	\$ 50,020,817,833
<b>Rate</b>	0.851154	<b>Rate</b>	0.700856
<b>Taxes</b>	\$8,138,115	<b>Taxes</b>	\$ 35,057,437
<b>Timber Excise Distribution</b>	\$366	<b>Timber Excise Distribution</b>	\$ 50,157
<b>Total</b>	\$8,138,481	<b>Total</b>	\$ 35,107,594

## SOURCES

- United States Census Bureau, 2012 National Census
- 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, 2021 Assessments for Taxes Payable in 2022
- Washington State Office of Financial Management, April 1, 2020 official population estimates
- Washington State Ferries – 2021 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 adopted in the current City budget.

### **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 2023 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. Pay scales 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 .....	23
Strategic Goals and Key Initiatives.....	24-27
Performance Measurement .....	28



## 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.



# STRATEGIC GOALS AND KEY INITIATIVES

Annually the City Administration and Council meet to reaffirm and validate the City’s key initiatives. The annual retreat occurs in the first quarter and is hosted by an independent moderator. In recent discussions, Council and City Administration identified six main key initiatives and three to five goals per key initiative to serve as a framework for the City’s work. The key initiatives support Comprehensive Guiding Principles and influence City strategic goals. The strategic goals are stated aspirational objectives which answers the question of why the City performs certain work, and are used as the basis for budget decisions, city communications, workplan priorities. Strategic goals are also measured in departmental performance metrics to evaluate results and progress. The key initiatives are as follows:

- Climate / Natural Resources
- Community
- Land Use / Housing
- Mobility
- Safety
- Accountability / Governance

The City’s budget is the mechanism in place to ensure the work of the City is aligned with the City’s key initiatives and strategic goals. The 2023-2024 Adopted Budget supports the staff and essential non-personnel related expenditures to accomplish the City Workplan shown in the tables below.

Goal	Strategies/Action Plans	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Level of effort	Category
Increase business license requirement and payment threshold to \$3k	Change Bainbridge Island Municipl Code via Ordinance and communicate changes to the Washington State department of licensing	FIN									Medium	Accountability
Consider and implement changes to Ethics Program	Council briefing scheduled for Q1 2023. Solicit criteria for ethics revisions and work plan	Exec									Medium	Accountability
Country Club Road Reconstruction	In 2023 will complete 30% design, in 2024 will complete construction	PW									Medium	Accountability
Hawley/Irene Sewer Upgrades	Design and permitting in process; construction in 2023	PW									Medium	Accountability
Police/ Court Facility Replacement Project	Project currently on schedule for completion in the fall of 2023.	PW									High	Accountability
Pritchard Park Outfall Replacement	Construction starting in late Q4 2022; complete in 2023.	PW									Medium	Accountability
Sands Avenue Well Rehabilitation	Design complete; construction in 2023.	PW									Medium	Accountability
Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Design and permitting to be completed in 2023	PW									High	Accountability
Taylor Well Rehabilitation	Construction 80% complete. Will be completed by Q2, 2023	PW									Medium	Accountability



Goal	Strategies/Action Plans	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Level of effort	Category
Wastewater Treatment Plant Outfall Replacement	Preliminary evaluation to start under new contract in Q1 2023.	PW									Medium	Accountability
Water and Sewer SCADA Upgrades	Project construction underway	PW									Medium	Accountability
Winslow Water Tank Replacement Project	Determine project funding approach and begin permitting process in Q1/Q2 2023.	PW									High	Accountability
Annual fleet and equipment procurement	Project procurement underway and on schedule.	PW									Medium	Accountability
Yeomalt Drive Drainage Improvement Project	In Q1 2023 plan to complete permit submittal.	PW									Medium	Accountability
Halls Hill Revegetation	Complete construction by end of Q1 2023.	PW									Medium	Accountability
Ferndale water extension	Determine project funding approach and finalize design in Q1/Q2 2023.	PW									Low	Accountability
Sands Ave Well Rehab	Complete construction by end of 2023.	PW									Medium	Accountability
Coordinate as needed with Kitsap County transition to new Records Management System (RMS)	ILA presented to Council in Q1 2022. Migration to the new RMS underway and led by Kitsap County.	POL									Medium	Accountability
Annual Sidewalk Repair Project	Work to proceed in 2023 and completed by end of Q2 2023	PW									Medium	Accountability
Wastewater Beneficial Re-Use Project	Amend project scope and begin to develop alternatives	PW									Medium	Accountability
Wastewater Treatment Plant Capacity Upgrades	Design and upgrade contract work to start in Q1 2023.	PW									Medium	Accountability
Water System Business Plan	Planning to commence in 2023	PW									Medium	Accountability
Water/Sewer Rate Study	Recommendations to Council and UAC in Q1 2023	PW									Medium	Accountability
Negotiate Comcast Franchise Renewal	Renewal expected by Q1 of 2023.	PW									Medium	Accountability
PSE Franchise Renewal Process	Negotiated franchise and partnership agreement underway; anticipate approval by Council in mid 2023.	PW									Medium	Accountability
Stormwater System Plan	Consultant work underway and on schedule.	PW									Medium	Accountability
Sewer District 7 Interlocal Agreement Update	Obtain additional information from the Sewer District. Convene City and District negotiating teams and set timelines for negotiation.	PW									Medium	Accountability
Pavement Condition Report Update and Project Prioritization	In Q1 2023 plan to develop scope of work and issue Request for Proposals. Costs are tracked and reported out monthly. Work to be completed by end of 2023	PW									Medium	Accountability



Goal	Strategies/Action Plans	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Level of effort	Category
Provide downloadable GIS maps on City website	Allow all GIS users to download existing maps. Rollout planned for Q2	IT									Medium	Accountability
Laserfiche Upgrade	Develop Addition of Workflow, Forms, Archiving, Auditing Module	IT									Medium	Accountability
MUNIS Upgrade/Cloud Migration	Upgrading and migration to cloud-hosting. Project work ongoing through 2023.	IT									Medium	Accountability
O&M/Engineering Field Mapping	Data collection will be done in the field and auto-update database.	IT									High	Accountability
ARPA Grant compliance and claims	The City received \$7.061 million in two payments in 2021 and 2022. Annual compliance report due April of 2023, 2024. Costs are tracked and reported out publicly on a monthly basis. Periodic Council report out in Council meeting.	FIN									High	Accountability
Develop racial equity toolkit	Staff Race Equity Team founded. Toolkit is part of their work scope.	Exec									Medium	Accountability
City Hall Security System Software Upgrades	System replacement planned for 2023. Project in scope development.	PW									Low	Accountability
NTA Grant for Manzanita Watershed Planning	Project data collection and preliminary designs on schedule; scope expanded and expected complete mid 2023.	PW									Medium	Climate/ Natural Resources
CAP: Waste Reduction and Limit on Single Use Plastics	Ordinances approved. Implementation in 2022 and 2023.	Exec									High	Climate/ Natural Resources
Solid Waste Evaluation	Develop project plans and timelines. Consider staffing approach.	Exec									High	Climate/ Natural Resources
CAP: Landscape Hand-tool Transition-to-Electric Plan	Supply chain delay to equipment arrival. Pilot will begin when equipment can be purchased.	PW									Medium	Climate/ Natural Resources
Groundwater Management Plan	Council to discuss in Q1 2023.	PW									Medium	Climate/ Natural Resources
CAP: Solar Panels and Battery Energy Storage project	Evaluation of six disaster hubs completed. In Q4 2022, Council authorized funding for a solar panel project at the Senior Center and solar panels and battery energy storage at Hyla School Middle School. Projects anticipated to begin in 2023.	Exec									High	Community
Support development of Community Reads Program	In conjunction with BI Reads for Justice, community reads pilot program underway.	Exec									Low	Community
Plan for Community Needs Assessment	Consider scope and timing for 2023.	Exec									Medium	Community
Bainbridge Island Senior Community Center Renovations Project	One project bid received, exceeding current budget. Project may be re-scoped.	PW									High	Community
American Rescue Plan project oversight	Develop project plans and timelines. First reporting provided April 30, 2022; next reporting due in April 2023.	Exec									High	Community



Goal	Strategies/Action Plans	Dept	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Level of effort	Category
Expand communications efforts through "Questions and Answers" page on City website	Implementing website to provide information to community regarding topics current on social media	Exec									Medium	Community
Revise and update City special event permit process	Reviewing within the context of committee-related activities. Consider amending BIMC to require earlier planning.	Exec									Medium	Community
Support Race Equity Advisory Committee	Committee meets regularly. New position to include support for this committee and other equity and inclusion work to be added in 2023.	Exec									Medium	Community
Complete update to Winslow Subarea Plan	Contract approved and work has commenced. Community engagement event planned for Q1 2023.	PCD									High	Land Use/ Housing
Develop Housing Action Plan, Housing Needs Assessment, and Housing Inventory	Housing Needs Assessment completed in Nov 2022. Draft HAP expected in Q1 2023.	PCD									High	Land Use/ Housing
Eagle Harbor PH II Non-Motorized Project	Major construction complete; landscaping to be completed in Q1 2023	PW									Medium	Mobility
Eagle Harbor/Wyatt Non-Motorized Project	Preliminary design concepts to City Council in Q1 2023.	PW									High	Mobility
Madison Avenue Bundled Project	In Q1 will complete design and continue work to acquire right of way.	PW									High	Mobility
Sound to Olympic Trail Planning	Brief City Council; Hold public open house/engagement meeting	PW									Medium	Mobility
Trail Projects: Farm Trail; Lost Valley	Farm Trail construction started with wetland mitigation in planning.	PW									Medium	Mobility
All-Island Speed Limit Implementation	In Q1 2023 plan to hold public hearing.	PW									Medium	Mobility
All Island Speed Limit Evaluation	Council to hold public hearing on ordinance in Q1 2023.	PW									Medium	Safety
Marine Patrol:	- Increase visibility and patrol hours during boating season - Coordinate with BIFD to augment staffing during patrols and increase available resources - Increase boater safety inspections	POL									Medium	Safety
Traffic Emphasis:	- Continue work to coordinate automated data collection with enforcement efforts to address complaints - Consider purchase of additional speed signs - Coordinate enforcement efforts with Public Works' Traffic Calming program	POL									Medium	Safety
Emergency Management - complete Memorandums of Understanding with community partners for Hubs and Shelters	ARPA funding for Solar Panels and Emergency batteries led to restarting this effort.	Exec									Low	Safety



## 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

# SECTION 2



# BUDGET DEVELOPMENT



## SECTION 2: BUDGET DEVELOPMENT

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## FINANCE DIRECTOR’S MESSAGE

The following summary from the Finance Director provides the background and summary of decisions made in preparing the 2023-2024 Adopted Budget for the City of Bainbridge Island. The City must operate within the economic and policy limitations that determines both the options available, and the choices made by the City in preparing the Adopted Budget.

### Budget Summary

The City’s 2023-2024 Adopted Budget maintains the City’s continued commitment to strong fiscal discipline and provides for modest increases in service levels to the community while advancing citywide initiatives set forth by the City Council in the identified strategic goals set forth earlier in 2022.

**The total adopted biennial budget for 2023-2024** is \$116.7 million, which is 10.4% more than the 2021-2022 revised biennial budget of \$105.7 million. The following table shows the relative change in the biennial budget’s major components. Note that debt service is shown in the operating portion of the chart below to highlight the recurring nature of the expense versus one-time capital.

Major Components			2021 -2022 Revised Budget			2023-2024 Adopted Budget	% Change
	2021 Revised	2022 Revised		2023 Adopted	2024 Adopted		
<b>General Government:</b>							
Operating	18,041,114	19,931,622		19,247,873	20,394,218		
Non-Operating	81,556	379,548		-	-		
<b>General Fund</b>	<b>18,122,670</b>	<b>20,311,170</b>	<b>38,433,840</b>	<b>19,247,873</b>	<b>20,394,218</b>	<b>39,642,091</b>	<b>3.1%</b>
Street	3,796,966	3,508,981		2,899,533	4,110,936		
REET	-	-		-	-		
Civic Impr	280,387	437,062		350,000	350,000		
Affordable Housing	117,620	109,500		215,133	2,230,565		
FAR-Public Amenities	-	-		-	-		
FAR-Farmland	-	-		-	-		
TBF	170,000	100,000		-	-		
TIF	-	-		-	-		
GO Bond	1,556,995	1,554,535		1,590,415	927,665		
LID Bond	42,480	40,780		39,075	-		
BDS	3,340,542	3,600,267		3,292,829	3,550,834		
<b>Other Operating Funds</b>	<b>9,304,990</b>	<b>9,351,125</b>	<b>18,656,115</b>	<b>8,386,985</b>	<b>11,170,000</b>	<b>19,556,985</b>	<b>4.8%</b>
<b>Internal Service Funds</b>	<b>753,000</b>	<b>800,015</b>	<b>1,553,015</b>	<b>1,170,000</b>	<b>770,000</b>	<b>1,940,000</b>	<b>24.9%</b>
<b>Capital</b>	<b>3,501,255</b>	<b>16,264,825</b>	<b>19,766,080</b>	<b>10,127,191</b>	<b>5,065,596</b>	<b>15,192,787</b>	<b>-23.1%</b>
<b>Utilities:</b>							
Water Operating	1,646,465	1,760,795		1,817,600	1,892,606		
Water debt service	-	-		14,000	757,000		
<b>Water Fund</b>	<b>1,646,465</b>	<b>1,760,795</b>	<b>3,407,260</b>	<b>1,831,600</b>	<b>2,649,606</b>	<b>4,481,206</b>	<b>31.5%</b>
Sewer Operating	3,419,883	3,606,830		3,654,648	3,940,984		
Sewer debt service	1,322,208	1,276,350		1,274,326	1,415,250		
<b>Sewer Fund</b>	<b>4,742,091</b>	<b>4,883,180</b>	<b>9,625,271</b>	<b>4,928,974</b>	<b>5,356,234</b>	<b>10,285,208</b>	<b>6.9%</b>
SSWM Operating	2,606,783	2,615,457		2,061,587	2,139,483		
SSWM debt service	51,923	51,670		51,416	51,162		
<b>Storm &amp; Surface Water Fund</b>	<b>2,658,706</b>	<b>2,667,127</b>	<b>5,325,833</b>	<b>2,113,003</b>	<b>2,190,645</b>	<b>4,303,648</b>	<b>-19.2%</b>
Water Capital	784,216	3,216,106		13,213,802	897,571		
Sewer Capital	645,561	3,628,348		1,688,375	1,159,524		
SSWM Capital	36,583	618,651		2,514,442	1,778,392		
<b>Capital - All Utility Funds</b>	<b>1,466,360</b>	<b>7,463,105</b>	<b>8,929,465</b>	<b>17,416,619</b>	<b>3,835,487</b>	<b>21,252,106</b>	<b>138.0%</b>
<b>Total Budget</b>			<b>105,696,879</b>			<b>116,654,031</b>	<b>10.4%</b>

Does not include operating transfers.



### Operating Transfers

The table below shows the interfund operating transfer activity for 2023-2024.

Transfer To/From - Reason	2023		2024	
	Transfer In	Transfer Out	Transfer In	Transfer Out
<b>General Fund</b>				
Building and Development Fund - Support	-	1,202,329	-	1,315,134
Street Fund - Support	-	1,375,533	-	2,578,936
Water Fund - Maint Street Tax Credit	-	8,750	-	8,750
Capital Construction Fund - Capital Project Funding	-	1,236,308	-	2,027,859
ARPA Fund - Interest Income Sweep	64,000	-	20,000	-
<b>General Fund Total</b>	<b>64,000</b>	<b>3,822,920</b>	<b>20,000</b>	<b>5,930,679</b>
<b>Street Fund</b>				
General Fund - Support	1,375,533	-	2,578,936	-
Transportation Benefit Fund - Support	500,000	-	500,000	-
Real Estate Excise Tax - Support	100,000	-	100,000	-
<b>Street Fund Total</b>	<b>1,975,533</b>	<b>-</b>	<b>3,178,936</b>	<b>-</b>
<b>Real Estate Excise Tax Fund</b>				
GO Bond Fund - Debt Service	-	935,215	-	927,665
Street Fund - Support	-	100,000	-	100,000
Capital Construction Fund - Capital Project Funding	-	1,413,625	-	2,199,399
<b>Real Estate Excise Tax Fund Total</b>	<b>-</b>	<b>2,448,840</b>	<b>-</b>	<b>3,227,064</b>
<b>Affordable Housing Fund</b>				
ARPA Fund - Project Support	-	-	2,000,000	-
<b>Affordable Housing Fund Total</b>	<b>-</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>
<b>Transportation Benefit Fund</b>				
Street Fund - Support	-	500,000	-	500,000
Capital Construction Fund - Capital Project Funding	-	877,258	-	103,337
<b>Transportation Benefit Fund Total</b>	<b>-</b>	<b>1,377,258</b>	<b>-</b>	<b>603,337</b>
<b>GO Bond Fund</b>				
Real Estate Excise Tax Fund - Support	935,215	-	927,665	-
<b>GO Bond Fund Total</b>	<b>935,215</b>	<b>-</b>	<b>927,665</b>	<b>-</b>
<b>Capital Construction Fund</b>				
General Fund - Capital Project Funding	1,236,308	-	2,027,859	-
Real Estate Excise Tax Fund - Capital Project Funding	1,413,625	-	2,199,399	-
Transportation Benefit Fund - Capital Project Funding	877,258	-	103,337	-
ARPA Fund - Capital Project Funding	2,000,000	-	-	-
<b>Capital Construction Fund Total</b>	<b>5,527,191</b>	<b>-</b>	<b>4,330,594</b>	<b>-</b>
<b>Water Fund</b>				
General Fund - Main Street Tax Credit	8,750	-	8,750	-
<b>Water Fund Total</b>	<b>8,750</b>	<b>-</b>	<b>8,750</b>	<b>-</b>
<b>Building and Development Fund</b>				
General Fund - Support	1,202,329	-	1,315,134	-
<b>Building and Development Fund Total</b>	<b>1,202,329</b>	<b>-</b>	<b>1,315,134</b>	<b>-</b>
<b>ARPA Fund</b>				
Capital Construction Fund - Capital Project Funding	-	2,000,000	-	-
Affordable Housing Fund - Project Funding	-	-	-	2,000,000
General Fund - Interest Revenue Sweep	-	64,000	-	20,000
<b>ARPA Fund Total</b>	<b>-</b>	<b>2,064,000</b>	<b>-</b>	<b>2,020,000</b>
<b>Transfer Activity Total</b>	<b>9,713,018</b>	<b>9,713,018</b>	<b>11,781,079</b>	<b>11,781,079</b>



**Factors contributing to the changes include:**

Major Increases

- A net increase of 5.7 Full Time Equivalent (FTE) positions in 2023, and a decrease of 2.0 FTE positions in 2024. Total staffing equals 139.65 FTEs in 2023 and 137.65 FTEs in 2024, respectively. Details of the personnel changes can be found in the tables on the next page. Most of the costs related to these positions are appropriated in the general and streets fund.
- The City's Internal Service fund change reflects increases related to fleet and equipment purchases.
- American Rescue Plan Act (ARPA) spending includes \$2 million for the Madison Avenue Sidewalk improvements project appropriated in the capital projects fund.
- An additional \$2 million of ARPA spending is appropriated in the affordable housing fund in 2024 for a project in partnership with Housing Resources Bainbridge. This project is expected to be completed in late 2024.
- Street repair and City-owned Facility infrastructure projects increased by a combined \$1 million per year in 2023-2024. This increase follows a policy change in 2022 to support an ongoing commitment to city-owned streets and infrastructure. In 2023, \$900,000 of the total routine of street fund maintenance will be a one-time addition to the Capital Project fund to support the Madison Avenue Sidewalk project, per Council direction.
- Base budget increases in personnel and all other costs show an increase of 8% for 2023 and 7% in 2024, including contractual salary adjustments for police commissioned officers and sergeants. This was partially offset by the introduction of a budgeted citywide vacancy rate of 5%. Historically, the City budgeted at full employment.
- Utility operating increases for Water and Sewer reflect inflationary cost adjustments of 8% in 2023 and 7% in 2024 and debt service for loans associated with the new Water Tank Capital project, the Sewer Treatment Plant upgrades project, and the Ferncliff water extension.
- Utility capital increases of \$12.3 million are due to the funding for the construction of the Winslow Water tank and the Sewer Treatment plant upgrades.

Major Decreases

- The 23.1% or \$4.5 million decrease in the capital project fund are related to a projected decrease in spending for the new Police and Court facility as the project is completed. Most of the spending and budget appropriation related to this project will occur in 2022. The project is scheduled for completion in 2023.
- General Obligation bond debt decreased in 2024 due to the scheduled payoff 2013 Refunded Bonds.
- The decrease in the Storm and Surface Water operating fund relates to a decrease in outside professional service costs due to fewer anticipated contracts.

**Staffing Changes**

The Adopted Budget identifies an increase in overall staffing to facilitate the accomplishment of various City priorities.



Summary of 2023-2024 Adopted Budget Staffing Changes.

**2023**

Item	Department	Total Cost	FTE	Comments
FTE: Equity and Inclusion Manager	Executive	152,000	1.00	Add
FTE: Mangement Analyst	Executive	152,000	1.00	Moved from Finance
FTE: Mangement Analyst	Finance	(152,000)	(1.00)	Moved to Executive
FTE: Sustainable Transportation Analyst	Executive	74,000	1.00	Add: mid 2023
FTE: Public Records Analyst	Executive	57,000	0.50	Add
FTE: Project Executive	Executive	(79,000)	(0.80)	Vacant/Remove
FTE: Natural Resources Planner	PCD	(136,000)	(1.00)	Vacant/Remove
FTE: Permit Services Supervisor	PCD	152,000	1.00	Add
FTE: Winslow Maintenance Worker	Public Works	80,000	(1.00)	Vacant/Remove
FTE: Project Manager-Facilities	Public Works	138,000	1.00	Add
FTE: Maintenance Technician II-Facilities	Public Works	104,000	1.00	Add
FTE: Maintenance Technician - Streets	Public Works	201,000	2.00	Add
FTE: Administrative Specialist II - Utilities	Public Works	94,000	1.00	Add
	<b>NET:</b>	<b>837,000</b>	<b>5.70</b>	

**2024**

Item	Department	Total Cost	FTE	Comments
FTE: Hydrogeologist	Public Works	(72,000)	(1.00)	Sunsets Mid-2024
FTE: Term Limited Climate Action Outreach	Public Works	(108,000)	(1.00)	Sunsets End of 2023
	<b>NET:</b>	<b>(180,000)</b>	<b>(2.00)</b>	

A sixteen-year perspective on City staffing is shown in the table below. (Full Time Equivalents "FTE")\*

Department	2008	2013	2021	2022	2023	2024	2023 comp to 2008	2023 comp to 2022	2024 comp to 2023
Court	7.02	5.02	3.85	4.00	4.00	4.00	(3.02)	-	-
Executive	8.00	5.75	12.10	14.60	17.30	16.30	9.30	2.70	(1.00)
Finance	14.00	8.80	10.00	11.00	10.00	10.00	(4.00)	(1.00)	-
Info Technology	5.80	4.00	4.00	5.00	5.00	5.00	(0.80)	-	-
Planning	32.45	18.00	21.00	21.00	21.00	21.00	(11.45)	-	-
Police	28.25	26.25	30.35	30.35	30.35	30.35	2.10	-	-
Public Works Eng.	23.00	15.00	20.80	20.00	20.00	19.00	(3.00)	-	(1.00)
Public Works O&M	35.00	21.00	26.00	28.00	32.00	32.00	(3.00)	4.00	-
<b>Total FTE</b>	<b>153.52</b>	<b>103.82</b>	<b>128.10</b>	<b>133.95</b>	<b>139.65</b>	<b>137.65</b>	<b>(13.87)</b>	<b>5.70</b>	<b>(2.00)</b>

\* Not all years presented

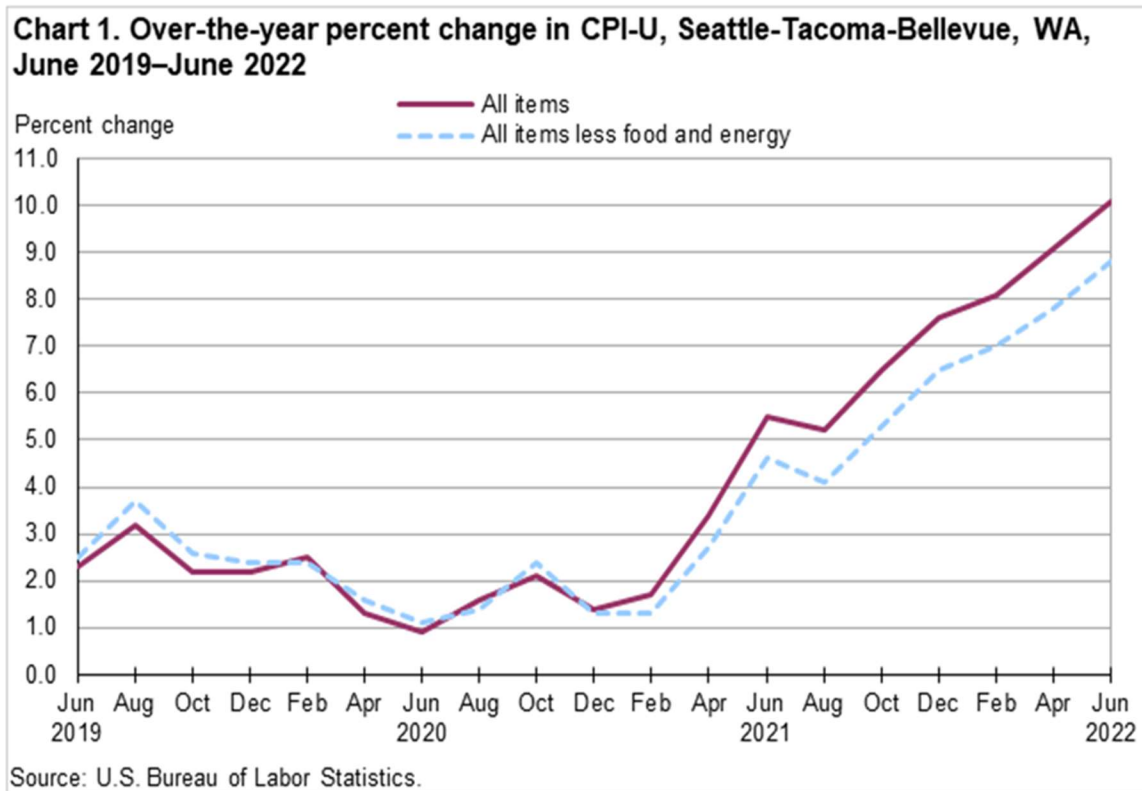
As shown above, current City staffing levels at the end of 2024 are roughly 16 FTE's lower or about 9% lower than the peak in 2008 prior to the Great Recession even though the population of Bainbridge Island has grown by almost 10% during this same period. This will result in the need to carefully focus City personnel and other resources on our highest priority activities and services.



### Budgetary Trends and Near-Term Budget Influences

The City's financial condition has improved since the beginning of the 2021-2022 biennial cycle and remains strong. The 2022 general fund operating revenues are projected to exceed operating expenses for the year and the ending fund balance projected at \$19.9 million is expected to exceed the beginning balance of \$18.8 million by \$1.1 million. The 2022 ending fund balance is the starting point for the upcoming budget year. A higher-than-expected starting point may reflect additional resources but may also point to spending that is behind schedule, translating into future obligations. The City's projected general fund balance increase is currently being driven by both factors.

The financial results for the first six months of 2022 reflect increases in most major revenue sources including sales, property, utility, and real estate excise taxes. However, 40-year high levels of inflation (see Chart 1 below) combined with supply chain disruptions, interest rate increases and ongoing labor shortages have led to delays in certain services for our residents and created an environment of uncertainty. Examples of this include the timing of routine streets maintenance and capital projects such as the Senior Center renovation project. The project at the Senior Center was scheduled for construction in 2022 but will need to be rescope after bids on the initial offering came in at almost twice the engineer's estimate.



Inflation remains the single largest issue affecting the economy and the 2023-2024 adopted budget. The Federal Reserve Bank has consistently articulated its desire to lower inflation to a more typical historic level of around 2% to 2.5% per year. This translates into increased interest rates that could have the unintended consequence of leading to a recession. Higher interest rates also affect the rate and amount the City can borrow for future capital projects. Current assumptions in the budget have all costs increasing 8% in 2023



and 7% in 2024. Most capital projects are expected to increase even more as supply and labor shortages continue to drive up costs.

Personnel shortages have been particularly challenging with City vacancy rates throughout 2021 and most of 2022 remaining around 15%. This last month, however, has seen a steady decrease in the City's vacancy rate which as of this writing is about 7%. The 2023-2024 Adopted budget was built with the anticipation of a vacancy rate level of 5%. In previous budget cycles, adopted budgets assumed full employment. This conservative practice helped the City build ample fund balance reserves and contributed to the City's current fiscal strength. However, it has also led to year-after-year sizeable underspending; often 10% or more of the personnel budget. Historically, vacancy rates trend around 5% which means the City has consistently underspent its budget. This has not been the only factor leading to underspending, but it was felt an adjustment was needed to reflect a budget that is more representative of spending patterns.

The current economic forecast for the rest of 2022 and the 2023-2024 biennium calls for slowing growth rates that are closer to long-term trends. We expect most major revenue sources to grow at modest rates. However, certain large revenue sources are projected to decrease or remain flat due to their general volatility. An example of this volatility is the real estate excise tax. The City has enjoyed record levels of real estate excise tax (REET) since the beginning of the pandemic. This trend, however, is not likely to continue as interest rates for a 30-year mortgage have climbed from around 2.5% a year ago to nearly 6% today. REET revenues are used to support capital projects with an additional amount for street support and debt service. This means we must continue to be nimble and be willing to potentially adjust or reduce our fiscal spending during the next biennium if necessary to reflect the changing economic climate.

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

The City has long embraced a commitment to sustainable and forward-looking financial management. This biennial budget includes choices that position the organization to maintain long-term financial sustainability. City financial policies require that the City apply a ten-year capacity analysis when making budget decisions. This planning analysis must use reasonable financial assumptions and consider an appropriately chosen set of inflation factors and an appropriate set of economic conditions. Predicting the future 10-years out is a difficult, if not impossible task. However, the benefit and intention of the analysis is to assess whether the City's current spending allows for appropriate capacity for future and changes.

There are two 10-year capacity tests the City uses in measuring long-term viability of current plans:

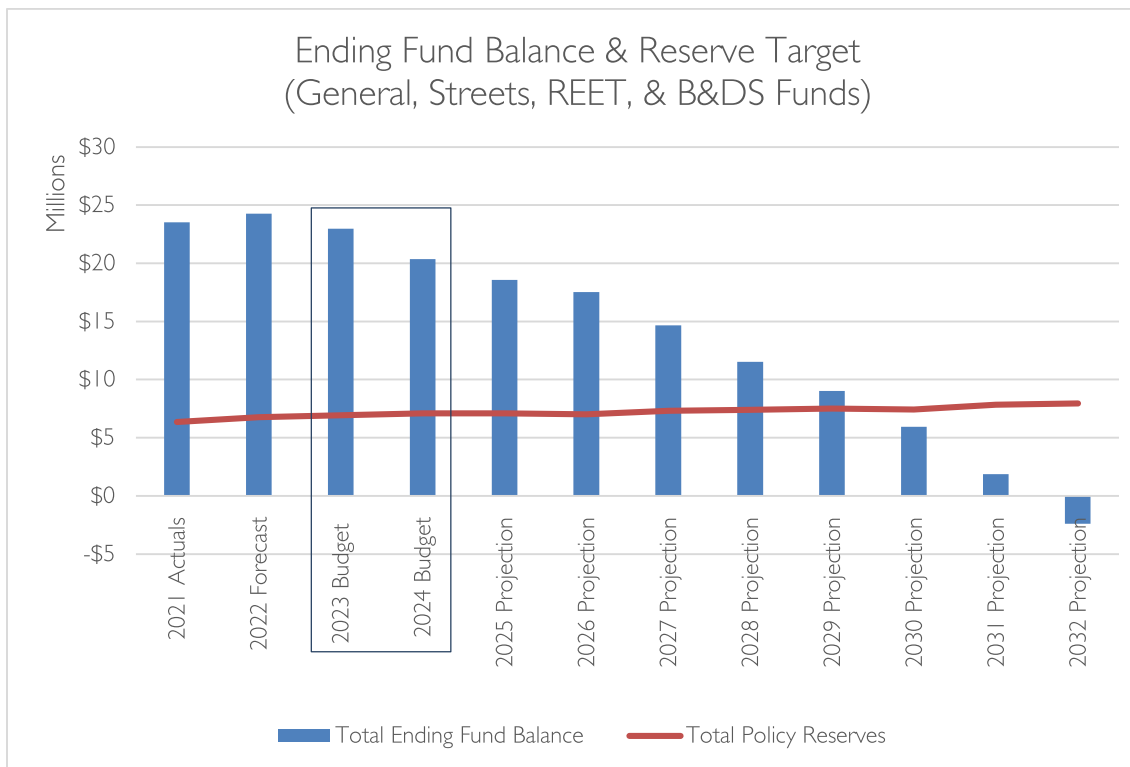
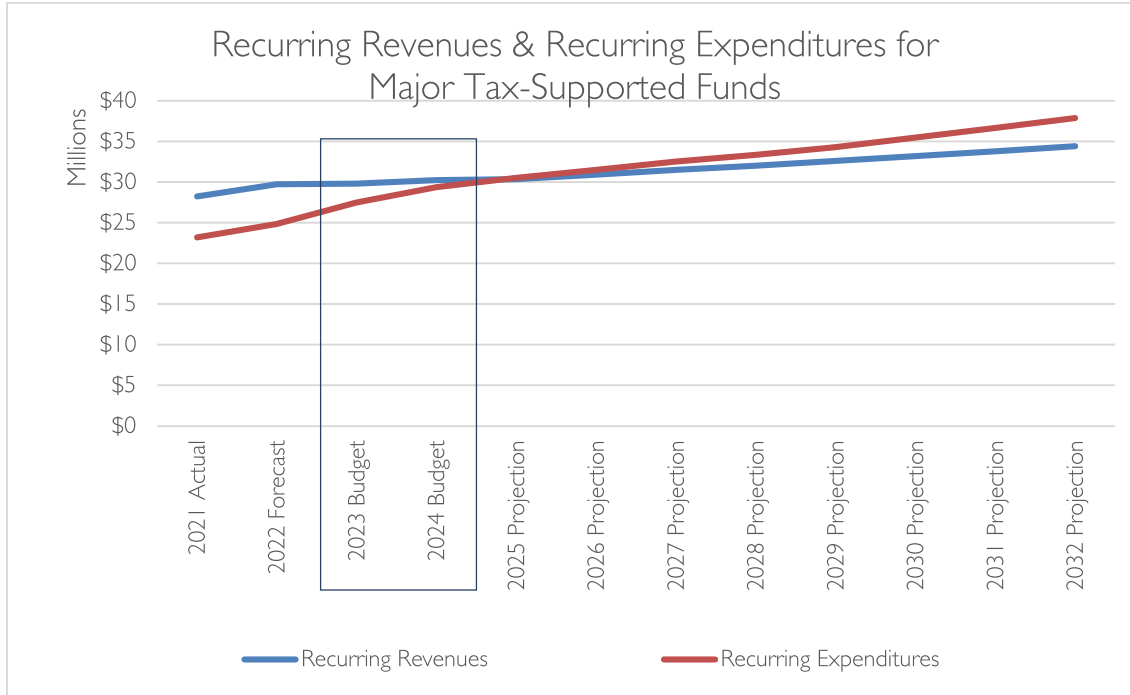
- An operating budget test that measures if recurring expenditures are lower than recurring revenues over the next 10-year period for each fund.
- A policy reserve test for all tax-supported funds that measures fund balances throughout the next ten-year period and reviews them against the minimums set by the financial policies approved by the City Council.

The key assumptions used in the 10-year capacity analysis are covered in depth in the "Financial Capacity/Fiscal Health" section of this book.

The first chart below shows that recurring revenues exceed current expenses during the adopted biennial



period of 2023-2024 and through 2025. Beyond 2025, recurring expenditures are expected to exceed recurring revenues unless action is taken to correct this imbalance. The second chart shows that forecasted fund balances exceed all policy reserves through 2029.





## **Conclusion**

The 2023-2024 Adopted budget reflects a cautiously optimistic view of the next two years. There remains a distinct possibility that a recession may follow a continued aggressive plan by the federal reserve bank to reduce inflation. Some economists even fear a “stagflation” scenario whereby costs continue to escalate at the same time as economic contraction. Continued national and international political strife add to the potential uncertainty. However, as of this writing, strong consumer demand and continued regional economic prosperity is expected to contribute to modest growth at the local level. If necessary, the City can and will adjust spending to reflect any changes needed to maintain core service levels to our residents while also controlling expenses to stay within expected revenues.



## 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 2022, 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.

No less than once every three years, Building and Development Services (B&DS) rates shall be reviewed, with a goal of full cost recovery for the B&DS Fund. The last rate study concluded in 2022.

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 investment policy seeks to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the City's daily cash flow demands while conforming to all federal, state, and local laws and regulations governing the investment of public funds. The City's primary investment objectives in order of priority are safety, liquidity, and yield (return on investment).

The City Municipal Facilities Maintenance, Replacement and Reconstruction Policy applies to the City's existing general governmental municipal facility assets. The policy supports the City in asset management and budgeting efforts and is established to fund the planned replacement, reconstruction, and major maintenance costs of existing City-owned facilities. Adequate budget appropriations will be calculated and included in budgets to provide resources for planned projects.

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.



## BASIS OF BUDGETING & ACCOUNTING

The City's financial structure is consistent with Washington State's required Budgeting, Accounting, and Reporting System (BARS). This system provides a uniform chart of accounts and procedures for all Washington local governments. While each agency has minor differences, this system provides useful comparative data to the state regarding local spending.

The budget projections for revenues and expenditures are prepared on a cash basis. Cash basis of accounting means that transactions are recognized at the point in which cash is received or paid. This method matches cash projected to be available to cash projected for necessary payments. Internal tools have been set up to access budget-to-actual data on a cash basis from the financial system that records and reports data on an accrual basis.

Revenues are prepared at the "line-item" or source-of-revenue level (e.g., property tax, utility tax, gas tax etc.). General government operating revenues are summarized by revenue type (e.g., taxes, fees and service charges, intergovernmental revenue, etc.) and across funds.

Expenditure budgets, like revenues, are prepared at the "line-item" or object-of-expense level (e.g., salaries, benefits, supplies, capital outlay, etc.).

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.

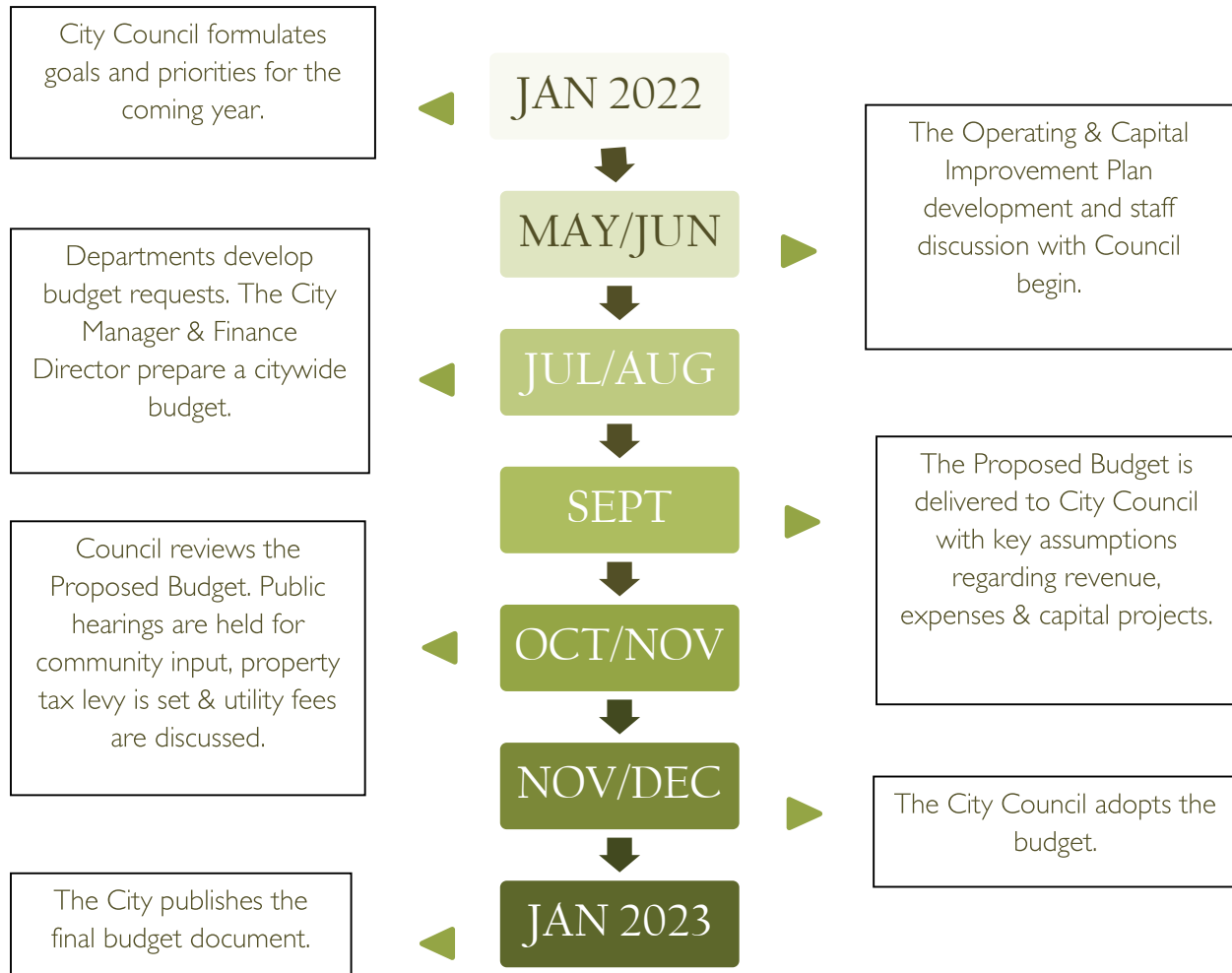
The financial basis of accounting determines how and when to recognize revenues and expenditures in the financial accounts of the City, and then to report them on the City's financial statements. In the City's financial statements, governmental funds use a modified accrual basis of accounting. Under this basis, revenues are recognized when they become both measurable and available. "Measurable" means the amount of the transaction can be reasonably determined. "Available" means collectible within the current year or soon thereafter to pay for expenditures incurred during the fiscal year. Expenditures are recognized when the related obligations (e.g., goods purchased, or services received) are incurred.

Proprietary funds use the accrual basis of accounting. Under this method, revenues are recorded when earned (e.g., revenues for water/sewer are recognized when the services are provided) and expenses are recorded at the time obligations are incurred. This method is similar to private business enterprises.

The financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental units. General Accepted Accounting Principles are minimum standards and guidelines for financial accounting and reporting. Reporting in accordance with GAAP assures that financial reports of all state and local governments contain the same types of financial statements and disclosures, for the same categories and types of funds and account groups, based on the same measurement and classification criteria.

## 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 is a first-class code city that has adopted a biennial approach to budgeting. This requires the city to begin its fiscal year January 1 of an odd-numbered year. The City is required to prepare a comprehensive entity-wide balanced budget for all funds. Upon adoption, the expenditure levels in the adopted budget are enacted into law through the appropriations ordinance and the City is legally required to not exceed the appropriations authorized without approval by Council via ordinance. 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. The budget process follows many months of work by staff and the City Council, including review and approval of the City's financial policies, the cost allocation methodology and manual, and the capital improvement plan.

In summary, the legally required steps to adopt a biennial budget are as follows:

**Step 1.** The City Manager must submit a preliminary (proposed) budget to the Council no later than October 1

**Step 2.** The City must hold a minimum of three public hearings which consist of:

(i) Revenue (property tax) hearing - the City must certify to the County assessor by November 30

(ii) Preliminary Budget Hearing

(iii) Final Budget Hearing - this must be conducted before the first Monday in December

**Step 3.** Council adopts the budget - This must be completed following the final public hearing and prior to the beginning of the ensuing fiscal year (January 1)

The 2023-2028 Capital Improvement Plan (CIP) included in the budget is a foundational element of the City Manager's biennial budget presented. The CIP contains a list of capital projects with estimated costs and methods of financing and is updated annually. Capital labor costs associated with each of these projects are included. A separate ordinance is used to approve the CIP.

Planning for the operating budget commenced with Council review and approval of a consolidated set of financial policies in April, 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 City goals that were identified at a Council retreat earlier in the year. Based on Council goals, several departments included targeted increases or other changes to their operating budgets. Department staff took a line-item budget approach to non-personnel expenses, while Finance staff performed a close review of all expenditures. A line-item budget typically is used when control is the budget's main function. In a line-item budget, expenditures are listed under a large subject area – a fund; then broken down by function or purpose, such as a department; then by an object, for example, office supplies or repair and maintenance.

During fall, the budget process followed the mandated three steps listed above. In addition, numerous discussions in a series of Council meetings take place starting in late September and conclude with final changes in the adopted budget ordinance which took place in this budget cycle on November 8, 2022. After adoption, the budget is monitored and amended as necessary during the budget year.



## KEY ASSUMPTIONS IN 2023 – 2024 BUDGET DEVELOPMENT

The City developed the 2023-2024 Adopted Budget beginning with some key citywide assumptions, and with additional detailed spending developed on a department-by-department basis.

Estimated beginning fund balances for each fund for 2023 are based on actual 2022 performance through June. Economic indicators heading into 2022 predicted a recession looming though recession has not been officially declared as of December 2022. Inflation is a major factor in the City's projections going into 2023. To curb inflation, which peaked at 10% in the greater Seattle metro area in June, the Federal Reserve has raised interest rates multiple times throughout 2022. These increases have begun impacting the housing market, which reached record high volume and home prices in 2021. Inflation started coming down in the fall, with October coming in at 8.9%. The City has several months of revenue data reflecting the impacts of inflation and interest rate increases. 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

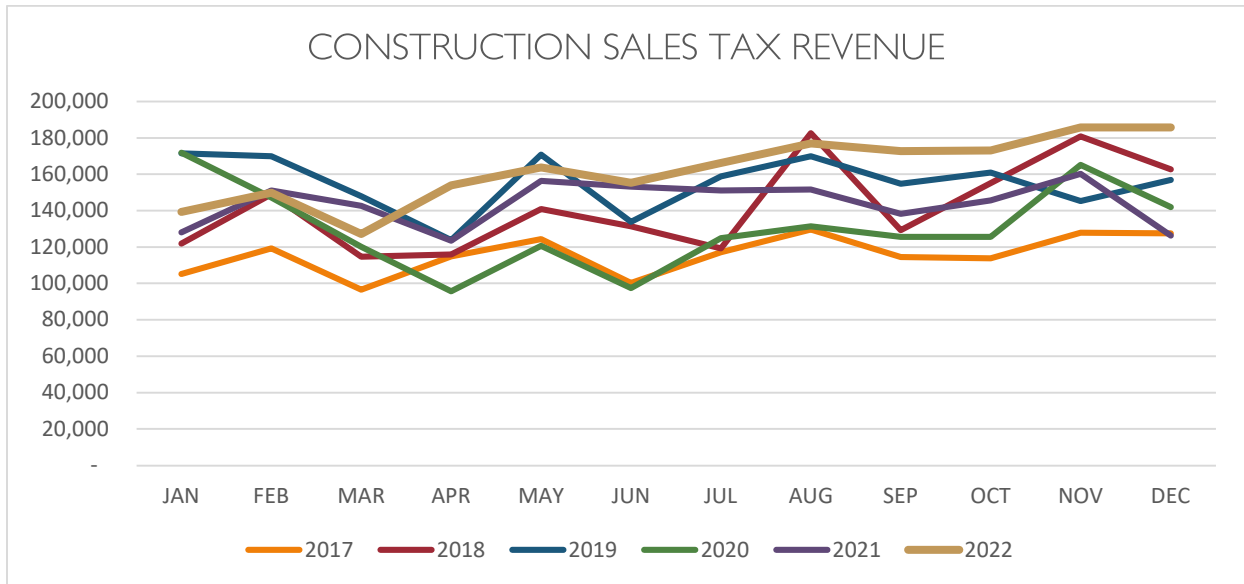
Revenue estimates were prepared for each source after an analysis of the City's past five years of revenue performance and expected near-term economic variabilities. In some cases, such as the statutory limits to increases to property tax, external factors guide the revenue estimate. In other cases, 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. The following revenues described represent approximately 75% or more of the total revenues forecasted for 2023 and 2024.

### Property Tax

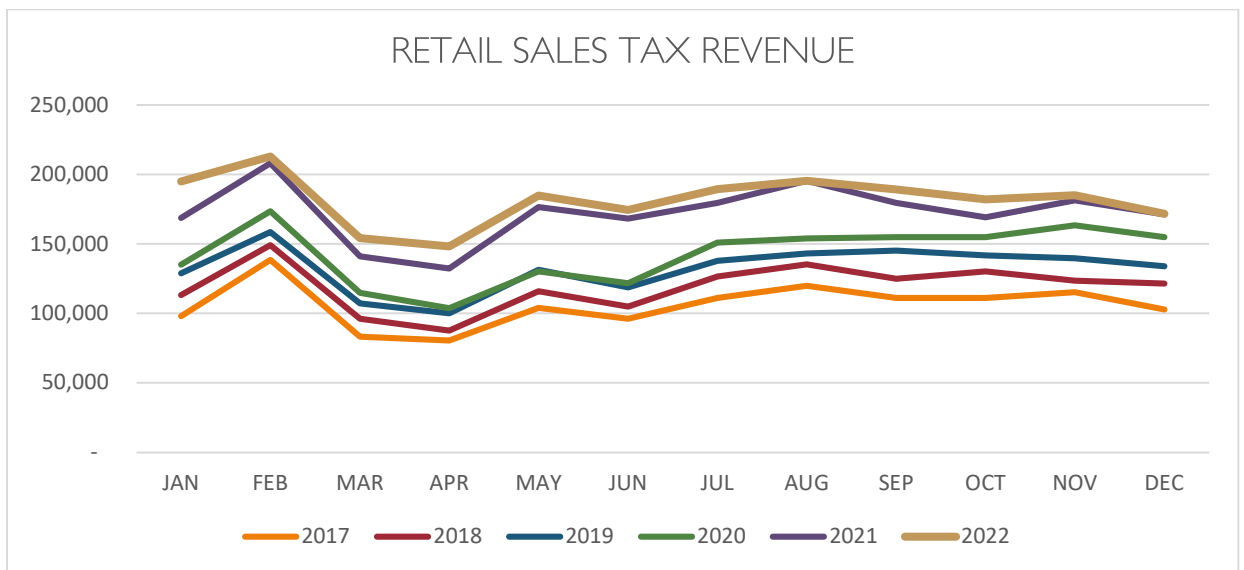
Growth in property tax in Washington State is limited to 1% plus value of new construction. Recent development has led to increases in construction. However, we are not expecting construction trends to continue at the same rate. The 2023 – 2024 Biennial Budget assumes revenue of \$8.3 million in 2023 and \$8.4 million in 2024. The Budget assumes a 1.75% year over year increase in property tax revenue.

### Sales Tax

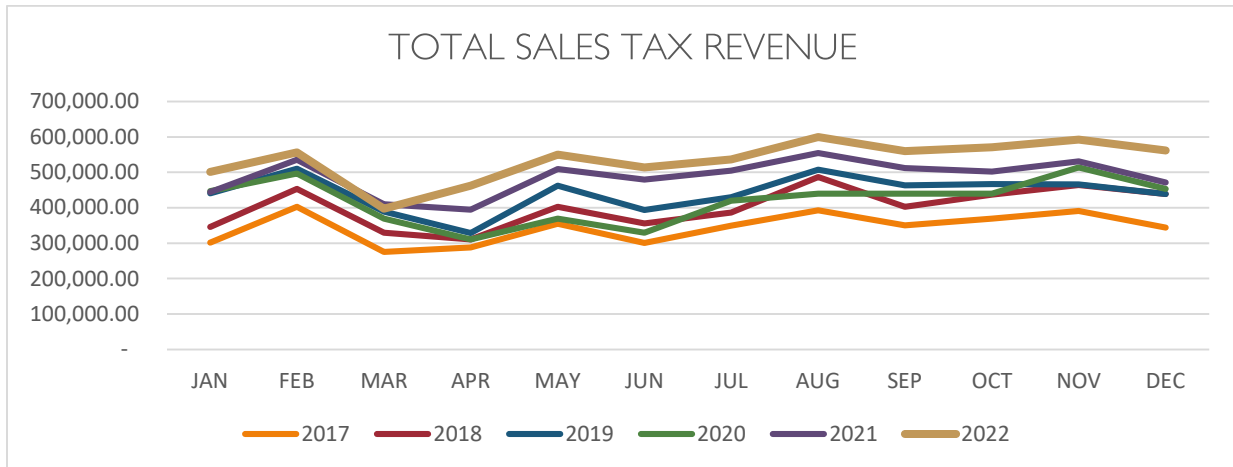
The strong local economy generates significant growth in sales tax. In the past five years, except for 2020, the City experienced double-digit year-over-year growth in sales tax collection. One reason for the strong growth in the recent past was the large influence of construction-related sales tax on 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 9% 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 interest and employment rates, demand for new housing, and local land use policies will greatly influence forecasting future sales tax collections. Construction sales tax has increased 13% from 2021 to 2022.



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 13% 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. Retail trade sales tax has increased 5% over the same time frame in 2021. With inflation increasing costs overall, retail sales tax continues to trend upward.

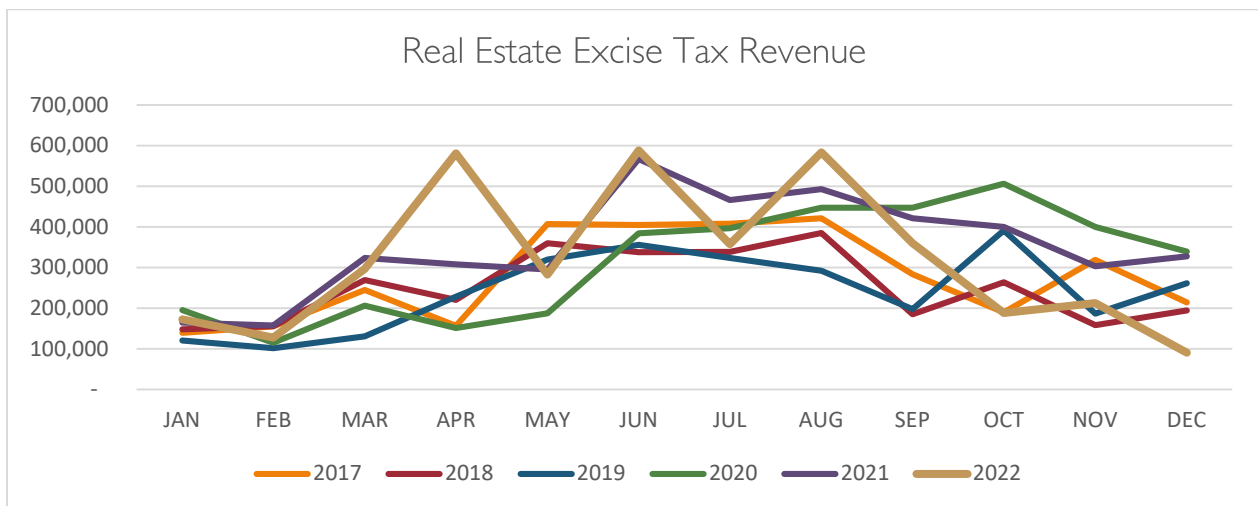


In summary, total sales and use tax in 2022 has increased 9% over 2021. We expect this trend to continue although the mix between construction and retail may change due to rising interest rates and other factors influencing construction development. In 2023 we assumed a 7% increase in sales and use tax over the 2022 Revised Budget, and in 2024 we assumed another 7% increase over 2023.



### 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 unprecedented growth in REET in 2020 and 2021. The height of REET revenue collection in 2021 was an annual total just over \$4.2M. Growth in REET revenue between in 2020 and 2021 can be attributed to both volume and average selling price increases. However, in 2022 the volume of properties sold has decreased, while the average selling price continues to rise. The number of properties sold in 2020 was 762 compared to the number of properties sold in 2021 which was 722. This is a 5% decrease. The average selling price in 2020 was \$1M compared to the average selling price in 2021 which was \$1.2M. This represents an increase of approximately 18%. Analysis of 2022 data reflects similar trends. Total 2022 REET revenue in 2022 was \$3.8 million which is 9% lower than in 2021. Volume is down 25% with 542 total properties sold, while the average selling price is up 11% at \$1.3M. Given these trends, and factoring in rising interest rates, the REET revenue forecast for the next biennium is \$3.25M in 2023 and \$3.5M in 2024. In the fourth quarter of 2022 however, REET revenues had been trending sharply downward, so a reevaluation of REET revenue expectations is likely in mid-2023.





### **Utility Tax Revenue**

The City levies a tax of 6% on gross income for all utilities owned or managed by a municipal corporation or for-profit entity. This tax applies to water, sewer, storm water, electricity, telecommunication, and garbage utilities that operate within Bainbridge Island and accounts for approximately 14% of total tax revenues. This revenue source remains consistent, generating approximately \$2.7 million annually. The Budget assumes a 2% year over year increase in utility tax revenue.

### **Utility Fees for Service Revenue**

Captured in the Water, Sewer, and Stormwater enterprise funds, these service charge fees are intended to recover the full cost of operating the utility. These revenues represent a combined 23% of all City revenues. Currently increasing annually based on the Consumer Price Index (CPI), these are steady sources of income for the City. A study is currently underway which, once complete, will increase the water and sewer fees due to necessary infrastructure improvements underway in the Capital Improvement Plan. As the study is ongoing however, it was not possible to forecast increases resulting from the completed study.

### **Investment Income**

In the past this revenue source has not been significant enough to warrant mention, but in 2022 that changed when hikes in interest rates by the Federal Reserve increased the City's investment income from near 0% to a nominal 1.2%. The City is projecting that return rates will continue to increase in the near term and are assuming returns of about 2%, with overall investment revenues expected at around \$912,000 in 2023 and \$870,000 in 2024.

### **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.

### **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 2023-2024 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 2023-2024 biennium using current 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 were increased by 8% in 2023 and 7% in 2024, as an assumption for a cost-of-living increase and expected increases due to employees moving up the established position steps.



Newly added positions are assumed to start at the beginning of the second quarter. Also, effective starting in this budget cycle, the City implemented an assumed 5% vacancy rate for major funds when budgeting personnel costs. Medical costs were increased by 8% for 2023 and 7% in 2024, 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 approved 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 Building and Development Services Fund rate study in early 2022. Rate changes that resulted from the study went into effect September 1, 2022. The 2023-2024 Adopted Budget assumes continuation of the approved rate structure over the biennium.

In response to recent high inflation, in 2022 council passed an ordinance which directs the City to increase its fees based on current local Consumer Price Index (CPI) data. This will apply to all fees citywide, with exceptions for Building and Development Service fees which will remain at their current level for 2023 and increasing according to CPI starting in 2024, and fees set by external agencies.

The City is conducting a water and sewer rate study that started in 2022 and will carry over into 2023. This study is expected to be completed in the first quarter of 2023 and will likely affect future charges for water and sewer. The results and recommendations will be brought to Council in the first half of 2023.



## GENERAL FUND RESERVES

During 2022, 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 \$5.3 million in 2023 and \$5.4 million in 2024.
- The 2023-2024 Adopted Budget provides for additional items to be tracked as part of financial management. These amounts include the following:
  - Specially tracked General Fund monies. These include PEG Capital Reserve, Police Investigative Reserve, Police Marine Reserve, Public Arts Sub fund.
  - General Fund reserve for 2025-2026 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 2023 and 2024. The budgeted total balance of the General Fund year-end is \$18.6 million for 2023 and \$14.7 million for 2024, which exceeds the amount required to fund the reserves by \$12 million and \$7.6 million respectively.

### Detail of General Fund Reserves at end of 2023 and 2024

General Fund Reserve Category	2023	2024
Emergency Reserve	\$ 1,000,000	\$ 1,000,000
General Fund Stability Reserve Minimum	\$ 5,300,000	\$ 5,400,000
Other Specially Tracked General Fund Monies	\$ 550,000	\$ 550,000
Reserve for 2025-2026 CIP	-	\$ 180,000
<b>Total General Fund Reserves</b>	<b>\$6,850,000</b>	<b>\$7,130,000</b>



## FINANCIAL CAPACITY/FISCAL HEALTH

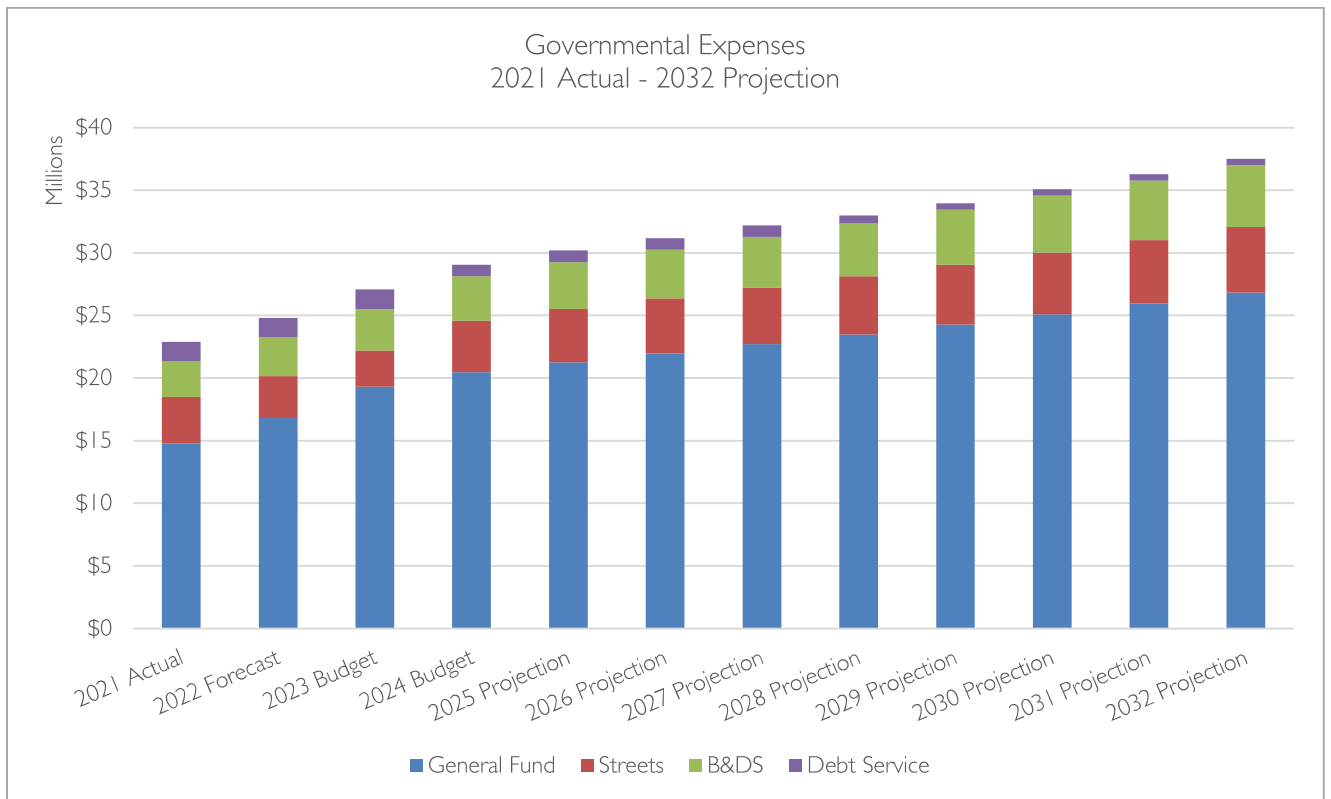
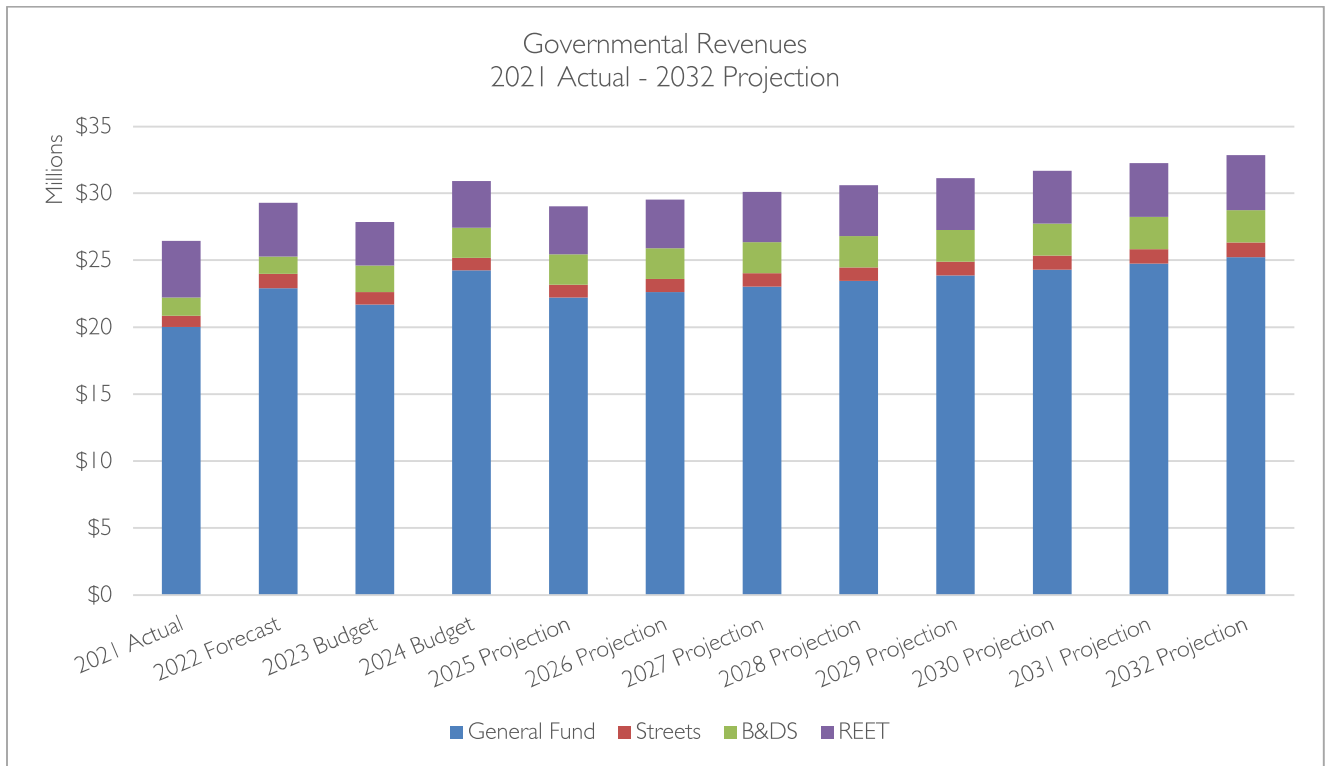
In an effort to support the review of the long-term viability of the City's financial structure, the Finance Department provides a ten-year forward look at the City's projected financial performance by fund. This is called the "Financial Capacity Analysis" (FCA) and is based on analyses completed by 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 short-term financial challenges 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. 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 2024:

- 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 6% in 2025 and 4% in 2026+ with an annual vacancy rate at 5%;
- General operating expenses assume an annual increase of 2%;
- Capital project expenses and revenues matched to current CIP through 2028;
- No change to policy reserve targets or expenditure of reserve funds;
- Street annual preservation program at \$1 million, increasing annually along with operating costs at 2%;
- Facility annual maintenance program at \$1 million per year with no inflator;
- Real Estate Excise Tax revenue growth of 2%;
- Building and Development Services annual revenue growth of 1%;
- Streets annual revenue growth of 2%.



# CITY OF BAINBRIDGE ISLAND 2023 ADOPTED BUDGET

## LIMIT ON INDEBTEDNESS

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

<b>LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)</b>	<b>1/1/2023 OUTSTANDING</b>	<b>PERCENTAGE OF LEGAL LIMIT</b>
2021 LTGO (Construction & Refunding) Bonds	2,460,000	
2019 LTGO (Construction & Refunding) Bonds	8,385,000	
<b>TOTAL LTGO BONDS</b>	<b>\$ 10,845,000</b>	
 State Dept. of Health and Public Works Trust Fund Loans	 2,363,298	
<b>TOTAL DIRECT DEBT</b>	<b>\$ 13,208,298</b>	8.6%
	<b>LEGAL LIMIT</b>	
<b>REMAINING (UNUSED) MARGIN</b>	<b>\$ 154,277,941</b>	
	<b>\$ 141,069,643</b>	
 <b>SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)</b>		
For General Purposes	0	
For Utility Purposes	0	
For Parks & Open Space	630,000	
<b>TOTAL SPECIAL LEVY BONDS</b>	<b>\$ 630,000</b>	
<b>TOTAL GENERAL OBLIGATION DEBT</b>	<b>\$ 13,838,298</b>	1.8%
	<b>LEGAL LIMIT</b>	
<b>REMAINING (UNUSED) MARGIN</b>	<b>\$ 771,389,704</b>	
	<b>\$ 757,551,406</b>	
 <b>ASSESSMENT DEBT</b>		
Public Works Trust Loan for South Island Sewer	595,000	
2011 LID Street Bonds	37,361	
<b>TOTAL ASSESSMENT DEBT</b>	<b>\$ 632,361</b>	No legal limit
 <b>REVENUE DEBT</b>		
Public Works Trust Loan #2 for Waste Water Treatment Plant	800,033	
Public Works Trust Fund Loan for Eagle Harbor Beach Mains	1,855,324	
<b>TOTAL REVENUE DEBT</b>	<b>\$ 2,655,357</b>	No legal limit

CITY OF BAINBRIDGE ISLAND 2023 ADOPTED BUDGET  
LONG-TERM DEBT AND DEBT SERVICE

Existing Debt	Original Issue	1/1/2023 Balance	2023 Add'l Principal Issued	2023 Principal Paid	2023 Interest Paid	12/31/2023 Balance	Final Maturity
PWTF Loan - New Storm Drain Decant Facility Design	179,025	19,090	-	9,545	95	9,545	2024
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	123,473	-	41,158	617	82,315	2025
PWTF Loan - South Island Sewer LID Construction	5,600,000	595,000	-	297,500	2,975	297,500	2024
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	42,172	-	21,088	211	21,084	2024
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	631,871	-	210,623	3,159	421,248	2025
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	800,033	-	200,008	4,000	600,025	2026
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	141,988	-	23,665	4,260	118,323	2028
2021 LTGO Refunding Bonds	3,040,000	2,460,000	-	295,000	28,044	2,165,000	2030
2011 LID Bonds - Winslow Way Construction	755,300	37,361	-	37,361	1,704	-	2023
2013 Voted Refunding Bonds	5,230,000	630,000	-	630,000	25,200	-	2023
PWTF Loan - Sewer Beach Mains Design	383,542	122,604	-	20,434	613	102,170	2028
PWTF Loan - Sewer Beach Mains Construction	3,474,933	1,855,324	-	185,532	4,639	1,669,792	2032
2019 Refunding LTGO Bonds	2,735,000	1,850,000	-	330,000	67,400	1,520,000	2028
2019 LTGO Bonds - Police/Court Facility	7,255,000	6,535,000	-	270,000	239,850	6,265,000	2039
<b>TOTAL EXISTING DEBT</b>	<b>\$ 37,456,147</b>	<b>\$ 15,843,916</b>	<b>\$ -</b>	<b>\$ 2,571,914</b>	<b>\$ 382,767</b>	<b>\$ 13,272,002</b>	
<b>2023 BUDGETED NEW DEBT</b>							
PWTF Loan - High School Water Tank replacement	4,500,000	1,128,100	3,371,900	-	5,761	4,500,000	2041
Dept. of Health Loan - High School Water Tank replacement	6,831,302	25,000	5,345,074	-	2,975	5,370,074	2041
Dept. of Health Loan - Ferncliff Water Main extension	792,079	45,000	747,079	-	4,727	792,079	2046
PWTF Loan - West Eagle Harbor Sewer Complex rehabilitation	2,500,000	84,000	2,416,000	-	423	2,500,000	2041
<b>TOTAL EXISTING DEBT AND BUDGETED NEW DEBT</b>	<b>\$ 52,079,528</b>	<b>\$ 17,126,016</b>	<b>\$ 11,880,053</b>	<b>\$ 2,571,914</b>	<b>\$ 396,653</b>	<b>\$ 26,434,155</b>	

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

# CITY OF BAINBRIDGE ISLAND 2024 ADOPTED BUDGET

## LIMIT ON INDEBTEDNESS

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

<b>LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)</b>	<b>1/1/2024 OUTSTANDING</b>	<b>PERCENTAGE OF LEGAL LIMIT</b>
2021 LTGO (Construction & Refunding) Bonds	2,165,000	
2019 LTGO (Construction & Refunding) Bonds	7,785,000	
<b>TOTAL LTGO BONDS</b>	<b>\$ 9,950,000</b>	
Public Works Trust Fund Loans	13,916,838	
<b>TOTAL DIRECT DEBT</b>	<b>\$ 23,866,838</b>	15.5%
	<b>LEGAL LIMIT</b>	
	<b>154,277,941</b>	
	<b>REMAINING (UNUSED) MARGIN</b>	
	<b>\$ 130,411,103</b>	
<b>SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)</b>		
For General Purposes	0	
For Utility Purposes	0	
For Parks & Open Space	0	
<b>TOTAL SPECIAL LEVY BONDS</b>	<b>\$ 0</b>	
<b>TOTAL GENERAL OBLIGATION DEBT</b>	<b>\$ 23,866,838</b>	3.1%
	<b>LEGAL LIMIT</b>	
	<b>771,389,704</b>	
	<b>REMAINING (UNUSED) MARGIN</b>	
	<b>\$ 747,522,866</b>	
<b>ASSESSMENT DEBT</b>		
Public Works Trust Loan for South Island Sewer	297,500	
<b>TOTAL ASSESSMENT DEBT</b>	<b>\$ 297,500</b>	No legal limit
<b>REVENUE DEBT</b>		
Public Works Trust Loan #2 for Waste Water Treatment Plant	600,025	
Public Works Trust Fund Loan for Eagle Harbor Beach Mains	1,669,792	
<b>TOTAL REVENUE DEBT</b>	<b>\$ 2,269,817</b>	No legal limit

CITY OF BAINBRIDGE ISLAND 2024 ADOPTED BUDGET  
LONG-TERM DEBT AND DEBT SERVICE

EXISTING DEBT	ORIGINAL ISSUE	1/1/2024 BALANCE	2024 ADD'L PRINCIPAL ISSUED	2024 PRINCIPAL PAID	2024 INTEREST PAID	12/31/2024 BALANCE	FINAL MATURITY
PWTF Loan - New Storm Drain Decant Facility Design	179,025	9,545		9,545	48	0	2024
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	82,315		41,158	412	41,157	2025
PWTF Loan - South Island Sewer LID Construction	5,600,000	297,500		297,500	1,488	0	2024
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	21,084		21,084	106	0	2024
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	421,248		210,623	2,107	210,625	2025
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	600,025		200,008	3,000	400,017	2026
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	118,323		23,665	3,550	94,658	2028
2021 LTGO Refunding Bonds	3,040,000	2,165,000		295,000	24,681	1,870,000	2030
PWTF Loan - Sewer Beach Mains Design	383,542	102,170		20,434	511	81,736	2028
PWTF Loan - Sewer Beach Mains Construction	3,474,933	1,669,792		185,532	4,175	1,484,260	2032
2019 Refunding LTGO Bonds	2,735,000	1,520,000		335,000	54,100	1,185,000	2028
2019 LTGO Bonds - Police/Court Facility	7,255,000	6,265,000		285,000	226,350	5,980,000	2039
PWTF Loan - High School Water Tank replacement	4,500,000	4,500,000		236,842	39,478	4,263,158	2041
Dept. of Health Loan - High School Water Tank replacement	6,831,302	5,370,074	1,461,228	359,542	94,512	6,471,760	2041
Dept. of Health Loan - Ferncliff Water Main extension	792,079	792,079		20,844	4,950	771,235	2046
PWTF Loan - West Eagle Harbor Sewer Complex	2,500,000	2,500,000		131,579	16,779	2,368,421	2041
<b>TOTAL EXISTING DEBT</b>	<b>\$ 46,094,228</b>	<b>\$ 26,434,155</b>	<b>\$ 1,461,228</b>	<b>\$ 2,673,356</b>	<b>\$ 476,247</b>	<b>\$ 25,222,027</b>	
<b>2024 BUDGETED NEW DEBT</b>	No budgeted new debt for 2024						
<b>TOTAL EXISTING DEBT AND BUDGETED NEW DEBT</b>	<b>\$ 46,094,228</b>	<b>\$ 26,434,155</b>	<b>\$ 1,461,228</b>	<b>\$ 2,673,356</b>	<b>\$ 476,247</b>	<b>\$ 25,222,027</b>	

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

CITY OF BAINBRIDGE ISLAND 2023-2024 ADOPTED BUDGET  
10-YEAR DEBT SERVICE SCHEDULE

<b>Tax-Supported</b>		<b>Principal &amp; Interest</b>										
<b>Existing Debt</b>	<b>Original Issue</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>Final Maturity</b>
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	27,925	27,215	26,505	25,795	25,085	24,375	-	-	-	-	2028
2011 LID Bonds - Winslow Way Construction	755,300	39,065	-	-	-	-	-	-	-	-	-	2023
2013 Voted Refunding Bonds	5,230,000	655,200	-	-	-	-	-	-	-	-	-	2023
2019 Refunding LTGO Bonds	2,735,000	397,400	389,100	390,400	376,400	386,900	112,200	-	-	-	-	2028
2019 LTGO Bonds - Police/Court Facility	7,255,000	509,850	511,350	507,100	507,350	506,850	510,600	508,350	510,350	508,950	507,250	2039
<b>Total Tax-Supported</b>	<b>\$ 16,424,932</b>	<b>\$ 1,629,439</b>	<b>\$ 927,665</b>	<b>\$ 924,005</b>	<b>\$ 909,545</b>	<b>\$ 918,835</b>	<b>\$ 647,175</b>	<b>\$ 508,350</b>	<b>\$ 510,350</b>	<b>\$ 508,950</b>	<b>\$ 507,250</b>	
<b>Utility-Supported</b>												
<b>Existing Debt</b>	<b>Original Issue</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>Final Maturity</b>
PWTF Loan - New Storm Drain Decant Facility Design	179,025	9,641	9,593	-	-	-	-	-	-	-	-	2024
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	41,775	41,569	41,364	-	-	-	-	-	-	-	2025
PWTF Loan - South Island Sewer LID Construction	5,600,000	300,475	298,988	-	-	-	-	-	-	-	-	2024
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	21,298	21,193	-	-	-	-	-	-	-	-	2024
PWTF Loan - Sewage Treatment Plant Upgrade Construction #1	3,618,000	213,783	212,730	211,676	-	-	-	-	-	-	-	2025
PWTF Loan - Sewage Treatment Plant Upgrade Construction #2	3,564,500	204,008	203,008	202,008	201,008	-	-	-	-	-	-	2026
PWTF Loan - Sewer Beach Mains Design	383,542	21,047	20,945	20,843	20,741	20,638	20,536	-	-	-	-	2028
PWTF Loan - Sewer Beach Mains Construction	3,474,933	190,170	189,707	189,243	188,779	188,315	187,851	187,387	186,924	186,460	185,996	2032
2021 LTGO Refunding Bonds	3,040,000	323,044	319,681	326,318	322,841	324,364	325,830	322,239	323,648	-	-	2030
<b>Budgeted New Debt</b>												
PWTF Loan - Water Tank Replacement	4,500,000	6,000	276,000	277,000	275,000	272,000	270,000	268,000	266,000	264,000	261,000	2041
Department of Health Loan - Water Tank Replacement	6,831,302	3,000	454,000	473,000	467,000	460,000	454,000	448,000	441,000	435,000	429,000	2041
Department of Health Loan - Ferncliff Water Main Extension	792,079	5,000	22,000	27,000	22,000	22,000	21,000	21,000	21,000	21,000	20,000	2046
PWTF Loan - West Eagle Harbor Sewer Rehabilitation	2,500,000	500	148,000	154,000	153,000	151,000	150,000	149,000	148,000	146,000	145,000	2041
<b>Total Utility-Supported</b>	<b>\$ 35,654,596</b>	<b>\$ 1,339,742</b>	<b>\$ 2,217,413</b>	<b>\$ 1,922,452</b>	<b>\$ 1,650,369</b>	<b>\$ 1,438,318</b>	<b>\$ 1,429,218</b>	<b>\$ 1,395,626</b>	<b>\$ 1,386,572</b>	<b>\$ 1,052,460</b>	<b>\$ 1,040,996</b>	
<b>Total All</b>	<b>\$ 52,079,528</b>	<b>\$ 2,969,181</b>	<b>\$ 3,145,078</b>	<b>\$ 2,846,456</b>	<b>\$ 2,559,913</b>	<b>\$ 2,357,152</b>	<b>\$ 2,076,392</b>	<b>\$ 1,903,976</b>	<b>\$ 1,896,922</b>	<b>\$ 1,561,410</b>	<b>\$ 1,548,246</b>	



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# SECTION 3



## SUMMARY BY FUND



## SECTION 3: SUMMARY BY FUND

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## FUND DESCRIPTION AND 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 2023, the Adopted Budget by fund is shown following this introduction. The funds are presented in numerical order, with governmental, or “tax-supported” funds generally at the beginning, followed by the utility funds and the City’s Equipment Rental & Revolving (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 2023-2024 Adopted Budget shows a decreasing General Fund balance. Ending fund balance is estimated to decrease \$5.5 million, or 28%, from \$19.9 million to \$14.4 million over the biennium. This decrease is primarily due to the new City Municipal Facilities Maintenance, Replacement and Reconstruction Policy, as well as \$3.3 million in operating transfers to the Capital Construction Fund supporting one-time capital expenditures. The \$14.4 million projected ending fund balance in 2024 exceeds the total required by City policies by roughly \$7.3 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 2023-2024 Adopted 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 1/2 of 1%. The revenue raised by this tax is restricted to capital construction projects as described in RCW Chapter 82.46.

The 2023-2024 Adopted Budget shows an increase in fund balance of \$1.1 million or 78%, from \$1.4 million to \$2.5 million. REET is supporting several capital projects in the 2023-2028 CIP, such as: Madison Avenue Improvements, Eagle Harbor Drive Phase I, and Manitou Beach Road and Bulkhead Improvements. A planned increase in fund balance in 2023 is to support capital work for the next three years. The percentage of anticipated REET 1 and 2 revenues used for capital compared to all other capital funding sources is 6% in 2023 and 23% in 2024.

The table below demonstrates the use of REET 1 and 2 over the previous and upcoming biennium:

Past and Planned Uses of Real Estate Excise Tax				
Project	2021	2022	2023	2024
Country Club Reconstruction and Drainage	\$ 313,000			
Yeomalt Point Drive Slide Repair	\$ 250,000			
High School Road Safety Improvement	\$ 159,000			
STO Trail Sakai Pond Connector	\$ 129,000			
Eagle Harbor/Wyatt Way Non-Motorized Improvement	\$ 34,000	\$ 250,000		
Madison Avenue Non-Motorized Improvement		\$ 731,000	\$ 505,000	
Sportsman Club/New Brooklyn Intersection Improvement		\$ 532,000		
Senior Center Building Improvement		\$ 346,000	\$ 100,000	
City Hall Lower Parking Lot Retrofit		\$ 111,000	\$ 18,000	\$ 14,000
C40 Eagle Harbor Phase II		\$ 2,000		
C40 Eagle Harbor Phase I			\$ 531,000	\$ 2,100,000
Manitou Beach Road & Bulkhead Repair			\$ 259,000	
Fort Street Extension				\$ 87,000
<b>Total</b>	<b>\$ 887,021</b>	<b>\$ 1,974,022</b>	<b>\$ 1,415,023</b>	<b>\$ 2,203,024</b>

Since the adoption of the 2023-2024 Budget the real estate market has begun a significant slowdown. A seasonal slowdown is usual and expected, but with high interest rates and market uncertainty, it is possible that the decreases seen in the fourth quarter of 2022 will continue well into 2023 as potential buyers become wary of a possible recession. Staff will reevaluate trends midyear 2023 and adjust the 2024 budget as needed to accommodate projected changes. This may result in a reduction in capital support by the REET fund.

As required by state law, the City declares that it has not enacted any requirement on the listing or sale of real property; or any other requirements on landlords, at the time of executing a lease, to perform or provide physical improvements or modifications to real property or fixtures, except if necessary, to address an immediate threat to health or safety; unless the requirement is specifically authorized by other state and federal laws.



### **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 2023-2024 Adopted Budget shows no significant change to fund balance for this fund.

### **Affordable Housing Fund**

Accounts for revenues and expenditures related to Affordable Housing.

The 2023-2024 Adopted Budget shows an increase of \$636,000, or 63%, from \$1.0 million to \$1.6 million. In 2019 Council approved an affordable housing sales and use tax credit and in 2021 approved an affordable housing and related services sales tax increase of 1/10<sup>th</sup> of 1%. These new revenue sources are restricted, and the City is working towards developing an Affordable Housing Plan to utilize these funds appropriately.

### **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 2023-2024 Adopted Budget shows a \$38,000 or 35% increase in fund balance due to increases in investment revenue.

### **ARPA Fund**

Accounts for activity stemming from spending of the over \$7.0 million in State and Local Fiscal Recovery Funds (SLFRF) received in 2021 and 2022 from the Federal Government as part of the American Rescue Plan Act (ARPA). These funds are considered unearned revenues until such a time that expenditures are made and matched to grant funds received.

The 2023-2024 Adopted Budget shows no significant change to fund balance for this fund.

### **Transportation Benefit Fund**

Accounts for revenue received through a vehicle licensing fee, which is restricted to funding certain transportation improvements.

The 2023-2024 Adopted Budget shows a decrease of \$661,000 or 50%, from \$1.3 million to \$653,000. The decrease is due to one-time support for the Madison Ave Sidewalk Improvements and continued support for non-capital transportation related activities in the Streets Fund. An increase of \$10 to the City's car tab fee was approved by council on October 25, 2022 which is expected to increase Transportation Benefit Fund revenues by approximately \$200,000 annually. This change took place too late to inform the final budget.

### **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 2023-2024 Adopted Budget shows an increase of \$417,000, or 117% for this fund. A transportation impact fee study will be conducted in 2023 to create an eligible list of projects for this revenue source.

### **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 2023-2024 Adopted Budget shows no significant change to fund balance for this fund.

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

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

The 2023-2024 Adopted Budget shows a \$39,000 or 31% decrease for this fund related to debt service.

### **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 2023-2024 Adopted Budget shows a decrease of \$3.1 million, or 67% for this fund. The budget shows significant progress of all funded capital projects from 2022. Substantial progress and spending are attributed to the Police and Municipal Court Building, and Madison Avenue Sidewalk Improvements capital projects.

### **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 most of the 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 2023-2024 Adopted 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 2023-2024 Adopted Budget shows a decrease in fund balance of \$3.9 million, or 66%, from \$5.8 million to \$1.9 million. The City is in the process of conducting a water and sewer utility rate study in 2022, however this study is still in its early stages and was not completed in time to inform the 2023-2024 budget. The 2023-2028 CIP includes significant capital projects for the Water Fund in 2022, diminishing fund balance. Project details can be found in the Capital Improvements section of the Adopted Budget.



### **Sewer Fund**

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

The 2023-2024 Adopted Budget shows a decrease in fund balance of \$396,000, or 9%, from \$4.5 million to \$4.1 million. The City is in the process of conducting a water and sewer utility rate study in 2022, however this study is still in its early stages and is not expected to be completed in time to inform the 2023-2024 budget. The decrease in fund balance in 2023 is mainly due to Capital projects and debt service. The 2023-2028 CIP includes significant capital projects for the Sewer Fund. Project details can be found in the Capital Improvements section of the Adopted Budget.

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

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

The 2023-2024 Adopted Budget shows a decrease of \$2.0 million, or 39%, from \$5.1 million to \$3.1 million. This is the result of planned significant capital projects. Project details can be found in the Capital Improvements section of the Adopted Budget.

## **INTERNAL SERVICE FUNDS**

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

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

The 2023-2024 Adopted Budget shows a decrease of \$743,000, or 27%, from \$2.8 million to \$2.0 million. This is the result of planned fleet purchases as shown in the Capital Improvements section of the Adopted Budget.

## **UNAPPROPRIATED FUNDS**

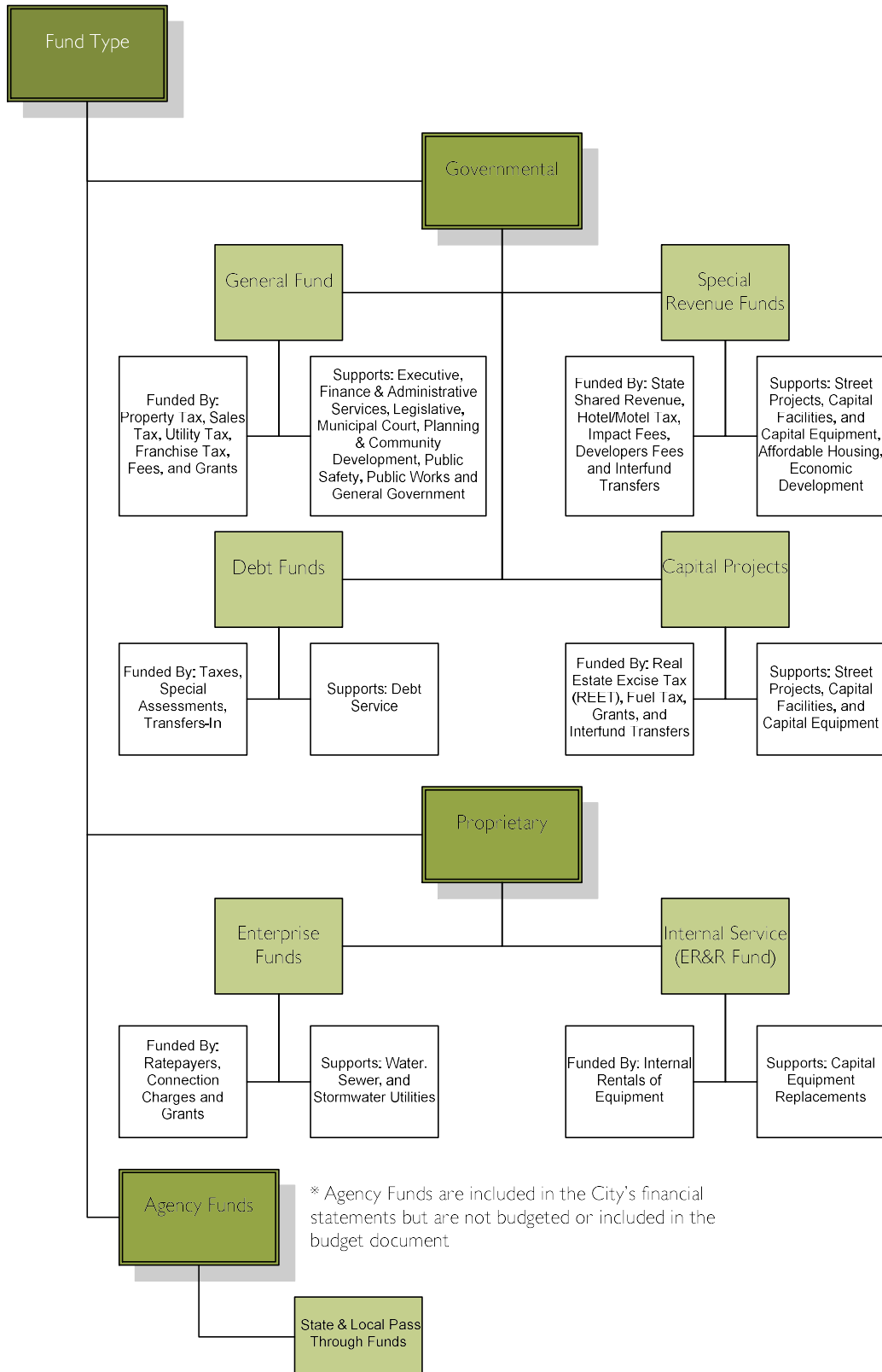
### **Agency Fund and Expendable Trust Fund**

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 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 - 2023 ADOPTED BUDGET

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2023
BEGINNING FUND BALANCE	19,967,000	10,000	7,272,485	135,600	4,600,000	15,459,000	10,000	47,454,085
REVENUES								
Taxes	19,343,500	409,000	4,730,000	655,200	-	-	-	25,137,700
Fees & Service Charges	968,200	35,000	630,000	-	-	-	1,978,500	3,611,700
Intergovernment Revenue	612,200	480,000	2,000,000	-	1,522,500	471,040	-	5,085,740
Fines & Forfeits	23,500	-	-	-	-	-	-	23,500
Charges for Utility Services	-	-	-	-	-	9,221,000	112,000	9,333,000
Miscellaneous	103,000	-	-	-	-	500,500	-	603,500
Assessments	-	-	-	-	-	75,000	-	75,000
Investment Revenue	515,000	-	170,000	-	-	231,000	-	916,000
<b>TOTAL REVENUES</b>	<b>21,565,400</b>	<b>924,000</b>	<b>7,530,000</b>	<b>655,200</b>	<b>1,522,500</b>	<b>10,498,540</b>	<b>2,090,500</b>	<b>44,786,140</b>
OTHER SOURCES								
Loans/Sale of Bonds	-	-	-	-	-	11,484,013	-	11,484,013
From other Funds and Sub-Funds	64,000	1,975,533	-	935,215	5,527,191	8,750	1,202,329	9,713,018
<b>TOTAL RESOURCES</b>	<b>41,596,400</b>	<b>2,909,533</b>	<b>14,802,485</b>	<b>1,726,015</b>	<b>11,649,691</b>	<b>37,450,303</b>	<b>3,302,829</b>	<b>113,437,256</b>
EXPENDITURES								
Salaries	8,503,536	1,164,537	109,452	-	-	2,558,727	2,084,018	14,420,270
Benefits	3,075,307	454,377	43,781	-	-	940,286	789,367	5,303,118
Supplies	709,361	224,310	2,000	-	-	354,313	12,815	1,302,798
Professional Services	2,330,515	243,060	380,000	-	-	372,860	139,800	3,466,235
Community Services	602,000	-	27,400	-	-	35,000	-	664,400
Other Services & Charges	3,153,654	811,749	2,500	-	-	2,184,150	266,830	6,418,882
Intergovernmental Services	873,500	1,500	-	-	-	1,088,500	-	1,963,500
<b>TOTAL OPERATING EXPENDITURES</b>	<b>19,247,873</b>	<b>2,899,533</b>	<b>565,133</b>	<b>-</b>	<b>-</b>	<b>7,533,835</b>	<b>3,292,829</b>	<b>33,539,203</b>
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	1,170,000	-	-	-	-	1,170,000
Capital Projects	-	-	-	-	10,127,191	17,416,619	-	27,543,810
Debt Service	-	-	-	1,629,490	-	1,339,742	-	2,969,232
<b>TOTAL EXPENDITURES</b>	<b>19,247,873</b>	<b>2,899,533</b>	<b>1,735,133</b>	<b>1,629,490</b>	<b>10,127,191</b>	<b>26,290,196</b>	<b>3,292,829</b>	<b>65,222,245</b>
OTHER USES								
To Other Funds and Sub-Funds	3,822,920	-	5,890,098	-	-	-	-	9,713,018
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	18,525,607	10,000	7,172,169	96,525	1,522,500	11,160,107	10,000	38,496,908
<b>TOTAL USES</b>	<b>41,596,400</b>	<b>2,909,533</b>	<b>14,797,400</b>	<b>1,726,015</b>	<b>11,649,691</b>	<b>37,450,303</b>	<b>3,302,829</b>	<b>113,432,171</b>

## CITY OF BAINBRIDGE ISLAND - 2023 ADOPTED BUDGET

	Water	Sewer	SSWM	Total 2023
BEGINNING FUND BALANCE	5,840,000	4,534,000	5,085,000	15,459,000
<b>REVENUES</b>				
Intergovernment Revenue	396,040	-	75,000	471,040
Charges for Utility Services	1,520,000	4,601,000	3,100,000	9,221,000
Miscellaneous	220,500	280,000	-	500,500
Assessments	-	75,000	-	75,000
Investment Revenue	87,000	37,000	107,000	231,000
<b>TOTAL REVENUES</b>	<b>2,223,540</b>	<b>4,993,000</b>	<b>3,282,000</b>	<b>10,498,540</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	9,068,013	2,416,000	-	11,484,013
From other Funds and Sub-Funds	8,750	-	-	8,750
<b>TOTAL RESOURCES</b>	<b>17,140,303</b>	<b>11,943,000</b>	<b>8,367,000</b>	<b>37,450,303</b>
<b>EXPENDITURES</b>				
Salaries	693,530	1,124,281	740,916	2,558,727
Benefits	258,101	418,714	263,471	940,286
Supplies	97,513	168,800	88,000	354,313
Professional Services	184,860	80,050	107,950	372,860
Community Services	35,000	-	-	35,000
Other Services & Charges	398,597	1,181,803	603,750	2,184,150
Intergovernmental Services	150,000	681,000	257,500	1,088,500
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,817,600</b>	<b>3,654,648</b>	<b>2,061,587</b>	<b>7,533,835</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Projects	13,213,802	1,688,375	2,514,442	17,416,619
Debt Service	14,000	1,274,326	51,416	1,339,742
<b>TOTAL EXPENDITURES</b>	<b>15,045,402</b>	<b>6,617,349</b>	<b>4,627,445</b>	<b>26,290,196</b>
<b>OTHER USES</b>				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	2,094,901	5,325,651	3,739,555	11,160,107
<b>TOTAL USES</b>	<b>17,140,303</b>	<b>11,943,000</b>	<b>8,367,000</b>	<b>37,450,303</b>

**CITY OF BAINBRIDGE ISLAND - 2023 ADOPTED BUDGET**

	Capital & LID Construction
BEGINNING FUND BALANCE	4,600,000
REVENUES	
Intergovernment Revenue	1,522,500
TOTAL REVENUES	<u>1,522,500</u>
OTHER SOURCES	
From other Funds and Sub-Funds	5,527,191
TOTAL RESOURCES	<u>11,649,691</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Projects	10,127,191
TOTAL EXPENDITURES	<u>10,127,191</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	1,522,500
TOTAL USES	<u><u>11,649,691</u></u>

## CITY OF BAINBRIDGE ISLAND - 2023 ADOPTED BUDGET

	<u>Internal Services</u>
BEGINNING FUND BALANCE	2,793,000
REVENUES	
Fees & Service Charges	525,000
Investment Revenue	36,000
TOTAL REVENUES	<u>561,000</u>
TOTAL RESOURCES	<u>3,354,000</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Equipment	1,170,000
TOTAL EXPENDITURES	<u>1,170,000</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	<u>2,184,000</u>
TOTAL USES	<u><u>3,354,000</u></u>

**CITY OF BAINBRIDGE ISLAND - 2023 ADOPTED BUDGET**

**SUMMARY BY FUND**

		ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON- OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE
<b><u>CITY FUNDS</u></b>							
001	GENERAL FUND	19,967,000	21,565,400	64,000	19,247,873	3,822,920	18,525,607
101	STREET FUND	10,000	924,000	1,975,533	2,899,533	-	10,000
103	REAL ESTATE EXCISE TAX FUND	1,395,000	3,257,000	-	-	2,448,840	2,203,160
104	CIVIC IMPROVEMENT FUND	450,500	341,000	-	350,000	-	441,500
108	AFFORDABLE HOUSING FUND	1,012,000	523,000	-	215,133	-	1,319,867
151	FAR-PUBLIC AMENITIES	17,800	7,000	-	-	-	24,800
152	FAR-FARMLAND/AGRICULTURE	92,500	12,000	-	-	-	104,500
161	TREE FUND	1,000	-	-	-	-	1,000
171	TRANSP BEN FUND	1,314,000	655,000	-	-	1,377,258	591,742
173	TRANSPORTATION IMPACT FEE FUND	191,600	110,000	-	-	-	301,600
199	ARPA FUND	5,085	2,064,000	-	-	2,064,000	5,085
201	GO BOND FUND	7,600	655,200	935,215	-	1,590,415	7,600
203	LID BOND FUND	128,000	-	-	-	39,075	88,925
301	CAPITAL CONSTRUCTION FUND	4,600,000	1,522,500	5,527,191	-	10,127,191	1,522,500
401	WATER OPERATING FUND	5,840,000	2,223,540	9,076,763	1,817,600	13,227,802	2,094,901
402	SEWER OPERATING FUND	4,534,000	4,993,000	2,416,000	3,654,648	2,962,701	5,325,651
403	STORM & SURFACE WATER FUND	5,085,000	3,282,000	-	2,061,587	2,565,858	3,739,555
407	BUILDING & DEVELOPMENT FUND	10,000	2,090,500	1,202,329	3,292,829	-	10,000
501	EQUIPMENT RENTAL & REVOLVING	2,793,000	561,000	-	-	1,170,000	2,184,000
<b>TOTAL CITY FUNDS</b>		<b>47,454,085</b>	<b>44,786,140</b>	<b>21,197,031</b>	<b>33,539,203</b>	<b>41,396,060</b>	<b>38,501,993</b>

**CITY OF BAINBRIDGE ISLAND - 2024 ADOPTED BUDGET**

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2024
BEGINNING FUND BALANCE	18,525,607	10,000	7,177,254	96,525	1,522,500	11,160,107	10,000	38,501,993
<b>REVENUES</b>								
Taxes	20,140,500	417,000	5,025,000	-	-	-	-	25,582,500
Fees & Service Charges	962,200	35,000	710,000	-	-	-	2,115,700	3,822,900
Intergovernment Revenue	458,200	480,000	2,000,000	-	735,000	-	-	3,673,200
Fines & Forfeits	23,500	-	-	-	-	-	-	23,500
Charges for Utility Services	-	-	-	-	-	9,746,000	120,000	9,866,000
Miscellaneous	108,000	-	-	-	-	527,500	-	635,500
Assessments	-	-	-	-	-	75,000	-	75,000
Investment Revenue	516,000	-	127,455	-	-	231,000	-	874,455
<b>TOTAL REVENUES</b>	<b>22,208,400</b>	<b>932,000</b>	<b>7,862,455</b>	<b>-</b>	<b>735,000</b>	<b>10,579,500</b>	<b>2,235,700</b>	<b>44,553,055</b>
<b>OTHER SOURCES</b>								
Loans/Sale of Bonds	-	-	-	-	-	1,461,228	-	1,461,228
From other Funds and Sub-Funds	20,000	3,178,936	2,000,000	927,665	4,330,594	8,750	1,315,134	11,781,079
<b>TOTAL RESOURCES</b>	<b>40,754,007</b>	<b>4,120,936</b>	<b>17,039,709</b>	<b>1,024,190</b>	<b>6,588,094</b>	<b>23,209,585</b>	<b>3,560,834</b>	<b>96,297,355</b>
<b>EXPENDITURES</b>								
Salaries	9,198,163	1,301,544	120,475	-	-	2,838,432	2,273,948	15,732,562
Benefits	3,223,502	487,019	48,190	-	-	997,938	824,818	5,581,467
Supplies	728,838	227,586	2,000	-	-	360,150	11,466	1,330,040
Professional Services	1,914,685	108,060	2,380,000	-	-	274,440	141,800	4,818,985
Community Services	602,000	-	27,400	-	-	35,000	-	664,400
Other Services & Charges	3,808,730	1,985,227	2,500	-	-	2,324,115	298,803	8,419,374
Intergovernmental Services	918,300	1,500	-	-	-	1,143,000	-	2,062,800
<b>TOTAL OPERATING EXPENDITURES</b>	<b>20,394,218</b>	<b>4,110,936</b>	<b>2,580,565</b>	<b>-</b>	<b>-</b>	<b>7,973,074</b>	<b>3,550,834</b>	<b>38,609,628</b>
<b>NON-OPERATING EXPENDITURES</b>								
Capital Equipment	-	-	770,000	-	-	-	-	770,000
Capital Projects	-	-	-	-	5,065,596	3,835,488	-	8,901,084
Debt Service	-	-	-	927,665	-	2,223,412	-	3,151,077
<b>TOTAL EXPENDITURES</b>	<b>20,394,218</b>	<b>4,110,936</b>	<b>3,350,565</b>	<b>927,665</b>	<b>5,065,596</b>	<b>14,031,974</b>	<b>3,550,834</b>	<b>51,431,789</b>
<b>OTHER USES</b>								
To Other Funds and Sub-Funds	5,930,679	-	5,850,401	-	-	-	-	11,781,079
<b>ENDING FUND BALANCE, RESERVES &amp; CONTINGENCIES</b>	<b>14,429,110</b>	<b>10,000</b>	<b>7,833,658</b>	<b>96,525</b>	<b>1,522,498</b>	<b>9,177,611</b>	<b>10,000</b>	<b>33,079,402</b>
<b>TOTAL USES</b>	<b>40,754,007</b>	<b>4,120,936</b>	<b>17,034,624</b>	<b>1,024,190</b>	<b>6,588,094</b>	<b>23,209,585</b>	<b>3,560,834</b>	<b>96,292,270</b>

## CITY OF BAINBRIDGE ISLAND - 2024 ADOPTED BUDGET

	Water	Sewer	SSWM	Total 2022
BEGINNING FUND BALANCE	2,094,901	5,325,651	3,739,555	11,160,107
REVENUES				
Charges for Utility Services	1,625,000	4,921,000	3,200,000	9,746,000
Miscellaneous	232,500	295,000	-	527,500
Assessments	-	75,000	-	75,000
Investment Revenue	87,000	37,000	107,000	231,000
TOTAL REVENUES	1,944,500	5,328,000	3,307,000	10,579,500
OTHER SOURCES				
Loans/Sale of Bonds	1,461,228	-	-	1,461,228
From other Funds and Sub-Funds	8,750	-	-	8,750
TOTAL RESOURCES	5,509,379	10,653,651	7,046,555	23,209,585
EXPENDITURES				
Salaries	778,586	1,248,416	811,430	2,838,432
Benefits	279,482	449,134	269,322	997,938
Supplies	99,419	169,780	90,951	360,150
Professional Services	97,750	107,740	68,950	274,440
Community Services	35,000	-	-	35,000
Other Services & Charges	442,369	1,247,914	633,831	2,324,115
Intergovernmental Services	160,000	718,000	265,000	1,143,000
TOTAL OPERATING EXPENDITURES	1,892,606	3,940,984	2,139,483	7,973,074
NON-OPERATING EXPENDITURES				
Capital Projects	897,571	1,159,524	1,778,392	3,835,488
Debt Service	757,000	1,415,250	51,162	2,223,412
TOTAL EXPENDITURES	3,547,178	6,515,759	3,969,038	14,031,974
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	1,962,201	4,137,892	3,077,517	9,177,611
TOTAL USES	5,509,379	10,653,651	7,046,555	23,209,585

## CITY OF BAINBRIDGE ISLAND - 2024 ADOPTED BUDGET

	Capital & LID Construction
BEGINNING FUND BALANCE	1,522,500
REVENUES	
Intergovernment Revenue	735,000
TOTAL REVENUES	735,000
OTHER SOURCES	
From other Funds and Sub-Funds	4,330,594
TOTAL RESOURCES	6,588,094
EXPENDITURES	
Salaries	104,658
Benefits	33,939
TOTAL OPERATING EXPENDITURES	138,596
NON-OPERATING EXPENDITURES	
Capital Projects	4,927,000
TOTAL EXPENDITURES	5,065,596
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	1,522,498
TOTAL USES	6,588,094

**CITY OF BAINBRIDGE ISLAND - 2024 ADOPTED BUDGET**

	<u>Internal Services</u>
BEGINNING FUND BALANCE	2,184,000
REVENUES	
Fees & Service Charges	600,000
Investment Revenue	36,000
TOTAL REVENUES	<u>636,000</u>
TOTAL RESOURCES	<u>2,820,000</u>
EXPENDITURES	
NON-OPERATING EXPENDITURES	
Capital Equipment	770,000
TOTAL EXPENDITURES	<u>770,000</u>
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	<u>2,050,000</u>
TOTAL USES	<u><u>2,820,000</u></u>

**CITY OF BAINBRIDGE ISLAND - 2024 ADOPTED BUDGET**

**SUMMARY BY FUND**

	ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON- OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE	
<b><u>CITY FUNDS</u></b>							
001	GENERAL FUND	18,525,607	22,208,400	20,000	20,394,218	5,930,679	14,429,110
101	STREET FUND	10,000	932,000	3,178,936	4,110,936	-	10,000
103	REAL ESTATE EXCISE TAX FUND	2,203,160	3,507,000	-	-	3,227,064	2,483,096
104	CIVIC IMPROVEMENT FUND	441,500	341,000	-	350,000	-	432,500
108	AFFORDABLE HOUSING FUND	1,319,867	559,000	2,000,000	2,230,565	-	1,648,302
151	FAR-PUBLIC AMENITIES	24,800	7,250	-	-	-	32,050
152	FAR-FARMLAND/AGRICULTURE	104,500	12,205	-	-	-	116,705
161	TREE FUND	1,000	-	-	-	-	1,000
171	TRANSP BEN FUND	591,742	665,000	-	-	603,337	653,405
173	TRANSPORTATION IMPACT FEE FUND	301,600	115,000	-	-	-	416,600
199	ARPA FUND	5,085	2,020,000	-	-	2,020,000	5,085
201	GO BOND FUND	7,600	-	927,665	-	927,665	7,600
203	LID BOND FUND	88,925	-	-	-	-	88,925
301	CAPITAL CONSTRUCTION FUND	1,522,500	735,000	4,330,594	-	5,065,596	1,522,498
401	WATER OPERATING FUND	2,094,901	1,944,500	1,469,978	1,892,606	1,654,571	1,962,201
402	SEWER OPERATING FUND	5,325,651	5,328,000	-	3,940,984	2,574,774	4,137,892
403	STORM & SURFACE WATER FUND	3,739,555	3,307,000	-	2,139,483	1,829,554	3,077,517
407	BUILDING & DEVELOPMENT FUND	10,000	2,235,700	1,315,134	3,550,834	-	10,000
501	EQUIPMENT RENTAL & REVOLVING	2,184,000	636,000	-	-	770,000	2,050,000
<b>TOTAL CITY FUNDS</b>		<b>38,501,993</b>	<b>44,553,055</b>	<b>13,242,307</b>	<b>38,609,628</b>	<b>24,603,241</b>	<b>33,084,487</b>

**CITY OF BAINBRIDGE ISLAND**  
**2023 AND 2024 ADOPTED BUDGET**  
**BUDGET COMPARISON - CITYWIDE**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Taxes	24,321,579	24,652,500	25,137,700	25,582,500
Fees & Service Charges	2,970,681	2,761,486	3,611,700	3,822,900
Intergovernment Revenue	3,263,471	2,562,784	5,085,740	3,673,200
Fines & Forfeits	24,629	31,000	23,500	23,500
Charges for Utility Services	8,225,825	8,119,427	9,333,000	9,866,000
Miscellaneous	661,556	474,500	603,500	635,500
Assessments	136,680	85,000	75,000	75,000
Investment Revenue	185,509	141,100	916,000	874,455
Gain on Sale of Fixed Assets	72,901	10,000	-	-
<b>TOTAL REVENUES</b>	<b>39,862,831</b>	<b>38,837,797</b>	<b>44,786,140</b>	<b>44,553,055</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	3,040,000	-	11,484,013	1,461,228
Other External Sources	-	-	-	-
From other Funds and Sub-Funds	9,550,716	9,123,068	9,713,018	11,781,079
Beginning Fund Balance	50,510,384	52,564,085	47,454,085	38,501,993
<b>TOTAL RESOURCES</b>	<b>102,963,931</b>	<b>100,524,950</b>	<b>113,437,256</b>	<b>96,297,355</b>
<b>EXPENDITURES</b>				
Salaries	11,600,291	14,120,369	14,420,270	15,732,562
Benefits	4,420,132	5,299,376	5,303,118	5,581,467
Supplies	1,497,431	2,231,958	1,302,798	1,330,040
Professional Services	2,648,786	5,402,408	3,466,235	4,818,985
Community Services	470,241	878,224	664,400	664,400
Other Services & Charges	4,775,480	5,832,427	6,418,882	8,419,374
Intergovernmental Services	1,708,286	1,905,750	1,963,500	2,062,800
<b>TOTAL OPERATING EXPENDITURES</b>	<b>27,120,648</b>	<b>35,670,513</b>	<b>33,539,203</b>	<b>38,609,628</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	933,165	1,020,870	1,170,000	770,000
Capital Projects	4,437,626	24,046,278	27,543,810	8,901,084
Debt Service	6,005,773	2,924,535	2,969,232	3,151,077
Other Non-operating Expenditures	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>38,497,212</b>	<b>63,662,195</b>	<b>65,222,245</b>	<b>51,431,789</b>
<b>OTHER USES</b>				
Interfund Loan Repayment/Impact Fees	-	-	-	-
To Other Funds and Sub-Funds	9,550,716	9,764,006	9,713,018	11,781,079
<b>TOTAL USES</b>	<b>48,047,928</b>	<b>73,426,201</b>	<b>74,935,263</b>	<b>63,212,869</b>

**CITY OF BAINBRIDGE ISLAND**  
**2023 AND 2024 ADOPTED BUDGET**  
**REVENUES BY FUND**

<b>TAX SUPPORTED REVENUES</b>	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b><u>GENERAL FUND</u></b>				
Property Taxes	8,061,834	8,137,000	8,280,000	8,425,000
Sales and Use Tax	5,849,747	6,093,000	6,550,000	7,070,000
Sales Tax - Criminal Justice	529,455	534,000	530,000	530,000
B&O Tax and Penalties	571,124	558,000	677,000	690,000
Utility Tax on Private Utilities	2,641,861	2,692,000	2,747,000	2,811,000
Utility Tax on City Utilities	525,115	504,500	545,000	600,000
<b>TAXES</b>	<b>18,179,136</b>	<b>18,518,500</b>	<b>19,329,000</b>	<b>20,126,000</b>
Leasehold & Other Taxes	13,558	15,000	14,500	14,500
Business License & Penalties	224,453	170,000	200,000	200,000
Franchise Fees on Cable TV	393,470	405,000	435,000	430,000
Franchise Fees on Cable TV - PEG Capital	25,957	25,000	25,000	25,000
Other Licenses & Permits	3,437	3,000	3,000	3,000
Adult Probation Fees	27,763	50,000	25,000	25,000
Court Fees & Law Enforcement Charges	2,463	2,000	1,200	1,200
All Other Taxes	46,131	63,000	37,000	37,000
Interfund Rent	247,539	240,000	242,000	241,000
<b>FEES &amp; SERVICE CHARGES</b>	<b>984,770</b>	<b>973,000</b>	<b>982,700</b>	<b>976,700</b>
Criminal Justice	85,004	80,200	80,200	80,200
Liquor Excise	174,528	142,000	172,000	172,000
Liquor Profits	198,074	198,000	190,000	191,000
Law Enforcement Grants	228,844	-	-	-
Planning and Other Operating Grants	29,639	-	155,000	-
Vessel Registration	32,747	15,000	15,000	15,000
Other Intergovernmental Revenue	24,557	-	-	-
<b>INTERGOVERNMENT REVENUE</b>	<b>773,394</b>	<b>435,200</b>	<b>612,200</b>	<b>458,200</b>
Traffic Fines	14,897	15,000	15,000	15,000
Parking Fines	3,138	10,000	5,000	5,000
D.U.I. Penalties	3,164	2,000	2,000	2,000
Other Traffic Misdemeanors	780	2,000	500	500
Non-Traffic Misdemeanors	381	-	-	-
Court Recoupments	806	1,000	500	500
All Other Fines & Forfeits	1,463	1,000	500	500
<b>FINES &amp; FORFEITS</b>	<b>24,629</b>	<b>31,000</b>	<b>23,500</b>	<b>23,500</b>
Facilities Rental	15,074	6,000	9,000	9,000
Dock Use Charges	78,277	50,000	72,000	72,000
Private Donations/Sales of PDRs/FAR Purchases	6,050	-	-	-
All Other Miscellaneous	31,329	20,000	20,000	25,000
Electric Car Charger Revenue	1,797	1,000	2,000	2,000
<b>MISCELLANEOUS</b>	<b>132,527</b>	<b>77,000</b>	<b>103,000</b>	<b>108,000</b>
Interest	87,274	80,000	515,000	516,000
<b>INVESTMENT REVENUE</b>	<b>87,274</b>	<b>80,000</b>	<b>515,000</b>	<b>516,000</b>
Gain on Sale of Fixed Assets	30,261	10,000	-	-
<b>OTHER EXTERNAL SOURCES</b>	<b>30,261</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL FUND</b>	<b>20,211,992</b>	<b>20,124,700</b>	<b>21,565,400</b>	<b>22,208,400</b>

**CITY OF BAINBRIDGE ISLAND**  
**2023 AND 2024 ADOPTED BUDGET**  
**REVENUES BY FUND**

<b>TAX SUPPORTED REVENUES</b>	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b><u>STREETS FUND</u></b>				
Commercial Parking Lot Tax	263,796	400,000	409,000	417,000
M.V. Fuel Tax - Streets & Arterials	475,002	490,000	450,000	450,000
Right of Way Permits	30,180	35,000	35,000	35,000
Other Revenues-Streets	76,392	30,000	30,000	30,000
<b>TOTAL STREETS FUND</b>	<b>845,369</b>	<b>955,000</b>	<b>924,000</b>	<b>932,000</b>
<b><u>BUILDING &amp; DEV. SERVICES FUNDS</u></b>				
Building Permits & Inspections	523,079	567,000	696,000	745,000
Planning Review of Building Permits	97,245	76,431	106,000	113,000
Fire Inspections & Reviews	50,700	51,832	60,000	64,000
Engineering Fees	107	427	112,000	120,000
Zoning & Subdivision	251,349	54,902	330,000	353,000
Plan Checking Fees	340,711	410,000	414,000	443,000
Other Planning & Development Fees	99,769	58,321	372,500	397,700
<b>TOTAL BUILDING &amp; DEV. SERVICES FUNDS</b>	<b>1,362,959</b>	<b>1,218,913</b>	<b>2,090,500</b>	<b>2,235,700</b>
<b><u>SPECIAL REV. FUNDS</u></b>				
<b><u>REAL ESTATE EXCISE TAX FUND</u></b>				
Real Estate Excise Tax	4,224,333	3,750,000	3,250,000	3,500,000
Interest on Investments-Real Estate Excise	6,058	-	7,000	7,000
	<b>4,230,391</b>	<b>3,750,000</b>	<b>3,257,000</b>	<b>3,507,000</b>
<b><u>CIVIC IMPROVEMENT FUND</u></b>				
Hotel/Motel Tax	315,459	275,000	330,000	330,000
Interest on Investments & Other Rev - Hotel/Mot	1,267	-	11,000	11,000
	<b>316,727</b>	<b>275,000</b>	<b>341,000</b>	<b>341,000</b>
<b><u>AFFORDABLE HOUSING FUND</u></b>				
Affordable Housing Sales Tax	46,787	31,200	35,000	35,000
Housing & Related Svc Sales Tax	-	450,000	485,000	520,000
Interest on Investments & Other Rev - Affordabl	-	-	3,000	4,000
	<b>46,787</b>	<b>481,200</b>	<b>523,000</b>	<b>559,000</b>
<b><u>FAR-PUBLIC AMENITIES</u></b>				
Interest on Investments & Other Rev - FAR	665	100	7,000	7,250
	<b>665</b>	<b>100</b>	<b>7,000</b>	<b>7,250</b>
<b><u>FAR-FARMLAND/AGRICULTURE</u></b>				
Interest on Investments & Other Rev - FAR	1,819	1,000	12,000	12,205
	<b>1,819</b>	<b>1,000</b>	<b>12,000</b>	<b>12,205</b>
<b><u>TRANSP BEN FUND</u></b>				
Transportation Benefit	662,448	600,000	630,000	640,000
Interest	3,213	-	25,000	25,000
	<b>665,662</b>	<b>600,000</b>	<b>655,000</b>	<b>665,000</b>
<b><u>TRANSPORTATION IMPACT FEE FUND</u></b>				
Transportation Impact Fee	155,324	100,000	105,000	110,000
Interest on Investments	607	-	5,000	5,000
	<b>155,931</b>	<b>100,000</b>	<b>110,000</b>	<b>115,000</b>
<b>TOTAL SPECIAL REVENUE</b>	<b>5,417,981</b>	<b>5,207,300</b>	<b>4,905,000</b>	<b>5,206,455</b>

**CITY OF BAINBRIDGE ISLAND**  
**2023 AND 2024 ADOPTED BUDGET**  
**REVENUES BY FUND**

<b>TAX SUPPORTED REVENUES</b>	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b><u>BOND FUNDS</u></b>				
<b>GO BOND FUND</b>				
Property Taxes - BOND LEVY	616,063	612,800	655,200	-
	<b>616,063</b>	<b>612,800</b>	<b>655,200</b>	-
<b>LID BOND FUND</b>				
LID Assessments	1,485	-	-	-
LID Special Assessments	24,639	-	-	-
	<b>26,124</b>	-	-	-
<b>TOTAL BOND FUNDS</b>	<b>642,187</b>	<b>612,800</b>	<b>655,200</b>	-
<b><u>CAPITAL &amp; LID CONSTRUCTION FUNDS</u></b>				
<b>CAPITAL CONSTRUCTION FUND</b>				
WA State & Local Grants & Donations	1,288,118	1,200,000	1,522,500	-
US Government Grants	621,408	-	-	735,000
Private and Developer Donations	50,000	110,000	-	-
	<b>1,959,526</b>	<b>1,310,000</b>	<b>1,522,500</b>	<b>735,000</b>
<b>TOTAL CAPITAL &amp; LID CONSTRUCTION FUNDS</b>	<b>1,959,526</b>	<b>1,310,000</b>	<b>1,522,500</b>	<b>735,000</b>
<b>TOTAL TAX SUPPORTED REVENUES</b>	<b>30,440,013</b>	<b>29,428,713</b>	<b>31,662,600</b>	<b>31,317,555</b>

**CITY OF BAINBRIDGE ISLAND**  
**2023 AND 2024 ADOPTED BUDGET**  
**REVENUES BY FUND**

<b>UTILITY REVENUES</b>	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b><u>WATER, SEWER &amp; SSWM UTILITIES FUNDS</u></b>				
<b>WATER OPERATING FUND</b>				
Water Charges	1,354,436	1,275,000	1,520,000	1,625,000
Connections & All Others	189,130	112,500	616,540	232,500
Interest on Investments-Utility	18,038	20,000	87,000	87,000
	<b>1,561,604</b>	<b>1,407,500</b>	<b>2,223,540</b>	<b>1,944,500</b>
<b>SEWER OPERATING FUND</b>				
Sewer Charges	4,120,550	4,001,000	4,601,000	4,921,000
U.L.I.D. Assessments	139,229	90,000	79,000	79,000
Connections & All Others	287,432	175,000	280,000	295,000
Interest on Investments-Utility	15,290	20,000	33,000	33,000
	<b>4,562,502</b>	<b>4,286,000</b>	<b>4,993,000</b>	<b>5,328,000</b>
<b>STORM &amp; SURFACE WATER FUND</b>				
Storm Water Management Charges	2,751,032	2,843,000	3,100,000	3,200,000
Connections & All Others	75,077	-	75,000	-
Interest on Investments-Utility	11,108	15,000	107,000	107,000
	<b>2,837,218</b>	<b>2,858,000</b>	<b>3,282,000</b>	<b>3,307,000</b>
<b>TOTAL WATER, SEWER &amp; SSWM UTILITIES FUNDS</b>	<b>8,961,323</b>	<b>8,551,500</b>	<b>10,498,540</b>	<b>10,579,500</b>
<b>TOTAL UTILITY REVENUES</b>	<b>8,961,323</b>	<b>8,551,500</b>	<b>10,498,540</b>	<b>10,579,500</b>
<b><u>INTERNAL SERVICES</u></b>				
<b>EQUIPMENT RENTAL &amp; REVOLVING</b>				
Equipment & Vehicle	450,000	450,000	525,000	600,000
Interest on Investments	6,408	-	36,000	36,000
<b>TOTAL INTERNAL SERVICES</b>	<b>456,408</b>	<b>450,000</b>	<b>561,000</b>	<b>636,000</b>
<b><u>ALL OTHER FUNDS</u></b>				
<b>ARPA FUND</b>				
COVID-19 ARPA Grant	-	407,584	2,000,000	2,000,000
Interest on Investments	5,085	-	64,000	20,000
<b>TOTAL ALL OTHER FUNDS</b>	<b>5,085</b>	<b>407,584</b>	<b>2,064,000</b>	<b>2,020,000</b>
<b>TOTAL REVENUE-ALL FUNDS</b>	<b>39,862,829</b>	<b>38,837,797</b>	<b>44,786,140</b>	<b>44,553,055</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**GENERAL FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Taxes	18,192,694	18,533,500	19,343,500	20,140,500
Fees & Service Charges	971,212	958,000	968,200	962,200
Intergovernment Revenue	773,394	435,200	612,200	458,200
Fines & Forfeits	24,629	31,000	23,500	23,500
Miscellaneous	132,527	77,000	103,000	108,000
Investment Revenue	87,274	80,000	515,000	516,000
Gain on Sale of Fixed Assets	30,261	10,000	-	-
<b>TOTAL REVENUES</b>	<b>20,211,992</b>	<b>20,124,700</b>	<b>21,565,400</b>	<b>22,208,400</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	488,613	750,000	64,000	20,000
Beginning Fund Balance	15,909,052	16,993,000	19,967,000	18,525,607
<b>TOTAL RESOURCES</b>	<b>36,609,657</b>	<b>37,867,700</b>	<b>41,596,400</b>	<b>40,754,007</b>
<b>EXPENDITURES</b>				
Salaries	6,655,472	8,342,015	8,503,536	9,198,163
Benefits	2,453,559	3,087,033	3,075,307	3,223,502
Supplies	841,446	1,671,261	709,361	728,838
Professional Services	1,590,543	2,907,530	2,330,515	1,914,685
Community Services	423,041	733,724	602,000	602,000
Other Services & Charges	1,971,296	2,275,808	3,153,654	3,808,730
Intergovernmental Services	751,743	914,250	873,500	918,300
<b>TOTAL OPERATING EXPENDITURES</b>	<b>14,687,101</b>	<b>19,931,622</b>	<b>19,247,873</b>	<b>20,394,218</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	71,818	60,000	-	-
Capital Projects	-	318,348	-	-
Debt Service	546	1,200	-	-
<b>TOTAL EXPENDITURES</b>	<b>14,759,466</b>	<b>20,311,170</b>	<b>19,247,873</b>	<b>20,394,218</b>
<b>OTHER USES</b>				
To Other Funds and Sub-Funds	3,086,498	4,044,270	3,822,920	5,930,679
<b>TOTAL USES</b>	<b>17,845,963</b>	<b>24,355,440</b>	<b>23,070,793</b>	<b>26,324,897</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**STREET FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Taxes	263,796	400,000	409,000	417,000
Fees & Service Charges	30,452	35,000	35,000	35,000
Intergovernment Revenue	508,482	520,000	480,000	480,000
Gain on Sale of Fixed Assets	42,640	-	-	-
<b>TOTAL REVENUES</b>	<b>845,369</b>	<b>955,000</b>	<b>924,000</b>	<b>932,000</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	2,942,428	2,216,968	1,975,533	3,178,936
Beginning Fund Balance	61,824	10,000	10,000	10,000
<b>TOTAL RESOURCES</b>	<b>3,849,621</b>	<b>3,181,968</b>	<b>2,909,533</b>	<b>4,120,936</b>
<b>EXPENDITURES</b>				
Salaries	1,130,912	1,106,020	1,164,537	1,301,544
Benefits	489,424	472,798	454,377	487,019
Supplies	274,007	239,887	224,310	227,586
Professional Services	252,470	421,735	243,060	108,060
Other Services & Charges	1,201,649	1,268,542	811,749	1,985,227
Intergovernmental Services	220	-	1,500	1,500
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,348,681</b>	<b>3,508,981</b>	<b>2,899,533</b>	<b>4,110,936</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	373,438	89,562	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,722,120</b>	<b>3,598,542</b>	<b>2,899,533</b>	<b>4,110,936</b>
<b>TOTAL USES</b>	<b>3,722,120</b>	<b>3,598,542</b>	<b>2,899,533</b>	<b>4,110,936</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**REAL ESTATE EXCISE TAX FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Taxes	4,224,333	3,750,000	3,250,000	3,500,000
Investment Revenue	6,058	-	7,000	7,000
TOTAL REVENUES	<hr/> 4,230,391	3,750,000	3,257,000	3,507,000
OTHER SOURCES				
From other Funds and Sub-Funds	118,659	-	-	-
Beginning Fund Balance	2,528,199	3,461,000	1,395,000	2,203,160
TOTAL RESOURCES	<hr/> 6,877,248	7,211,000	4,652,000	5,710,160
OTHER USES				
To Other Funds and Sub-Funds	4,337,199	4,772,151	2,448,840	3,227,064
TOTAL USES	<hr/> 4,337,199	4,772,151	2,448,840	3,227,064
<hr/>				

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**CIVIC IMPROVEMENT FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Taxes	315,459	275,000	330,000	330,000
Investment Revenue	1,267	-	11,000	11,000
<b>TOTAL REVENUES</b>	<hr/> 316,727	275,000	341,000	341,000
OTHER SOURCES				
Beginning Fund Balance	404,264	472,000	450,500	441,500
<b>TOTAL RESOURCES</b>	<hr/> 720,991	747,000	791,500	782,500
EXPENDITURES				
Professional Services	186,324	437,062	350,000	350,000
<b>TOTAL OPERATING EXPENDITURES</b>	<hr/> 186,324	437,062	350,000	350,000
<b>TOTAL EXPENDITURES</b>	<hr/> 186,324	437,062	350,000	350,000
<b>TOTAL USES</b>	<hr/> 186,324	437,062	350,000	350,000

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**AFFORDABLE HOUSING FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Taxes	46,787	481,200	520,000	555,000
Investment Revenue	-	-	3,000	4,000
TOTAL REVENUES	46,787	481,200	523,000	559,000
<hr/>				
OTHER SOURCES				
From other Funds and Sub-Funds	101,125	104,500	-	2,000,000
Beginning Fund Balance	375,502	509,000	1,012,000	1,319,867
TOTAL RESOURCES	523,414	1,094,700	1,535,000	3,878,867
<hr/>				
EXPENDITURES				
Salaries	-	-	109,452	120,475
Benefits	-	-	43,781	48,190
Supplies	-	-	2,000	2,000
Professional Services	-	-	30,000	2,030,000
Community Services	12,200	109,500	27,400	27,400
Other Services & Charges	-	-	2,500	2,500
TOTAL OPERATING EXPENDITURES	12,200	109,500	215,133	2,230,565
<hr/>				
TOTAL EXPENDITURES	12,200	109,500	215,133	2,230,565
<hr/>				
TOTAL USES	12,200	109,500	215,133	2,230,565
<hr/>				

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**FAR-PUBLIC AMENITIES**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
REVENUES				
Investment Revenue	665	100	7,000	7,250
<b>TOTAL REVENUES</b>	<b>665</b>	<b>100</b>	<b>7,000</b>	<b>7,250</b>
OTHER SOURCES				
Beginning Fund Balance	16,279	17,000	17,800	24,800
<b>TOTAL RESOURCES</b>	<b>16,944</b>	<b>17,100</b>	<b>24,800</b>	<b>32,050</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**FAR-FARMLAND/AGRICULTURE**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
REVENUES				
Investment Revenue	1,819	1,000	12,000	12,205
<b>TOTAL REVENUES</b>	<b>1,819</b>	<b>1,000</b>	<b>12,000</b>	<b>12,205</b>
OTHER SOURCES				
Beginning Fund Balance	88,932	91,000	92,500	104,500
<b>TOTAL RESOURCES</b>	<b>90,750</b>	<b>92,000</b>	<b>104,500</b>	<b>116,705</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**TREE FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
REVENUES				
Investment Revenue	3	-	-	-
<b>TOTAL REVENUES</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>
OTHER SOURCES				
Beginning Fund Balance	1,031	1,000	1,000	1,000
<b>TOTAL RESOURCES</b>	<b>1,033</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**TRANSPORTATION BENEFIT FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Taxes	662,448	600,000	630,000	640,000
Investment Revenue	3,213	-	25,000	25,000
TOTAL REVENUES	<hr/> 665,662	600,000	655,000	665,000
OTHER SOURCES				
Beginning Fund Balance	1,190,732	1,334,000	1,314,000	591,742
TOTAL RESOURCES	<hr/> 1,856,394	1,934,000	1,969,000	1,256,742
<hr/>				
EXPENDITURES				
Supplies	64,516	-	-	-
Professional Services	150	100,000	-	-
TOTAL OPERATING EXPENDITURES	<hr/> 64,666	100,000	-	-
TOTAL EXPENDITURES	<hr/> 64,666	100,000	-	-
OTHER USES				
To Other Funds and Sub-Funds	460,000	540,000	1,377,258	603,337
TOTAL USES	<hr/> 524,666	640,000	1,377,258	603,337
<hr/>				

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**TRANSPORTATION IMPACT FEE FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Fees & Service Charges	155,324	100,000	105,000	110,000
Investment Revenue	607	-	5,000	5,000
TOTAL REVENUES	<hr/> 155,931	100,000	110,000	115,000
OTHER SOURCES				
From other Funds and Sub-Funds	357,072	-	-	-
Beginning Fund Balance	181,901	58,000	191,600	301,600
TOTAL RESOURCES	<hr/> 694,904	158,000	301,600	416,600
OTHER USES				
To Other Funds and Sub-Funds	607,072	-	-	-
TOTAL USES	<hr/> 607,072	-	-	-

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**ARPA FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Intergovernment Revenue	-	407,584	2,000,000	2,000,000
Investment Revenue	5,085	-	64,000	20,000
TOTAL REVENUES	<hr/> 5,085	407,584	2,064,000	2,020,000
OTHER SOURCES				
Beginning Fund Balance	-	5,085	5,085	5,085
TOTAL RESOURCES	<hr/> 5,085	412,669	2,069,085	2,025,085
OTHER USES				
To Other Funds and Sub-Funds	-	407,584	2,064,000	2,020,000
TOTAL USES	<hr/> -	407,584	2,064,000	2,020,000

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**GO BOND FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Taxes	616,063	612,800	655,200	-
TOTAL REVENUES	<hr/> 616,063	<hr/> 612,800	<hr/> 655,200	<hr/> -
OTHER SOURCES				
From other Funds and Sub-Funds	942,394	941,735	935,215	927,665
Beginning Fund Balance	5,199	10,000	7,600	7,600
TOTAL RESOURCES	<hr/> 1,563,656	<hr/> 1,564,535	<hr/> 1,598,015	<hr/> 935,265
<hr/>				
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	1,556,994	1,554,535	1,590,415	927,665
TOTAL EXPENDITURES	<hr/> 1,556,994	<hr/> 1,554,535	<hr/> 1,590,415	<hr/> 927,665
TOTAL USES	<hr/> 1,556,994	<hr/> 1,554,535	<hr/> 1,590,415	<hr/> 927,665

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**LID BOND FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Assessments	24,639	-	-	-
Investment Revenue	1,485	-	-	-
TOTAL REVENUES	<hr/> 26,124	-	-	-
OTHER SOURCES				
Beginning Fund Balance	185,389	169,000	128,000	88,925
TOTAL RESOURCES	<hr/> 211,513	169,000	128,000	88,925
<hr/>				
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	42,451	40,780	39,075	-
TOTAL EXPENDITURES	<hr/> 42,451	40,780	39,075	-
TOTAL USES	<hr/> 42,451	40,780	39,075	-

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**CAPITAL CONSTRUCTION FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<hr/>				
REVENUES				
Fees & Service Charges	540	-	-	-
Intergovernment Revenue	1,908,986	1,200,000	1,522,500	735,000
Miscellaneous	50,000	110,000	-	-
TOTAL REVENUES	<hr/> 1,959,526	1,310,000	1,522,500	735,000
OTHER SOURCES				
From other Funds and Sub-Funds	3,085,468	2,624,062	5,527,191	4,330,594
Beginning Fund Balance	10,067,317	11,390,000	4,600,000	1,522,500
TOTAL RESOURCES	<hr/> 15,112,311	15,324,062	11,649,691	6,588,094
<hr/>				
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Capital Projects	2,966,097	16,264,825	10,127,191	5,065,596
TOTAL EXPENDITURES	<hr/> 2,966,097	16,264,825	10,127,191	5,065,596
OTHER USES				
To Other Funds and Sub-Funds	1,059,947	-	-	-
TOTAL USES	<hr/> 4,026,044	16,264,825	10,127,191	5,065,596
<hr/>				

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**WATER OPERATING FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	210	-	-	-
Intergovernment Revenue	-	-	396,040	-
Charges for Utility Services	1,354,226	1,275,000	1,520,000	1,625,000
Miscellaneous	189,130	112,500	220,500	232,500
Investment Revenue	18,038	20,000	87,000	87,000
<b>TOTAL REVENUES</b>	<b>1,561,604</b>	<b>1,407,500</b>	<b>2,223,540</b>	<b>1,944,500</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	-	-	9,068,013	1,461,228
From other Funds and Sub-Funds	8,750	8,750	8,750	8,750
Beginning Fund Balance	7,208,298	6,435,000	5,840,000	2,094,901
<b>TOTAL RESOURCES</b>	<b>8,778,652</b>	<b>7,851,250</b>	<b>17,140,303</b>	<b>5,509,379</b>
<b>EXPENDITURES</b>				
Salaries	501,086	543,096	693,530	778,586
Benefits	201,458	205,923	258,101	279,482
Supplies	90,626	117,535	97,513	99,419
Professional Services	108,539	283,893	184,860	97,750
Community Services	35,000	35,000	35,000	35,000
Other Services & Charges	218,430	435,348	398,597	442,369
Intergovernmental Services	129,496	140,000	150,000	160,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,284,636</b>	<b>1,760,795</b>	<b>1,817,600</b>	<b>1,892,606</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	51,656	48,525	-	-
Capital Projects	732,560	3,216,106	13,213,802	897,571
Debt Service	-	-	14,000	757,000
<b>TOTAL EXPENDITURES</b>	<b>2,068,851</b>	<b>5,025,425</b>	<b>15,045,402</b>	<b>3,547,178</b>
<b>TOTAL USES</b>	<b>2,068,851</b>	<b>5,025,425</b>	<b>15,045,402</b>	<b>3,547,178</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**SEWER OPERATING FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	90	-	-	-
Charges for Utility Services	4,120,460	4,001,000	4,601,000	4,921,000
Miscellaneous	287,432	175,000	280,000	295,000
Assessments	112,041	85,000	75,000	75,000
Investment Revenue	42,478	25,000	37,000	37,000
<b>TOTAL REVENUES</b>	<b>4,562,502</b>	<b>4,286,000</b>	<b>4,993,000</b>	<b>5,328,000</b>
<b>OTHER SOURCES</b>				
Loans/Sale of Bonds	3,040,000	-	2,416,000	-
From other Funds and Sub-Funds	-	95,699	-	-
Beginning Fund Balance	6,087,437	4,987,000	4,534,000	5,325,651
<b>TOTAL RESOURCES</b>	<b>13,689,939</b>	<b>9,368,699</b>	<b>11,943,000</b>	<b>10,653,651</b>
<b>EXPENDITURES</b>				
Salaries	883,023	1,057,100	1,124,281	1,248,416
Benefits	338,115	404,643	418,714	449,134
Supplies	154,665	118,235	168,800	169,780
Professional Services	262,815	537,232	80,050	107,740
Other Services & Charges	781,948	881,118	1,181,803	1,247,914
Intergovernmental Services	601,056	608,500	681,000	718,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,021,623</b>	<b>3,606,830</b>	<b>3,654,648</b>	<b>3,940,984</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	51,503	11,881	-	-
Capital Projects	690,321	3,628,348	1,688,375	1,159,524
Debt Service	4,353,859	1,276,350	1,274,326	1,415,250
<b>TOTAL EXPENDITURES</b>	<b>8,117,305</b>	<b>8,523,409</b>	<b>6,617,349</b>	<b>6,515,759</b>
<b>TOTAL USES</b>	<b>8,117,305</b>	<b>8,523,409</b>	<b>6,617,349</b>	<b>6,515,759</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**STORM & SURFACE WATER FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Intergovernment Revenue	72,610	-	75,000	-
Charges for Utility Services	2,751,032	2,843,000	3,100,000	3,200,000
Miscellaneous	2,467	-	-	-
Investment Revenue	11,108	15,000	107,000	107,000
<b>TOTAL REVENUES</b>	<b>2,837,218</b>	<b>2,858,000</b>	<b>3,282,000</b>	<b>3,307,000</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	50,000	-	-	-
Beginning Fund Balance	3,782,075	4,316,000	5,085,000	3,739,555
<b>TOTAL RESOURCES</b>	<b>6,669,293</b>	<b>7,174,000</b>	<b>8,367,000</b>	<b>7,046,555</b>
<b>EXPENDITURES</b>				
Salaries	673,029	825,889	740,916	811,430
Benefits	260,658	291,160	263,471	269,322
Supplies	69,248	70,380	88,000	90,951
Professional Services	98,730	534,405	107,950	68,950
Other Services & Charges	360,412	650,622	603,750	633,831
Intergovernmental Services	225,772	243,000	257,500	265,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,687,849</b>	<b>2,615,457</b>	<b>2,061,587</b>	<b>2,139,483</b>
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	127,134	10,886	-	-
Capital Projects	48,649	618,651	2,514,442	1,778,392
Debt Service	51,923	51,670	51,416	51,162
<b>TOTAL EXPENDITURES</b>	<b>1,915,555</b>	<b>3,296,664</b>	<b>4,627,445</b>	<b>3,969,038</b>
<b>TOTAL USES</b>	<b>1,915,555</b>	<b>3,296,664</b>	<b>4,627,445</b>	<b>3,969,038</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**BUILDING & DEVELOPMENT FUND**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	1,362,853	1,218,486	1,978,500	2,115,700
Charges for Utility Services	107	427	112,000	120,000
<b>TOTAL REVENUES</b>	<b>1,362,959</b>	<b>1,218,913</b>	<b>2,090,500</b>	<b>2,235,700</b>
<b>OTHER SOURCES</b>				
From other Funds and Sub-Funds	1,456,207	2,381,354	1,202,329	1,315,134
Beginning Fund Balance	17,229	10,000	10,000	10,000
<b>TOTAL RESOURCES</b>	<b>2,836,395</b>	<b>3,610,267</b>	<b>3,302,829</b>	<b>3,560,834</b>
<b>EXPENDITURES</b>				
Salaries	1,756,768	2,246,248	2,084,018	2,273,948
Benefits	676,918	837,819	789,367	824,818
Supplies	2,923	14,660	12,815	11,466
Professional Services	149,214	180,550	139,800	141,800
Other Services & Charges	241,744	320,989	266,830	298,803
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,827,566</b>	<b>3,600,267</b>	<b>3,292,829</b>	<b>3,550,834</b>
<b>TOTAL EXPENDITURES</b>	<b>2,827,566</b>	<b>3,600,267</b>	<b>3,292,829</b>	<b>3,550,834</b>
<b>TOTAL USES</b>	<b>2,827,566</b>	<b>3,600,267</b>	<b>3,292,829</b>	<b>3,550,834</b>

**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET**  
**EQUIPMENT RENTAL & REVOLVING**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>REVENUES</b>				
Fees & Service Charges	450,000	450,000	525,000	600,000
Investment Revenue	6,408	-	36,000	36,000
<b>TOTAL REVENUES</b>	<b>456,408</b>	<b>450,000</b>	<b>561,000</b>	<b>636,000</b>
<b>OTHER SOURCES</b>				
Beginning Fund Balance	2,399,724	2,296,000	2,793,000	2,184,000
<b>TOTAL RESOURCES</b>	<b>2,856,132</b>	<b>2,746,000</b>	<b>3,354,000</b>	<b>2,820,000</b>
<b>EXPENDITURES</b>				
<b>NON-OPERATING EXPENDITURES</b>				
Capital Equipment	257,616	800,015	1,170,000	770,000
<b>TOTAL EXPENDITURES</b>	<b>257,616</b>	<b>800,015</b>	<b>1,170,000</b>	<b>770,000</b>
<b>TOTAL USES</b>	<b>257,616</b>	<b>800,015</b>	<b>1,170,000</b>	<b>770,000</b>

## COMMUNITY SERVICES

	2022 REVISED	2023 ADOPTED	2024 ADOPTED
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### EXECUTIVE DEPARTMENT

Executive Department-Community Services-General Fund Supported

#### Health, Housing & Human Services:

Community Funding	341,550	330,000	330,000
Facilitation: 2023-24 cycle	-	5,000	5,000
Subtotal Health, Housing & Human Services	341,550	335,000	335,000

#### Affordable Housing:

Housing Trust Fund	100,000	-	-
Housing Resource Board (HRB)-IMHP Management	4,500	9,000	9,000
Housing Resource Board (HRB)-IMHP Rent Default	5,000	13,400	13,400
Housing Resource Board (HRB)-Income Verification	-	5,000	5,000
Subtotal Affordable Housing	109,500	27,400	27,400

#### Cultural Element Implementation:

Community Funding	240,174	150,000	150,000
Facilitation: 2023-24 cycle	-	5,000	5,000
Subtotal Cultural Element Implementations	240,174	155,000	155,000

#### Public Art Program:

General Fund Support to Public Art Subfund (Project)	50,000	50,000	50,000
General Fund Support to Public Art Subfund (Admin)	12,000	12,000	12,000
Subtotal Public Art Program*	62,000	62,000	62,000

#### Community & Economic Development:

Kitsap Economic Development Alliance (KEDA)	10,000	10,000	10,000
Transfer to BIDA via Water	35,000	35,000	35,000
Economic Development	30,000	30,000	30,000
Subtotal Community & Economic Development	75,000	75,000	75,000

GENERAL FUND SUBTOTAL

828,224      654,400      654,400

\*Additional \$10,000 budgeted in repairs in 2023 & 2024 for Public Art maintenance and repair

### Executive Department-Community Services-Civic Improvement Fund Supported

#### Economic Development:

Economic Development	437,062	350,000	350,000
Subtotal Civic Improvement Fund Economic Development	437,062	350,000	350,000

### TOTAL COMMUNITY SERVICES

**\$ 1,265,286    \$ 1,004,400    \$ 1,004,400**

## OUTSIDE PROFESSIONAL SERVICES

	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>LEGISLATIVE DEPARTMENT</b>			
Legislative - Outside Professional Services Tax Supported	6,500	25,000	25,000
<b>Total Legislative Outside Professional Services</b>	<b>6,500</b>	<b>25,000</b>	<b>25,000</b>
<b>MUNICIPAL COURT</b>			
<b>Municipal Court - Outside Professional Services Tax Supported</b>			
Judge Pro-Tem	4,000	4,000	4,000
Interpreters & Expert Witnesses	3,000	3,000	3,000
Investigator	1,000	1,000	1,000
<b>Total Municipal Court Outside Professional Services</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>EXECUTIVE DEPARTMENT</b>			
<b>Executive - Outside Professional Services-Tax Supported</b>			
Legal - Outside Legal Services	65,000	140,000	140,000
Legal - Outside Attorney Labor Negotiations	25,000	25,000	25,000
Legal - Litigation	65,000	150,000	150,050
Prosecuting Attorney	125,000	135,000	144,450
Public Defender/Conflict Public Defender	72,000	75,600	79,380
Subtotal Legal	352,000	525,600	538,880
Hearing Examiner			
Hearing Examiner Pro-Tem	110,000	60,000	60,000
Hearing Examiner Support	15,000	50,000	50,000
Subtotal Hearing Examiner	125,000	110,000	110,000
Climate Change Efforts	498,342	100,000	100,000
Executive Contracts	236,563	176,400	117,448
Community Outreach	256,630	65,000	65,000
Human Resources	17,000	20,000	20,000
City Clerk	15,000	25,000	25,000
Emergency Preparedness	53,000	55,000	55,000
Public Access Television	39,000	42,120	45,068
Sustainable Transportation	-	40,000	-
Affordable Housing	-	30,000	30,000
Subtotal General Executive Contracts	1,115,535	553,520	457,516
<b>Total Executive Outside Professional Services</b>	<b>1,592,535</b>	<b>1,189,120</b>	<b>1,106,396</b>
<b>FINANCE DEPARTMENT</b>			
<b>Finance - Outside Professional Services-Tax Supported</b>			
Financial Reporting	2,000	22,500	22,500
MUNIS/Crystal Report Development	5,000	9,000	9,000
Housing Resources Bainbridge Contribution (ARPA)	-	-	2,000,000
Subtotal Tax Supported	7,000	31,500	2,031,500
<b>Finance - Outside Professional Services-Utility Supported</b>			
Water/Sewer Administration	50,000	54,000	57,780
Subtotal Utility Supported	50,000	54,000	57,780
<b>Total Finance Outside Professional Services</b>	<b>57,000</b>	<b>85,500</b>	<b>2,089,280</b>
<b>PUBLIC SAFETY</b>			
<b>Public Safety - Outside Professional Services-Tax Supported</b>			
Prisoner Detention Medical Services	10,000	5,000	5,000
Search and Rescue K9 Services	5,000	5,000	5,000
Security and Monitoring Services	8,000	9,000	10,000
Community Outreach	7,000	7,000	7,000
Derelict Vessel Removal Program	40,000	42,500	46,000
Investigative Professional Services	5,000	7,500	7,500
Patrol Professional Services	7,500	7,700	7,800
VenTek Electronic Dock Payment Service	1,500	3,000	3,200
<b>Total Public Safety Outside Professional Services</b>	<b>84,000</b>	<b>86,700</b>	<b>91,500</b>



## OUTSIDE PROFESSIONAL SERVICES

	<b>2022 REVISED</b>	<b>2023 ADOPTED</b>	<b>2024 ADOPTED</b>
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>			
<b>Planning &amp; Community Development - Outside Professional Services-Tax Supported</b>			
Comprehensive Plan Update	36,517	62,500	62,500
Shoreline Management Plan	-	90,000	-
Sea Level Rise	-	80,000	-
Emerging Issues	-	25,000	25,000
Permit/Plan Reviews	50,000	24,000	26,000
Winslow Subarea Planning	160,000	200,000	-
Natural Resource Damage Assessment Monitoring	97,716	-	-
Housing Action Plan	157,000	-	-
Miscellaneous General Fund Prof. Svc	10,000	-	-
<b>Total Planning &amp; Community Development Outside Professional Services</b>	<b>511,233</b>	<b>481,500</b>	<b>113,500</b>
<b>PUBLIC WORKS</b>			
<b>Public Works - Outside Professional Services-Tax Supported</b>			
Janitorial Contract	186,600	205,200	215,500
Eel Grass Survey and Mitigation	153,031	65,000	40,000
Noxious Weed Control	50,500	20,000	20,000
Winslow Way Contract Maintenance Services	-	90,000	95,000
Suyematsu Fuel Monitoring	9,311	-	-
Water Quality and Flow Monitoring Program	14,000	15,500	15,500
Decant Facility Vincent Road Landfill Monitoring	65,000	-	-
Waypoint Well Monitoring	15,000	15,000	15,000
Groundwater Management	39,414	52,000	84,189
Annual Fire Sprinkler/Alarm Testing	8,350	8,750	9,200
Facilities Alarm Services (O&M)	3,100	2,400	2,400
Miscellaneous Bldg & Devel Professional Services	1,000	800	800
On Call Testing Services	15,500	11,200	11,200
On Call Surveying Services	-	10,000	10,000
Miscellaneous General Fund Prof. Svc repair projects	25,618	6,300	6,300
Miscellaneous Street Fund Prof. Svc repair projects	86,703	40,260	15,260
Park Maintenance Professional Services	1,000	1,800	1,800
Trails Maintenance Professional Services	138,406	25,000	30,000
Fleet Maintenance Professional Services	-	2,600	2,600
Development Standards Update Support	-	-	25,000
GEO Tech Professional Services	15,000	10,000	10,000
Sustainable Transportation Plan	21,413	-	-
Bridge Inspection	15,000	-	10,000
Public Works Yard Fuel System Upgrade	90,000	-	-
Shade Covenant	25,000	-	-
Americans with Disabilities Act Transition Planning*	109,033	-	-
City Hall Security	10,000	-	-
Pavement Condition Assessment	-	150,000	-
Tree Care (O&M)	2,000	2,000	2,000
Focused Traffic Study	-	7,500	7,500
Traffic Impact Fee Update	50,880	-	-
Waste Management Services Evaluation	91,290	-	-
<b>Subtotal Tax Supported</b>	<b>1,242,149</b>	<b>741,310</b>	<b>629,249</b>

\*Additional \$100,000 budgeted in repairs in 2024 for implementation of ADA transition plan.

## OUTSIDE PROFESSIONAL SERVICES

	2022 REVISED	2023 ADOPTED	2024 ADOPTED
<b>Public Works - Outside Professional Services-Utility Supported</b>			
Manzanita Watershed Study	190,886	-	-
Island Wide Stormwater Study	249,569	-	-
Winslow Water System Rights	9,374	-	-
Water Quality and Flow Monitoring Program	12,800	-	-
Water/Sewer Rate Study	75,000	-	-
Water System Plan	-	75,000	-
Development Standards Update Support	-	-	75,000
Surface & Stormwater Rate Study	-	50,000	-
Professional Service-Utility Maintenance: Water	34,336	44,600	5,600
Professional Service-Utility Maintenance: Sewer	4,500	14,000	14,000
Professional Service-Utility Maintenance: Stormwater	2,100	7,300	8,300
Water Lab Services-O&M	12,600	12,240	12,240
Rockaway Beach Lab Services	1,400	1,600	1,600
Sewer Lab Services-O&M	14,500	24,000	24,000
Stormwater Lab Services-O&M	1,600	1,500	1,500
Backflow testing	22,000	18,000	18,000
Locate Services (O&M)	2,795	2,420	2,420
Stormwater Illicit Discharge Laboratory Services	2,500	2,500	2,500
Stormwater Technical Assistance	1,000	1,000	1,000
Spill Testing & Clean Up Services-Engineering	10,000	10,000	10,000
Janitorial Contract	5,200	5,700	6,000
West Sound Storm Water Outreach	15,500	15,500	15,500
Department of Ecology Stormwater Grant	47,306	15,000	-
Wastewater Beneficial Reuse Study	95,699	-	-
Well Performance Testing & Evaluation	45,933	-	-
Sands Avenue Well Rehabilitation	86,500	-	-
Wastewater Treatment Plant Capacity Analysis & On-call Services	24,960	-	-
Winslow Wastewater Treatment Plant Capacity Upgrades	170,373	-	-
Grinder Pump Replacements	150,000	-	-
Subtotal Utility Supported	1,288,431	300,360	197,660
<b>Total Public Works Outside Professional Services</b>	<b>2,530,580</b>	<b>1,041,670</b>	<b>826,909</b>
<b>GENERAL GOVERNMENT</b>			
<b>General Government - Outside Professional Services Tax Supported</b>			
Financial Audit Services	75,950	87,300	92,800
Commons Maintenance	2,000	2,000	2,000
Property Maintenance	-	-	-
Civil Service	10,000	15,000	15,000
Animal Control	79,000	80,895	85,050
WestSound Wildlife Shelter	8,550	8,550	8,550
Hotel/Motel Expenditures	437,062	350,000	350,000
Green Team	-	5,000	5,000
<b>Total General Government Outside Professional Services</b>	<b>612,562</b>	<b>548,745</b>	<b>558,400</b>
<b>CITYWIDE TOTAL OUTSIDE PROFESSIONAL SERVICES</b>	<b>5,402,410</b>	<b>3,466,235</b>	<b>4,818,985</b>

**INTERGOVERNMENTAL SERVICES**

	<b>2022 REVISED</b>	<b>2023 ADOPTED</b>	<b>2024 ADOPTED</b>
<b>MUNICIPAL COURT</b>			
<b>Municipal Court - Intergovernmental Services-Tax Supported</b>			
Kitsap County-Jury Panels	2,000	2,000	2,000
<b>Total Municipal Intergovernmental Services</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>EXECUTIVE</b>			
<b>Executive-Intergovernmental Services-Tax Supported</b>			
Recordings with County Auditor	1,000	1,000	1,000
BI allocation of County Records Management System project	40,000	-	-
<b>Total Executive Intergovernmental Services</b>	<b>41,000</b>	<b>1,000</b>	<b>1,000</b>
<b>PUBLIC SAFETY</b>			
<b>Public Safety - Intergovernmental Services-Tax Supported</b>			
Kitsap County-Prisoner Detention	115,000	105,000	110,000
Kitsap County Task Force Support	3,000	3,000	3,000
BI Fire District-Fire Prevention	200,000	200,000	214,000
Cencom Investigations	46,500	48,000	50,000
Cencom Patrol	108,500	107,300	120,000
<b>Total Public Safety Intergovernmental Services</b>	<b>473,000</b>	<b>463,300</b>	<b>497,000</b>
<b>PUBLIC WORKS</b>			
<b>Public Works - Intergovernmental Services-Utility</b>			
Kitsap County Recording	-	1,500	1,500
Kitsap County Conservation District	44,000	50,000	50,000
O&M Sewer Operations S/D #7	265,000	276,000	288,000
<b>Total Public Works Intergovernmental Services</b>	<b>309,000</b>	<b>327,500</b>	<b>339,500</b>
<b>GENERAL GOVERNMENT</b>			
<b>General Government - Intergovernmental Services-Tax Supported</b>			
Election Costs	50,000	55,000	57,000
Kitsap County-Voter Registration	75,000	75,000	77,000
Kitsap Sound Regional Council-Regional Planning	15,000	15,000	15,000
Kitsap County Health District-Public Health	87,550	85,000	90,000
Subtotal Tax Supported Intergovernmental Services	227,550	230,000	239,000
<b>Intergovernmental-Taxes and Assessments</b>			
Puget Sound Clean Air Authority	30,000	30,000	32,100
Kitsap County-Detox Support	6,500	10,000	10,000
Utilities External Taxes	159,000	196,500	208,000
Subtotal Tax Supported Intergovernmental & Interfund	195,500	236,500	250,100
<b>Interfund-Taxes and Assessments</b>			
Interfund-Taxes and Assessments (Fire Flow)	112,200	112,200	112,200
Interfund-Utility Taxes and Assessments	545,500	591,000	622,000
Subtotal Utility Supported Intergovernmental Taxes	657,700	703,200	734,200
<b>Total General Government Intergovernmental Services</b>	<b>1,080,750</b>	<b>1,169,700</b>	<b>1,223,300</b>
<b>TOTAL INTERGOVERNMENTAL SERVICES</b>	<b>\$ 1,905,750</b>	<b>\$ 1,963,500</b>	<b>\$ 2,062,800</b>

# SECTION 4



## SUMMARY BY DEPARTMENT



## SECTION 4: SUMMARY BY DEPARTMENT

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**CITY OF BAINBRIDGE ISLAND - 2023 ADOPTED & 2024 ADOPTED BUDGET**

**TOTAL EXPENDITURES BY DEPARTMENT AND FUND**

	Legislative	Municipal Court	Executive	Finance, IT & Admin	Police	Planning & Community Development	Public Works	General Government	Total 2023 ADOPTED	Total 2024 ADOPTED	2023 to 2024	% Variance
GENERAL FUND	543,407	656,048	5,344,930	4,654,808	6,338,265	1,268,289	3,091,572	1,173,474	23,070,793	26,324,897	3,254,104	14.1%
STREET FUND	-	-	196,982	145,908	-	-	2,363,609	193,034	2,899,533	4,110,936	1,211,403	41.8%
REAL ESTATE EXCISE TAX FUND	-	-	-	2,448,840	-	-	-	-	2,448,840	3,227,064	778,223	31.8%
CIVIC IMPROVEMENT FUND	-	-	-	-	-	-	-	350,000	350,000	350,000	-	0.0%
AFFORDABLE HOUSING FUND	-	-	210,633	4,500	-	-	-	-	215,133	2,230,565	2,015,432	936.8%
TRANSP BEN FUND	-	-	-	1,377,258	-	-	-	-	1,377,258	603,337	(773,921)	-56.2%
ARPA FUND	-	-	-	-	-	-	-	2,064,000	2,064,000	2,020,000	(44,000)	-2.1%
GO BOND FUND	-	-	-	-	-	-	-	1,590,415	1,590,415	927,665	(662,750)	-41.7%
LID BOND FUND	-	-	-	-	-	-	-	39,075	39,075	-	(39,075)	-100.0%
CAPITAL CONSTRUCTION FUND	-	-	-	-	-	-	10,127,191	-	10,127,191	5,065,596	(5,061,595)	-50.0%
BUILDING & DEVELOPMENT FUND	-	-	481,683	225,737	-	2,076,356	423,854	85,199	3,292,829	3,550,834	258,005	7.8%
EQUIPMENT RENTAL & REVOLVING	-	-	-	-	-	-	1,170,000	-	1,170,000	770,000	(400,000)	-34.2%
<b>TAX SUPPORTED FUNDS</b>	<b>543,407</b>	<b>656,048</b>	<b>6,234,228</b>	<b>8,857,051</b>	<b>6,338,265</b>	<b>3,344,645</b>	<b>17,176,227</b>	<b>5,495,197</b>	<b>48,645,067</b>	<b>49,180,894</b>	<b>535,827</b>	<b>1.1%</b>
WATER OPERATING FUND	-	-	124,147	139,362	-	2,816	14,445,758	333,318	15,045,402	3,547,178	(11,498,224)	-76.4%
SEWER OPERATING FUND	-	-	139,301	150,045	-	2,816	4,377,820	1,947,368	6,617,349	6,515,759	(101,591)	-1.5%
STORM & SURFACE WATER FUND	-	-	99,973	46,599	-	16,254	4,115,750	348,869	4,627,445	3,969,038	(658,407)	-14.2%
<b>UTILITY SUPPORTED FUNDS</b>	<b>-</b>	<b>-</b>	<b>363,420</b>	<b>336,005</b>	<b>-</b>	<b>21,886</b>	<b>22,939,329</b>	<b>2,629,555</b>	<b>26,290,196</b>	<b>14,031,974</b>	<b>(12,258,222)</b>	<b>-46.6%</b>
<b>OVERALL TOTALS</b>	<b>543,407</b>	<b>656,048</b>	<b>6,597,649</b>	<b>9,193,056</b>	<b>6,338,265</b>	<b>3,366,531</b>	<b>40,115,555</b>	<b>8,124,752</b>	<b>74,935,263</b>	<b>63,212,869</b>	<b>(11,722,395)</b>	<b>-15.6%</b>



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# CITY COUNCIL

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**CITY COUNCIL**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	211,908	264,000	264,000	264,000
Benefits	16,566	20,217	23,907	23,914
<b>Salaries &amp; Benefits</b>	<b>228,474</b>	<b>284,217</b>	<b>287,907</b>	<b>287,914</b>
Supplies	1,962	5,000	10,000	10,000
<b>Supplies</b>	<b>1,962</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>
Professional Services	8,505	6,500	25,000	25,000
Communication	-	1,000	1,000	1,000
Travel	-	-	1,000	1,000
Training	1,229	10,500	10,500	10,500
Advertising	8,544	7,000	7,000	7,000
All Other Miscellaneous	-	1,000	1,000	1,000
Contingency & Settlement	-	-	200,000	200,000
<b>Services &amp; Charges</b>	<b>18,279</b>	<b>26,000</b>	<b>245,500</b>	<b>245,500</b>
<b>TOTAL EXPENDITURES</b>	<b>248,715</b>	<b>315,217</b>	<b>543,407</b>	<b>543,414</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 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**

- Unspent portions of the \$200,000 council contingency budget will be carried over into the second year of the biennium.
- Maintain training budget to \$1,500 per council member, per 2022 policy.



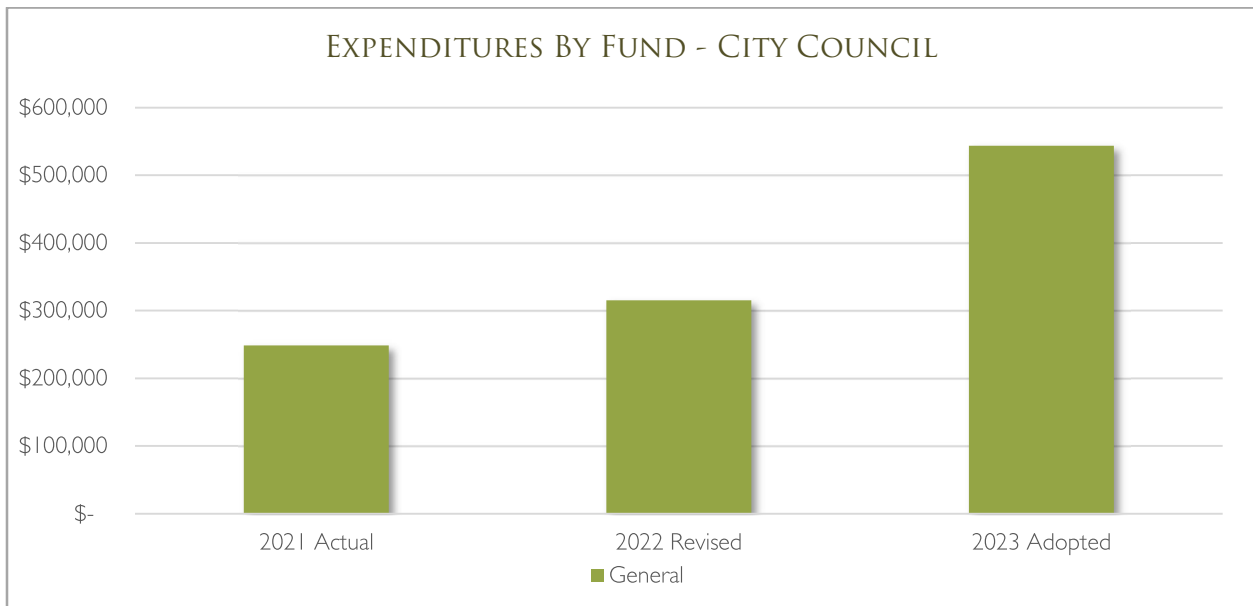
**DEPARTMENT SUMMARY – CITY COUNCIL**





EXPENDITURES BY FUND – CITY COUNCIL

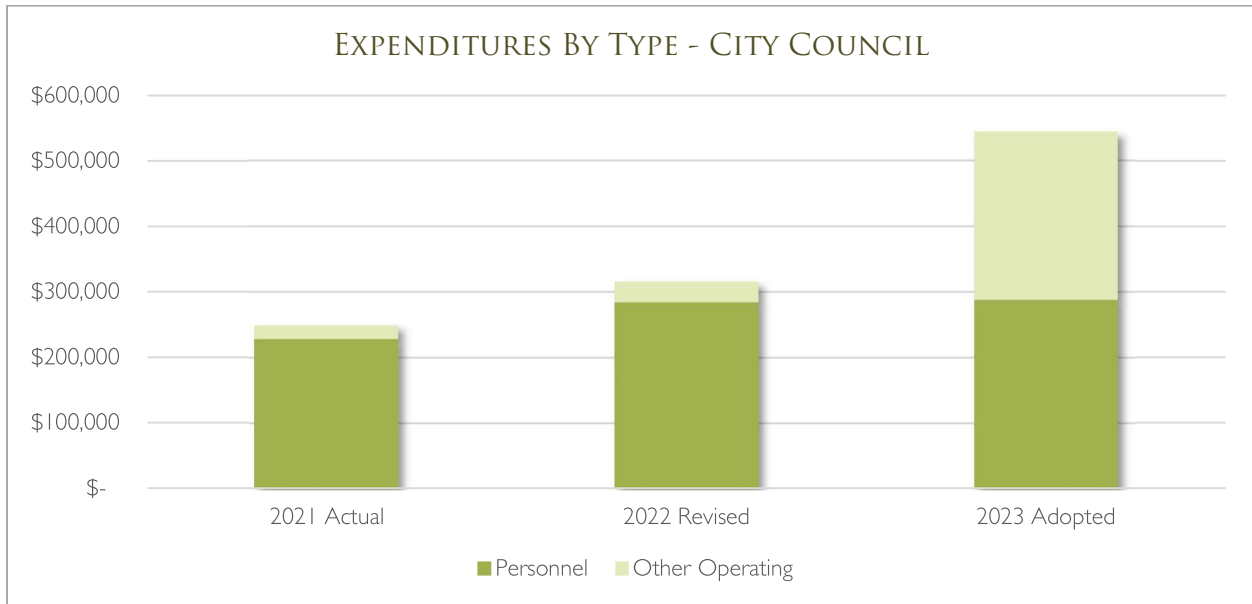
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 248,715	\$ 315,217	\$ 543,407	\$ 228,190
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 248,715</b>	<b>\$ 315,217</b>	<b>\$ 543,407</b>	<b>\$ 228,190</b>





### EXPENDITURES BY TYPE – CITY COUNCIL

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 228,474	\$ 284,217	\$ 287,907	\$ 3,690
Other Operating	\$ 20,241	\$ 31,000	\$ 255,500	\$ 224,500
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 248,715</b>	<b>\$ 315,217</b>	<b>\$ 543,407</b>	<b>\$ 228,190</b>





# EXECUTIVE

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**EXECUTIVE DEPARTMENT**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	1,672,305	2,158,824	2,678,051	2,904,272
Benefits	628,887	786,808	914,196	979,465
<b>Salaries &amp; Benefits</b>	<b>2,301,192</b>	<b>2,945,632</b>	<b>3,592,247</b>	<b>3,883,737</b>
Supplies	100,764	621,311	80,600	77,112
Computer Equipment & Software	366,782	521,061	162,080	173,426
<b>Supplies</b>	<b>467,546</b>	<b>1,142,371</b>	<b>242,680</b>	<b>250,538</b>
Professional Services	981,842	1,592,534	1,189,120	1,106,396
Community Services	470,241	878,224	664,400	664,400
Communication	22,958	146,300	25,000	25,035
Travel	263	10,000	12,320	12,622
Training	30,498	123,938	38,500	39,445
Advertising	29,423	13,000	25,000	25,000
Operating Leases	43,332	37,124	47,862	48,502
Insurance	296	-	-	-
Repair & Maintenance	174,408	170,300	690,980	725,849
All Other Miscellaneous	40,658	148,100	68,540	68,578
<b>Services &amp; Charges</b>	<b>1,793,919</b>	<b>3,119,520</b>	<b>2,761,722</b>	<b>2,715,828</b>
Intergovernmental Services	1,049	41,000	1,000	1,000
<b>Intergovernmental &amp; Interfund</b>	<b>1,049</b>	<b>41,000</b>	<b>1,000</b>	<b>1,000</b>
Capital Equipment	-	60,000	-	-
Capital Projects	15,550	318,348	-	-
<b>Other Expenditures</b>	<b>15,550</b>	<b>378,348</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>4,579,256</b>	<b>7,626,871</b>	<b>6,597,649</b>	<b>6,851,102</b>

## EXECUTIVE

### BUDGET NOTES AND CHANGES – EXECUTIVE

- Increase of \$152,000 for a new 1.0 FTE for an Equity and Inclusion Officer position. This position will lead the development and implementation of the City's equity and inclusion initiatives. This position will support community engagement by supporting the City's advisory groups and coordinating community engagement efforts.
- Increase of \$57,000 for an added 0.50 FTE for a Public Records Analyst position. This position will support the City's compliance efforts regarding public record regulations and timelines.
- Increase of \$75,000 for a new 1.0 FTE for a Sustainable Transportation Analyst. This position is anticipated to start mid-2023 and is thus budgeted for only 50% of the year in 2023. As a council priority, this position will work to create and implement a Sustainable Transportation Plan.
- Increase of \$100,000 to support actions across the City organization to address climate change, one of Council's highest priorities. In the previous biennium the City added one-time spending authority of \$500,000 to support these efforts, with any unspent portion to carry over into the 2023-2024 biennium. The 2023-2024 Adopted Budget includes ongoing funding to continue addressing climate change.
- Increase professional services budget by \$30,000 per year to fund affordable housing related services.
- Continuation of a video budget of \$50,000 to support ongoing community outreach activities. Current examples of video outreach activities include a weekly update by the City Manager as well as initial public engagement for the major capital project to provide a new Police-Court facility.
- Increase of \$45,000 in 2023 and \$40,000 in 2024 for additional software support for Munis, the City's enterprise financial software, which will be undergoing a required upgrade.
- Reduction of \$108,000 and 1.0 FTE in 2024 for a term-limited Climate Action Outreach Coordinator, in accordance with the authorization for this position, which is set to sunset at the end of 2023.
- Increase of \$65,000 in 2023 for Friends of the Farm support on a one-year basis.

### 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 implements the policy and operational decisions of the City Council. It also works to help City departments continually improve the way 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 key areas: city management, legal, city clerk, public records, human resources, emergency preparedness, climate action, equity and inclusion, 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 City 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 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 resident 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 residents, 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 climate action function coordinates implementation of the City's 2020 Climate Action Plan. This function pertains to both interdepartmental coordination of City operations and engagement and partnerships with community organizations and the public to reduce greenhouse gas emissions and prepare the community for the impacts of climate change. The Climate Mitigation and Adaptation officer develops programs, policies, and outreach events in support of the goals identified in the Climate Action Plan.

The equity and inclusion function leads the City's efforts to provide equitable services to the community, with particular attention to historically marginalized or underserved populations.

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.

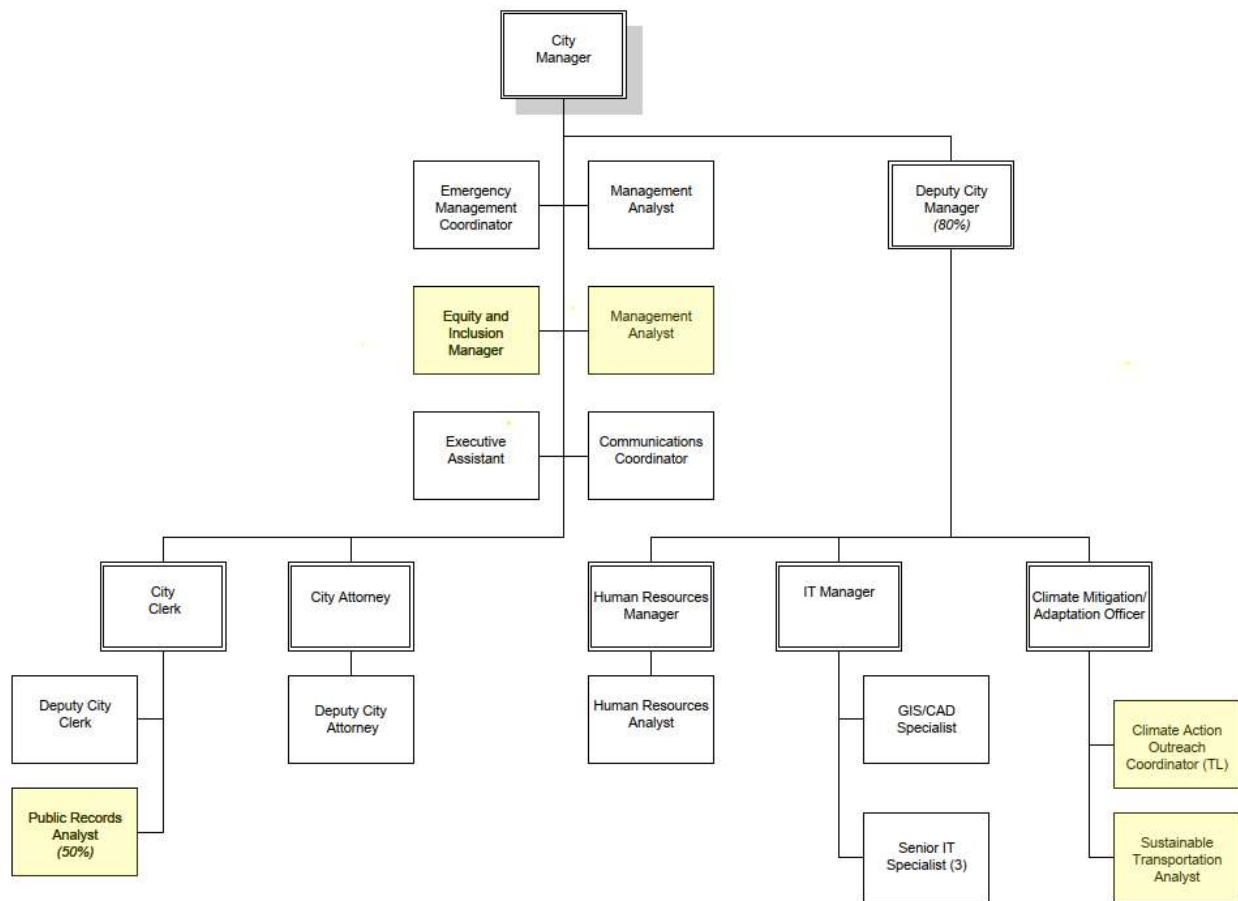


The Affordable Housing Program Development Team seeks to implement affordable housing policy and develop, track, and administer affordable housing units. The Housing Action Plan is set for adoption in 2023 and will identify actions the City can use to promote more affordable housing units, diversity, and affordability.

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 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



Highlighted areas represent staffing changes.

## SERVICES PROVIDED – EXECUTIVE

- Assist City Council in the development of the City's strategic goals and implement approved work programs.
- Manage the day-to-day operations of the City organization by directing and supervising all departments 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 planning for and implementation of the City's Climate Action Plan.
- Coordinate the City's efforts related to equity and inclusion in the City organization and community.
- Support City volunteer efforts and actively seek opportunities to improve and expand resident 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 City 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.
- 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.
- 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

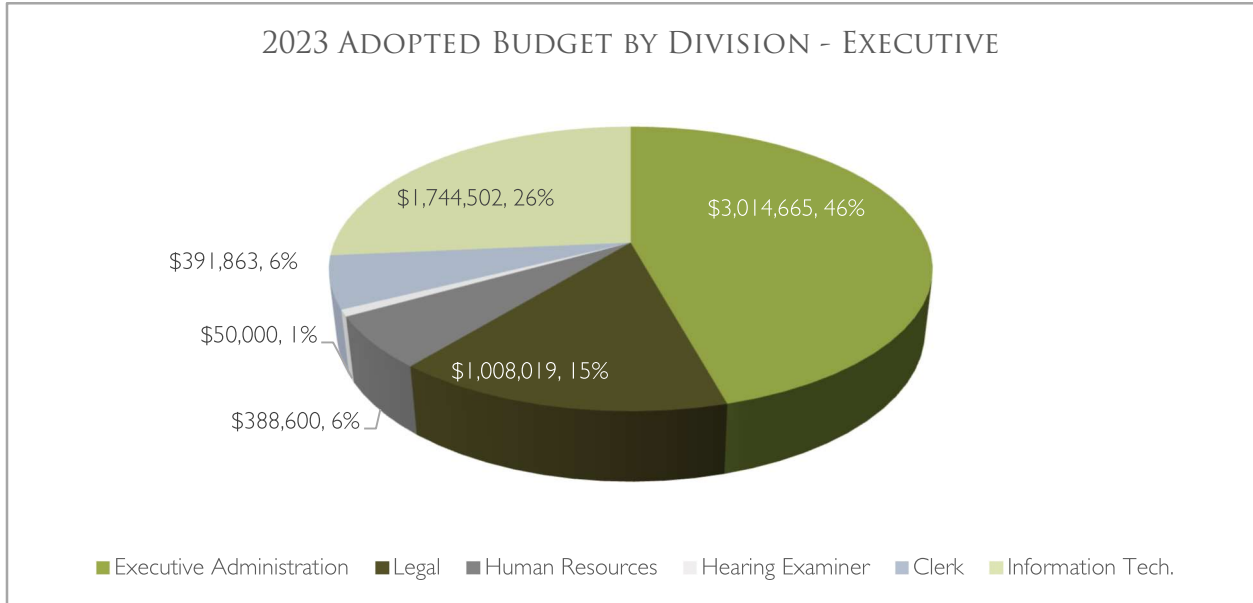


to support City and community objectives.

### **OBJECTIVES FOR 2023 – 2024 – EXECUTIVE**

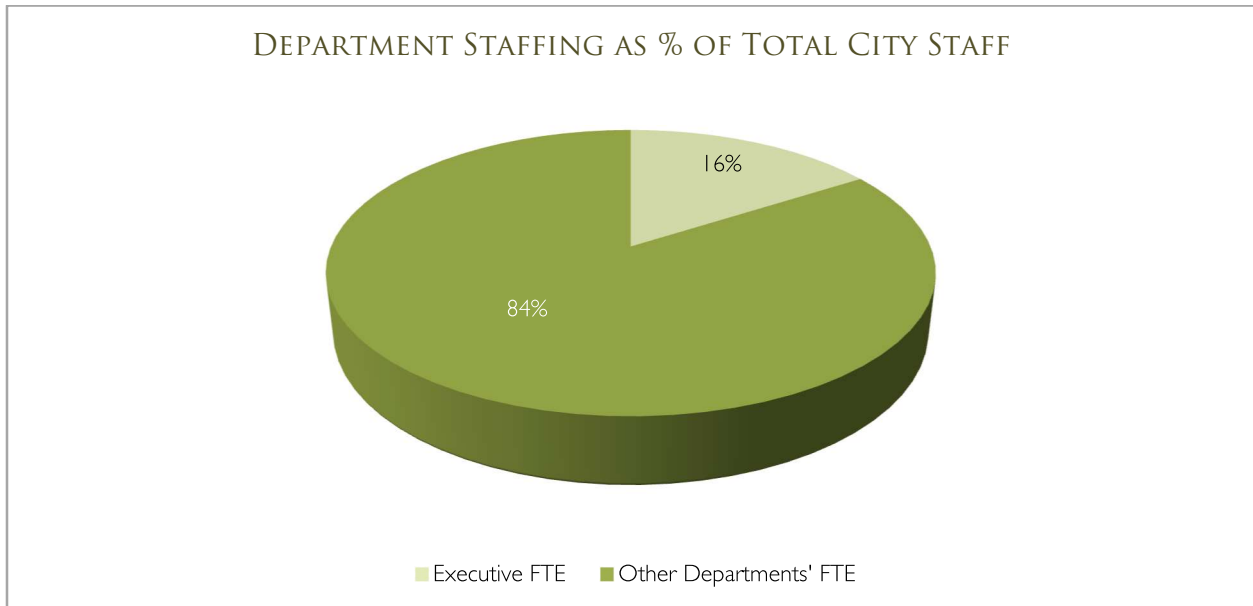
- Complete construction of and relocation to the new Police and Municipal Court facility.
- Expand diversity, equity, and inclusion activities.
- Support citywide efforts to respond to climate change.
- Expand community outreach and communications activities.
- Continue progress towards Council-established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

**DEPARTMENT SUMMARY – EXECUTIVE**





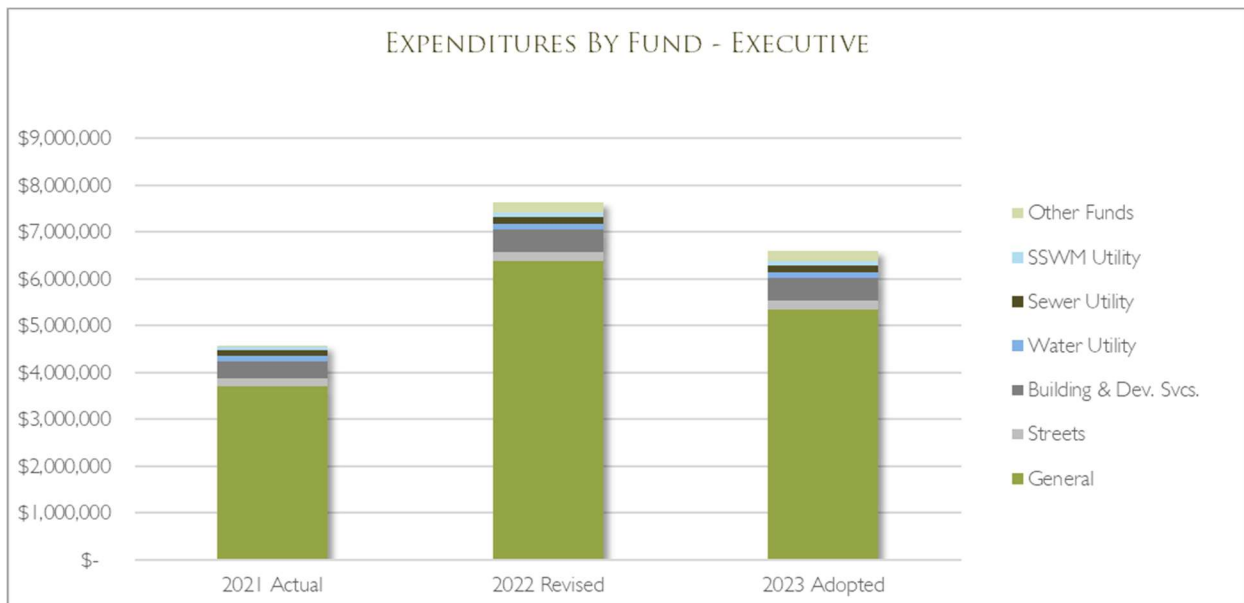
### DEPARTMENT STAFFING – EXECUTIVE





### EXPENDITURES BY FUND – EXECUTIVE

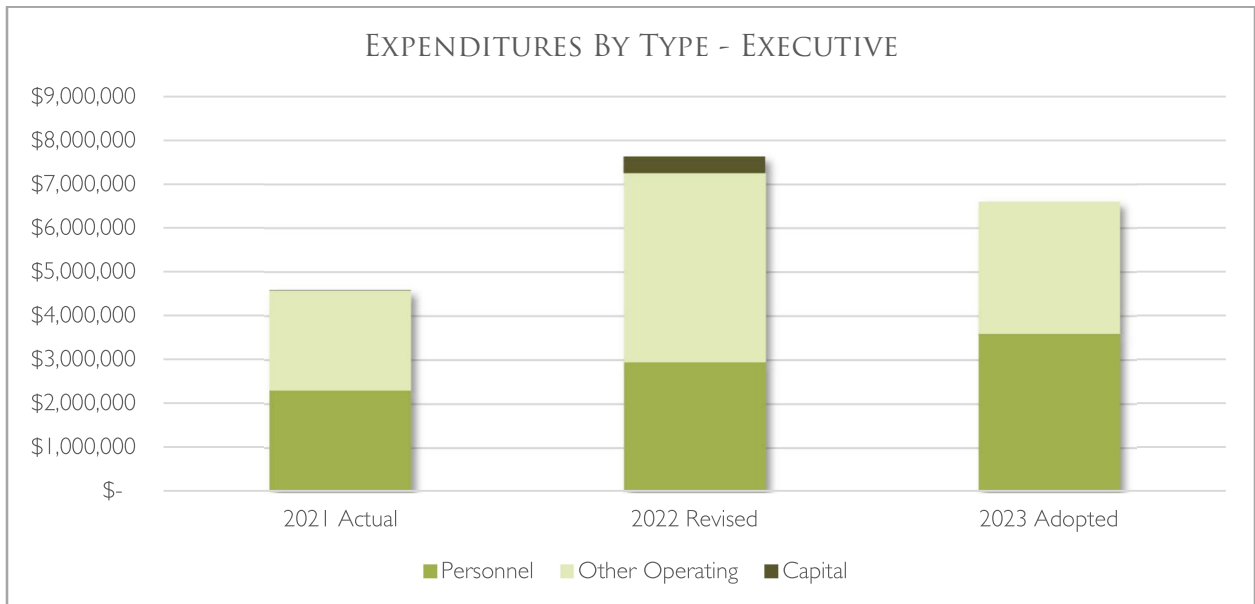
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 3,712,268	\$ 6,385,501	\$ 5,344,930	\$ (1,040,571)
Streets	\$ 164,999	\$ 199,051	\$ 196,982	\$ (2,069)
Building & Dev. Svcs.	\$ 370,305	\$ 478,031	\$ 481,683	\$ 3,652
Water Utility	\$ 105,637	\$ 118,759	\$ 124,147	\$ 5,388
Sewer Utility	\$ 113,947	\$ 135,034	\$ 139,301	\$ 4,267
SSWM Utility	\$ 84,200	\$ 100,995	\$ 99,973	\$ (1,022)
Other Funds	\$ 27,900	\$ 209,500	\$ 210,633	\$ 1,133
<b>Total Budget</b>	<b>\$ 4,579,256</b>	<b>\$ 7,626,871</b>	<b>\$ 6,597,649</b>	<b>\$ (1,029,222)</b>





### EXPENDITURES BY TYPE – EXECUTIVE

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 2,301,192	\$ 2,945,632	\$ 3,592,247	\$ 646,615
Other Operating	\$ 2,262,514	\$ 4,302,891	\$ 3,005,402	\$ (1,297,489)
Capital	\$ 15,550	\$ 378,348	\$ -	\$ (378,348)
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 4,579,256</b>	<b>\$ 7,626,871</b>	<b>\$ 6,597,649</b>	<b>\$ (1,029,222)</b>





**PERFORMANCE MEASURES – EXECUTIVE**

CITY CLERK

<b>Indicators</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Average Number of Days to Close a Request	18	24	45.1	27.6
Executive Public Records Requests	264	224	158	152
Planning Public Records Requests	353	266	275	243
Public Works Public Records Requests	47	35	40	38
Police Public Records Requests	474	366	460	414
Finance Public Records Requests	27	18	19	22
Staff Hours Spent on Public Records Requests	1926	1612	1965	1471

<b>Public Records Requests by Complexity</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
1 - Immediately Available	456	344	400	399
2 - Coordination Needed	325	268	254	196
3 - May Include Exempt	174	140	144	127
4 - Complex	87	67	57	49
Public Records Requests - Total*	1,042	909	855	771

*\*Total may not equal the sum of the values in the four complexity categories due to a small number of un-classifiable requests*



INFORMATION TECHNOLOGY

Indicators	2019	2020	2021	2022
Number of Computers Managed	196	194	252	243
Number of Cell Phones Managed	117	160	160	150
Number of Software Applications (Local/Cloud-based)	127/28	129/131	129/31	342/28
Number of GIS-Related Map and Data Requests (Internal/External)	195/67	317/26	195/67	138/28
Number of Help Desk Requests	1,157	1,664	1,664	1,638

COMMUNITY ENGAGEMENT – TRADITIONAL MEDIA

Indicators	2019	2020	2021	2022
Press Releases Issued	16	38	16	20

COMMUNITY ENGAGEMENT – SOCIAL MEDIA

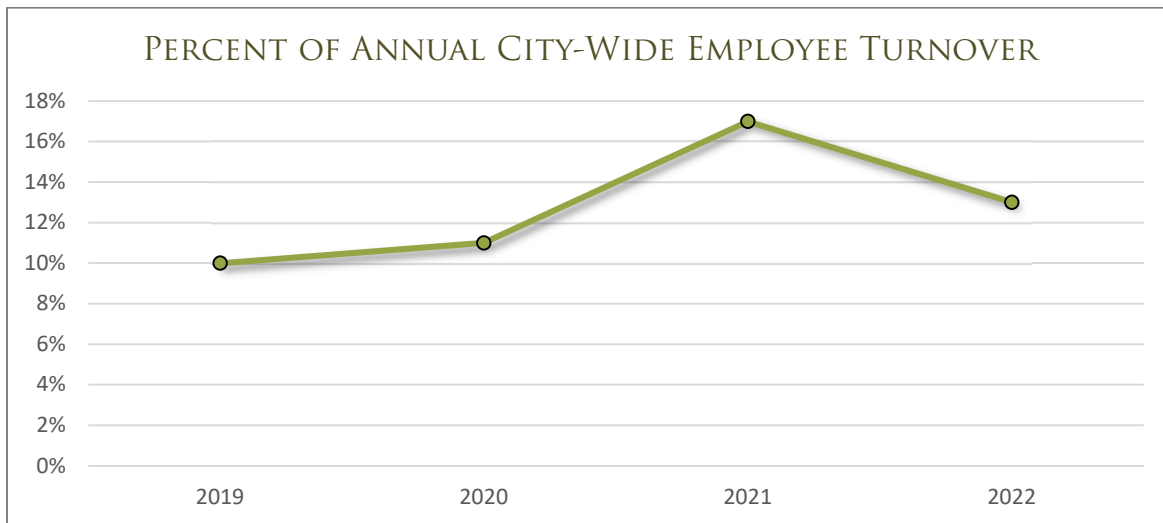
Indicators	2019	2020	2021	2022
Twitter	1,527	1,829	2,031	2,099
City Manager Update	735	938	1,091	1,314
Facebook	2,714	2,967	3,900	4000+
Nixle	9,641	10,764	12,650	12,941
Number of Hits on the Website	242,888	419,716	517,210	591,818



HUMAN RESOURCES

Indicators	2019	2020	2021	2022
Percent of Annual City-Wide Employee Turnover	10%	11%	17%	13%
Percent of Annual Voluntary Employee Turnover	10%	10%	17%	10%
Workplace Injuries - Total	10	5	5	6
-Medical Claims	9	2	4	5
-Time Loss Claims	1	3	1	1

\*No data collected in 2020 due to COVID-19 pandemic limitations





EMERGENCY MANAGEMENT

Indicator	2019	2020	2021*	2022
Number of Active Emergency Management Volunteers	152	160	446	690
Number of Volunteer Hours	3,700	3,700	38,000	14,500

\* 2021 volunteer hours primarily related to COVID-19 testing and vaccine clinics

CLIMATE CHANGE

Indicator	2019	2020	2021	2022
Number of Climate Action Events /Attendees	2/150	0/0*	2/55**	31/720
Number of Electric Vehicles in Fleet	0	0	0	1
Number of City Fleet Electric Vehicle Charging Stations	0	0	0	1
Number of Public Electric Vehicle Charging Stations Operated by the City	1	1	1	1

\*No events held due to COVID-19

\*\*Events held via Zoom due to COVID-19



# FINANCE & ADMINISTRATIVE SERVICES

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**FINANCE**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	935,289	991,506	1,063,276	1,149,901
Benefits	359,636	394,090	360,262	383,853
<b>Salaries &amp; Benefits</b>	<b>1,294,925</b>	<b>1,385,596</b>	<b>1,423,538</b>	<b>1,533,754</b>
Supplies	5,518	12,000	9,000	10,000
<b>Supplies</b>	<b>5,518</b>	<b>12,000</b>	<b>9,000</b>	<b>10,000</b>
Professional Services	59,102	57,000	85,500	2,089,280
Communication	1,847	2,000	4,000	4,000
Travel	84	500	1,000	1,000
Training	4,029	13,000	11,000	11,000
Operating Leases	9,406	12,500	6,500	6,500
Insurance	15	-	-	-
All Other Miscellaneous	5,097	2,000	3,500	3,500
<b>Services &amp; Charges</b>	<b>79,579</b>	<b>87,000</b>	<b>111,500</b>	<b>2,115,280</b>
To Other Funds and Sub-Funds	9,550,716	9,356,422	7,649,018	9,761,079
<b>Other Uses</b>	<b>9,550,716</b>	<b>9,356,422</b>	<b>7,649,018</b>	<b>9,761,079</b>
<b>TOTAL EXPENDITURES</b>	<b>10,930,739</b>	<b>10,841,018</b>	<b>9,193,056</b>	<b>13,420,114</b>



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## FINANCE AND ADMINISTRATIVE SERVICES

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

- Increase professional services in 2024 by \$2,000,000 to fund the American Rescue Plan Act (ARPA) funded Madison Avenue Affordable Housing project with Housing Resources Bainbridge.

### DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES

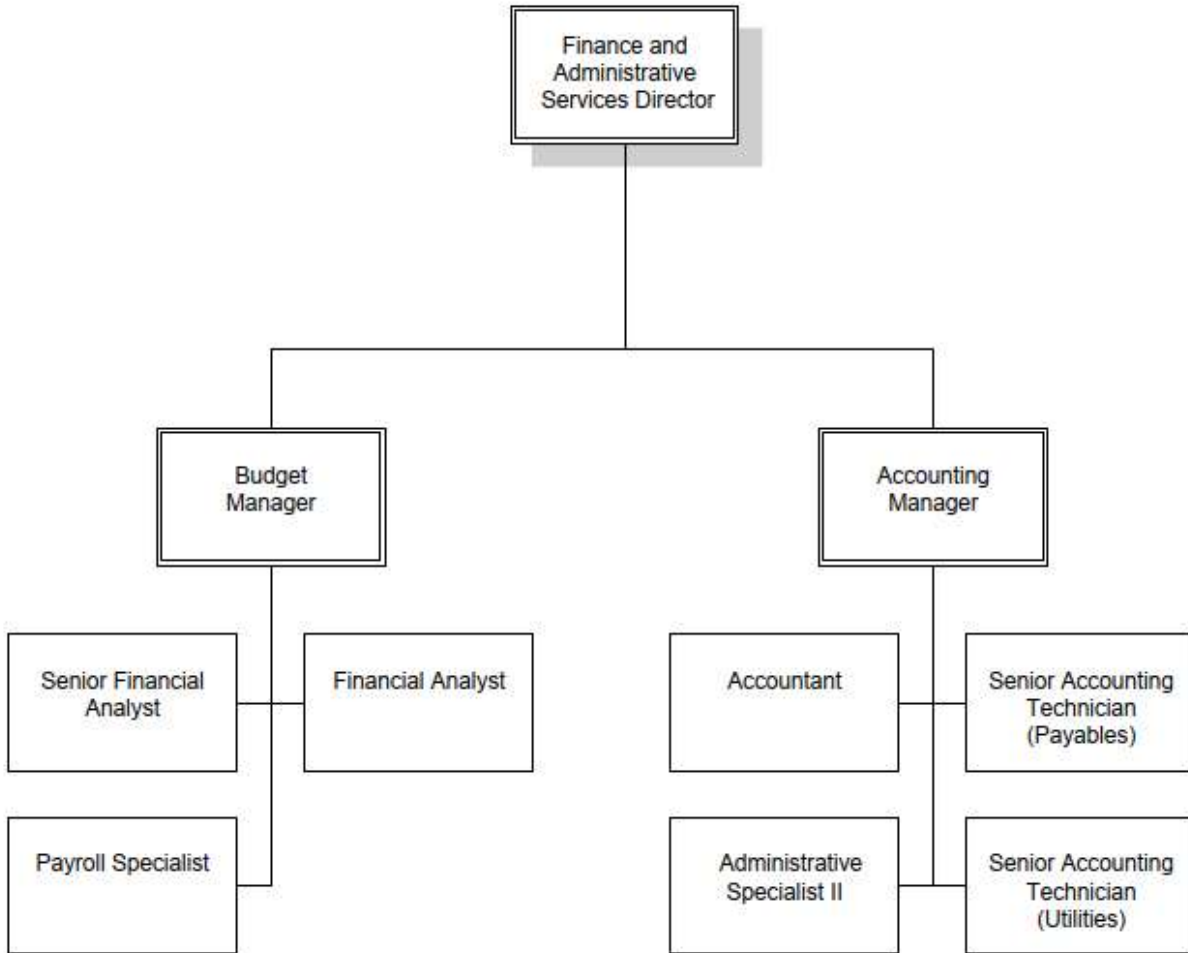
The Finance and Administrative Services Department provides financial services such as cashiering and utility billing to citizens as well as administrative support to the City's five operating departments. The Department has four primary functions: Accounting and Audit, Budget and Operations, Citywide financial planning, and City Affordable Housing Program Development.

The Accounting Team complete all required financial reporting and audit functions. Accounting also provides front desk reception and cashiering services, processes payments for goods and services received by the City and collects money on behalf of the City through utility billing and accounts receivable.

The Budget Team provides payroll services 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.
- Oversees Affordable housing program development.

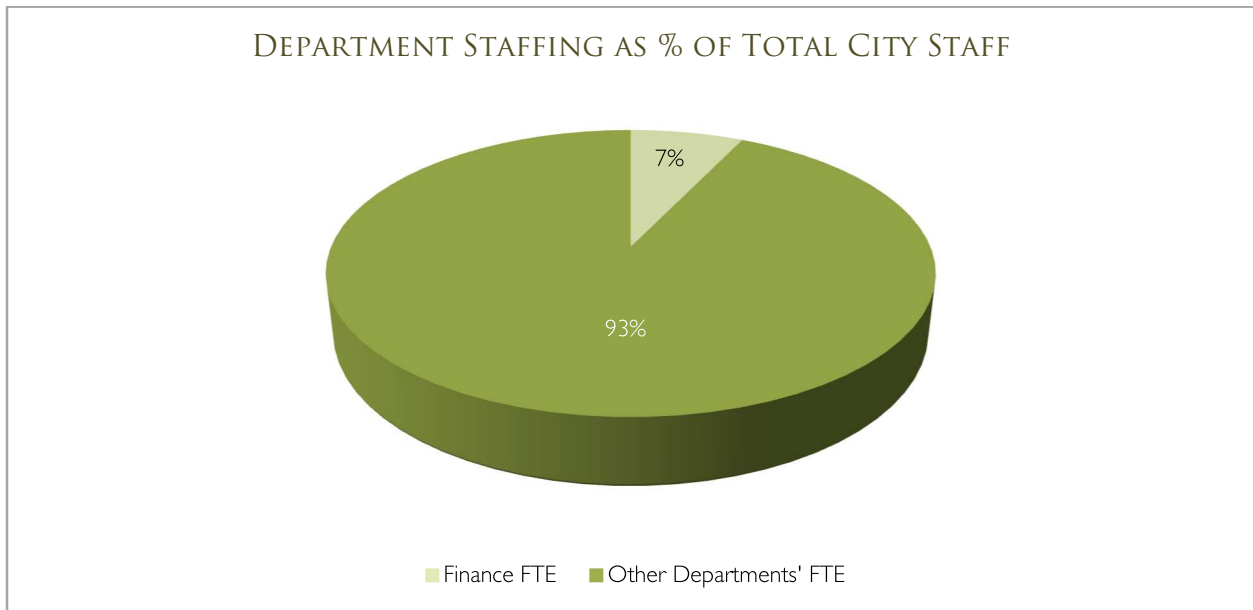
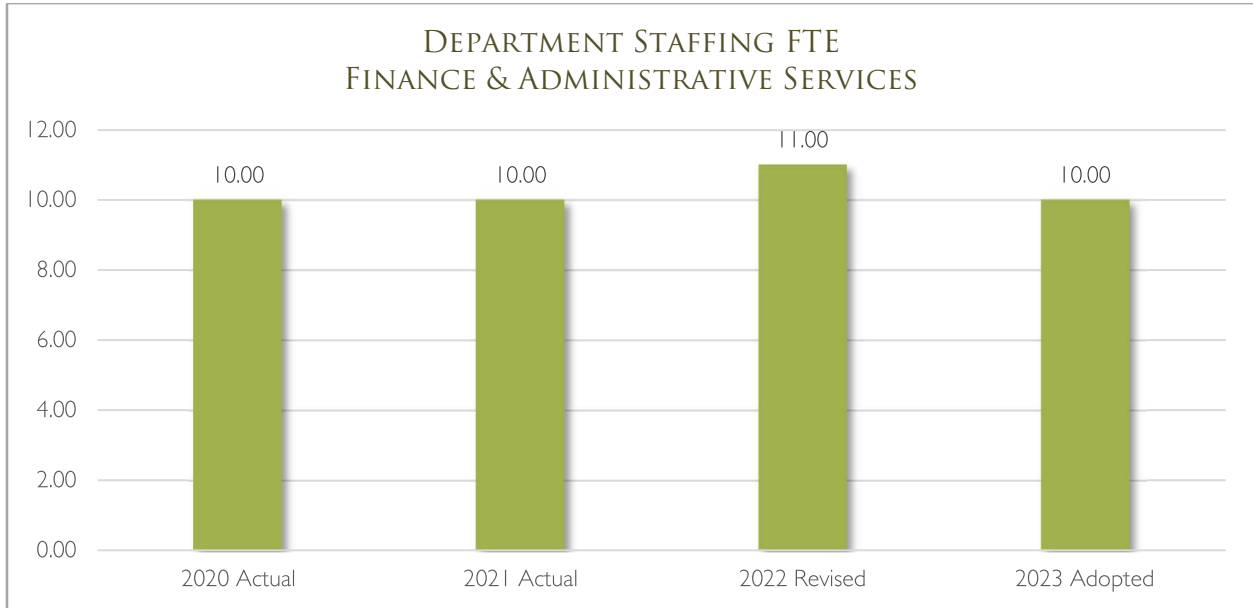
## **OBJECTIVES FOR 2023 – 2024 – FINANCE AND ADMINISTRATIVE SERVICES**

- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2022 and 2023 Annual Comprehensive Financial Report (ACFR).
- Receive Distinguished 2023-24 Budget Presentation Award from GFOA.
- Improve departmental reporting to support ongoing project planning and management.
- Deliver scheduled Financial Reporting and improve content and quality.
- Support completion of the utility rate study.
- Evaluate viability of conversion to online credit card banking.
- Support and evaluate funding options for affordable housing capital units; implement actions set forth in the Housing Action Plan.

**DEPARTMENT SUMMARY – FINANCE AND ADMINISTRATIVE SERVICES**



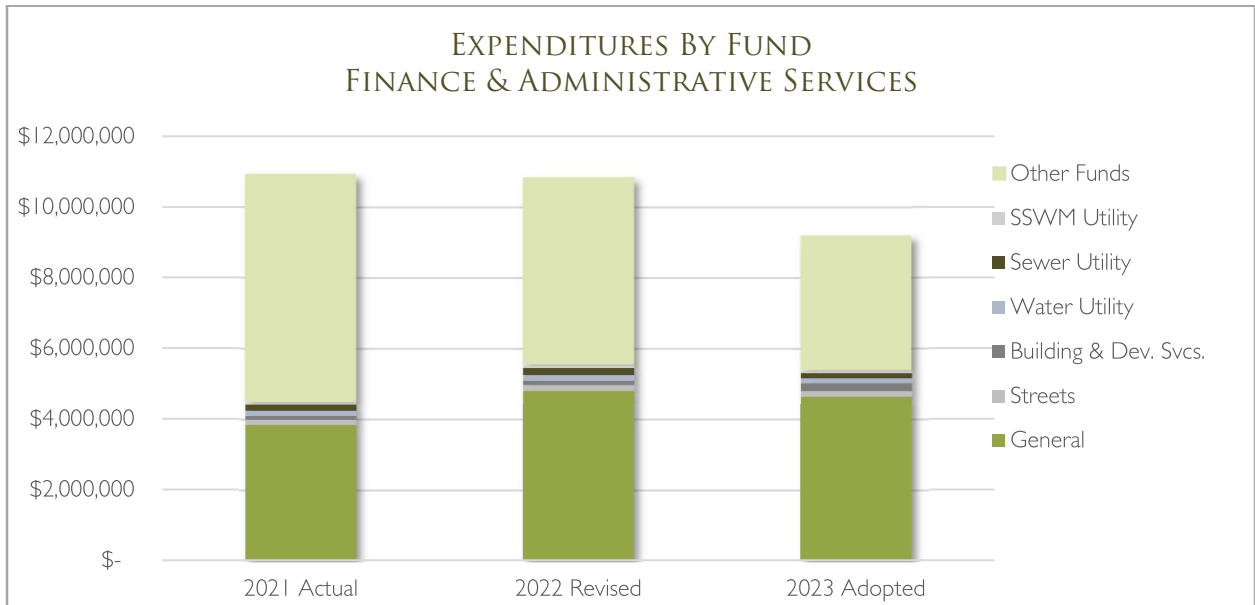
### DEPARTMENT STAFFING – FINANCE AND ADMINISTRATIVE SERVICES





EXPENDITURES BY FUND – FINANCE AND ADMINISTRATIVE SERVICES

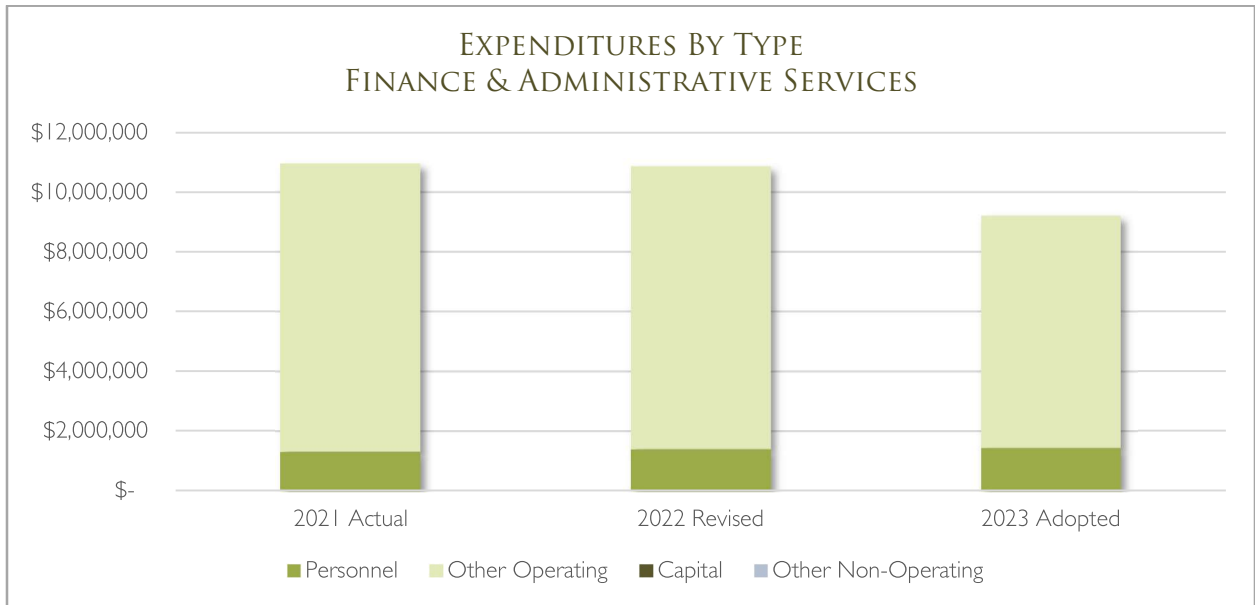
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 3,829,982	\$ 4,813,608	\$ 4,654,807	\$ (158,801)
Streets	\$ 141,985	\$ 160,781	\$ 145,908	\$ (14,873)
Building & Dev. Svcs.	\$ 103,863	\$ 120,379	\$ 225,737	\$ 105,358
Water Utility	\$ 146,770	\$ 161,624	\$ 139,362	\$ (22,262)
Sewer Utility	\$ 179,826	\$ 199,440	\$ 150,045	\$ (49,395)
SSWM Utility	\$ 64,095	\$ 73,035	\$ 46,599	\$ (26,436)
Other Funds	\$ 6,464,219	\$ 5,312,151	\$ 3,830,598	\$ (1,481,553)
<b>Total Budget</b>	<b>\$ 10,930,740</b>	<b>\$ 10,841,018</b>	<b>\$ 9,193,056</b>	<b>\$ (1,647,962)</b>





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

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 1,294,925	\$ 1,385,596	\$ 1,423,538	\$ 37,942
Other Operating	\$ 9,635,814	\$ 9,455,422	\$ 7,769,518	\$ (1,685,904)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 10,930,739</b>	<b>\$ 10,841,018</b>	<b>\$ 9,193,056</b>	<b>\$ (1,647,962)</b>





**PERFORMANCE MEASURES – FINANCE AND ADMINISTRATIVE SERVICES**

ACCOUNTING & AUDIT

Indicators	2019	2020	2021	2022
State Audit Results (for prior year report)	No Findings	No Findings	1 Finding	1 Finding
Number of Accounts Payable Invoices Processed	8,141	7,398	6,991	7,237
Number of Cash Receipt Transactions Processed	30,160	28,855	28,715	30,312
Number of Payroll Direct Deposits Processed	3,126	3,104	3,087	3,250
Number of Business Licenses Issued	3,261	3,731	4,227	4,088
Number of New Business Licenses Issued	907	611	881	916
Percent of Total Dollar Value Paid by Credit Card	2%	3%	2%	3%
Obtained Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes	Yes	Awaiting Notice	N/A
Number of Utility Connections	5,170	5,229	5,260	5,295

BUDGET & REVENUE

Indicators	2019	2020	2021	2022
General Fund Year-End Cash Balance as a Percent of Annual General Fund Revenues	74%	85%	100%	110%
Bond Rating Change over Time	Aaa	Aaa	Aaa	Aaa
Total Citywide Capital-Debt as a Percentage of Total Capital Assets (at Book Value)	14%	12%	12%	10%
Total Citywide Debt as a Percentage of Capacity	3%	2%	2%	2%
Obtained Distinguished Budget Award from GFOA	Yes		Yes	



# MUNICIPAL COURT

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**MUNICIPAL COURT**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	355,212	384,507	430,496	468,761
Benefits	127,326	173,620	130,752	134,213
<b>Salaries &amp; Benefits</b>	<b>482,538</b>	<b>558,128</b>	<b>561,248</b>	<b>602,974</b>
Supplies	4,189	6,000	6,000	6,000
Computer Equipment & Software	327	-	-	-
<b>Supplies</b>	<b>4,516</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
Professional Services	3,758	8,000	8,000	8,000
Communication	-	300	300	300
Travel	421	1,500	2,000	2,000
Training	(595)	3,500	3,500	3,500
Operating Leases	63,578	73,000	70,000	16,000
All Other Miscellaneous	2,372	3,000	3,000	3,000
<b>Services &amp; Charges</b>	<b>69,534</b>	<b>89,300</b>	<b>86,800</b>	<b>32,800</b>
Intergovernmental Services	-	2,000	2,000	2,000
<b>Intergovernmental &amp; Interfund</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL EXPENDITURES</b>	<b>556,588</b>	<b>655,428</b>	<b>656,048</b>	<b>643,774</b>



## MUNICIPAL COURT

### BUDGET NOTES AND CHANGES – MUNICIPAL COURT

- Add \$30,000 in 2023 and \$33,000 in 2024 for temporary administrative help. Temporary help of less than 800 hours per year will ensure that the Court is able to provide consistent courthouse and passport staffing.
- Reduce \$54,000 in 2024 lease obligations for anticipated move to new Police and Municipal Court Building.

### 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.

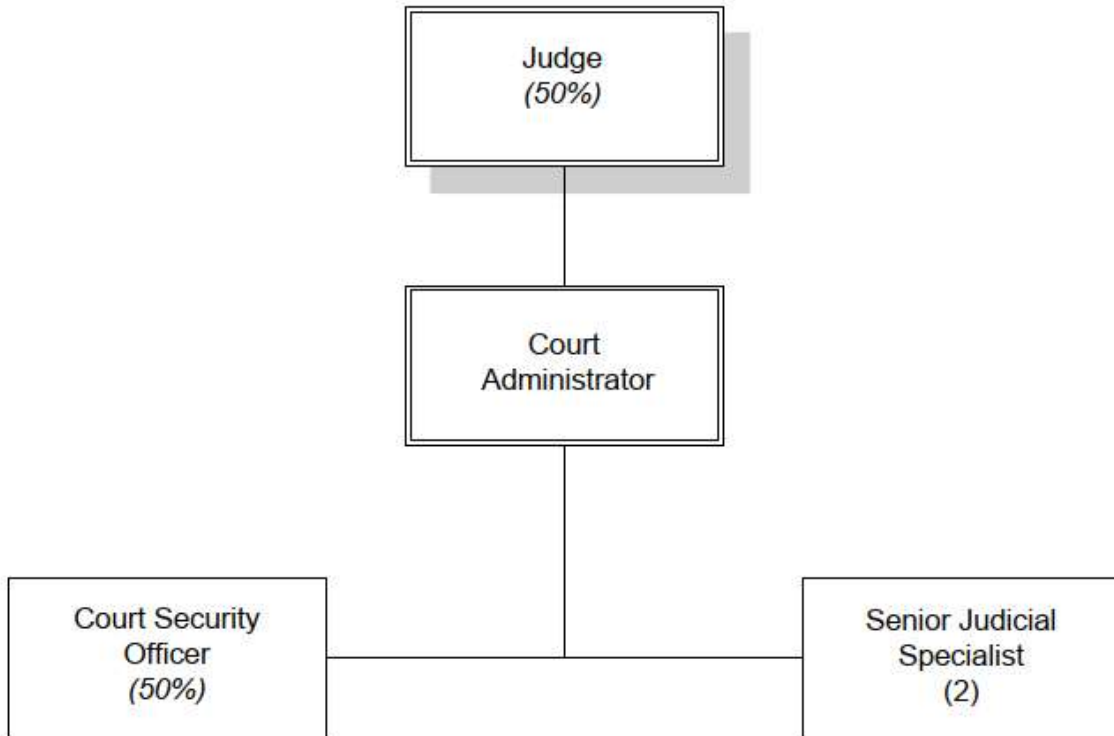
The Municipal Court has jurisdiction over misdemeanor criminal cases, traffic infractions, parking citations, and municipal code violations filed by the Bainbridge Island Police Department, the Prosecuting Attorney, animal control, and the City code compliance staff. Court administration oversees the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

The Court provides passport processing by appointment and walk-in basis. The Court also provides passport photographs for a fee. Passport processing is one of the most asked for services by City residents.



**ORGANIZATIONAL CHART – MUNICIPAL COURT**





## **SERVICES PROVIDED – MUNICIPAL COURT**

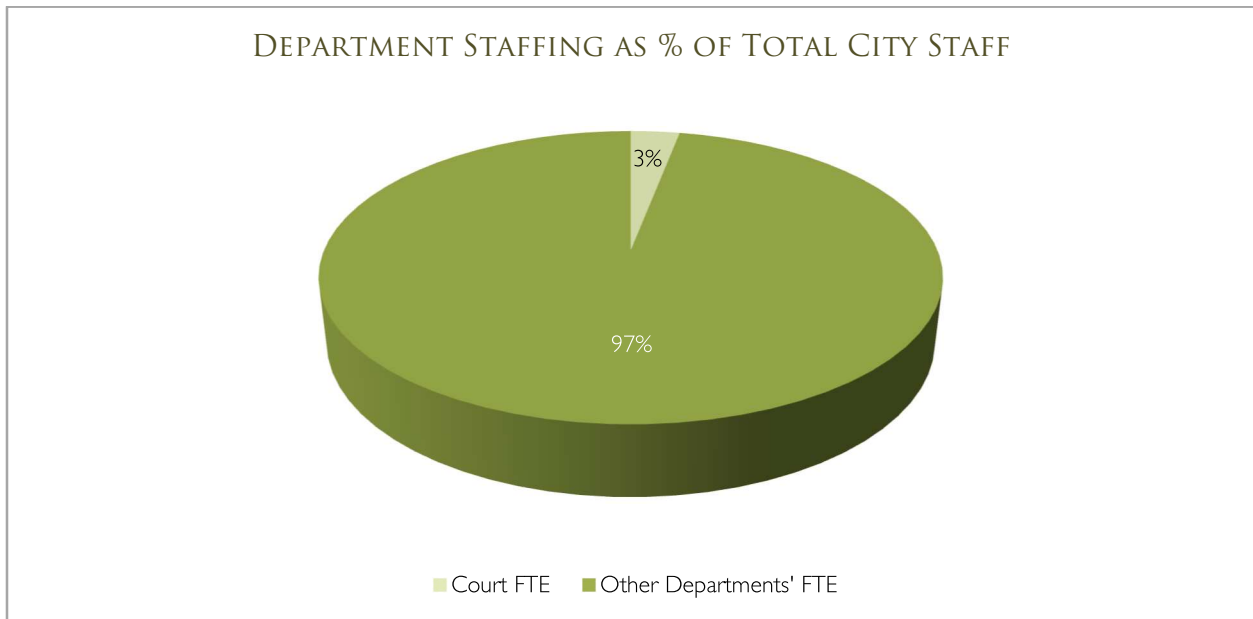
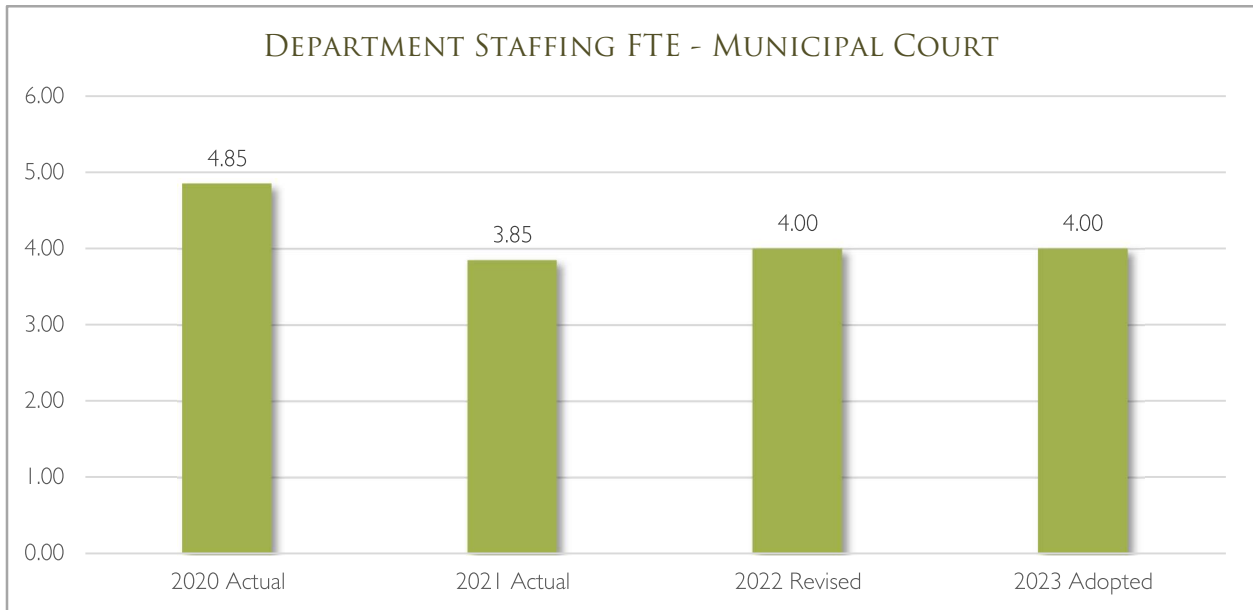
- Adjudication of criminal misdemeanor offenses such as domestic violence assault, driving under the influence of alcohol and drugs, hit and run, theft, and vehicle prowling.
- Mitigation and contested hearings for parking, traffic, animal control, and code violations.
- Probation monitoring for all 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 filed in District and Superior Courts.
- Passport application acceptance.

## **OBJECTIVES FOR 2023 – 2024 – 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.
- Provide passport appointment and walk-in services.



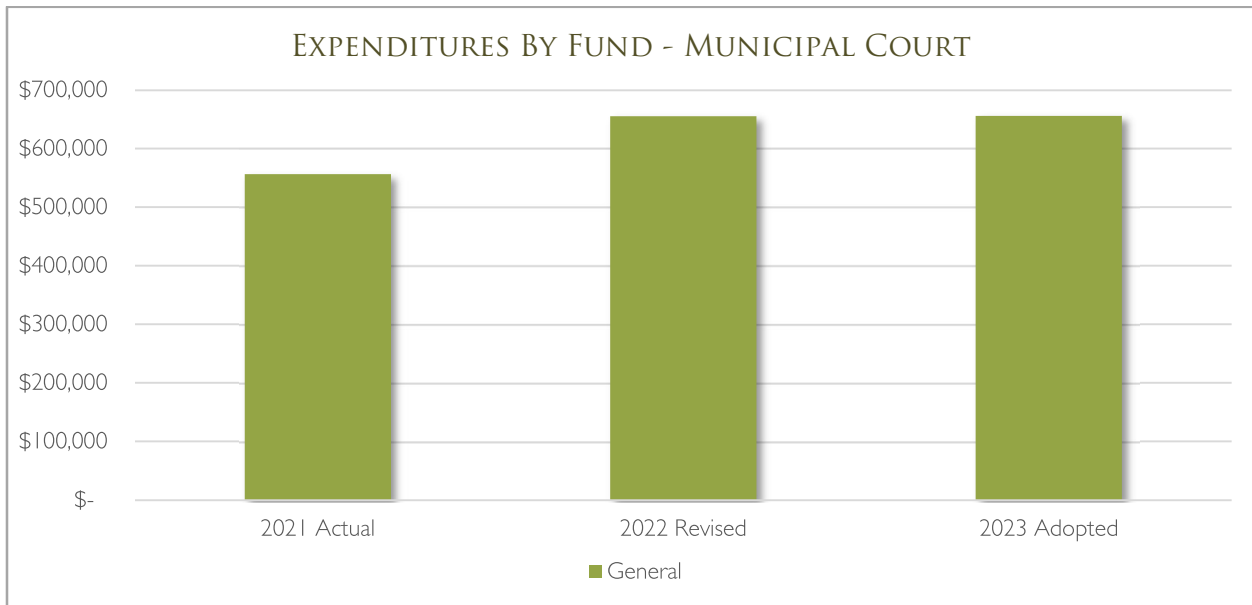
### DEPARTMENT STAFFING – MUNICIPAL COURT





EXPENDITURES BY FUND – MUNICIPAL COURT

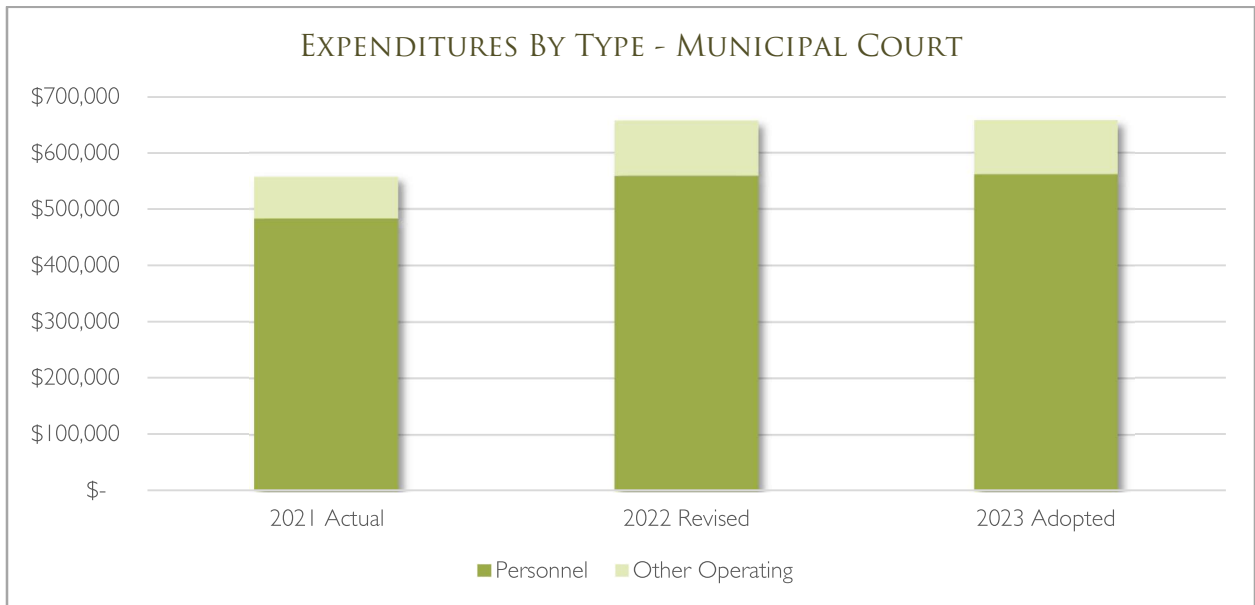
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 556,588	\$ 655,428	\$ 656,048	\$ 620
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 556,588</b>	<b>\$ 655,428</b>	<b>\$ 656,048</b>	<b>\$ 620</b>





### EXPENDITURES BY TYPE – MUNICIPAL COURT

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 482,538	\$ 558,128	\$ 561,248	\$ 3,120
Other Operating	\$ 74,050	\$ 97,300	\$ 94,800	\$ (2,500)
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 556,588</b>	<b>\$ 655,428</b>	<b>\$ 656,048</b>	<b>\$ 620</b>

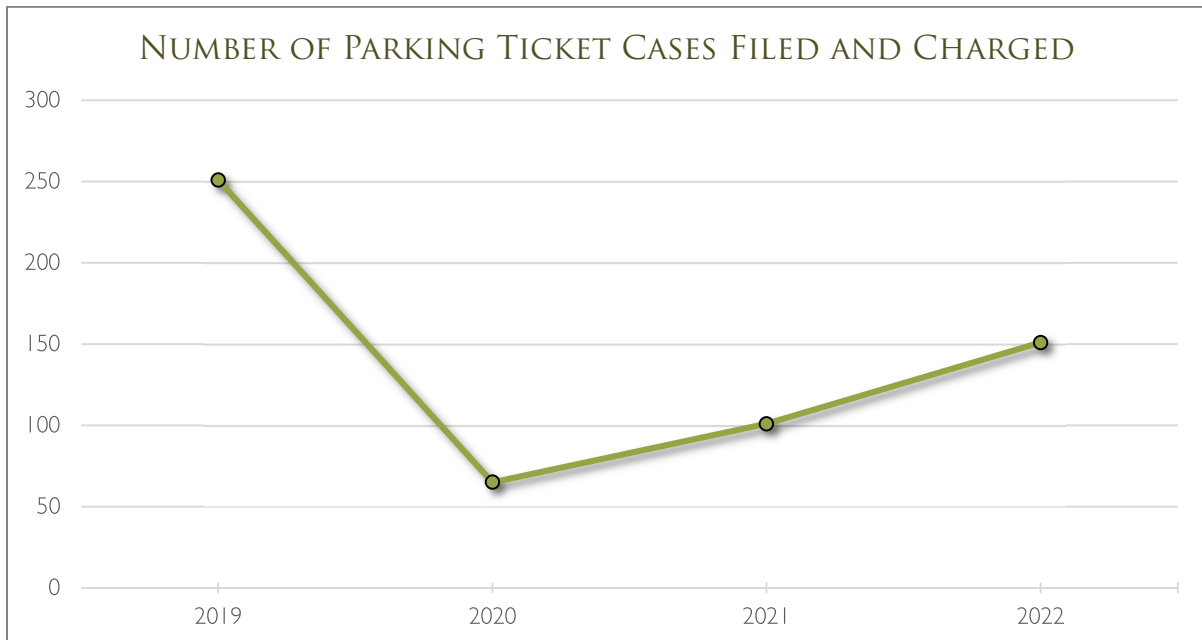




PERFORMANCE MEASURES – MUNICIPAL COURT

Indicators	2019	2020	2021	2022
Cases Filed	753	237	367	467
Protection Orders Filed*	36	24	24	2
Cases Disposed of	930	547	437	514
Hearings Held	1,972	1,798	1,454	1,023
Days per Electronic Home Monitoring (EHM) Use	1,556	956	159	96
Number of Parking Ticket Cases Filed and Charged	251	65	101	151
EHM vs Jail - Savings to City	\$141,446	\$86,992	\$24,017	\$14,501
Number of Passports Processed	1,158	268	57	1,014

\* Due to changes in legislation, the court stopped processing these in 2022. This metric will not be tracked going forward.





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# PLANNING & COMMUNITY DEVELOPMENT

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**PLANNING & COMMUNITY DEV**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	1,609,985	2,042,862	2,038,280	2,234,052
Benefits	628,845	818,898	743,102	781,133
<b>Salaries &amp; Benefits</b>	<b>2,238,829</b>	<b>2,861,760</b>	<b>2,781,382</b>	<b>3,015,185</b>
Supplies	10,422	20,000	16,900	15,500
<b>Supplies</b>	<b>10,422</b>	<b>20,000</b>	<b>16,900</b>	<b>15,500</b>
Professional Services	128,999	511,232	481,500	113,500
Communication	461	13,000	13,000	13,000
Travel	-	1,950	2,800	2,850
Training	6,634	46,570	13,400	13,900
Advertising	7,618	17,000	12,300	12,300
Operating Leases	20,777	42,681	33,299	35,056
Insurance	45	-	50	50
Repair & Maintenance	10,000	-	-	-
All Other Miscellaneous	9,565	8,500	11,900	12,300
<b>Services &amp; Charges</b>	<b>184,098</b>	<b>640,933</b>	<b>568,249</b>	<b>202,956</b>
<b>TOTAL EXPENDITURES</b>	<b>2,433,349</b>	<b>3,522,693</b>	<b>3,366,531</b>	<b>3,233,641</b>

## PLANNING & COMMUNITY DEVELOPMENT

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

- Reduce \$136,000 and 1.0 FTE Natural Resources Planner. This position has remained vacant for all of 2022. The Planning Director believes there is sufficient natural resource expertise with existing staff and will initiate an environmental training program for all planning staff over the next biennium.
- Add \$152,000 and 1.0 FTE Permit Services Supervisor. This position will oversee all administrative and permit services in the department. Emphasis of the new division will be improved customer service and more efficient and timely delivery of permits through processing and permit system streamlining. Currently this oversight is bifurcated between the Building Official and the Planning Manager.
- Add \$200,000 in 2023 for Winslow Subarea Plan.
- Add \$62,500 each year in 2023 and 2024 for Comprehensive Plan periodic review and update.
- Add \$80,000 in 2023 grant supported high-resolution mapping of areas vulnerable to sea-level rise.
- Add \$90,000 in 2023 for shoreline master program update.

### DEPARTMENT SUMMARY – PLANNING & COMMUNITY DEVELOPMENT

The Planning and Community Development Department oversees the City's Comprehensive Plan and implements its land use and environmental 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 residents involved in long range planning projects, proposed development activities, regulatory changes, and citizen-appointed advisory boards and commissions. Department staff also engage the public through online and front counter customer service for Current and Long-Range planning, building and code compliance questions and permit procedures.

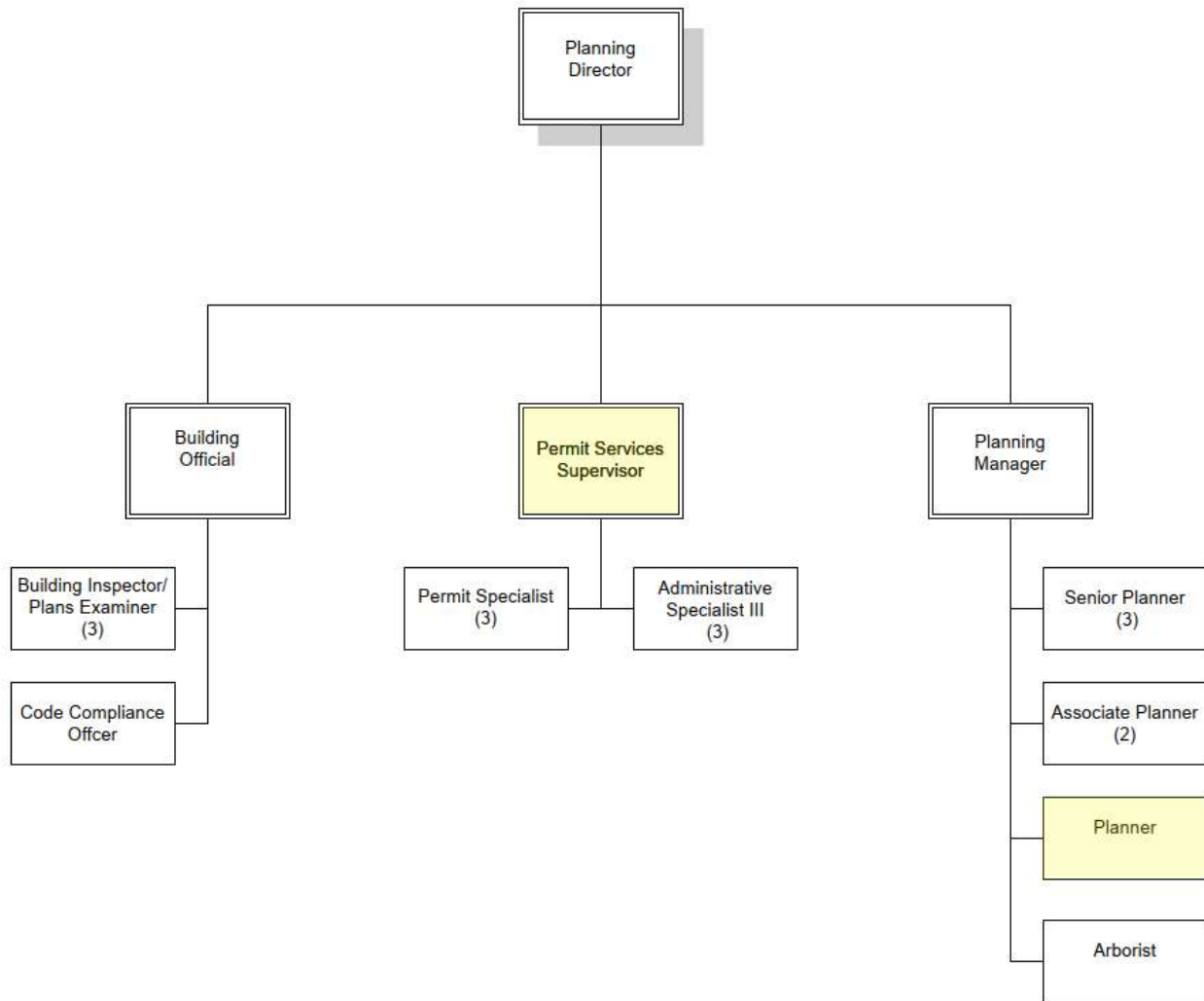
Most staff time and expertise focuses on reviewing development proposals for conformance with adopted municipal codes for both building safety and appropriate uses of land. Planning staff ensure development and land use proposals comply with applicable zoning, shoreline, critical areas, and environmental regulations. Planning staff are also responsible for updating the municipal codes, maintaining and updating plan requirements such as the Comprehensive Plan, Shoreline Management Program, and specialized studies and plans for selected neighborhoods or selected sections of the Comprehensive Plan such as the Housing Action Plan.

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 homeowners and the community. The Building Division is also responsible for FEMA Floodplain Management and citywide parcel addressing coordination. Substantial efficiencies are gained since all building inspectors are certified plans examiners, which minimizes the need for both position types.



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



Highlighted areas represent staffing changes.

## **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 residential and commercial development permits and conduct site inspections.
- Coordinate with and apply state and local requirements for both internal and external agencies such as, but not limited to the City Public Works Departments, Bainbridge Island Fire Department and Metro Park and Recreation District, Kitsap Public Health District, Washington State Departments of Ecology, Labor and Industries, Natural Resources and Fish and Wildlife, Puget Sound Clean Air Agency, and the Federal Emergency Management Agency National Flood Insurance Program requirements.
- 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 and Zoning Map amendment requests and rezone requests.
- At the direction of city council, develop and process ordinances amending the City's land use, environmental and zoning regulations.
- Provide staff time and resources to the Planning Commission, Historic Preservation Commission, Design Review Board, and other advisory groups related to land use, development projects and environmental issues.
- 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.

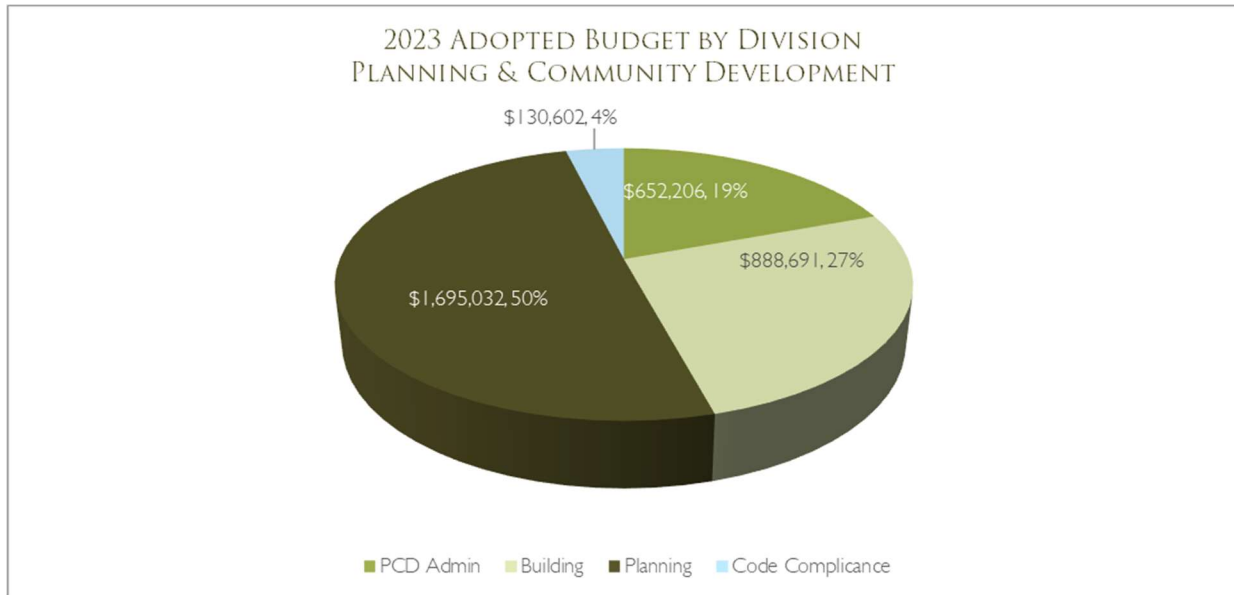
## **OBJECTIVES FOR 2023–2024 – PLANNING & COMMUNITY DEVELOPMENT**

- Continue to provide high quality customer service and care by providing timely and quality reviews of building and land use permits.
- Enhance staff training and competencies in natural resources and the environment including wetland reports, habitat management plans, geologically hazardous areas, shorelines, and state environmental review procedures as offered by state oversight agencies, non-profit training centers and short courses

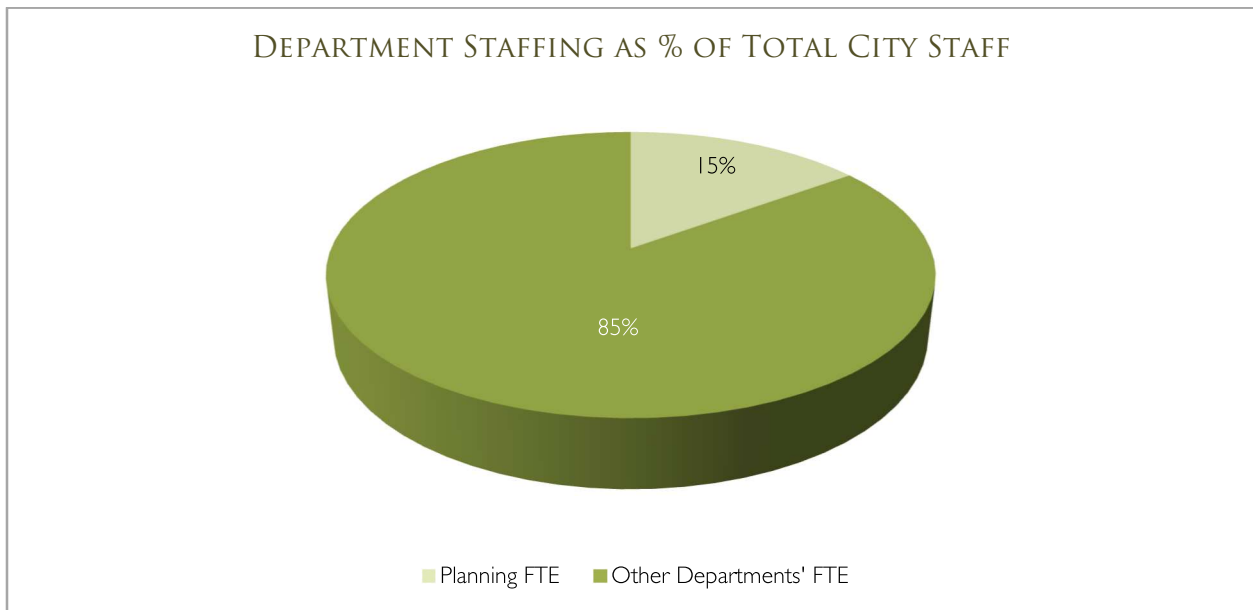
at area colleges and universities. These natural resource trainings will create and improve staff confidence in providing timely reviews of environmental reports without needing to access additional, outside parties, except in special circumstances.

- 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).
- Complete periodic review and update of the Shoreline Master Program.
- Complete the Winslow Subarea Plan updates.
- Complete the Comprehensive Plan periodic review and update.
- Implement affordable housing initiatives by completing and implementing the Housing Action Plan and associated updates to the Comprehensive Plan.
- Provide enhanced permit and administrative services by reorganizing permit and administrative specialists in one division.
- Establish a Permit and Administrative Supervisor to provide leadership over permitting system improvements, intake and digital processing, administrative functions, customer satisfaction and permit and administrative staff cohesion.
- Work cooperatively with public and private groups and individuals on shoreline management and environmental conservation.
- Provide staff assistance to City representatives on the Kitsap Regional Coordinating Council and as a member government to the Puget Sound Regional Council.
- Support implementation of Climate Action Plan recommendations as approved by Council.
- Continue to improve development review timelines through training in the planning and building review software.
- 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.

**DEPARTMENT SUMMARY – PLANNING & COMMUNITY DEVELOPMENT**



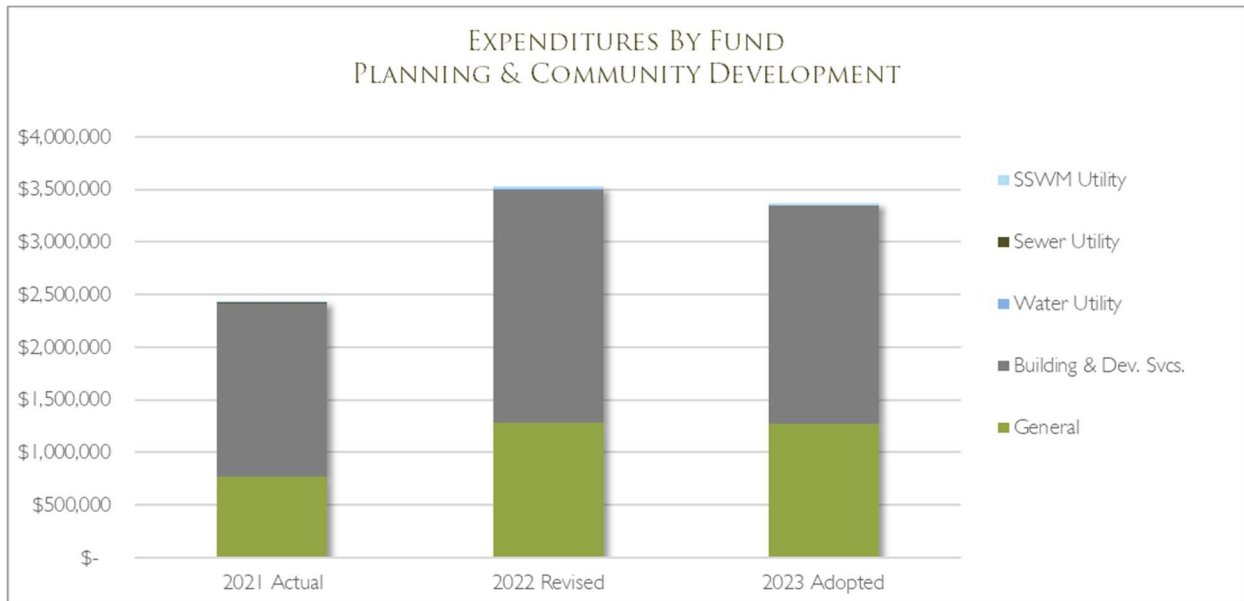
### DEPARTMENT STAFFING – PLANNING & COMMUNITY DEVELOPMENT





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

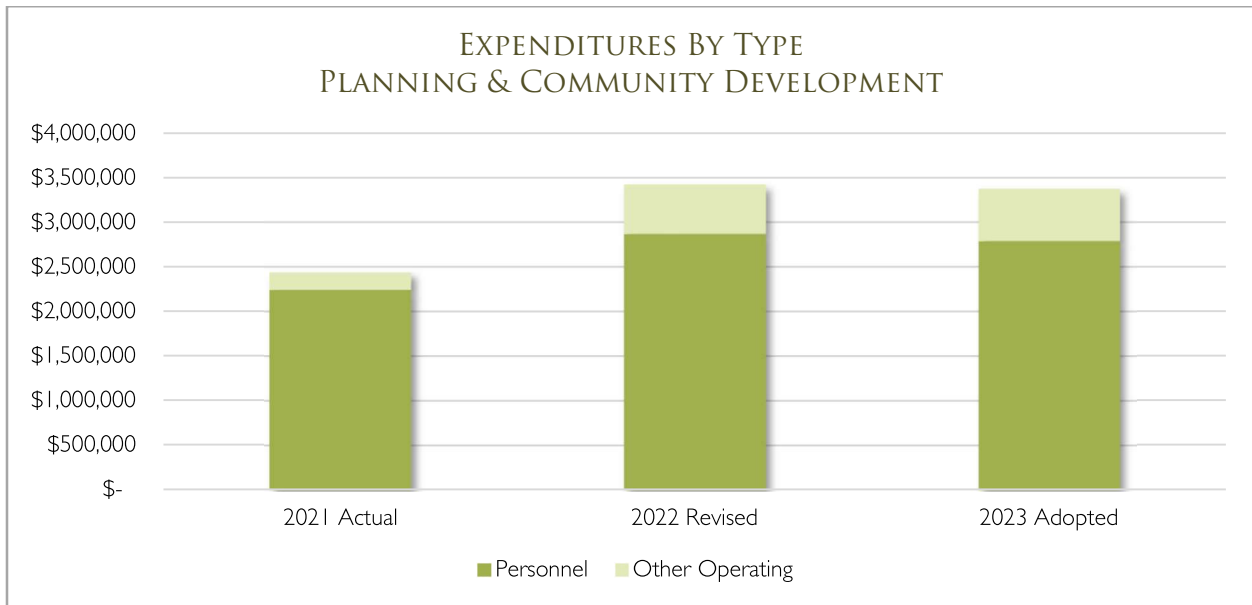
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 765,351	\$ 1,279,964	\$ 1,268,289	\$ (11,675)
Streets	\$ 335	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ 1,651,292	\$ 2,220,222	\$ 2,076,356	\$ (143,866)
Water Utility	\$ 2,582	\$ 2,979	\$ 2,816	\$ (163)
Sewer Utility	\$ 2,582	\$ 2,979	\$ 2,816	\$ (163)
SSWM Utility	\$ 11,208	\$ 16,549	\$ 16,254	\$ (295)
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,433,350</b>	<b>\$ 3,522,693</b>	<b>\$ 3,366,531</b>	<b>\$ (156,162)</b>





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

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 2,238,829	\$ 2,861,760	\$ 2,781,382	\$ (80,378)
Other Operating	\$ 194,520	\$ 550,933	\$ 585,149	\$ 34,216
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 2,433,349</b>	<b>\$ 3,412,693</b>	<b>\$ 3,366,531</b>	<b>\$ (46,162)</b>

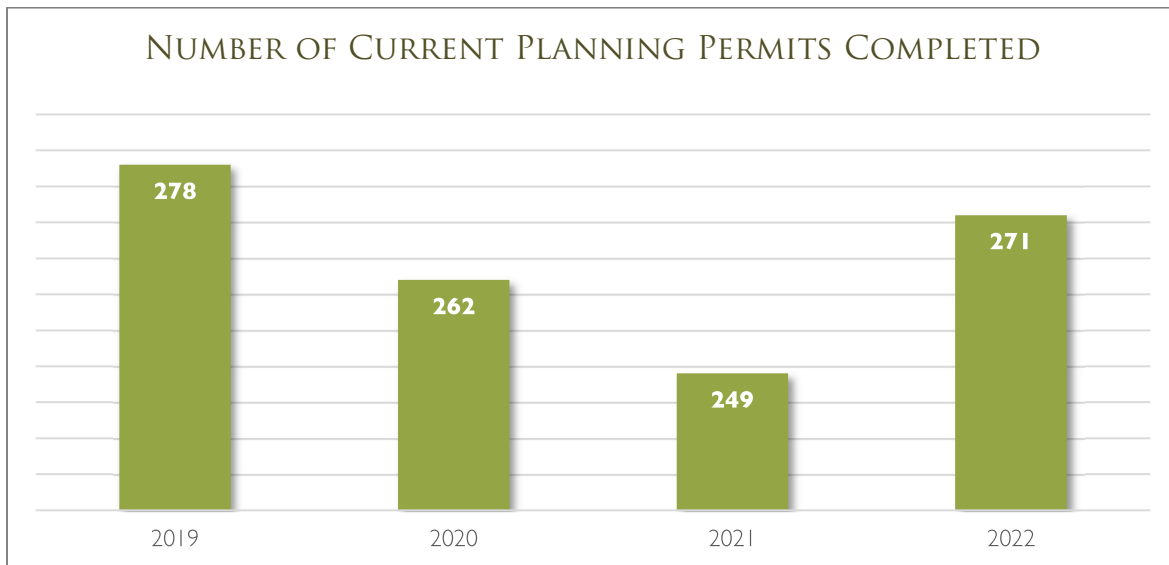




**PERFORMANCE MEASURES – PLANNING & COMMUNITY DEVELOPMENT**

CURRENT PLANNING

Indicators	2019	2020	2021	2022
Number of Current Planning Permits Submitted	364	292	329	391
Number of Current Planning Permits Completed	278	262	249	271
Value (fees) of Submitted Current Planning Permits	\$265,116	\$130,957	\$313,273	\$360,932
Value (fees) Collected for Completed Current Planning Permits	\$210,383	\$96,851	\$237,304	\$237,037
Number of Clearing Permits Issued	94	73	68	51
Number of Appeals	2	0	0	2



LONG RANGE PLANNING

Indicators	2019	2020	2021	2022
Number of Ordinances in Legislative Process	5	5	2	0
Number of Approved Ordinances	11	10	10	6
Number of Approved Resolutions	5	1	4	2



CODE COMPLIANCE

Indicators	2019	2020	2021	2022
Request for Service	214	124	109	156
Service Request Converted to Full Cases	75	46	21	42
Cases Move Forward to Enforcement	0	0	0	5
Court Hearings	0	0	0	0
Sign Permits Issued	19	15	5	3
Building Violations	43	27	24	26
Planning Violations	70	51	50	85
Stormwater Violations	2	1	1	1
Miscellaneous Violations	73	45	34	44
Total Violations	188	124	109	156

BUILDING SERVICES

Indicator	2019	2020	2021	2022
Average Permit Turnaround (in days)	85	74	49	38
Percent of Construction Document Review Completed in 30 Days (1st Submittal)	58%	22%	27%	23%
Number of Building Plans Reviewed (including revisions)	808	521	372	455
Number of Building Site Inspections Performed	4,722	3,980	3,542	3,502
Number of Permits Issued Online	141	725	809	883
Total Valuation of Construction	\$75,905,386	\$73,399,093	\$98,151,290	\$74,817,339
Commercial Permits Issued	91	75	48	90
Residential Permits Issued	646	650	761	698
Total Number of Building Permits Issued	737	725	809	883



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# PUBLIC SAFETY

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**PUBLIC SAFETY**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	3,085,547	3,713,832	3,789,039	4,075,141
Benefits	1,132,265	1,250,775	1,281,915	1,325,230
<b>Salaries &amp; Benefits</b>	<b>4,217,812</b>	<b>4,964,607</b>	<b>5,070,954</b>	<b>5,400,371</b>
Supplies	90,678	162,850	177,200	193,400
Computer Equipment & Software	97,886	131,000	109,000	101,700
<b>Supplies</b>	<b>188,565</b>	<b>293,850</b>	<b>286,200</b>	<b>295,100</b>
Professional Services	21,692	84,000	86,700	91,500
Travel	4,525	10,500	17,000	17,000
Training	30,176	71,250	74,500	77,700
Advertising	357	4,500	4,500	4,500
Operating Leases	172,145	172,440	194,461	223,527
Repair & Maintenance	60,178	111,500	118,100	123,500
All Other Miscellaneous	14,797	23,000	22,550	23,450
<b>Services &amp; Charges</b>	<b>303,870</b>	<b>477,190</b>	<b>517,811</b>	<b>561,177</b>
Intergovernmental Services	366,486	473,000	463,300	497,000
<b>Intergovernmental &amp; Interfund</b>	<b>366,486</b>	<b>473,000</b>	<b>463,300</b>	<b>497,000</b>
Capital Equipment	71,818	-	-	-
<b>Other Expenditures</b>	<b>71,818</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>5,148,551</b>	<b>6,208,647</b>	<b>6,338,265</b>	<b>6,753,648</b>

## PUBLIC SAFETY

### BUDGET NOTES AND CHANGES – PUBLIC SAFETY

- No significant changes were made in the 2023-2024 Adopted Budget.

### 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 residents, 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.

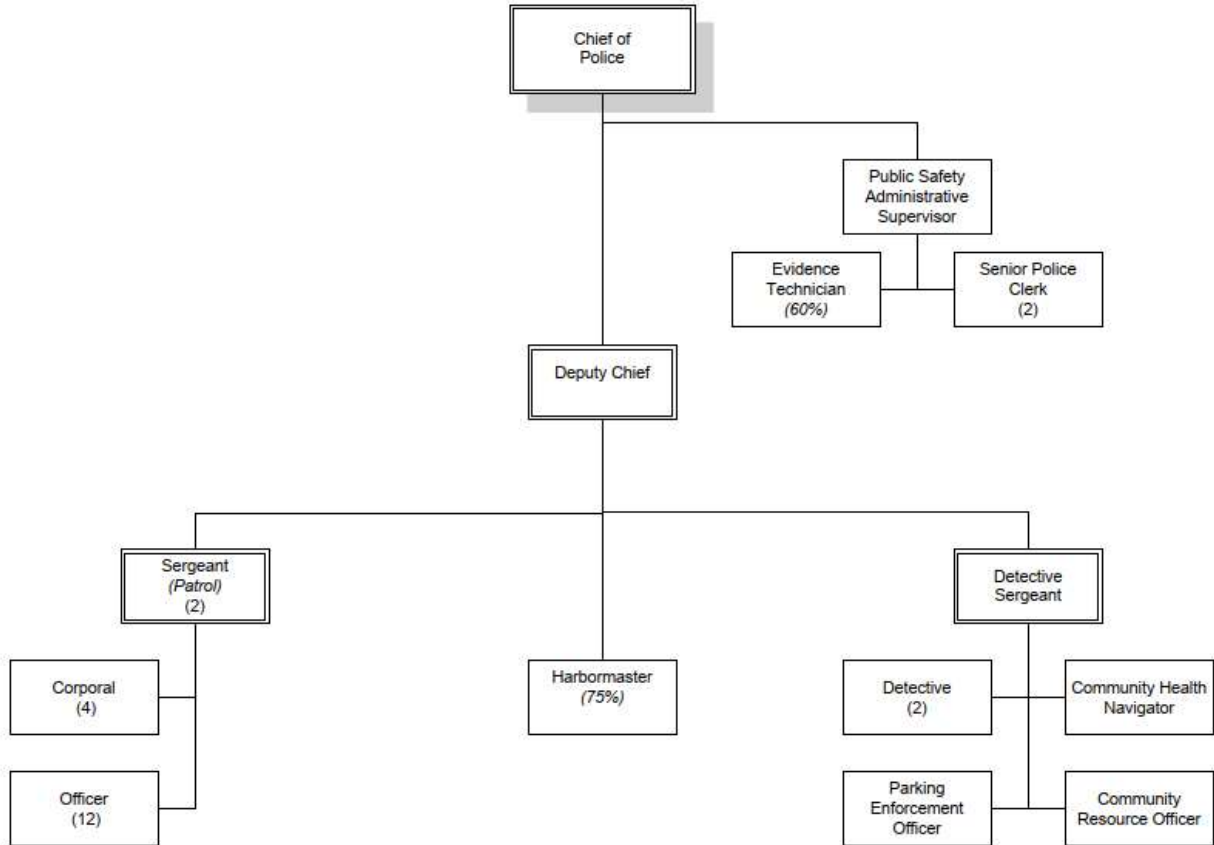
The Marine division provides enforcement and safety on the waters surrounding the Island. With 53 miles of Island shoreline the Marine division is a critical component of public safety. This division has several missions; namely the enforcement of marine laws, search and rescue calls for persons and 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 Community Health Navigator works with officers and community partners to connect community members in need to resources and support services. The Navigator also works as a system-based advocate to support victims of sexual assault and domestic violence through the criminal investigation and court process.

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

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

### ORGANIZATIONAL CHART – PUBLIC SAFETY





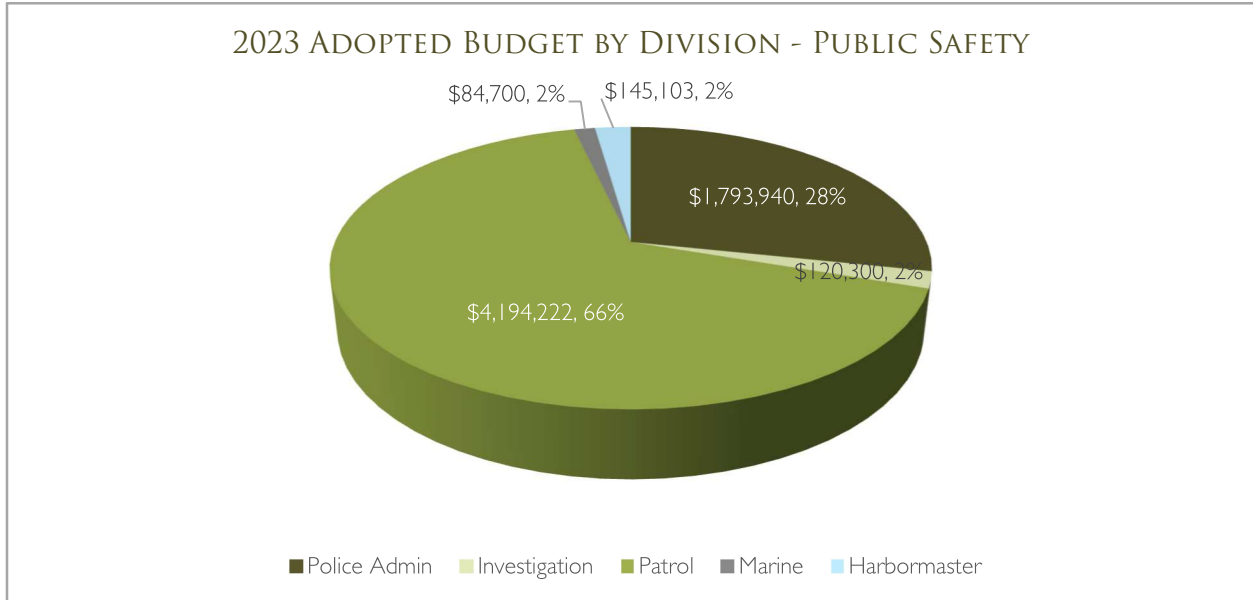
## **SERVICES PROVIDED – PUBLIC SAFETY**

- 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

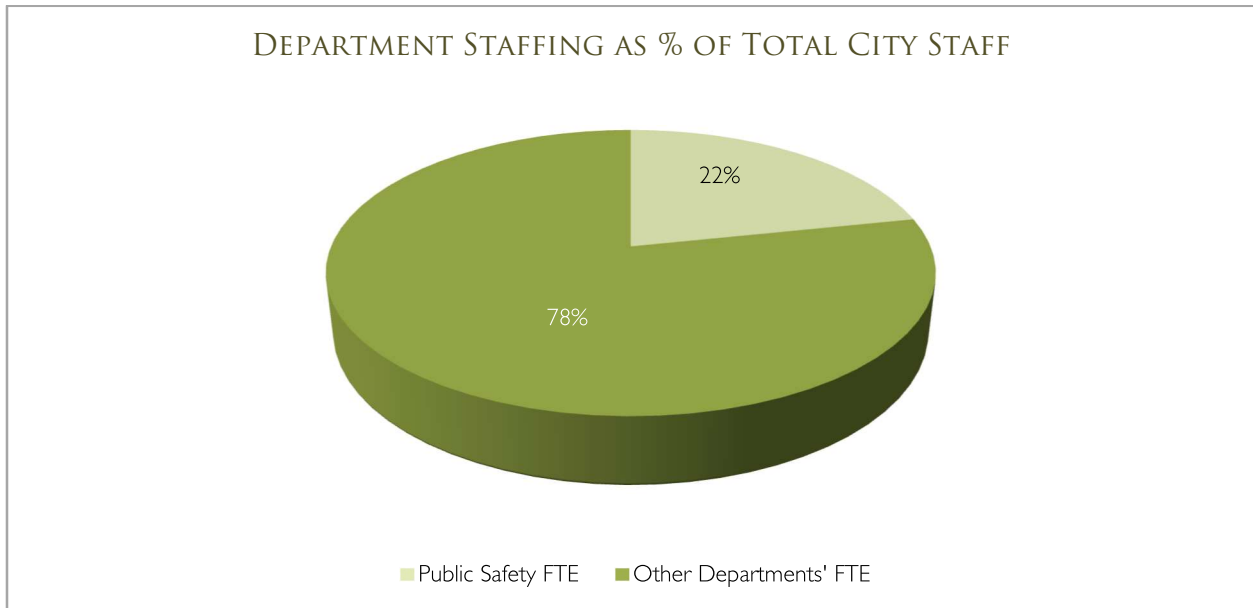
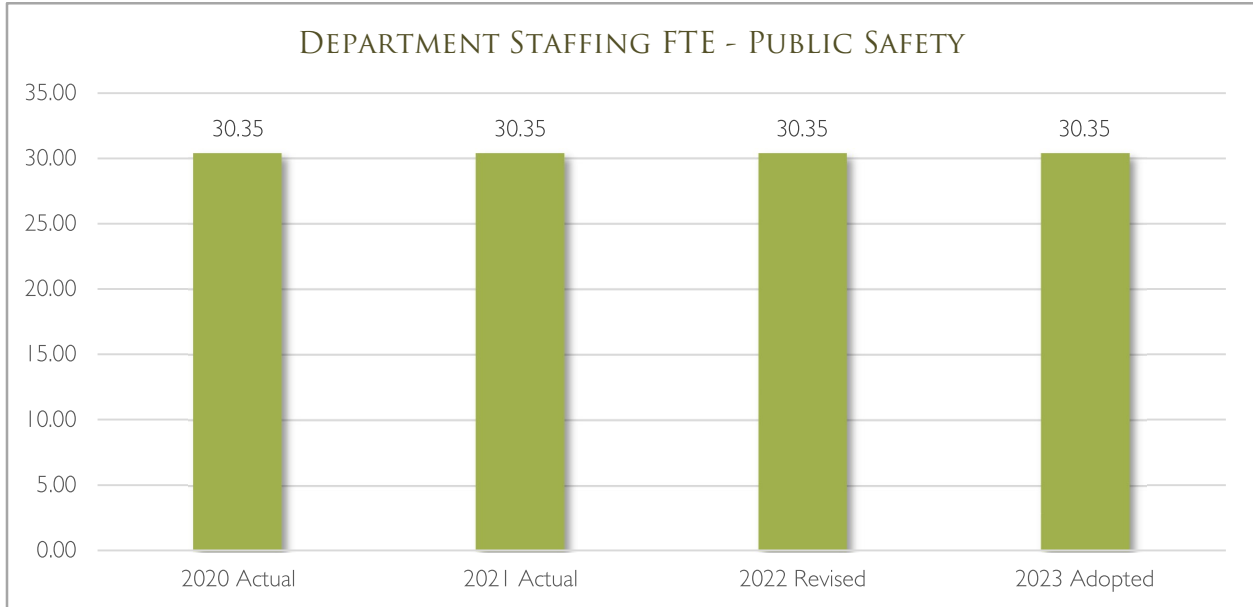
## **OBJECTIVES FOR 2023-2024 – PUBLIC SAFETY**

- Develop a comprehensive Strategic Plan with measurable results.
- Develop a community engagement plan.
- Develop traffic emphasis program to address speed and collision prone areas.
- Increase visibility of the Marine Patrol.
- Continue emphasis on officer training and professional development.
- Maintain Washington State accreditation standards.
- Support the county-wide law enforcement records management system transition.
- Continue supporting the effort to transition to the new police/court facility.

**DEPARTMENT SUMMARY – PUBLIC SAFETY**



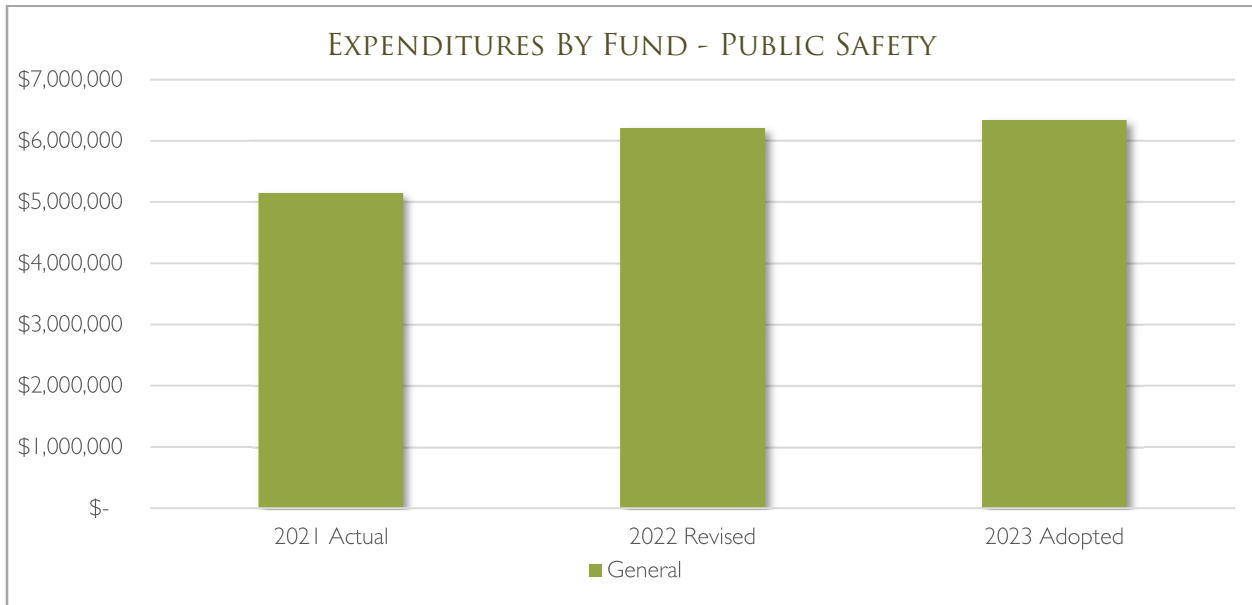
### DEPARTMENT STAFFING – PUBLIC SAFETY





**EXPENDITURES BY FUND – PUBLIC SAFETY**

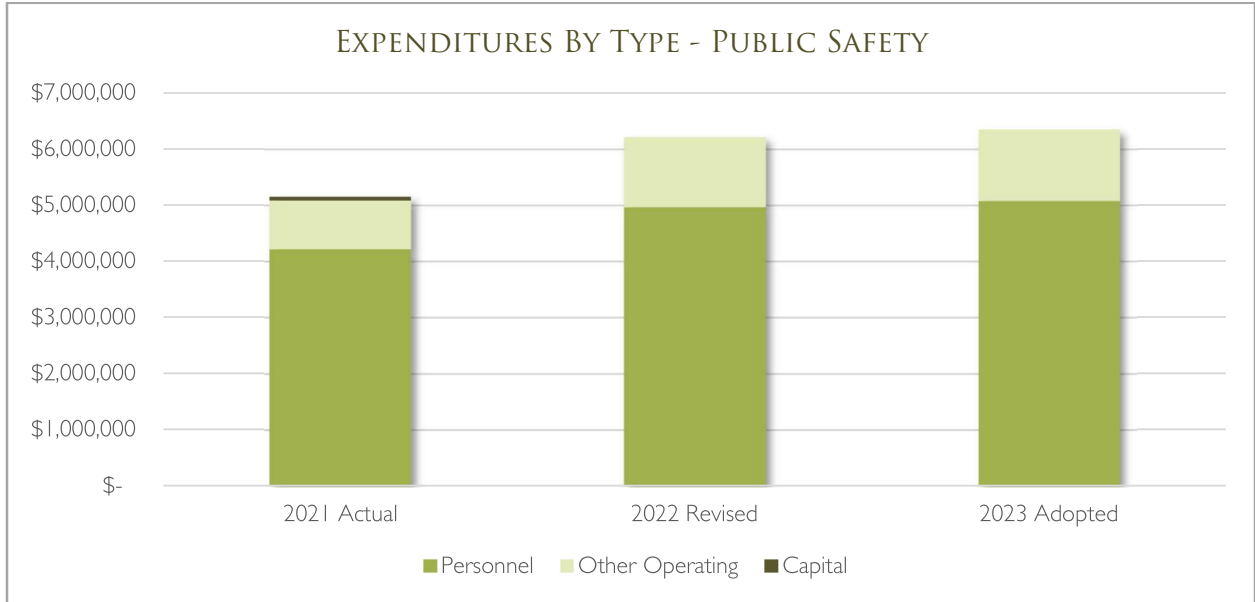
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 5,148,551	\$ 6,208,647	\$ 6,338,265	\$ 129,618
Streets	\$ -	\$ -	\$ -	\$ -
Building & Dev. Svcs.	\$ -	\$ -	\$ -	\$ -
Water Utility	\$ -	\$ -	\$ -	\$ -
Sewer Utility	\$ -	\$ -	\$ -	\$ -
SSWM Utility	\$ -	\$ -	\$ -	\$ -
Other Funds	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 5,148,551</b>	<b>\$ 6,208,647</b>	<b>\$ 6,338,265</b>	<b>\$ 129,618</b>





EXPENDITURES BY TYPE – PUBLIC SAFETY

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 4,217,812	\$ 4,964,607	\$ 5,070,954	\$ 106,347
Other Operating	\$ 858,921	\$ 1,244,040	\$ 1,267,311	\$ 23,271
Capital	\$ 71,818	\$ -	\$ -	\$ -
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 5,148,551</b>	<b>\$ 6,208,647</b>	<b>\$ 6,338,265</b>	<b>\$ 129,618</b>





**PERFORMANCE MEASURES – PUBLIC SAFETY**

Indicator	2019	2020	2021	2022
Calls for Service	14,943	10,297	9,409	10,046
Case Reports	1,557	1,659	1,348	1,543
Criminal Citations	38	22	19	12
Traffic Infractions	325	146	148	242
Traffic Collisions	209	127	156	154
Adult Arrests	297	186	184	165
Juvenile Arrests	6	8	2	14
Violent Crime Cases Categorized as Domestic Violence	12	28	12	15
Driving Under the Influence	32	20	18	22
Drugs/Narcotics	12	5	4	3
Use of Force Incidents	9	9	8	9
Complaints Against Sworn Personnel: Total	11	7	12	13
Complaints Sustained Against Sworn Personnel: Total	1	1	1	2
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)	113	90	63	127
Crimes Against Persons: Cleared by Arrest	29	31	23	50
Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion / Blackmail, Counterfeiting / Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction / Damage/ Vandalsim of Property)	328	614	332	562
Crimes Against Property: Cleared by Arrest	24	19	15	16



# PUBLIC WORKS

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**PUBLIC WORKS**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	3,704,028	4,490,837	4,965,230	5,520,627
Benefits	1,483,162	1,676,869	1,745,389	1,849,494
<b>Salaries &amp; Benefits</b>	<b>5,187,190</b>	<b>6,167,706</b>	<b>6,710,618</b>	<b>7,370,120</b>
Supplies	785,528	736,122	705,618	716,502
Computer Equipment & Software	303	11,615	19,900	19,900
<b>Supplies</b>	<b>785,831</b>	<b>747,737</b>	<b>725,518</b>	<b>736,402</b>
Professional Services	962,007	2,530,579	1,041,670	826,909
Communication	14,998	18,620	14,300	14,300
Travel	1,123	1,600	3,350	1,850
Training	14,221	46,860	43,000	43,000
Advertising	2,482	2,726	1,300	1,300
Operating Leases	321,602	322,810	366,329	414,554
Insurance	95	250	250	250
Utilities	211,106	217,690	212,360	221,985
Repair & Maintenance	1,806,112	2,133,447	1,855,820	3,464,120
All Other Miscellaneous	28,884	36,302	99,730	69,730
<b>Services &amp; Charges</b>	<b>3,362,629</b>	<b>5,310,885</b>	<b>3,638,109</b>	<b>5,057,998</b>
Intergovernmental Services	274,118	309,000	327,500	339,500
<b>Intergovernmental &amp; Interfund</b>	<b>274,118</b>	<b>309,000</b>	<b>327,500</b>	<b>339,500</b>
Capital Equipment	861,346	960,870	1,170,000	770,000
Capital Projects	4,422,076	23,727,930	27,543,810	8,901,084
<b>Other Expenditures</b>	<b>5,283,423</b>	<b>24,688,800</b>	<b>28,713,810</b>	<b>9,671,084</b>
<b>TOTAL EXPENDITURES</b>	<b>14,893,190</b>	<b>37,224,127</b>	<b>40,115,555</b>	<b>23,175,105</b>

## PUBLIC WORKS

### BUDGET NOTES AND CHANGES – PUBLIC WORKS

- Increase of \$350,000 annually for pavement repair program. This increases total annual spend from \$650,000 to \$1 million. The goal is to improve the City's Pavement Condition Index (PCI) from its current level of 66.
- Increase of \$207,000 and 2.0 FTE for Maintenance Tech II positions to support street operations and the increase in pavement repair.
- Decrease of \$85,000 and 1.0 FTE for Winslow Maintenance Worker position. This position has gone unfilled and eliminating the position would allow the City to spend the funds instead on a contract for professional services to provide the maintenance.
- Increase of \$85,000 for professional services to provide upkeep and maintenance in the downtown Winslow area in lieu of maintenance staff position.
- Increase of \$650,000 for facility maintenance and staffing. This includes 2.0 FTE: Operations Project Manager and Maintenance Tech II which would focus primarily on updating the City's Facility Condition Report and identifying and prioritizing facility maintenance projects in 2023 and addressing the identified projects in 2024.
- Increase of \$94,000 and 1.0 FTE for Administrative Specialist II to perform a variety of work currently falling to supervisors. This position will support projects in utility and tax supported funds.
- Increase of \$100,000 for Americans with Disabilities Act (ADA) Transition Plan implementation. Started in 2022 and partially funded with \$61,885 in ARPA funds and expected to carry into 2023. This increase anticipates the City will need this additional funding to implement the resulting recommendations in 2024.
- Increase of \$100,000 to update the City's Design and Construction Standards, previously developed in 1997 with only minor adjustments in 2015.
- Increase of \$25,000 for traffic calming measures.
- Increase of \$75,000 for water system business plan. A consultant contract would address the City's position on acceptance of small and medium sized private water systems and develop strategies for addressing systems within or near the current Winslow water system service area.
- Increase of \$25,000 for establishing an ongoing budget line item for annual traffic and bicycle count to evaluate traffic issues and support grant applications.
- Increase of \$50,000 for Surface and Storm Water (SSWM) study to address the adequacy of revenue needed to support the maintenance and operation of the City's SSWM system. This includes City requirements associated with the with the National Pollution Discharge Elimination (NPDES) permit.
- Decrease of \$72,000 and 1.0 FTE for Hydrogeologist term limited position which sunsets in mid-2024, per the original Council authorization.

**MAJOR MAINTENANCE – 2023-2024 ADOPTED BUDGET**

The 2023-2024 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	2023	2024
Facility condition assessment	150,000	-
Public Works fuel system repairs and ongoing maintenance	50,000	25,000
Public Works Kitchen, washer, dryer upgrade for Emergency Operation Center	-	60,000
Public Works truck storage light fixtures retrofit	-	50,000
Sidewalk assessment and repairs	-	80,000
Public Works Shop Heating, Ventilation, Air Conditioning (HVAC) controls upgrade	30,000	-

**Utility Funds (Water Utility)**

Project Description	2023	2024
Ventilation system improvements (multiple locations)	60,000	-
Automatic valves and control maintenance	25,000	-
Reservoir cleaning and inspection	-	25,000
Well head enclosures: Sands Ave & Head of Bay	-	60,000
Water rights evaluation	50,000	-
Sands Ave pumphouse repairs	-	20,000

**Utility Funds (Sewer Utility)**

Project Description	2023	2024
WWTP: Rebuild influent fine screen	50,000	50,000
WWTP: Variable frequency drive (VFD) replacements	80,000	80,000
Sewer video inspection contract	-	100,000
Ericksen sewer slip lining	130,000	-

**Utility Funds (SSWM Utility)**

Project Description	2023	2024
Spoils study for alternative solutions	75,000	-

**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.

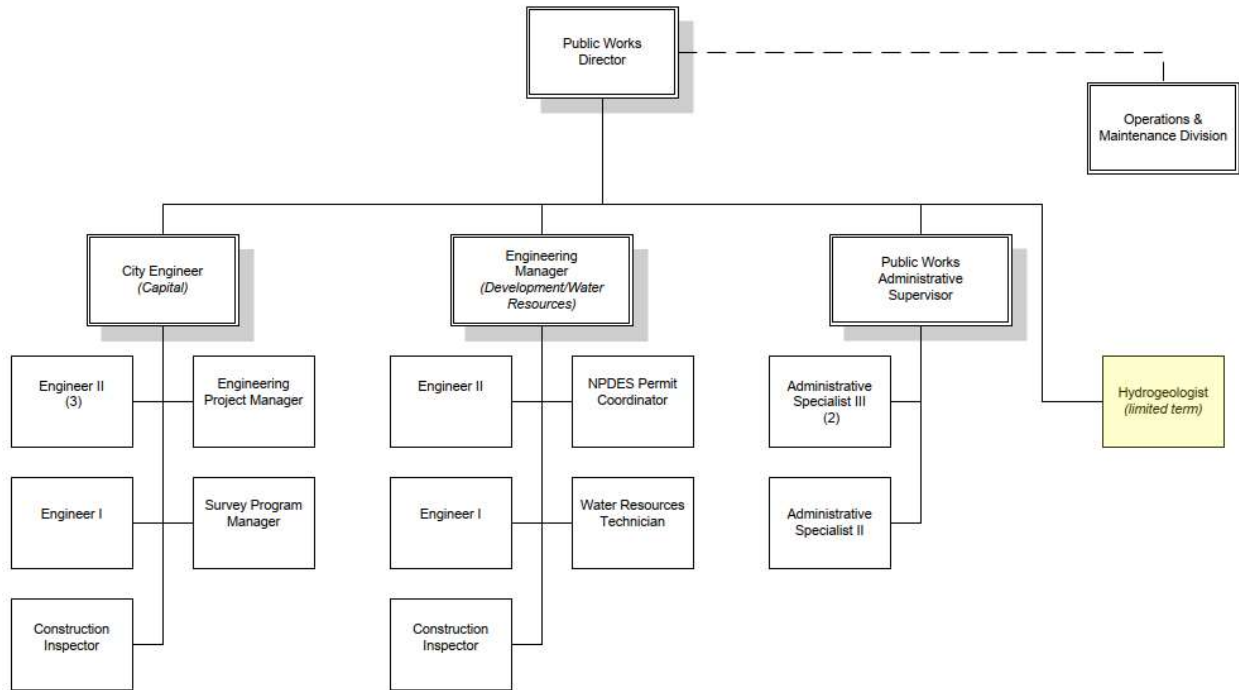
Development Engineering staff review applications for compliance with local and state regulations and technical requirements associated with the City's design and construction standards and stormwater management regulations. Staff also conduct site inspections for private development construction of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



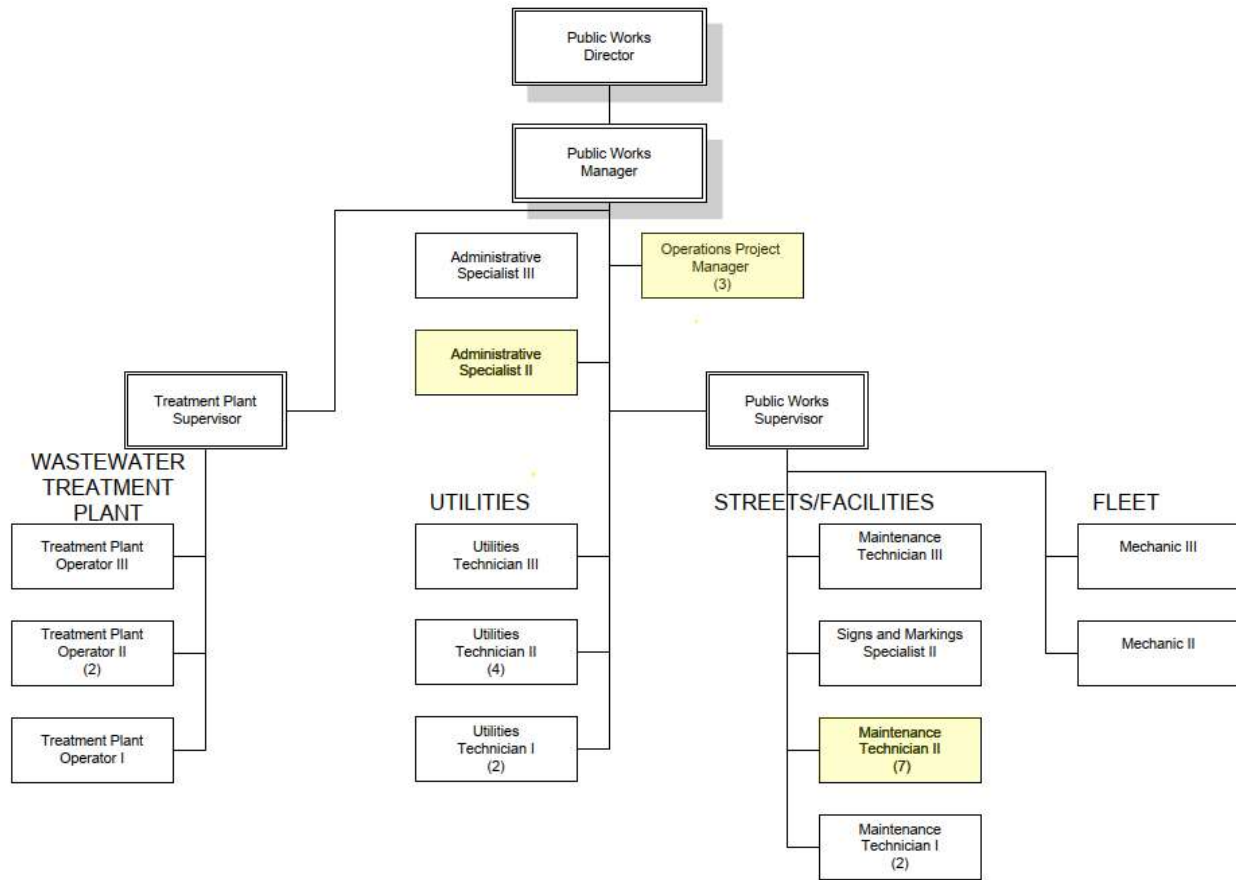
### ORGANIZATIONAL CHART – PUBLIC WORKS: ENGINEERING DIVISION



Highlighted areas represent staffing changes.



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



Highlighted areas represent staffing changes.

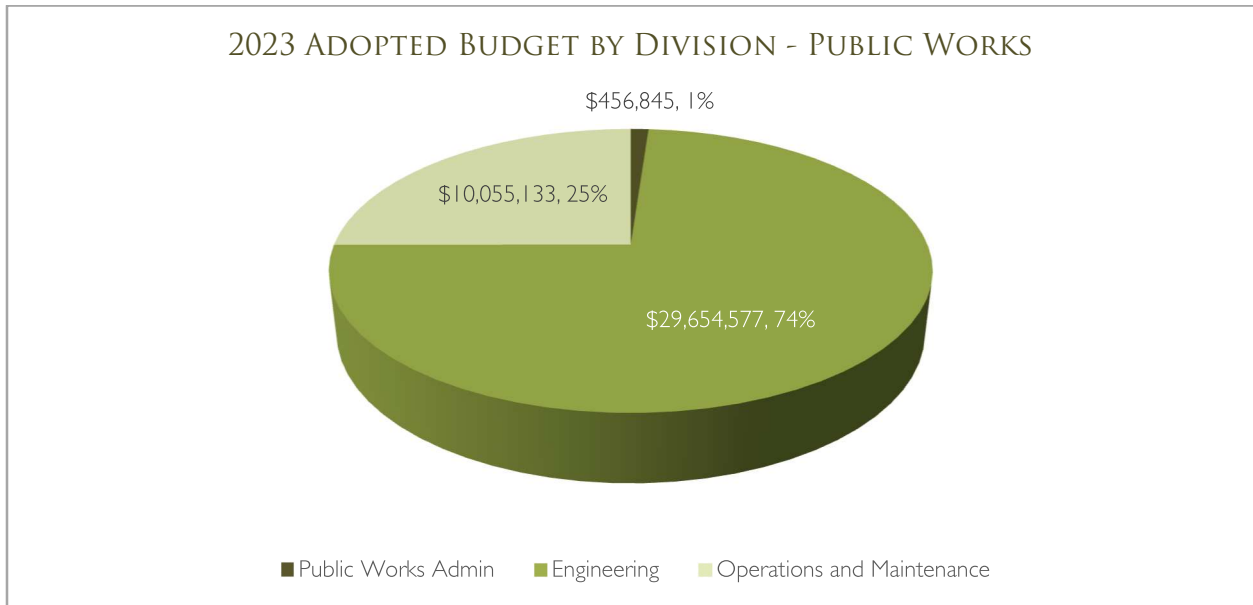
## SERVICES PROVIDED – PUBLIC WORKS

- 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 2023 – 2024 – PUBLIC WORKS

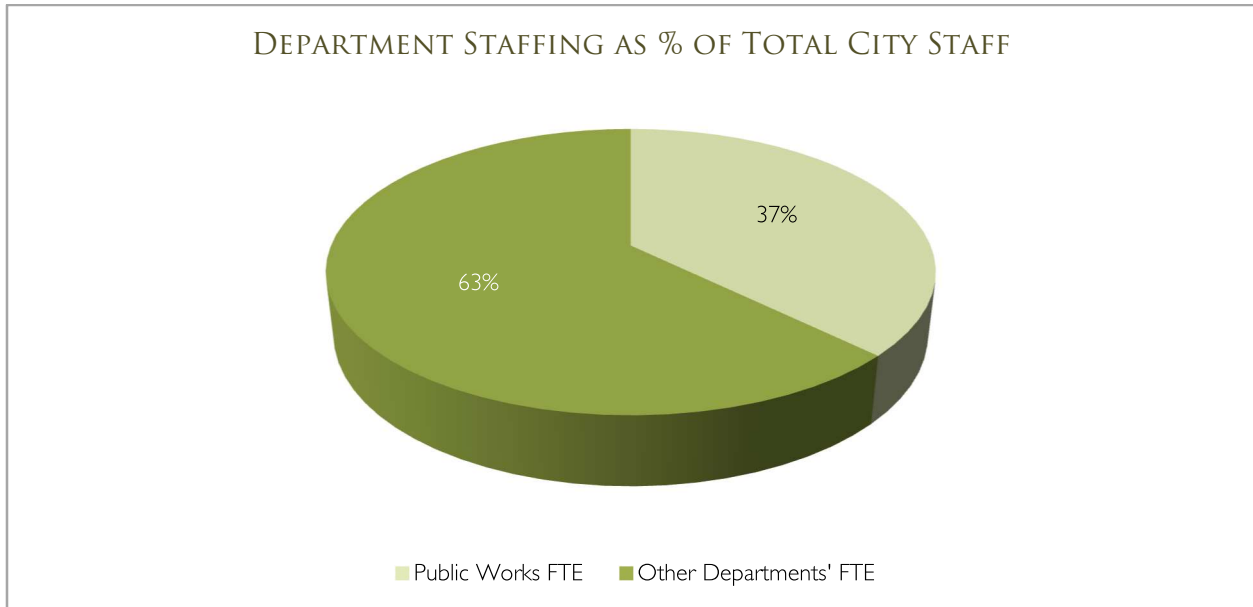
- Complete the construction of the Police and Court Facility on-time and on-budget, and successfully move both departments into the new space.
- Complete the construction of the Madison Avenue Sidewalk and Bike Lanes project.
- Complete the Country Club Road Reconstruction project, and the Yeomalt Neighborhood Drainage Improvements Project.
- Complete the Groundwater Management Plan and begin implementation of plan strategies.
- Increase the level of service for streets maintenance and asphalt paving replacement.
- Support critical operations and maintenance management staff transitions.
- Support the adjustment of water and sewer utility rate revenue that will allow for the commencement of critical utility upgrade projects.
- Complete the optimization improvements for the Wastewater Treatment Plant and begin planning longer term upgrades.
- Implement a strategy for transitioning gas powered fleet vehicles and hand tools to electric.
- Begin construction of the replacement of the Winslow Water Tank.
- Begin construction of the Lower Lovell/Wood Avenue sewer improvements.
- Develop a design concept and begin construction of the Eagle Harbor/Wyatt Way Non-Motorized Improvements Project.

### DEPARTMENT SUMMARY – PUBLIC WORKS





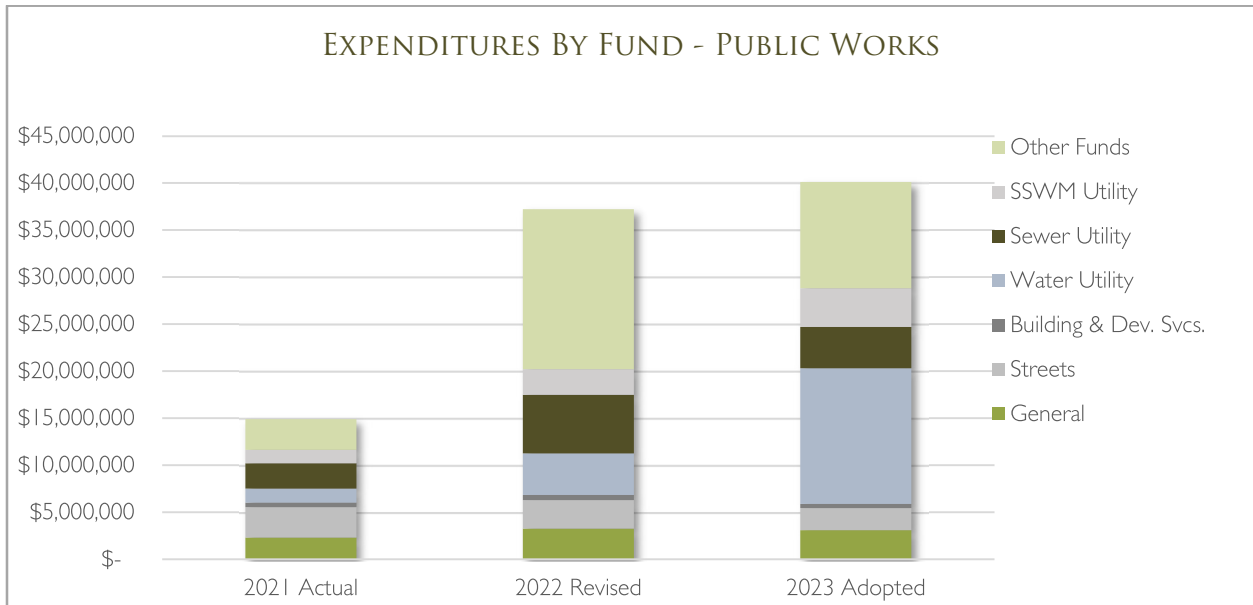
### DEPARTMENT STAFFING – PUBLIC WORKS





### EXPENDITURES BY FUND – PUBLIC WORKS

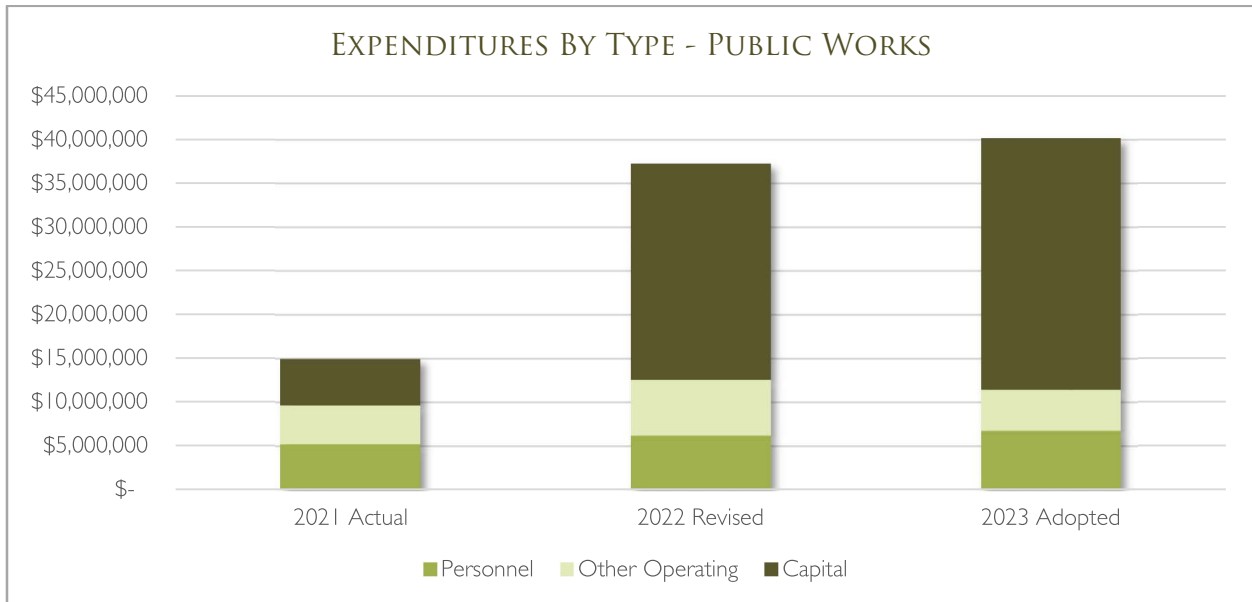
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 2,309,703	\$ 3,275,327	\$ 3,091,572	\$ (183,755)
Streets	\$ 3,226,135	\$ 3,009,710	\$ 2,363,609	\$ (646,101)
Building & Dev. Svcs.	\$ 492,614	\$ 544,084	\$ 423,854	\$ (120,230)
Water Utility	\$ 1,498,902	\$ 4,419,064	\$ 14,445,759	\$ 10,026,695
Sewer Utility	\$ 2,673,219	\$ 6,244,576	\$ 4,377,820	\$ (1,866,756)
SSWM Utility	\$ 1,419,938	\$ 2,718,566	\$ 4,115,750	\$ 1,397,184
Other Funds	\$ 3,272,679	\$ 17,012,800	\$ 11,297,191	\$ (5,715,609)
<b>Total Budget</b>	<b>\$ 14,893,190</b>	<b>\$ 37,224,127</b>	<b>\$ 40,115,555</b>	<b>\$ 2,891,428</b>





### EXPENDITURES BY TYPE – PUBLIC WORKS

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 5,187,190	\$ 6,167,706	\$ 6,710,618	\$ 542,912
Other Operating	\$ 4,422,577	\$ 6,367,621	\$ 4,691,127	\$ (1,676,494)
Capital	\$ 5,283,423	\$ 24,688,800	\$ 28,713,810	\$ 4,025,010
Other Non-Operating	\$ -	\$ -	\$ -	\$ -
<b>Total Budget</b>	<b>\$ 14,893,190</b>	<b>\$ 37,224,127</b>	<b>\$ 40,115,555</b>	<b>\$ 2,891,428</b>





**PERFORMANCE MEASURES – PUBLIC WORKS**

STREETS

Indicator	2019	2020	2021	2022
Number of Cubic Yards of Street Waste Removed During Roadway Sweeping	640	430	282	323
Number of Hours Spent on Roadside Mowing	2,047	1,560	1,050	868
Number of Hours Spent on Overhead Vegetation Control	1,936	1,334	2,053	1,712
Number of Hours Spent on Street Sweeping	840	939	887	631
Number of Hours Spent on Bike Lane Sweeping	133	249	168	200
Number of Miles Completed Towards the C40 Non-Motorized Improvements	0.00	0.13	0.80	0

FLEET & FACILITY SERVICES

Indicator	2019	2020	2021	2022
Number of Square Feet Facilities Maintained	62,607	62,607	90,000	90,000
Number of Vehicles and Equipment Maintained	170	171	164	155
Average Age of Vehicles and Equipment (in years)	11.4	11.2	11.4	11.7

WATER UTILITY

Indicator	2019	2020	2021	2022
Number of Scheduled Water Plant Inspections	918	1,042	1,089	998
Number of Coliform Bacteria Samples Collected	271	318	166	166
Number of Unsatisfactory Routine Coliform Bacteria Samples	2	0	1	2
Average Water Use Per Single Family Residence - Winslow Water System (gallons per day)	153	157	172	150
Average Water Use Per Single Family Residence - Rockaway Beach Water System (gallons per day)	242	241	163	214



SEWER UTILITY

Indicator	2019	2020	2021	2022
Winslow Wastewater Treatment Plant (WWTP): average sewage flow treated (million gallons per day)	0.54	0.56	0.60	0.57
Annual average percent of WWTP Biochemical Oxygen Demand (BOD) removal - 85% required by NPDES permit	99%	99%	99%	99%
Average percent of treatment plant total suspended solids (TSS) removal	98%	99%	98%	98%
Number of Sewage Pump Stations Inspected	884	884	884	884
Sewage Spills (gallons)	3,025	15,915	2,550	3,920

STORMWATER UTILITY

Indicator	2019	2020	2021	2022
Number of Catch Basins Inspected	1,800	1,166	995	589
Number of Catch Basins Cleaned	147	246	213	181
Linear Feet of Open Conveyance Ditched	2,647	2,939	6,528	3,471
Number of Culverts Inspected (Four Year Cycle by Zone)	177	323	402	409
Number of Culverts Cleaned	13	20	7	39



# GENERAL GOVERNMENT

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**CITY OF BAINBRIDGE ISLAND**  
**FY 2023 & 2024 ADOPTED BUDGET - ALL FUNDS**  
**GENERAL GOVERNMENT**

	2021 ACTUAL	2022 REVISED	2023 ADOPTED	2024 ADOPTED
Salaries	26,017	74,000	(808,102)	(884,192)
Benefits	43,445	178,100	103,595	104,165
<b>Salaries &amp; Benefits</b>	<b>69,461</b>	<b>252,100</b>	<b>(704,507)</b>	<b>(780,027)</b>
Supplies	33,073	5,000	6,500	6,500
<b>Supplies</b>	<b>33,073</b>	<b>5,000</b>	<b>6,500</b>	<b>6,500</b>
Professional Services	482,881	612,562	548,745	558,400
Communication	179,455	186,650	217,350	224,350
Training	-	3,000	3,000	3,000
Advertising	378	300	300	300
Operating Leases	247,539	253,500	242,950	241,940
Insurance	490,760	600,000	838,500	1,122,600
Utilities	541,547	611,300	707,282	723,932
All Other Miscellaneous	140,039	94,919	61,700	96,700
<b>Services &amp; Charges</b>	<b>2,082,599</b>	<b>2,362,231</b>	<b>2,619,827</b>	<b>2,971,222</b>
Intergovernmental Services	217,543	227,550	230,000	239,000
Intergovernmental-Taxes and Assessment:	211,776	195,500	236,500	250,100
Interfund - Taxes and Assessments	637,315	657,700	703,200	734,200
<b>Intergovernmental &amp; Interfund</b>	<b>1,066,634</b>	<b>1,080,750</b>	<b>1,169,700</b>	<b>1,223,300</b>
<b>Other Expenditures</b>	<b>6,005,773</b>	<b>2,924,535</b>	<b>2,969,232</b>	<b>3,151,077</b>
To Other Funds and Sub-Funds	-	407,584	2,064,000	2,020,000
<b>Other Uses</b>	<b>-</b>	<b>407,584</b>	<b>2,064,000</b>	<b>2,020,000</b>
<b>TOTAL EXPENDITURES</b>	<b>9,257,540</b>	<b>7,032,200</b>	<b>8,124,752</b>	<b>8,592,071</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.

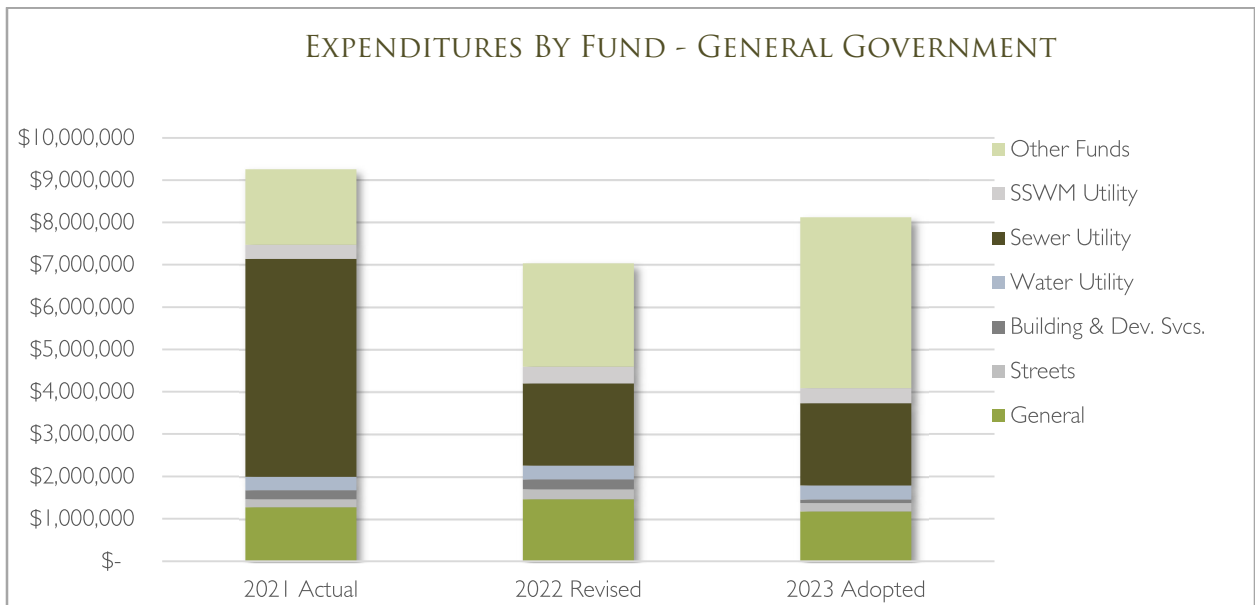
### **BUDGET NOTES AND CHANGES – GENERAL GOVERNMENT**

- Addition of a 5% vacancy rate for staff citywide, which results in negative budget numbers in this department, representing expected underspending in other departments throughout the year.
- 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

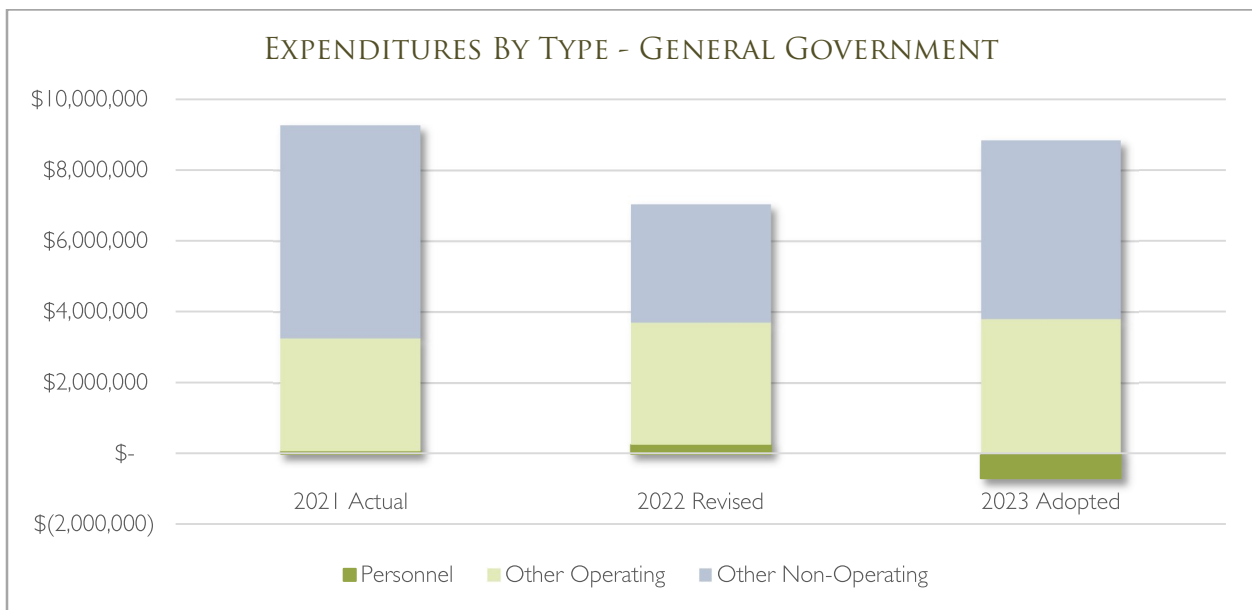
Fund	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
General	\$ 1,274,806	\$ 1,458,250	\$ 1,173,474	\$ (284,776)
Streets	\$ 188,666	\$ 234,000	\$ 193,034	\$ (40,966)
Building & Dev. Svcs.	\$ 209,493	\$ 237,550	\$ 85,199	\$ (152,351)
Water Utility	\$ 314,960	\$ 326,400	\$ 333,318	\$ 6,918
Sewer Utility	\$ 5,147,732	\$ 1,944,950	\$ 1,947,368	\$ 2,418
SSWM Utility	\$ 336,113	\$ 391,089	\$ 348,869	\$ (42,220)
Other Funds	\$ 1,785,770	\$ 2,439,961	\$ 4,043,490	\$ 1,603,529
<b>Total Budget</b>	<b>\$ 9,257,540</b>	<b>\$ 7,032,200</b>	<b>\$ 8,124,752</b>	<b>\$ 1,092,552</b>





### EXPENDITURES BY TYPE – GENERAL GOVERNMENT

Category	2021 Actual	2022 Revised	2023 Adopted	Change 2023 over 2022
Personnel	\$ 69,461	\$ 252,100	\$ 259,100	\$ 7,000
Vacancy	\$ -	\$ -	\$ (963,607)	\$ (963,607)
<b>Total Personnel</b>	<b>\$ 69,461</b>	<b>\$ 252,100</b>	<b>\$ (704,507)</b>	<b>\$ (956,607)</b>
Other Operating	\$ 3,182,306	\$ 3,447,981	\$ 3,796,027	\$ 348,046
Capital	\$ -	\$ -	\$ -	\$ -
Other Non-Operating	\$ 6,005,773	\$ 3,332,119	\$ 5,033,232	\$ 1,701,113
<b>Total Budget</b>	<b>\$ 9,257,540</b>	<b>\$ 7,032,200</b>	<b>\$ 8,124,752</b>	<b>\$ 1,092,552</b>





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# SECTION 5



# CAPITAL IMPROVEMENT PLAN



## SECTION 5: CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan Summary.....	199-201
Transportation.....	203-209
Non-Motorized.....	211-216
Fleet and Equipment.....	217
Facilities.....	219-229
Water.....	231-239
Sewer.....	241-247
Stormwater.....	249-255

## 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 are projects that have construction or acquisition costs equal to \$50,000 or greater, and an estimated useful life equaling one year or longer. 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.

### CAPITAL IMPROVEMENT PROCESS

The Capital Improvement Plan is a living document, changing as the priorities and needs of the City evolve. The six-year CIP adopted for the 2023-2024 Biennium is a combination of projects in progress as well as projects added as they have been identified by management. Projects with the potential to be added to the CIP are prioritized using the following criteria:

- Imperative – Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.
- Essential – Projects that address clearly demonstrated needs or objectives.
- Important – Projects that benefit the community but may be delayed without detrimental effects to basic services.
- Desirable – Projects that are wanted but not included in the six-year CIP plan due to funding limitations.

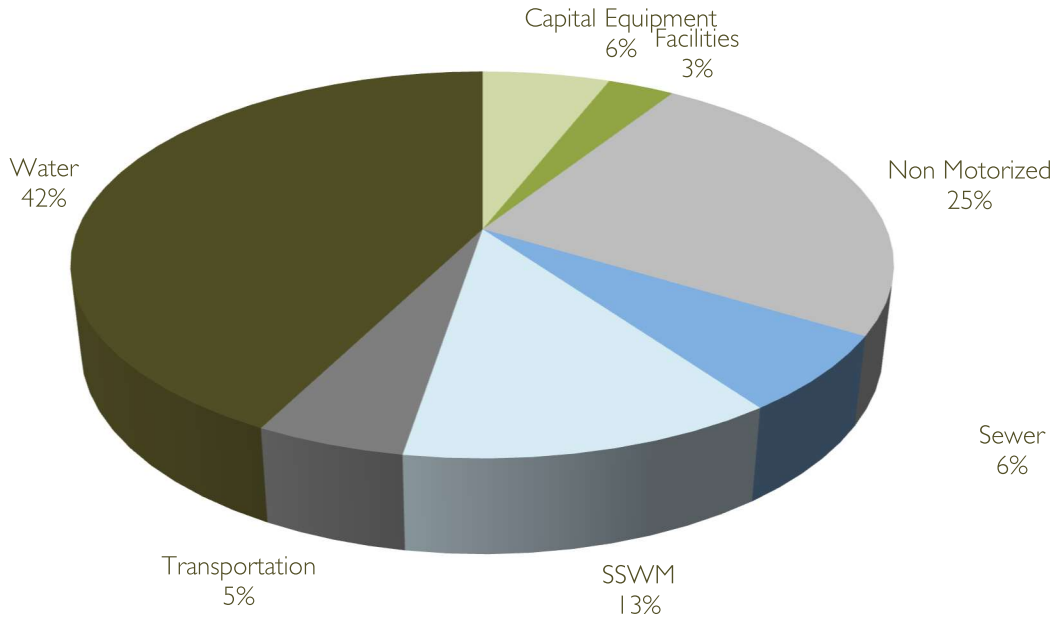
Once projects have been prioritized, a preliminary Capital Improvement Plan is created and presented to Council. City residents have an opportunity to weigh in on the CIP during Public Hearings. Council can then direct staff to make changes as requested before Adopting the final Capital Improvement Plan alongside and as a part of the Adopted Budget.

### SIGNIFICANT CAPITAL PROJECTS IN THE BIENNIUM

The 2023-2028 CIP is a robust plan with emphasis on critical water and sewer utility projects, in conjunction with continuation of significant non-motorized and facility projects. The largest capital projects throughout the biennium are:

- Police and Municipal Court Facility – Carrying over unspent funding from 2022, this \$20 million facility project is expected to be completed mid-year 2023. Details can be found on page 220.
- Winslow Water Tank Replacement – \$11.1 million in spending is planned for this major water project in 2023. Details can be found on page 232.
- Madison Ave Non-Motorized & Sewer Improvements - \$3.4 million in spending is planned for this bundled non-motorized/sewer project in 2023. Details can be found on page 212.

2023-2024 CAPITAL IMPROVEMENT PLAN  
SUMMARY BY PROJECT TYPE  
TOTAL \$32,436,000



Fiscal year 2023 and 2024 capital improvements are incorporated into the 2023 – 2024 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 by project type, there is a summary for each section which lists the projects, estimated costs, and potential grant funding. There is an additional project level sheet 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 (2023 - 2028)**  
**2023-2024 Adopted Budget**

Category	Prior Years	2023	2024	2025	2026	2027	2028	2029 - 2042	Total
<b>in (1000s)</b>									
Transportation Projects	451	858	754	1,725	645	-	-	-	<b>4,433</b>
<i>Transportation Grants</i>	-	-	-	-	-	-	-	-	-
Non Motorized Projects	1,537	4,191	3,038	-	-	-	-	-	<b>8,766</b>
<i>Non Motorized Grants</i>	1,485	-	735	-	-	-	-	-	<b>2,220</b>
Fleet and Equipment	-	1,170	770	625	735	950	1,205	-	<b>5,455</b>
Facility Projects	20,874	478	539	80	-	-	-	-	<b>21,971</b>
<i>Facility Grants</i>	273	-	-	-	-	-	-	-	<b>273</b>
Water Projects	1,639	12,471	898	-	-	-	-	-	<b>15,008</b>
<i>Water Grants</i>	-	400	-	-	-	-	-	-	<b>400</b>
Sewer Projects	4,197	928	1,160	3,184	-	-	-	-	<b>9,469</b>
<i>Sewer Grants</i>	-	-	-	-	-	-	-	-	-
SSWM Projects	563	2,268	1,778	693	-	-	-	-	<b>5,302</b>
<i>SSWM Grants</i>	85	-	-	1,800	-	-	-	-	<b>1,885</b>
Utility Funding	6,399	15,667	3,836	3,877	-	-	-	-	<b>29,779</b>
General Govt Funding	22,862	6,697	5,101	2,430	1,380	950	1,205	-	<b>40,625</b>
<b>Total Project Cost Less Grants</b>	<b>29,261</b>	<b>22,364</b>	<b>8,937</b>	<b>6,307</b>	<b>1,380</b>	<b>950</b>	<b>1,205</b>	<b>-</b>	<b>70,404</b>
<i>Grant Totals</i>	<i>1,843</i>	<i>400</i>	<i>735</i>	<i>1,800</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<b>4,778</b>
<b>TOTAL PROJECT COST</b>	<b>31,104</b>	<b>22,764</b>	<b>9,672</b>	<b>8,107</b>	<b>1,380</b>	<b>950</b>	<b>1,205</b>	<b>-</b>	<b>75,182</b>



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**City of Bainbridge Island  
Transportation CIP (2023 - 2028)  
2023 - 2024 Adopted Budget**

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>TRANSPORTATION PROJECTS - 6-YEAR CIP</b>																
Country Club Bulkhead Reconstruction <i>at Seawall</i>				Y				15	-	667	-	-	-	-	-	<b>682</b>
Country Club Rd Reconstruction <i>Past Toe Jam to Seawall</i>				Y				386	599	-	-	-	-	-	-	<b>985</b>
Manitou Beach Rd & Bulkhead Repair <i>Manitou Beach Rd</i>				Y				-	259	-	1,075	-	-	-	-	<b>1,334</b>
Fort Street Extension <i>Tani Creek to Pleasant Beach</i>				Y				-	-	87	375	-	-	-	-	<b>462</b>
Springbrook Fish Passage <i>Fletcher Bay Rd</i>	x			Y				50	-	-	100	-	-	-	-	<b>150</b>
Winslow Way West <i>Finch to Grow Ave</i>				Y	Y			-	-	-	175	645	-	-	-	<b>820</b>
								City Funding	451	858	754	1,725	645	-	-	<b>4,433</b>
								Grant Totals	-	-	-	-	-	-	-	<b>-</b>
								<b>TOTALS</b>	<b>451</b>	<b>858</b>	<b>754</b>	<b>1,725</b>	<b>645</b>	<b>-</b>	<b>-</b>	<b>4,433</b>

**Project:** Country Club Bulkhead Reconstruction

**Number:** 00781

**Location:** Seawall on Country Club Road

**Project Description**



Description: The project consists of long-term (10-15-yr) repair and replacement of the Country Club bulkhead, including the replacement of drainage facilities and repair of the adjacent roadway.

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

Schedule: 2020: Design and permitting; 2024: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	667	-	-	-	-	-	667
REET	15	-	-	-	-	-	-	-	15
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>15</b>	<b>-</b>	<b>667</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>682</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	-	17	-	-	-	-	-	17
Design/Construction	15	-	650	-	-	-	-	-	665
<b>Sub-total</b>	<b>15</b>	<b>-</b>	<b>667</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>682</b>

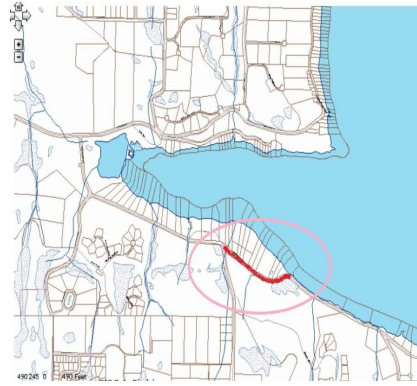
**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Country Club Road Reconstruction  
**Location:** Toe Jam Road to the Seawall

**Number:** 00712

**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	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	61	599	-	-	-	-	-	-	660
REET	325	-	-	-	-	-	-	-	325
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>386</b>	<b>599</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>985</b>
<b>FUNDING USES (1000's)</b>									
Project Management	65	24	-	-	-	-	-	-	89
Design/construction	321	575	-	-	-	-	-	-	896
<b>Sub-total</b>	<b>386</b>	<b>599</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>985</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Manitou Beach Rd and Bulkhead Stabilization

**Number:**

**01226**

**Location:** Murden Cove - Falk

**Project Description**



Description: This project will evaluate roadway, stabilization and flooding conditions along Manitou Beach Drive, and design and construct improvements that will limit long-term impacts on the roadway conditions.

Benefit: Preservation of roadway conditions for vehicular and non-motorized use.

Schedule: YR1:Design/permitting, YR3: Construction.

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
REET Fund	-	259	-	1,075	-	-	-	-	1,334
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>259</b>	<b>-</b>	<b>1,075</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,334</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	9	-	50	-	-	-	-	59
Design/construction	-	250	-	1,025	-	-	-	-	1,275
<b>Sub-total</b>	<b>-</b>	<b>259</b>	<b>-</b>	<b>1,075</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,334</b>

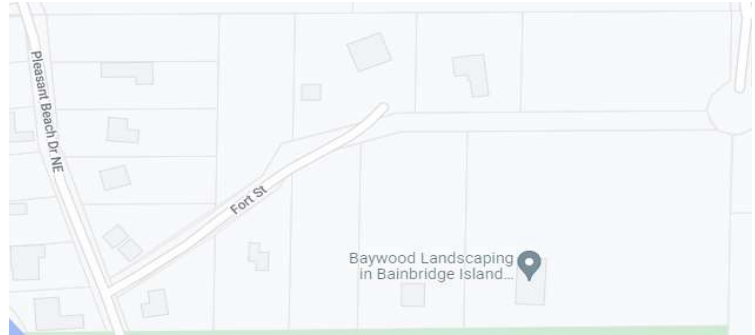
**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Fort Street Extension  
**Location:** Tani Creek to Pleasant Beach

**Number:** 01227

**Project Description**



Description: The project proposes to improve vehicular and fire safety, and reduce the maintenance and operations costs of the existing Pleasant Beach/Fort Street, by reconfiguring the roadway geometry and access locations.

Benefit: Vehicular and fire safety, and reduced long-term maintenance costs.

Schedule: YR 1: Design; YR 2: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
REET Fund	-	-	87	375	-	-	-	-	462
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>87</b>	<b>375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>462</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	-	8	15	-	-	-	-	23
Design/construction	-	-	79	360	-	-	-	-	439
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>87</b>	<b>375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>462</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Springbrook Fish Passage  
**Location:** Fletcher Bay Road west of New Brooklyn

**Number:** 01159

**Project Description**



Description: The Springbrook Fish Weir/Passage project proposes to replace the existing culvert at Springbrook Creek with an open box/bridge structure and streambed restoration.

Benefit:

Schedule: YR I: Design

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	50	-	-	100	-	-	-	-	150
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	50	169	13	125	-	-	-	-	357
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	85	-	-	1,800	-	-	-	-	1,885
<b>Sub-total</b>	<b>185</b>	<b>169</b>	<b>13</b>	<b>2,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,392</b>
FUNDING USES (1000's)									
Project Management	4	3	13	25	-	-	-	-	45
Design/construction	181	166	-	2,000	-	-	-	-	2,347
<b>Sub-total</b>	<b>185</b>	<b>169</b>	<b>13</b>	<b>2,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,392</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Winslow Way West  
**Location:** Finch Pl to Grow Ave

**Number:** **TBD**

**Project Description**



Description: Roadway reconstruction and sidewalk infill between Finch Place and Grow Avenue.

Benefit:

Schedule: YR1:Design/permitting, YR2: Construction.

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
REET Fund	-	-	-	175	645	-	-	-	820
Water Fund	-	-	-	75	300	-	-	-	375
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>945</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,195</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	-	-	11	45	-	-	-	56
Design/construction	-	-	-	239	900	-	-	-	1,139
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>945</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,195</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**City of Bainbridge Island**  
**Non-Motorized Transportation CIP (2023- 2028)**  
**2023 - 2024 Adopted Budget**

Project / Location	Grant Eligible	Grant Awarded	Grant Funds/ Donations	Tax Supported	W/tr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
<b>NON-MOTORIZED PROJECTS - 6-YEAR CIP</b>																	
Bundled Madison Avenue Nonmotorized & Sewer Improvements Project <i>Winslow to SR305</i>	x	x	1,410	Y		Y		2,375	3,365	-	-	-	-	-	-	<b>5,740</b>	
Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements <i>Shoreline to Nicholson</i>	x	x	735	Y				375	531	2,833	-	-	-	-	-	<b>3,740</b>	
Connecting Centers: Bucklin Hill Non-Motorized Improvements <i>Blakely - Fletcher Bay</i>			-	Y				57	277	836	-	-	-	-	-	<b>1,170</b>	
STO Long Range Plan <i>STO Trail</i>			75	Y				215	17	8	-	-	-	-	-	<b>241</b>	
Grow Avenue Traffic Calming <i>Grow Ave</i>	x			Y				-	-	95	-	-	-	-	-	<b>95</b>	
City Project Funding								1,537	4,191	3,038	-	-	-	-	-	<b>8,766</b>	
Grant Totals								1,485	-	735	-	-	-	-	-	-	<b>2,220</b>
<b>TOTALS</b>								<b>3,022</b>	<b>4,191</b>	<b>3,773</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,986</b>

**Project:** Bundled Madison Ave Non-Motorized & Sewer Improvements

**Number:**

**01088**

**Location:** Winslow to SR305

**Project Description**



Description: This project will widen the existing east-side sidewalk to 5-feet or greater, and include sections of landscape buffer plus re-striping. Driveways and ramps on the both sides will be upgraded to meet current standards. This project is bundled with sewer improvements along Madison Avenue.

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.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	209	-	-	-	-	-	-	-	209
REET	731	505	-	-	-	-	-	-	1,236
TBD	25	860	-	-	-	-	-	-	885
Sewer Fund	792	15	-	-	-	-	-	-	807
SSWM Fund	-	-	-	-	-	-	-	-	-
ARPA	-	2,000	-	-	-	-	-	-	2,000
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
<b>Sub-total</b>	<b>3,167</b>	<b>3,380</b>	-	-	-	-	-	-	<b>6,547</b>
<b>FUNDING USES (1000's)</b>									
Project Management	117	64	-	-	-	-	-	-	181
Design/construction	3,050	3,316	-	-	-	-	-	-	3,316
<b>Sub-total</b>	<b>3,167</b>	<b>3,380</b>	-	-	-	-	-	-	<b>6,547</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-

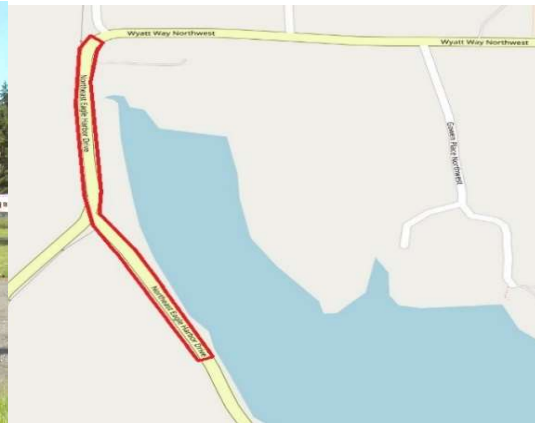
**Project:** Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements

**Number:**

**00968**

**Location:** Wyatt to past Bucklin Hill

**Project Description**



Description: Provide non-motorized improvements along Eagle Harbor Drive from the shoreline to Head of the Bay, and along Wyatt from the Head of the Bay to Nicholson Place. Improvements will include a mix of shoulders, vertically and physically separated paths, and safety improvements at the Finch/Wyatt intersection.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2023: Design; 2024: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	4	-	-	-	-	-	-	-	4
REET	370	531	2,098	-	-	-	-	-	3,000
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	735	-	-	-	-	-	735
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>375</b>	<b>531</b>	<b>2,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,740</b>
<b>FUNDING USES (1000's)</b>									
Project Management	30	31	33	-	-	-	-	-	95
Design/construction	345	500	2,800	-	-	-	-	-	3,645
<b>Sub-total</b>	<b>375</b>	<b>531</b>	<b>2,833</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,740</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Connecting Centers: Bucklin Hill Non-Motorized Improvements

**Number:**

**00723**

**Location:** Blakely to Fletcher

**Project Description**



Description: Provide non-motorized improvements along Bucklin Hill and Lynwood Center Roads between Blakely and Fletcher Bay Road. Improvements will include a mix of shoulders, vertically and physically separated paths and associated safety improvements.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YRI: Construction (in-house design)

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	57	277	836	-	-	-	-	-	1,170
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>57</b>	<b>277</b>	<b>836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,170</b>
<b>FUNDING USES (1000's)</b>									
Project Management	10	11	36	-	-	-	-	-	57
Design/construction	47	266	800	-	-	-	-	-	1,113
<b>Sub-total</b>	<b>57</b>	<b>277</b>	<b>836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,170</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** STO Long-Range Plan

**Number:**

**01213**

**Location:**

**Project Description**



Description: This project will develop a high-level plan for the alignment of the Sound to Olympics Trail from Madison Avenue to the Agate Pass Bridge, and a more detailed design plan for the trail segment between Sakai Pond and Madison Avenue.

Benefit: Concept and design plans for trail alignment will aid in the procurement of grant funds for the project implementation.

Schedule: YR 1: Design

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
TBD	140	17	8	-	-	-	-	-	166
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	75	-	-	-	-	-	-	-	75
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>215</b>	<b>17</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>241</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	17	8	-	-	-	-	-	26
Design	215	-	-	-	-	-	-	-	215
<b>Sub-total</b>	<b>215</b>	<b>17</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>241</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Grow Ave Traffic Calming

**Number:**

**01089**

**Location:** Grow Ave

**Project Description**



Description: Project will include minor traffic calming improvements such as speed humps, chicanes, neighborhood traffic circles and/or other applications between Winslow Way and High School Road.

Benefit: Project will mitigate speeding and improve pedestrian and bicyclist safety on Grow Avenue.

Schedule: YRI: Design and construct

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
TBD	-	-	95	-	-	-	-	-	95
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95</b>
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	95	-	-	-	-	-	95
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City of Bainbridge Island**  
**FLEET and EQUIPMENT CIP (2023 - 2028)**  
**2023-2024 Adopted Budget**

Project	General Rent	Streets Rent	Water Rent	Sewer Rent	SSWVM Rent	2023	2024	2025	2026	2027	2028	Total
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<b>FLEET &amp; EQUIPMENT - 6-YEAR CIP (1000s)</b>												
Police Vehicles (2)	100%					-	190	200	210	220	230	<b>1,050</b>
Vactor Truck				50%	50%	650	-	-	-	-	-	<b>650</b>
Electric Sedan	20%	20%	20%	20%	20%	70	-	-	-	-	-	<b>70</b>
Medium Duty Pickup	20%	20%	20%	20%	20%	200	-	-	-	-	-	<b>200</b>
Electric Sidewalk Sweeper/Plow		100%				150						<b>150</b>
Landscape Trailer	20%	20%	20%	20%	20%	30						<b>30</b>
Electric Sedan	20%	20%	20%	20%	20%	70	-	-	-	-	-	<b>70</b>
Electric SUV	20%	20%	20%	20%	20%	-	70	-	-	-	-	<b>70</b>
City Hall Vehicle	100%					-	70	-	-	-	-	<b>70</b>
Electric SUV	100%					-	70	-	-	-	-	<b>70</b>
Truck Cab and Chassis		50%			50%	-	300	-	-	-	-	<b>300</b>
Salt Brine System		100%				-	70					<b>70</b>
Heavy Duty Pickup	20%	80%				-	-	175	-	-	-	<b>175</b>
Asphalt Patch Machine		100%				-	-	250	-	-	-	<b>250</b>
Forklift	20%	20%	20%	20%	20%	-	-	-	50	-	-	<b>50</b>
Street Sweeper		20%			80%	-	-	-	325	-	-	<b>325</b>
Pup Trailer		50%			50%	-	-	-	150	-	-	<b>150</b>
Electric Sedan	100%					-	-	-	-	80	-	<b>80</b>
Ravo Street Sweeper		20%			80%	-	-	-	-	500	-	<b>500</b>
Electric Medium Pick-up	20%	20%	20%	20%	20%	-	-	-	-	120	-	<b>120</b>
Commercial Mower					100%	-	-	-	-	30	-	<b>30</b>
Backhoe	20%	20%	20%	20%	20%	-	-	-	-	-	350	<b>350</b>
Dump Truck	20%	20%	20%	20%	20%	-	-	-	-	-	325	<b>325</b>
Roadside Mower		100%				-	-	-	-	-	300	<b>300</b>
<b>TOTALS</b>						<b>1,170</b>	<b>770</b>	<b>625</b>	<b>735</b>	<b>950</b>	<b>1,205</b>	<b>5,455</b>



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**City of Bainbridge Island  
Facilities CIP (2023 - 2028)  
2023 - 2024 Adopted Budget**

Project	Grant Eligible	Grant Awarded	Grant/ Donations Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029- 2042	Total
<b>FACILITIES PROJECTS - 6-YEAR CIP</b>																
Police and Municipal Court Building				Y				20,170	-	-	-	-	-	-	-	20,170
City Hall Parking Lot Retrofit	x		113	Y				224	18	14	-	-	-	-	-	255
City Hall Security				Y				160	11	-	-	-	-	-	-	171
B.I. Senior Center Renovations	x		160	Y				568	100	-	-	-	-	-	-	668
City Hall Map Room Enclosure				Y				-	260	-	-	-	-	-	-	260
PW Inventory Storage Facility				Y				-	3	210	-	-	-	-	-	213
PW Truck Storage Pole Building				Y				-	3	110	-	-	-	-	-	113
PW Truck Hoist				Y				-	3	116	-	-	-	-	-	119
PW Yard Security Gate				Y				-	1	89	-	-	-	-	-	91
Electric Vehicle Charging Stations				Y				25	80	-	80	-	-	-	-	185
City Total								20,874	478	539	80	-	-	-	-	21,972
Grant Totals								273	-	-	-	-	-	-	-	273
<b>TOTALS</b>								<b>21,147</b>	<b>478</b>	<b>539</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22,244</b>

**Project:** Police and Municipal Court Facility  
**Location:** 8804 Madison

**Number:** 00724

**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 2023.

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	10,451	-	-	-	-	-	-	-	10,451
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
REET	1,719	-	-	-	-	-	-	-	1,719
Long-Term Debt	8,000	-	-	-	-	-	-	-	8,000
<b>Sub-total</b>	<b>20,170</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,170</b>
<b>FUNDING USES (1000's)</b>									
Project Management	200	-	-	-	-	-	-	-	200
Pre-design	450	-	-	-	-	-	-	-	450
Acquisition	8,975	-	-	-	-	-	-	-	8,975
Design	672	-	-	-	-	-	-	-	672
Construction	9,873	-	-	-	-	-	-	-	9,873
<b>Sub-total</b>	<b>20,170</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,170</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating		100	100	100	100	100	100	1,400	2,000
Debt Service	482	510	508	510	511	507	507	6,620	10,155
<b>Sub-total</b>	<b>482</b>	<b>610</b>	<b>608</b>	<b>610</b>	<b>611</b>	<b>607</b>	<b>607</b>	<b>8,020</b>	<b>12,155</b>

**Project:** City Hall Parking Lot Retrofit  
**Location:** City Hall

**Number:** 01118

**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 1: Design and construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
REET Fund	111	18	14	-	-	-	-	-	144
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
State Grant	113	-	-	-	-	-	-	-	113
<b>Sub-total</b>	<b>224</b>	<b>18</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>256</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	18	14	-	-	-	-	-	32
Design/construction	224	-	-	-	-	-	-	-	224
<b>Sub-total</b>	<b>224</b>	<b>18</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>256</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** City Hall Security  
**Location:** City Hall

**Number:** 01092

**Project Description**



Description: Replace the obsolete existing security system at City Hall to match and 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)**

	<b>Prior Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029-2042</b>	<b>Total</b>
<b>FUNDING SOURCES (1000's)</b>									
General Fund	160	11	-	-	-	-	-	-	171
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>160</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>171</b>
<b>FUNDING USES (1000's)</b>									
Project Management	10	11	-	-	-	-	-	-	21
Design/construction	150	-	-	-	-	-	-	-	150
<b>Sub-total</b>	<b>160</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>171</b>

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

	<b>Prior Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029-2042</b>	<b>Total</b>
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Bainbridge Island Senior Center Renovations  
**Location:** BISCC

**Number:** 01050

**Project Description**



Description: The Bainbridge Island Senior Community Center Renovations project includes a suite of repair and maintenance upgrades (heat pump and roof replacement, security and electrical upgrades, etc.), and renovations to improve efficiency and the use of space for community programs. The work will include retrofitting the east-wing for a more communal layout, reconfiguring the entryway, and expanding the thrift store.

Benefit: Improved asset and more efficient use of existing space.

Schedule: YR1: Design; YR2: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	62	-	-	-	-	-	-	-	62
REET	346	100	-	-	-	-	-	-	446
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donated	160	-	-	-	-	-	-	-	160
<b>Sub-total</b>	<b>568</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>668</b>
<b>FUNDING USES (1000's)</b>									
Project Management	58	16	-	-	-	-	-	-	74
Design/construction	510	84	-	-	-	-	-	-	594
<b>Sub-total</b>	<b>568</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>668</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** City Hall Map Room Enclosure

**Number:**

**01228**

**Location:** City Hall

**Project Description**



Description: This project proposes to enclose the City Hall Map Room to increase the usability of the space for private in-person and remote meetings.

Benefit: The improvements will expand available meeting space at City Hall for staff, City Committees and other community purposes.

Schedule: YR 1: Design and Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	260	-	-	-	-	-	-	260
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>260</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	6	-	-	-	-	-	-	6
Design/construction	-	254	-	-	-	-	-	-	254
<b>Sub-total</b>	<b>-</b>	<b>260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>260</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Public Works Inventory Storage Facility

**Number:**

**01229**

**Location:** Hidden Cove PW Yard

**Project Description**

Description: This project will provide dry storage for critical operations and maintenance small equipment and parts.

Benefit: The project will improve current sub-standard size and conditions of Operations and Maintenance storage facilities.

Schedule: YR 1: Procurement/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	3	210	-	-	-	-	-	213
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>3</b>	<b>210</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>213</b>
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	204	-	-	-	-	-	204
<b>Sub-total</b>	<b>-</b>	<b>3</b>	<b>210</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>213</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029- 2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Public Works Truck Storage Pole Building

**Number:** 01230

**Location:** Hidden Cove PW Yard

**Project Description**

Description: The Public Works truck storage pole building is needed to preserve the maintenance life of heavy equipment and vehicles at the Public Works facility. The building will house 4-8 vehicles.

Benefit: Storing large equipment and vehicles (between 4 and 8) will extend the assets' life and reduce time needed for repairs and maintenance.

Schedule: YR 1: Procurement/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	-	3	110	-	-	-	-	-	113
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>3</b>	<b>110</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>113</b>

FUNDING USES (1000's)

Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	104	-	-	-	-	-	104
<b>Sub-total</b>	<b>-</b>	<b>3</b>	<b>110</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>113</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Public Works Truck Hoist

**Number:**

**01231**

**Location:** Hidden Cove PW Yard

**Project Description**

Description: The Public Works truck hoist replaces an existing lift that is over twenty years old and is used on heavy duty equipment or dump truck sized vehicles. The lift is needed to continue safely maintaining heavy duty equipment and maintain the continuity of operations.

Benefit: The lift is needed for maintaining heavy duty equipment and providing for continuity of operations.

Schedule: YR 1: Procurement/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	3	116	-	-	-	-	-	119
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>3</b>	<b>116</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	110	-	-	-	-	-	110
<b>Sub-total</b>	<b>-</b>	<b>3</b>	<b>116</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>119</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Public Works Yard Security Gate

**Number:**

**01232**

**Location:** Hidden Cove PW Yard

**Project Description**



Description: The Public Works facility security gate upgrade project is to replace the existing facility with a motorized gate that can be accessed by key card or code. The gate will improve safety and security of the facility and prevent break-ins.

Benefit: The gate will improve safety and security of the facility that has experienced several break-ins over the last five years.

Schedule: YR 1: Procurement/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	1	89	-	-	-	-	-	91
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>1</b>	<b>89</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>91</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	1	4	-	-	-	-	-	6
Design/construction	-	-	85	-	-	-	-	-	85
<b>Sub-total</b>	<b>-</b>	<b>1</b>	<b>89</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>91</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Electric Charging Stations

**Number:**

**01185**

**Location:**

**Project Description**



Description: Electric vehicle charging stations, and related electrical infrastructure, are planned to be installed at City Hall and the Public Works Maintenance Facility to support the conversion of City fleet vehicles from gas to electric power.

Benefit: Progress towards the City's goal of reducing greenhouse gas emissions in City operations.

Schedule: YR I: Procurement/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	25	80	-	80	-	-	-	-	185
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>25</b>	<b>80</b>	<b>-</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>185</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	9	-	-	-	-	-	-	9
Design/construction	25	71	-	80	-	-	-	-	176
<b>Sub-total</b>	<b>25</b>	<b>80</b>	<b>-</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>185</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**City of Bainbridge Island  
Water CIP (2023-2028)  
2023-2024 Adopted Budget**

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
<b>WATER PROJECTS - 6-YEAR CIP (1000s)</b>																	
Winslow Water Tank Replacement <i>New Brooklyn</i>	x				Y			1,579	11,100	-	-	-	-	-	-	<b>12,679</b>	
Fire Flow and Pipeline Improvements <i>Winslow</i>					Y			-	169	431	-	-	-	-	-	<b>600</b>	
Emergency Generator <i>Head of the Bay</i>					Y			-	70	155	-	-	-	-	-	<b>225</b>	
Fernduff Main Extension <i>Fernduff Ave</i>	x				Y			60	776	-	-	-	-	-	-	<b>836</b>	
Booster Pump Upgrade <i>Head of the Bay</i>					Y			-	168	-	-	-	-	-	-	<b>168</b>	
Sands Ave Well Rehabilitation <i>Sands Ave</i>					Y			-	375	-	-	-	-	-	-	<b>375</b>	
Fletcher Bay well Rehabilitation <i>Fletcher Bay</i>					Y			-	212	-	-	-	-	-	-	<b>212</b>	
Head of the Bay well Rehabilitation <i>Head of the Bay</i>					Y			-	-	312	-	-	-	-	-	<b>312</b>	
City Project Funding								1,639	12,871	898	-	-	-	-	-	<b>15,407</b>	
Grant Totals								-	-	-	-	-	-	-	-	-	
<b>SUBTOTAL</b>								<b>1,639</b>	<b>12,871</b>	<b>898</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,407</b>
<b>UNFUNDED WATER PROJECTS - (1000s)</b>																	
Winslow Supply Well <i>TBD</i>				Y	Y			-	208	17	840	-	-	-	-	<b>1,065</b>	
Water Treatment Improvements <i>Head of the Bay</i>					Y			-	-	415	1,015	-	-	-	-	<b>1,430</b>	
Winslow Way West <i>Winslow Way</i>					Y			-	-	-	75	300	-	-	-	<b>375</b>	
City Project Funding								-	208	432	1,930	300	-	-	-	2,870	
Grant Totals								-	-	-	-	-	-	-	-	-	
<b>SUBTOTAL</b>								<b>-</b>	<b>208</b>	<b>432</b>	<b>1,930</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,870</b>	
<b>TOTAL ALL WATER PROJECTS - (1000s)</b>																	
City Funding								1,639	13,079	1,329	1,930	300	-	-	-	-	18,277
Grant Totals								-	-	-	-	-	-	-	-	-	
<b>GRAND TOTAL</b>								<b>1,639</b>	<b>13,079</b>	<b>1,329</b>	<b>1,930</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,277</b>	

**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.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	426	922	-	-	-	-	-	-	1,348
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Long-Term Debt	1,153	10,178	-	-	-	-	-	-	11,331
<b>Sub-total</b>	<b>1,579</b>	<b>11,100</b>	-	-	-	-	-	-	<b>12,679</b>
<b>FUNDING USES (1000's)</b>									
Project Management	79	28	-	-	-	-	-	-	107
Design/construction	1,500	11,072	-	-	-	-	-	-	12,572
<b>Sub-total</b>	<b>1,579</b>	<b>11,100</b>	-	-	-	-	-	-	<b>12,679</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	9	731	731	731	731	731	9,503	13,167
<b>Sub-total</b>	<b>-</b>	<b>9</b>	<b>731</b>	<b>731</b>	<b>731</b>	<b>731</b>	<b>731</b>	<b>9,503</b>	<b>13,167</b>

**Project:** Fire Flow Improvements

**Number:**

**01095**

**Location:** Winslow

**Project Description**



Description: As recommended by the City’s 2017 Water System Plan, two 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)**

	<b>Prior</b>							<b>2029-</b>	
	<b>Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2042</b>	<b>Total</b>
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	169	431	-	-	-	-	-	600
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>169</b>	<b>431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	9	36	-	-	-	-	-	45
Design/construction	-	160	395	-	-	-	-	-	555
<b>Sub-total</b>	<b>-</b>	<b>169</b>	<b>431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>

**Estimated Impact on Future Operating Budget**

	<b>Prior</b>							<b>2029-</b>	
	<b>Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2042</b>	<b>Total</b>
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

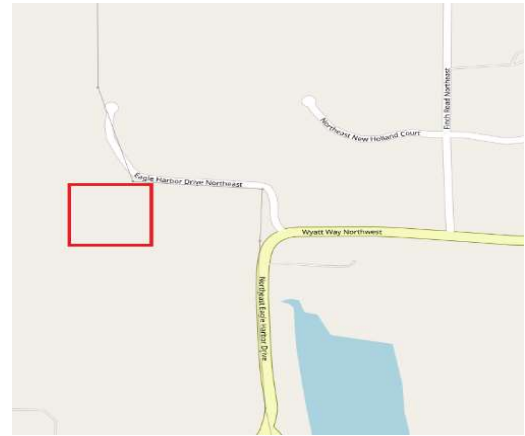
**Project:** Emergency Generator

**Number:**

**01098**

**Location:** Head of Bay

**Project Description**



Description: Install an emergency generator to provide a permanent, redundant power source for the well site that provides 25% of the supply for the system.

Benefit: Improves system reliability in the event of power outages.

Schedule: YR 1: Design; YR2: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	70	155	-	-	-	-	-	225
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>70</b>	<b>155</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	7	11	-	-	-	-	-	18
Design/construction	-	63	144	-	-	-	-	-	225
<b>Sub-total</b>	<b>-</b>	<b>70</b>	<b>155</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Ferncliff Main Extension

**Number:**

**01170**

**Location:** Ferncliff Ave

**Project Description**



Description: This project will extend the existing water main in Ferncliff Avenue to serve the Ferncliff Water Association properties (18), and the City’s isolated Casey Street water system properties (9). The project is subject to a low-interest loan from the State of Washington which includes 50% loan forgiveness upon completion of the project.

Benefit: The extension will extend water availability to new customers in the service area, and reduce long-term maintenance costs associated with the Casey Street water system.

Schedule: YR1: Design; YR2: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	60	376	-	-	-	-	-	-	436
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Loan	-	400	-	-	-	-	-	-	400
<b>Sub-total</b>	<b>60</b>	<b>776</b>	-	-	-	-	-	-	<b>836</b>
<b>FUNDING USES (1000's)</b>									
Proj. Management	10	26	-	-	-	-	-	-	36
Design/construction	50	750	-	-	-	-	-	-	800
<b>Sub-total</b>	<b>60</b>	<b>776</b>	-	-	-	-	-	-	<b>836</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	5	26	26	26	26	26	260	395
<b>Sub-total</b>	-	5	26	26	26	26	26	260	395

**Project:** Booster Pump Upgrade

**Number:**

**01233**

**Location:** Head of the Bay

**Project Description**



Description: Currently, the secondary booster pump is limited to half capacity of the primary booster pump at the Head of the Bay. The replacement of the secondary booster pump to match water rights is needed to provide redundancy and the ability to continue water operations at full capacity.

Benefit: Improve system reliability.

Schedule: YRI: Design/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	168	-	-	-	-	-	-	168
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168</b>
<b>FUNDING USES (1000's)</b>									
Proj. Management	-	7	-	-	-	-	-	-	7
Design/construction	-	161	-	-	-	-	-	-	161
<b>Sub-total</b>	<b>-</b>	<b>168</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Sands Ave Rehabilitation

**Number:**

**01183**

**Location:** Sands Ave

**Project Description**



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Sands Avenue well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

**Capital Funding (1000's)**

	<b>Prior</b>							<b>2029-</b>	
	<b>Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2042</b>	<b>Total</b>
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	375	-	-	-	-	-	-	375
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>375</b>
<b>FUNDING USES (1000's)</b>									
Proj. Management	-	-	-	-	-	-	-	-	-
Design/construction	-	375	-	-	-	-	-	-	375
<b>Sub-total</b>	<b>-</b>	<b>375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>375</b>

**Estimated Impact on Future Operating Budget**

	<b>Prior</b>							<b>2029-</b>	
	<b>Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2042</b>	<b>Total</b>
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Fletcher Bay well rehabilitation and pump replacement

**Number:**

**01244**

**Location:** Fletcher Bay

**Project Description**



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Fletcher Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

**Capital Funding (1000's)**

	<b>Prior</b>							<b>2029-</b>	
	<b>Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2042</b>	<b>Total</b>
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	212	-	-	-	-	-	-	212
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>212</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>212</b>
<b>FUNDING USES (1000's)</b>									
Proj. Management	-	12	-	-	-	-	-	-	12
Design/construction	-	200	-	-	-	-	-	-	200
<b>Sub-total</b>	<b>-</b>	<b>212</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>212</b>

**Estimated Impact on Future Operating Budget**

	<b>Prior</b>							<b>2029-</b>	
	<b>Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2042</b>	<b>Total</b>
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Head of the Bay well rehabilitation and pump replacement

**Number:**

**01247**

**Location:** Head of the Bay

**Project Description**



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Head of the Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	312	-	-	-	-	-	312
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>312</b>
<b>FUNDING USES (1000's)</b>									
Proj. Management	-	-	12	-	-	-	-	-	12
Design/construction	-	-	300	-	-	-	-	-	300
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>312</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**City of Bainbridge Island**  
**Sewer CIP (2023 - 2028)**  
**2023 - 2024 Adopted Budget**

Project	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
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<b>SEWER PROJECTS - 6-YEAR CIP (1000s)</b>																
Rehabilitate Pumps						Y		935	92	-	-	-	-	-	-	<b>1,027</b>
<i>Sunday Cove</i>																
Pump Station & Force Main						Y		791	-	-	3,184	-	-	-	-	<b>3,975</b>
<i>Wood Ave</i>																
Rehabilitate Pump Station (Lower Lovell)						Y		1,113	-	550	-	-	-	-	-	<b>1,663</b>
<i>Lower Lovell</i>																
Bundled Madison Avenue Nonmotorized & Sewer Improvements Project				Y		Y		792	15	-	-	-	-	-	-	<b>807</b>
<i>Madison Ave</i>																
Hawley Irene Grinders						Y		396	-	-	-	-	-	-	-	<b>396</b>
<i>Hawley/Irene</i>																
Wastewater Treatment Plant (WWTP) Upgrades						Y		170	820	610	-	-	-	-	-	<b>1,600</b>
<i>WWTP</i>																

City Total	4,197	927	1,160	3,184	-	-	-	-	-	-	-	-	-	-	-	<b>9,468</b>
Grant Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>4,197</b>	<b>927</b>	<b>1,160</b>	<b>3,184</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,468</b>

<b>UNFUNDED SEWER PROJECTS - (1000s)</b>																
Rehabilitate Pump Station (Wing Point)						Y		134	-	1,318	-	-	-	-	-	<b>1,452</b>
<i>Wing Point</i>																
Hawley Pump						Y		124	-	640	-	-	-	-	-	<b>764</b>
<i>Lower Hawley</i>																
North Town Woods Pump						Y		114	4	527	-	-	-	-	-	<b>645</b>
<i>NW Winslow</i>																
Woodward Pump						Y		133	-	-	635	-	-	-	-	<b>768</b>
<i>NW Winslow</i>																
Rehabilitate Pump Station (Island Terrace)						Y		-	180	-	545	-	-	-	-	<b>725</b>
<i>Island Terrace</i>																
Install Gravity Sewers						Y		1,010	4	11	600	-	-	-	-	<b>1,625</b>
<i>Sunday Cove</i>																
Extend WWTP Outfall						Y		-	385	15	1,800	-	-	-	-	<b>2,200</b>
<i>Wing Point</i>																
Ferndale Ave Conveyance Upgrades						Y		-	-	250	1,000	-	-	-	-	<b>1,250</b>
<i>Ferndale Ave</i>																
Ferry Terminal Pump Station Relocation						Y		-	-	-	-	-	150	700	-	<b>850</b>
<i>Winslow</i>																

City Total	1,515	572	2,762	4,580	-	150	700	-	-	-	-	-	-	-	-	<b>10,279</b>
Grant Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL</b>	<b>1,515</b>	<b>572</b>	<b>2,762</b>	<b>4,580</b>	<b>-</b>	<b>150</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,279</b>

<b>TOTAL ALL SEWER PROJECTS - (1000s)</b>																
City Total	5,712	1,500	3,921	7,764	-	150	700	-	-	-	-	-	-	-	-	<b>19,747</b>
Grant Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>5,712</b>	<b>1,500</b>	<b>3,921</b>	<b>7,764</b>	<b>-</b>	<b>150</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,747</b>

**Project:** Rehabilitate Pumps

**Number:**

**00989**

**Location:** Sunday Cove

**Project Description**



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

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

Schedule: YR1: Design and construction.

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	585	57	-	-	-	-	-	-	642
SSWM Fund	-	-	-	-	-	-	-	-	-
PWTF Loan	350	35	-	-	-	-	-	-	385
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>935</b>	<b>92</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,027</b>
<b>FUNDING USES (1000's)</b>									
Project Management	62	12	-	-	-	-	-	-	74
Design/construction	873	80	-	-	-	-	-	-	953
<b>Sub-total</b>	<b>935</b>	<b>92</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,027</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	0	22	22	22	22	22	291	402
<b>Sub-total</b>	<b>-</b>	<b>0</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>291</b>	<b>402</b>

**Project:** Pump Station and Force Main

**Number:**

**00990**

**Location:** Wood Ave

**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 in the future.

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

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	494	-	-	1,989	-	-	-	-	2,483
SSWM Fund	-	-	-	-	-	-	-	-	-
PWTF Loan	297	-	-	1,195	-	-	-	-	1,492
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>791</b>	<b>-</b>	<b>-</b>	<b>3,184</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,975</b>

**FUNDING USES (1000's)**

Project Management	41	-	-	54	-	-	-	-	95
Design/construction	750	-	-	3,130	-	-	-	-	3,880
<b>Sub-total</b>	<b>791</b>	<b>-</b>	<b>-</b>	<b>3,184</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,975</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	0	89	89	89	89	89	1,162	1,610
<b>Sub-total</b>	<b>-</b>	<b>0</b>	<b>89</b>	<b>89</b>	<b>89</b>	<b>89</b>	<b>89</b>	<b>1,162</b>	<b>1,610</b>

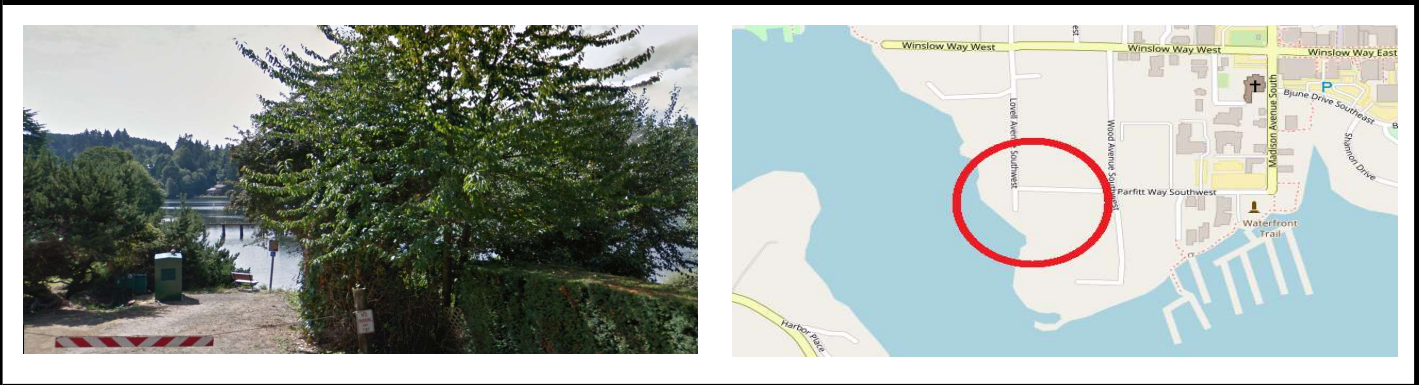
**Project:** Rehabilitate Pump Station and Re-connect Side Sewers

**Number:**

**01086**

**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.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	695	-	344	-	-	-	-	-	1,039
SSWM Fund	-	-	-	-	-	-	-	-	-
PWTF Loan	418	-	206	-	-	-	-	-	624
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,113</b>	<b>-</b>	<b>550</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,663</b>
<b>FUNDING USES (1000's)</b>									
Project Management	60	-	20	-	-	-	-	-	80
Design/construction	1,053	-	530	-	-	-	-	-	1,583
<b>Sub-total</b>	<b>1,113</b>	<b>-</b>	<b>550</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,663</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	0	37	37	37	37	37	484	671
<b>Sub-total</b>	<b>-</b>	<b>0</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>484</b>	<b>671</b>

**Project:** Bundled Madison Avenue Nonmotorized & Sewer Improvements

**Number:**

**01088**

**Location:** Madison Ave

**Project Description**



Description: This project will construct a new sewer force main in Madison Avenue between the New Brooklyn sewer pump station and High School Road in conjunction with the Madison Avenue Sidewalk project. The purpose of the main is to more adequately serve the existing and future development in the Village Pump Station sewer area.

Benefit: Improves reliability of sewer collection system.

Schedule: YR1: Design and Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	209	-	-	-	-	-	-	-	209
REET Fund	731	505	-	-	-	-	-	-	1,236
Trans. Benefit Fund	25	860	-	-	-	-	-	-	885
Sewer Fund	792	15	-	-	-	-	-	-	807
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
ARPA	-	2,000	-	-	-	-	-	-	2,000
<b>Sub-total</b>	<b>3,167</b>	<b>3,380</b>	-	-	-	-	-	-	<b>6,547</b>
<b>FUNDING USES (1000's)</b>									
Project Management	117	64	-	-	-	-	-	-	181
Design/construction	3,050	3,316	-	-	-	-	-	-	6,366
<b>Sub-total</b>	<b>3,167</b>	<b>3,380</b>	-	-	-	-	-	-	<b>6,547</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-

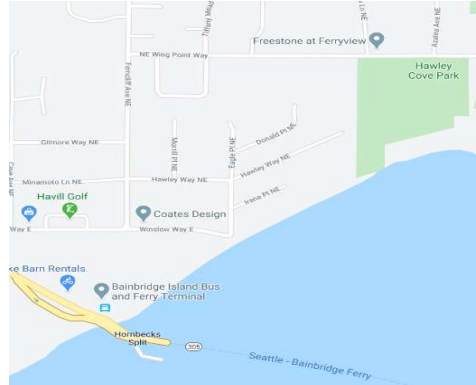
**Project: Hawley/Irene Grinder Pumps**

**Number:**

**01103**

**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 YR2:Construction

**Capital Funding (1000's)**

	<b>Prior Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029-2042</b>	<b>Total</b>
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	396	-	-	-	-	-	-	-	396
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>396</b>	-	-	-	-	-	-	-	<b>396</b>
<b>FUNDING USES (1000's)</b>									
Project Management	46	-	-	-	-	-	-	-	46
Design/Construction	350	-	-	-	-	-	-	-	350
<b>Sub-total</b>	<b>396</b>	-	-	-	-	-	-	-	<b>396</b>

**Estimated Impact on Future Operating Budget**

	<b>Prior Yrs.</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029-2042</b>	<b>Total</b>
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-

Project: WWTP Upgrades

Number:

01187

Location: WWTP

**Project Description**



Description: The Wastewater Treatment Plant requires near-term capacity upgrades to ensure compliance with the City’s wastewater discharge permit issued by the Department of Ecology. The near-term improvements include optimization of settling capacity; replacing the UV disinfection system; modifying existing clarifiers and improving sludge dewatering.

Benefit: Compliance with state requirements.

Schedule: YR1: design. YR2: construction.

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	170	820	610	-	-	-	-	-	1,600
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>170</b>	<b>820</b>	<b>610</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,600</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	36	35	-	-	-	-	-	71
Design/construction	170	784	575	-	-	-	-	-	1,529
<b>Sub-total</b>	<b>170</b>	<b>820</b>	<b>610</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,600</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**City of Bainbridge Island  
Stormwater CIP (2023- 2028)  
2023 - 2024 Adopted Budget**

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	Tax Supported	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
<b>STORMWATER PROJECTS - 6-YEAR CIP (1000s)</b>																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert <i>Eagle Harbor Dr</i>			-				Y	276	-	-	-	-	-	-	-	<b>276</b>	
Yeomalt Area Drainage Improvements <i>Yeomalt Area</i>			-				Y	61	823	-	-	-	-	-	-	<b>884</b>	
Springbrook Creek Restoration and Culvert Complex Replacement <i>High School Rd &amp; Fletcher</i>	x		-				Y	-	310	1,250	-	-	-	-	-	<b>1,560</b>	
Springbrook Fish Passage <i>Fletcher Bay Rd</i>	x		1,885	Y			Y	185	169	13	2,025	-	-	-	-	<b>2,392</b>	
Eagle Harbor Drive Cooper Creek Fish Passage <i>Head of Bay</i>	x		-				Y	126	966	515	-	-	-	-	-	<b>1,608</b>	
Blakely Ave. Drainage Improvements <i>Blakely &amp; Halls Hill</i>			-				Y	-	-	-	468	-	-	-	-	<b>468</b>	
								City Funding	563	2,268	1,778	693	-	-	-	<b>5,302</b>	
								Grant Totals	85	-	-	1,800	-	-	-	<b>1,885</b>	
								<b>TOTAL</b>	<b>648</b>	<b>2,268</b>	<b>1,778</b>	<b>2,493</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,187</b>

**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.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	276	-	-	-	-	-	-	-	276
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>276</b>	-	-	-	-	-	-	-	<b>276</b>
<b>FUNDING USES (1000's)</b>									
Project Management	20	-	-	-	-	-	-	-	20
Design/construction	256	-	-	-	-	-	-	-	256
<b>Sub-total</b>	<b>276</b>	-	-	-	-	-	-	-	<b>276</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	-	-	-	-	-	-	-	-	-

**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; 2023: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	61	823	-	-	-	-	-	-	884
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>61</b>	<b>823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>884</b>
<b>FUNDING USES (1000's)</b>									
Project Management	1	21	-	-	-	-	-	-	22
Design/construction	60	802	-	-	-	-	-	-	862
<b>Sub-total</b>	<b>61</b>	<b>823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>884</b>

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

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

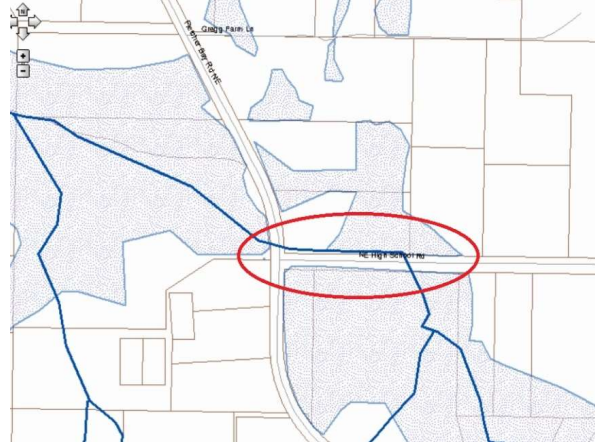
**Project:** Springbrook Creek Restoration and Culvert Complex Replacement

**Number:**

**01236**

**Location:** Vicinity of High School and Fletcher Intersection

**Project Description**



Description: Upgrade failing complex of culverts across High School and Fletcher Bay Roads to fish passage culverts and restore section of creek that has been degraded.

Benefit: Preserve roadway and improve environmental conditions

Schedule: YR 1: Design; YR 2: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	310	1,250	-	-	-	-	-	1,560
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>310</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,560</b>
<b>FUNDING USES (1000's)</b>									
Project Management	-	10	38	-	-	-	-	-	48
Design/construction	-	300	1,212	-	-	-	-	-	1,512
<b>Sub-total</b>	<b>-</b>	<b>310</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,560</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Springbrook Fish Passage  
**Location:** Fletcher Bay Road west of New Brooklyn

**Number:** 01159

**Project Description**



Description: The Springbrook Fish Weir/Passage project proposes to replace the existing culvert at Springbrook Creek with an open box/bridge structure and streambed restoration.

Benefit: Provide a more adequate infrastructure for fish passage.

Schedule: YR 1: Design YR 2: Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	50	-	-	100	-	-	-	-	150
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	50	169	13	125	-	-	-	-	357
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	85	-	-	1,800	-	-	-	-	1,885
<b>Sub-total</b>	<b>185</b>	<b>169</b>	<b>13</b>	<b>2,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,392</b>
<b>FUNDING USES (1000's)</b>									
Project Management	4	3	13	25	-	-	-	-	45
Design/construction	181	166	-	2,000	-	-	-	-	2,347
<b>Sub-total</b>	<b>185</b>	<b>169</b>	<b>13</b>	<b>2,025</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,392</b>

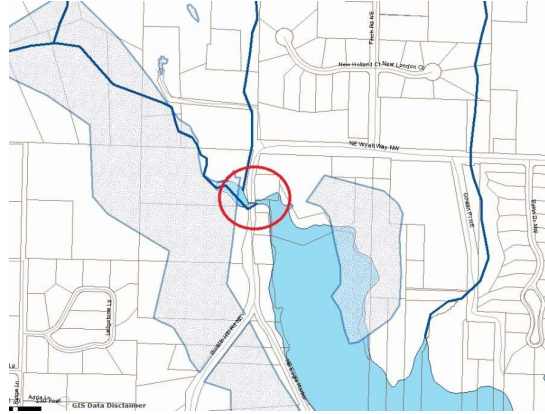
**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Eagle Harbor Drive Cooper Creek Fish Passage  
**Location:** Head of the Bay North of Green Light Automotive

**Number:** 01107

**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.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	126	966	515	-	-	-	-	-	1,608
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>126</b>	<b>966</b>	<b>515</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,608</b>
<b>FUNDING USES (1000's)</b>									
Proj. Management	31	16	15	-	-	-	-	-	63
Design/construction	95	950	500	-	-	-	-	-	1,545
<b>Sub-total</b>	<b>126</b>	<b>966</b>	<b>515</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,608</b>

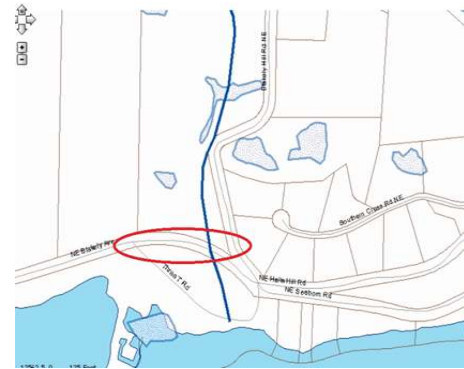
**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Project:** Blakely Ave. Drainage Improvements  
**Location:** Blakely Hills and Halls Hill intersection

**Number:** 01225

**Project Description**



Description: Restoration of downstream drainage channel and potential culvert replacement across Blakely Avenue near the intersection with Halls Hill Road. Portions of the improvements may be located outside of the ROW and on Park property.

Benefit: Addresses water on roadway and poor drainage.

Schedule: YR 1: Design and Construction

**Capital Funding (1000's)**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$468	\$0	\$0	\$0	\$0	\$468
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$468</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$468</b>
<b>FUNDING USES (1000's)</b>									
Project Management				\$18					\$18
Design/construction				\$450					\$450
<b>Sub-total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$468</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$468</b>

**Estimated Impact on Future Operating Budget**

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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# SECTION 6



# APPENDIX



## SECTION 6: APPENDIX

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## 2023-2024 BUDGET DEVELOPMENT ACTIVITIES AND SCHEDULE

Action Item	Date	Comment
Update Financial Policies	Tuesday, April 12, 2022	Resolutions 2022-07, 2022-08, 2022-09, approved by Council on April 12, 2022
Establish City Facilities Maintenance Capital Replacement and Reconstruction Policy	Tuesday, April 12, 2022	Resolution 2022-10, approved by Council on April 12, 2022
Cost allocation methodology update	Tuesday, April 12, 2022	Information provided to Council
City staff work to develop initial operating budget and capital budget information	July - August, 2022	
2023-2024 Baseline Budget Presented to Council	Tuesday, June 14, 2022	2023-2024 Preliminary Budget Presented including Revenue and Expense Assumptions
Budget request submittals	Friday, July 29, 2022	Due to Finance from Departments
City Staff complete final adjustments and balancing; production of budget documents	August-September	
Set Public Hearing for 2023 Property Tax (Revenue)	Tuesday, September 13, 2022	Ordinance 2022-18
Set <i>first</i> Public Hearing for 2023-2024 Biennial Budget	Tuesday, September 13, 2022	Ordinance 2022-19
Proposed Budget made available to City Council and Public via the City's website	Tuesday, September 27, 2022	Presentation to Council
City Council deliberations	October-November	
First Reading of the 2023-2028 Capital Improvement Plan	Tuesday, October 11, 2022	Ordinance 2022-20
First Reading 2023-2024 Biennial Budget	Tuesday, October 11, 2022	Ordinance 2022-19
<i>First</i> Public Hearing for the 2023-2024 Biennial Budget	Tuesday, October 11, 2022	Ordinance 2022-19, schedule final Public Hearing for November 8, 2022
Public Hearing of 2023 Property Tax Levy	Tuesday, October 11, 2022	Ordinance 2022-18, approved by Council on October 25, 2022
Second Reading of 2023-2028 Capital Improvement Plan	Tuesday, October 25, 2022	Ordinance 2022-20, adopted by council on October 25, 2022
<i>Final</i> Public Hearing for the 2023-2024 Biennial Budget, Revised Capital Improvement Plan	Tuesday, November 8, 2022	Ordinances 2022-19, 2022-23 adopted by council on November 8, 2022



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**ORDINANCE NO. 2022-19**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopting the final budget of the City for fiscal years ending December 31, 2023, and December 31, 2024.

**WHEREAS**, on September 9, 2022, in accordance with state law, the budget was submitted to the City Manager with estimates of revenues and requests from all departments for expenditures for the fiscal years ending December 31, 2023, and December 31, 2024; and

**WHEREAS**, the City Manager reviewed the estimates and made such changes and/or additions as deemed appropriate, and on September 23, 2022, filed the revised preliminary budget with the City Clerk; and

**WHEREAS**, the preliminary budget was presented to the City Council at Council meetings on September 13 and 27, 2022, and was discussed and considered subsequently by the Council at several Council meetings in October 2022; and

**WHEREAS**, a public hearing was conducted concerning the preliminary budget on October 11, 2022, for the purpose of providing information to, and hearing from, the public regarding the estimates and programs contained in the preliminary budget, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

**WHEREAS**, the City Council, after hearing and duly considering relevant information provided to the Council regarding the preliminary budget, and after making changes to the preliminary budget as deemed necessary and proper, conducted a public hearing for consideration of the final budget on November 8, 2022, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

**WHEREAS**, the City Council, after hearing and duly considering relevant information and testimony presented, and after making changes to the proposed budget as deemed necessary and proper, is prepared via this ordinance to adopt the final budget for fiscal years ending December 31, 2023, and December 31, 2024.

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

**Section 1.** The final budget for fiscal years ending December 31, 2023, and December 31, 2024, is hereby adopted in full. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

**Section 2.** Attached hereto and identified as Exhibit A (2023) and Exhibit B (2024), in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

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


**Section 4.** A complete copy of the final budget for fiscal years ending December 31, 2023, and December 31, 2024, as adopted, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

**Section 5. Severability.** Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 6.** This ordinance shall take effect on January 1, 2023.

PASSED by the City Council this 8th day of November, 2022.

APPROVED by the Mayor this 8th day of November, 2022.

  
\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

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

FILED WITH THE CITY CLERK:	September 9, 2022
PASSED BY THE CITY COUNCIL:	November 8, 2022
PUBLISHED:	November 18, 2022
EFFECTIVE DATE:	January 1, 2023
ORDINANCE NO.:	2022-19

Attachments: Exhibits A and B

**CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED BUDGET  
SUMMARY BY FUND**

**Exhibit A  
ORDINANCE NO. 2022-19**

<u>CITY FUNDS</u>	<u>2023 EXPENDITURES</u>
001 GENERAL FUND	23,070,793
101 STREET FUND	2,899,533
103 REAL ESTATE EXCISE TAX FUND	2,448,840
104 CIVIC IMPROVEMENT FUND	350,000
108 AFFORDABLE HOUSING FUND	215,133
171 TRANSPORTATION BENEFIT FUND	1,377,258
199 ARPA FUND	2,064,000
201 GO BOND FUND	1,590,415
203 LID BOND FUND	39,075
301 CAPITAL CONSTRUCTION FUND	10,127,191
401 WATER OPERATING FUND	15,045,402
402 SEWER OPERATING FUND	6,617,349
403 STORM & SURFACE WATER FUND	4,627,445
407 BUILDING & DEVELOPMENT FUND	3,292,829
501 EQUIPMENT RENTAL & REVOLVING	1,170,000
<b>TOTAL EXPENDITURES</b>	<b><u><u>74,935,263</u></u></b>

**CITY OF BAINBRIDGE ISLAND - 2024 PROPOSED BUDGET  
SUMMARY BY FUND**

**Exhibit B  
ORDINANCE NO. 2022-19**

<u>CITY FUNDS</u>	<u>2024 EXPENDITURES</u>
001 GENERAL FUND	26,324,897
101 STREET FUND	4,110,936
103 REAL ESTATE EXCISE TAX FUND	3,227,064
104 CIVIC IMPROVEMENT FUND	350,000
108 AFFORDABLE HOUSING FUND	2,230,565
171 TRANSPORTATION BENEFIT FUND	603,337
199 ARPA FUND	2,020,000
201 GO BOND FUND	927,665
301 CAPITAL CONSTRUCTION FUND	5,065,596
401 WATER OPERATING FUND	3,547,178
402 SEWER OPERATING FUND	6,515,759
403 STORM & SURFACE WATER FUND	3,969,038
407 BUILDING & DEVELOPMENT FUND	3,550,834
501 EQUIPMENT RENTAL & REVOLVING	770,000
 <b>TOTAL EXPENDITURES</b>	 <b><u><u>63,212,869</u></u></b>



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## **RESOLUTION NO. 2022-07**

**A RESOLUTION** of the City of Bainbridge Island, Washington, establishing a consolidated set of updated financial and budget policies, updating policies adopted by the City during 2020.

**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 and was amended through the passage of Resolution No. 2021-19, 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, Resolution No. 2020-08, establishing the consolidated Financial Policies, Resolution No. 2020-09, Updating the City Debt Policy, Resolution No. 2020-11, Establishing Equipment Rental and Revolving Fund; and

**WHEREAS**, the City Administration (“Administration”) requested, as part of the 2023-2024 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2022; and

**WHEREAS**, the Council last updated the financial and budgetary policies as Resolution No. 2020-08; 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 12<sup>th</sup> day of April 2022.

APPROVED by the Mayor this 12<sup>th</sup> day of April 2022.

  
\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

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

FILED WITH THE CITY CLERK:	April 1, 2022
PASSED BY THE CITY COUNCIL:	April 12, 2022
RESOLUTION NO.:	2022-07

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.

No less than once every three years, ~~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 an Annual Comprehensive Financial Report ~~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 policy, 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.



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**RESOLUTION NO. 2022-08**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, revising 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 2023-2024 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2022; and

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

**WHEREAS**, the Council last updated the City’s Debt Policy in July 2020 through the passage of Resolution No. 2020-09; and

**WHEREAS**, the City Council now desires to revise the City’s Debt Policy to incorporate suggested modifications to the Debt Policy identified by the Washington Treasury Association’s technical review committee in September 2021.


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

**Section 1.** The debt policy adopted by Resolution No. 2020-09 is hereby revised as shown on **Exhibit A**, which is attached hereto and incorporated herein by this reference as if set forth in full.

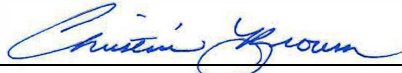
**Section 2.** This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this 12<sup>th</sup> day of April 2022.

APPROVED by the Mayor this 12<sup>th</sup> day of April 2022.

  
\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, MMC, City Clerk

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

April 8, 2022  
April 12, 2022  
2022-08

**Exhibit A – Debt Policy**



**Debt Policy**  
**Department of Finance and Administrative Services**

Prepared by Finance Director DeWayne Pitts  
Revised April 12, 2022

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## 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.

The City maintains conservative financial policies to ensure strong financial health in both the short- and long-term. Maintaining the City's strong bond rating is an important objective of the City's financial policies.

## 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 [RCW 35A.40.090](#). General Obligation indebtedness is subject to the limitations on indebtedness provided for in [RCW 39.36.020](#) and Article VIII of the Washington State Constitution. Bonds evidencing such indebtedness shall be issued and sold in accordance with [RCW 39.46](#).

**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.

## 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 issue:

### General Obligation Bonds

Debt issued in this category can be used for any purpose allowed by law. This debt is backed by the full faith and credit of the City. [RCW 39.36.020](#) limits debt to 2.5% of the assessed valuation of the city for each of three purposes:

**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 [RCW 39.36](#) 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

**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 RCW 84.52. 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.

**Open Space and Parks** - Debt issued in this category must be used for park and open space and/or recreation facilities. All debt in this category must be approved by the voters.

## RESOLUTION 2022-08 EXHIBIT A

**Utilities** - Debt issued in this category must be used for utility infrastructure. All debt in this category must be approved by the voters.

**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 (LID) Bonds** – The City shall use Special Assessment Bonds as permitted under RCW 35.43 for the purpose of assuring the greatest degree of public equity in place of general obligation bond as determined by Council. Local Improvement District 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 [RCW 39.50](#), 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 [RCW 43.155](#) for the purpose of repairing, replacing or creating domestic 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 [RCW 39.94](#), 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.

## RESOLUTION 2022-08 EXHIBIT A

**Other Debt Instruments** – The City is authorized to enter into other forms of debt instruments in consultation with the Financial Advisor subject to State law and the approval of City Council.

### 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;
- Approve the Debt Policy;
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and
- Set parameters for bonds (maximum principal amount, interest rate, sale price) and set the final terms of any debt;
- Adopt an ordinance or resolution authorizing the issuance and sale of any debt and determine whether the execution of such a sale will be delegated to a designated representative, including the Finance Director, or any other other designated representative, as contemplated within the parameters for the delegation in RCW [39.46.040](#).

#### 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 method and manner of sale of debt that is most advantageous for the City;
- 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 when 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,

## RESOLUTION 2022-08 EXHIBIT A

- including Rule 15c2-12 regarding continuing disclosure;
- Provide for the distribution of pertinent information to rating agencies; and
- Apply and promote prudent fiscal practices
- Appoint one or more subordinate employees from the Department as necessary to assist in the performance of duties to be carried out in this policy

### **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 [RCW 42.23](#) 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 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 – Bond Counsel renders an opinion on the validity of an offering, the security for the offering, and whether and to what extent interest is exempt from income taxation.

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.

Unless otherwise justified, the appointment of Bond Counsel will be made from among nationally recognized law firms with significant operations in Washington State and expertise with Washington State law.

The firm selected as Bond Counsel may be engaged to provide the full range of legal services required in connection with a) the successful issuance and delivery of particular bond issues and b) on-going legal services for the issuer financing programs, including advising the City on compliance with regulatory requirements. The scope of services may include, but not be limited to, preparation of the official statement and on-going disclosure requirements, review of the legal structure of the bonds, tax advice, preparation of the official transcript and additional legal services as necessary for the issuance and on-going services related to Bonds.

- Financial Advisor – A Financial Advisor may be used to assist in the issuance and on-going administration of the City's debt. The Financial Advisor will provide the City with objective

## RESOLUTION 2022-08 EXHIBIT A

advice and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring, and pricing of debt, assistance in reviewing official statements of disclosure, monitoring the City's outstanding obligations, identifying refunding opportunities, and providing post sale analysis, including an issue summary and Final Report for the financing.

- 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.
- Escrow Agent – The City shall, when deemed necessary or when required for refunding or defeasance transactions, procure the services of an escrow agent. The purpose of the Escrow Agent is to hold in trust the securities and/or funds that are to be paid out for the purposes, and upon compliance with the conditions specified, in an escrow agreement.
- Arbitrage Calculation Firm – The City shall, when deemed necessary or when required, procure the services of an arbitrage rebate calculation firm. The purpose of the arbitrage rebate calculation firm is to provide arbitrage rebate compliance services in accordance with the Internal Revenue Code of 1986.
- 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.

### Transaction Specific Policies

**Method of Sale** – The Finance Director shall evaluate and determine the best method of sale for each proposed bond issue. City Council approval is required prior to the issuance of debt.

1. **Competitive Bid Method** City debt issued on a competitive bid basis will be sold to the bidder proposing the lowest true interest cost to the City.

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 competitive bid basis without an independent financial advisor.

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.

## RESOLUTION 2022-08 EXHIBIT A

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. Private Placement/Direct Purchase/Bank Loan** – When deemed appropriate to minimize the costs and risks of City’s debt issue, including to facilitate a debt issuance of small size or having other characteristics which may cause the debt issuance to be less suited to sale in a public offering, whether by competitive bid or negotiated sale, the Finance Director will submit to the City Council a request to sell the debt issue through private placement/direct purchase/bank loan. If this option is authorized, the City shall seek two or more proposals. The Request for Proposal shall include a term sheet requesting quotes for financing alternatives consistent with the Council’s goals. The proposers’ a) fees and rates b) terms and structure, and c) acceptance of the terms and conditions of the City may be factored into the evaluation of the final proposals.

**4. Bond Refundings** – A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. 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% minimum cost savings (discounted to its present value) of the outstanding amount over the remainder of the debt life must be demonstrated for any “advance refunding”, unless otherwise justified. An “advance refunding” refers to the practice of taking the funds received from a new bond issuance to pay off a prior issue’s debt.

The City, in consultation with its Financial Advisor, may also 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. A current refunding is a refinance of debt between the call date and the final redemption date of the bond issuance. Unless otherwise justified, a current refunding transaction will require, at a minimum, a graduated present value savings of at least 3% of the outstanding amount.

**5. 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.

**6. 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.

## RESOLUTION 2022-08 EXHIBIT A

### 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](#))
  - **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)
- **Utilities – Voted:** Maximum of 2.5% of Assessed Value
- **Open Space and Park Facilities - Voted:** – Up to 2.5% of Assessed Value
- **Revenue Debt** – no limit
- **Local Improvement District** – no limit

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 funds 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](#)).

## RESOLUTION 2022-08 EXHIBIT A

- **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.
- **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 date 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.

## RESOLUTION 2022-08 EXHIBIT A

### **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](#).

### **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.

### **Continuing Disclosure**

The City shall comply with SEC 15c-12 regulations, which require municipal debt issuers to provide specified financial and operating information for fiscal years beginning January 1, 1996. The Finance Director, or designee, shall be the Compliance Officer for disclosure requirements. The City is committed to provide or cause to be provided, either directly or through a designated agent, annual disclosure reports and notices regarding the occurrence of certain events specified by the SEC. These reports and notices will be submitted to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access (EMMA) website.

## **Other Policies**

### **Periodic review**

The City's debt policy shall be adopted by City Council. The policy shall be reviewed at least every two 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.



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**RESOLUTION NO. 2022-09**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, relating to updating the City’s Investment Policy.

**WHEREAS**, the City Council (“Council”) is responsible for setting financial 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**, 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 2023-2024 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2022; and

**WHEREAS**, the City Council has determined that section 3.12.010 of the Bainbridge Island Municipal Code (“BIMC”) relates to the contents of the City’s investment policy

**WHEREAS**, the City of Bainbridge Island periodically invests excess funds in the Kitsap County Investment Pool; and

**WHEREAS**, Chapter 3.12 BIMC includes the adoption of the City’s investment program; and

**WHEREAS**, Chapter 3.12 BIMC directs that any modifications to the City’s investment program policies must be approved by the City Council; and

**WHEREAS**, the Council last updated the City’s Investment in December 1993 through the passage of Resolution No. 1993-52 and was amended through the passage of Resolution No. 2021-19 that revised Section 5 Delegation of Authority; and

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


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

**Section 1.** The investment policy adopted by Resolution No. 1993-52 and revised by Resolution No. 2021-19 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.

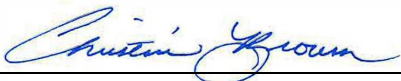
**Section 2.** This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this 12<sup>th</sup> day of April, 2022.

APPROVED by the Mayor this 12<sup>th</sup> day of April, 2022.

  
\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

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

FILED WITH THE CITY CLERK:	April 8, 2022
PASSED BY THE CITY COUNCIL:	April 12, 2022
RESOLUTION NO.	2022-09

Exhibit A – Investment Policy



CITY OF  
BAINBRIDGE ISLAND

# INVESTMENT POLICY

Effective Date: April 12, 2022

## I. POLICY

It is the policy of the City of Bainbridge Island (“City”) to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the City’s daily cash flow demands and conforming to all federal, state, and local laws and regulations governing the investment of public funds. The City’s primary investment objectives in order of priority shall be safety, liquidity, and yield (return on investment).

## II. GOVERNING AUTHORITY

The City’s investment authority derives from the Revised Code of Washington (“RCW”), including:

- RCW 35A.40.050 – “Fiscal; - Investment of Funds”
- RCW 39.58 – “Public funds – deposits and investments”
- RCW 39.59 – “Public Funds – Authorized Investments”
- RCW 43.250 – “Investment of Local Government Funds – Separately Managed Accounts”
- Bainbridge Island Municipal Code (“BIMC”) - Chapter 3.12 “Investment of City Funds”

## III. SCOPE

This policy applies to all financial assets of the City. These funds are reported for in the City’s Annual Comprehensive Financial Report. Should bond covenants be more restrictive than this policy, such funds shall be invested in full compliance with those restrictions.

## IV. OBJECTIVES

The primary objectives of investment activities, in order of priority, shall be safety, liquidity, and return:

### I. Safety

Safety of principal is the foremost objective of the City’s investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

### a. Credit Risk

The City will minimize credit risk, which is the risk of loss of all or part of the investment due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VIII of this investment policy.
- Prequalifying and conducting ongoing due diligence of the financial institutions, broker/dealers, intermediaries, and advisors with which the City will do business in accordance with Section VI.

- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that security maturities match cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing primarily in shorter-term securities, or similar investment pools, and limiting individual security maturity as well as the average maturity of the portfolio in accordance with Section IX.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in local government investment pools which offer same-day or next-day liquidity for short-term funds.

3. Return on Investment

The return on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Selling a security and reinvesting the proceeds may be undertaken to improve the quality, yield, or target duration of the portfolio; and
- Unanticipated liquidity needs may require a security be sold.

**V. STANDARDS OF CARE**

1. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing an overall portfolio under prevailing economic conditions at the moment of investment commitments. Investment officers acting in accordance with written procedures and the investment policy and

exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to minimize adverse developments.

In determining whether an Investment official has exercised prudence with respect to an investment decision, the determination shall take into consideration the investment of all funds over which the official had responsibility rather than the prudence of a single investment, and, whether the investment decision was consistent with this investment policy.

## *2. Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material interests in financial institutions that conduct business with the City. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

## *3. Delegation of Authority*

### *a. Governing Body*

Ultimate responsibility and authority for investment of City funds resides with the City Council who have the authority to direct the management to the City's investment program.

### *b. Authority*

Overall management of the City's investment program is delegated by the Council to the Director of Finance and Administrative Services ("Director") who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director. The Director, or their designee, shall be responsible for all transactions undertaken in the portfolio based on the liquidity and cash flow requirements of the City and their respective funds. In addition, the Director, or their designee, shall establish a system of controls to regulate the activities of subordinate officials.

### *c. Investment Advisor*

The City may engage the services of an external investment advisor, and the State Treasurer's Separately Managed Account services, to assist with the management of the City's investment portfolio in a manner consistent with the City's objectives and this investment policy. Such advisors shall provide recommendations and advice regarding the City's investment program including but not limited to advice related to the purchase and sale of investments in accordance with this investment policy.

## **VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS**

Selection of a primary bank for the City general banking services will be made by the City Council. The Director shall maintain a list of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors, such as Financial Industry Regulatory Authority (“FINRA”) broker check. Additions and deletions to the lists will be at the sole discretion of the City. This responsibility may be placed with the investment advisor and the approved lists provided to the City as updates occur.

Broker/dealers will be limited to those that meet three or more of the following:

- Financial institutions approved by the State of Washington Public Deposit Protection Commission (“PDPC”) and that meet all regulatory capital requirements.
- Primary broker/dealers recognized by the Federal Reserve.
- Non-primary broker/dealers qualified under Security Exchange Commission (“SEC”) rule 15C3-1 and that are a certified member of FINRA (not applicable to Certificate of Deposit counterparties).
- Proof of state registration.
- Certification of having read, understood, and agreed to compliance with the City’s investment policy.
- Evidence of adequate insurance coverage.

Investment advisors must be registered under the Investment Advisor Act of 1940, must act in a non-discretionary capacity, and must receive prior approval from the City for all investment transactions.

## **VII. SAFEKEEPING AND CUSTODY**

### *1. Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (“DVP”) to ensure securities are deposited in an eligible custodial account prior to release of funds.

### *2. Safekeeping*

All securities will be held in the City’s name by an independent third-party custodian selected by the City. This safekeeping institution shall annually provide a copy of their most recent report on internal controls.

### *3. Internal Controls*

The City shall establish a system of internal controls, designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by City employees and officers. The internal controls are subject to review by the City’s independent external auditor.

## VIII. SUITABLE AND AUTHORIZED INVESTMENTS

The City may only invest in those securities and deposits authorized by statute. Authorized investments include:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government.
- U.S. government agency obligations that have a liquid market with a readily determinable market value.
- Certificates of deposit with financial institutions qualified under the State of Washington PDPC, as qualified to hold public deposits at the time of investment.
- Municipal debt of the State of Washington and any local government in the State of Washington which have, at the time of investment, one of the three highest credit ratings of a nationally recognized credit rating agency.
- Municipal debt of other states or local governments of a state other than the State of Washington which have, at the time of investment, one of the three highest credit ratings of a nationally recognized credit agency.
- State of Washington Local Governmental Investment Pool (LGIP).
- Local County investment pools operating in the State of Washington as defined under the RCW 36.29.020.

### *Bank Collateralization*

Washington State provides for collateralization of certificates of deposit with qualified public depositories. The State Treasurer's Office administers the PDPC which manages the collateralization program. Chapter 39.58 RCW prohibits certificates of deposit with financial institutions that are not qualified public depositories.

## IX. INVESTMENT DIVERSIFICATION AND CONSTRAINTS

### *I. Diversification*

It is the policy of the City to diversify its investment portfolios. To eliminate risk of loss resulting from the overconcentration of assets in specific maturities, issuers, or classes of securities, the City's investment portfolio shall be diversified by maturity, issuer, and security type. In establishing specific diversification strategies, the following general constraints shall apply:

U.S. Treasury Obligations	100%
State of Washington Local Governmental Investment Pool	100%
U.S. Government Agency Obligations	90%
Other Washington State County government investment pools	70%
Certificates of deposit in PDPC qualified public depositories	40%
Municipal debt of the State of Washington or any local government in the State of Washington	20%
Municipal debt of other states or local governments of a state other than the State of Washington	15%

## 2. *Maximum Maturities*

To the extent possible, and to preclude sales of securities that could result in a loss, the City shall attempt to match its investments with anticipated cash flow needs. Because of the inherent difficulties in accurately forecasting cash flow needs, a portion of the portfolio should be continuously invested in readily available funds to ensure appropriate liquidity is maintained to meet ongoing obligations.

- A. To this extent, at least 20% of the portfolio, at the time of investment, will be comprised of investments maturing within a year.
- B. Satisfying this requirement, remaining funds may be invested in authorized securities not to exceed five years in maturity, except when compatible with a specific fund's investment needs.
- C. To ensure additional liquidity and provide for ongoing market opportunity the weighted average maturity and modified duration of the overall portfolio shall not exceed three years without the prior written approval of the Director.

Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a single issuer or investment type may be exceeded at a point in time after the purchase of a single issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

## **X.** REPORTING

### 1. *Methods*

The Director, or designee, shall prepare an investment report at least semi-annually, including a management summary that provides an analysis of the status of the current investment portfolio. The management summary will be prepared in a manner which allows the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be posted on the Finance Department's website and include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category.
- Performance of portfolio as compared to applicable benchmarks.
- Percentage of the total portfolio which each type of investment represents.
- A statement that the investment portfolio complies with the investment policy and is meeting the investment policy objectives.

### 2. *Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a

market/economic environment of stable interest rates, considering investment risk constraints and cash flow/liquidity needs. An appropriate benchmark shall be established against which portfolio performance shall be compared on a regular basis. The benchmark shall be reflective of the actual securities being purchased and risks undertaken and shall have a similar weighted average maturity as the portfolio.

## **XI. APPROVAL OF INVESTMENT POLICY**

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed at least biennially by the Director, or designee, to ensure its consistency with respect to the overall objectives of safety, liquidity, and return, and its relevance to current laws and financial practices. Any proposed amendments shall be reviewed by the Director and City Manager and forwarded to the City Council for consideration and adoption.

## **XII. GLOSSARY**

**ASSET** – Available funds, for payment of debts.

**AVERAGE MATURITY** – A weighted average of the expiration dates for a portfolio's securities. An income fund's volatility can be managed by shortening or lengthening the average maturity of its portfolio.

**BOND** – A long-term debt security, or IOU, issued by a government or corporation that generally pays a stated rate of interest and returns the face value on the maturity date.

**BROKER** – A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

**CERTIFICATES OF DEPOSIT** – Certificates of Deposit, familiarly known as CDs, are certificates issued against funds deposited in a bank for a definite period of time and earning a specified rate of return. Certificates of Deposit bear rates of interest in line with money market rates current at the time of issuance.

**COLLATERAL** – Property (as securities) pledged by a borrower to protect the interest of the lender.

**COUNTY INVESTMENT POOL (Washington State)** – An investment option available to municipalities who invest, by law, through a County Treasurer and other public entities who sign Investment Services Agreements with the Treasurer. To participate in the Pool, a participant must enact an ordinance or adopt a resolution and sign an Investment Services Agreement with a County Treasurer's Office.

**CREDIT QUALITY** – Measurement of a bond issuer's financial strength. This measurement helps an investor understand an issuer's ability to make timely interest payments and repay the loan principal at maturity. Generally, the higher a bond issuer's credit quality, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**CREDIT RISK** – The risk another party to an investment transaction will not fulfill its obligations. Credit

risk can be associated with the issuer of a security, a financial institution holding the entity's deposit, or a third-party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one investment type or with any one party.

**CUSTODIAN** – An independent third party (usually bank or trust company) that holds securities in safekeeping as an agent for the investor.

**DEALER** – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DELIVERY VS PAYMENT** – There are two methods of delivery of securities: Delivery vs. payment and delivery vs. receipt (also called free). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DIVERSIFICATION** – Investing in a variety of securities and institutions to minimize market risk.

**EFFECTIVE RATE** – The yield you would receive on a debt security over a period of time taking into account any compounding effect.

**FEDERAL AGENCY SECURITIES** – Several government-sponsored agencies, in recent years, have issued short and long-term notes. Such notes typically are issued through dealers, mostly investment banking houses. The main issuing institutions are the Federal National Mortgage Association (FNMA), the Federal Home Loan Bank System (FHLB), and the Federal Farm Credit Bank System (FFCB).

**FEDERAL DEPOSIT INSURANCE (FDIC)** – A Federal institution that insures bank deposits. The current limit is up to \$100,000 per depository account.

**FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA)** – An independent, nongovernmental organization that writes and enforces rules governing registered brokers and broker-dealer firms in the United States. Its stated mission is "to safeguard the investing public against fraud and bad practices." It is considered a self-regulatory organization.

**GOVERNMENT SECURITY** – Any debt obligation issued by the U.S. government, its agencies, or instrumentalities. Certain securities, such as Treasury bonds are backed by the government as to both principal and interest payments. Other securities, such as those issued by the Federal Home Loan Mortgage Corporation, or Freddie Mac, are backed by the issuing agency.

**LIQUIDATION** – Conversion into cash.

**LIQUIDITY** – Refers to the ease and speed with which an asset can be converted into cash without a substantial loss in value.

**LOSS** – The excess of the cost or book value of an asset over selling price.

**MARKETABILITY** – Ability to sell large blocks of money market instruments quickly and at competitive prices.

**MARKET RISK** – The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value. The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline.

**MARKET VALUE** – The price at which a security is trading and could presumably be sold.

**MATURITY** – The point in time when a security becomes due and the principal and interest or final coupon payment is paid to the investor.

**MUNICIPAL DEBT** – Debt securities issued by states, cities, counties, and other governmental entities with funds typically used for capital projects. Generally, interest on municipal bonds is exempt from federal income taxes and often from state and local taxes also.

**NATIONALLY RECOGNIZED RATING AGENCY** – A credit rating agency that issues credit ratings the U. S Securities and Exchange Commission permits other financial firms to use for certain regulatory purposes.

**NET WORTH** – A financial institutions available funds after total liabilities have been deducted from total assets.

**PRUDENCE** – The ability to govern and discipline oneself using reason. Shrewdness in the management of affairs. The ability to use skill and good judgment in the use of resources.

**PUBLIC FUND INTEREST BEARING INVESTMENT ACCOUNTS** – Bank accounts with Qualified Public Depositories which pay a rate of interest on the balance maintained. Used in diversifying the investment portfolio and commonly used as part of a liquidity portfolio.

**QUALIFIED PUBLIC DEPOSITORY** – A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated, for the benefit of the commission, eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**REGISTERED SECURITY** – A security that has the name of the owner written on its face. A registered security cannot be negotiated except by the endorsement of the owner.

**SAFEKEEPING** – A service to customers, usually by banks, for a fee where securities and valuables of all types and descriptions are held in the bank's vaults for protection, or in the case of book entry securities, are held and recorded in the customer's name and are inaccessible to anyone else.

**SECURITIES** – Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments.

**SECURITIES AND EXCHANGE COMMISSION (SEC)** – A U.S. government agency that oversees securities transactions, activities of financial professionals and mutual fund trading to prevent fraud and intentional deception. The SEC consists of five commissioners who serve staggered five-year terms. No more than three of the commissioners may belong to the same political party.

**SETTLEMENT DATES** – The day when payment is due for a securities purchase. For stocks and mutual funds bought through an investment dealer, settlement is normally five business days after the trade date. Bonds and options normally settle one business day after the trade date and mutual fund shares purchased directly by mail or wire settle on the day payment is received.

**STATE OF WASHINGTON LOCAL GOVERNMENT INVESTMENT POOL (LGIP)** – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment

and reinvestment.

**THIRD-PARTY SAFEKEEPING** – A safekeeping arrangement whereby the investor has full control over the securities being held and the dealer or bank investment department has no access to the securities being held.

**TIME DEPOSIT** – Interest-bearing deposit at a savings institution that has a specific maturity.

**TREASURY BILLS** – Treasury bills are short-term debt obligations of the U.S. Government. They offer maximum safety of principal since they are backed by the full faith and credit of the United States Government. Treasury bills, commonly called "T-Bills," account for the bulk of government financing, and are the major vehicle used by the Federal Reserve System in the money market to implement national monetary policy.

**TREASURY BONDS** – is a marketable, fixed-interest U.S. government debt security with a maturity of more than ten years. Treasury bonds make payments semi-annually, and the income received is only taxed at the federal level. Treasury bonds are known in the market as primarily risk-free due to the lack of default risk of the U.S. government.

**U.S (UNITED STATES) TREASURY OBLIGATIONS** – Federally guaranteed obligations are debt securities issued by the United States government and considered risk-free because they receive the full faith and credit of the federal government. These include Treasury bonds, Treasury notes and Treasury bills.

**U.S. (UNITED STATES) AGENCY OBLIGATIONS** – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally Sponsored Agencies (FSAs) are backed by each agency with a market perception that there is an implicit government guarantee. (Also see **FEDERAL AGENCY SECURITIES** and **GOVERNMENT SECURITY**)

**UNDERLYING SECURITIES** – Securities transferred in accordance with a repurchase agreement.

**VENDOR** – A business or individual who provides a service or product at a cost.



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**RESOLUTION NO. 2022-10**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, Establishing the City’s Municipal Facilities Maintenance, Replacement and Reconstruction 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 2023-2024 biennial budget process, that the Council update the financial and budgetary policies that were adopted by the City prior to 2022; and

**WHEREAS**, in 2018 the City completed a Facilities Condition Assessment that identified significant deficiencies in City-owned facilities and developed cost estimates for documented issues, and used cost models to predict future capital costs over a 20-year horizon; and

**WHEREAS**, the City owns and operates a variety of municipal facility assets that must be properly maintained, replaced or reconstructed to ensure that they remain safe, that financial and service level investments are maintained, and that they provide a welcoming and usable space to serve their intended purposes; and

**WHEREAS**, adequate budget appropriation levels are needed to provide resources for asset management, planning and major maintenance costs of existing City-owned facilities; and

**WHEREAS**, the City desires to establish a Municipal Facilities Maintenance, Replacement and Reconstruction Policy to provide sufficient planning and funding to meet the City’s demands related to maintenance, upgrades, replacement, reconstruction and mitigation needs of facility assets throughout the useful life of such assets; and

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

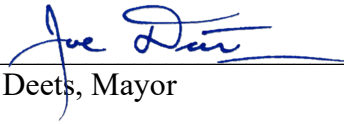
**Section 1.** The City Municipal Facilities Maintenance, Replacement and Reconstruction policy as shown in **Exhibit A**, which is attached hereto and incorporated herein by this reference, is established, and set forth in full.

**Section 2.** Severability. If any one or more sections, subsections, or sentences of this resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this resolution and the same shall remain in full force and effect.

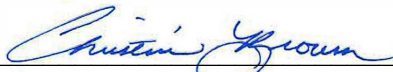
**Section 3.** This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this 12<sup>th</sup> day of April 2022.

APPROVED by the Mayor this this 12<sup>th</sup> day of April 2022.

By:   
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By:   
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	April 8, 2022
PASSED BY THE CITY COUNCIL:	April 12, 2022
RESOLUTION NO.	2022-10



**City Municipal Facilities Maintenance, Replacement and  
Reconstruction Policy  
Department of Finance and Administrative Services**

Prepared by Finance Director DeWayne Pitts  
Initial Development: 4/12/2022

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## Policy Statement

The City owns and operates a variety of municipal facility assets including City Hall, the Police and Court facility, the Senior Center Commons building and various storage, park, farm, and other investments that must be properly maintained and eventually replaced or reconstructed to ensure they remain safe, that financial and service level investments are maintained, and that they provide a welcoming and usable space to serve their intended purposes.

## Purpose

This policy supports the City in asset management and budgeting efforts and is established to fund the planned replacement, reconstruction, and major maintenance costs of existing City-owned facilities. A separate fund will be created and established by the City Council to account for projects contemplated by this policy. Adequate budget appropriations will be calculated and included in budgets to provide resources for planned projects.

## Scope

This policy applies to the City's existing general government municipal facility assets. It includes all facility structures such as City Hall, the Police and Court Facility, the Senior Center Commons building, and various storage, park, farm, and other investments that have an estimated useful life of at least 25 years. It does not include the City's utility owned assets or new planned purchases, land or leased assets. It includes funding for facility replacement or reconstruction and major maintenance as defined under the City's capital asset policy.

## Goals

Effective asset management is comprised of several components including:

- Assets need to be regularly assessed so there is up-to-date information on condition and status.
- Assessment information is used to determine maintenance, upgrades, replacement, reconstruction, and mitigation issues.
- Facility asset management includes a plan to address asset lifecycle needs, including replacement, reconstruction, inspections, and maintenance
- A system in place to prioritize asset care and the allocation of limited resources.

It is the intention of this policy to adequately fund major maintenance projects of City-owned facilities to include an additional reserve amount for unforeseen or catastrophic events, plus an additional amount to set aside for eventual replacement or reconstruction of City-owned facilities.

## Funding

The municipal facilities renewal and replacement policy may incorporate several available funding sources to pay for major maintenance. These sources vary in legal, grant and other restrictions. This policy will also incorporate and follow an existing financial policy that states when an expenditure is incurred, the City will first consider and target the more restricted funding sources where possible. The following sources, at a minimum, may be considered for allocation to the City Facilities Capital and Maintenance fund:

## Exhibit A to Resolution No. 2022-10

- Real Estate Excise Tax
- Grants
- General fund reserve transfers
- One-time revenue transfers
- Other sources as appropriate and allowed by policy or legal authority

### Authoritative Guidance

#### *Government Finance Officers Association (GFOA)*

The Government Finance Officers Association represents public finance officials throughout the United States and Canada. GFOA's mission is to advance excellence in public finance and includes best practices in governmental finance. The following link provides best practices for establishing capital asset renewal and replacement. [Strategies for Establishing Capital Asset Renewal and Replacement Reserve Policies \(gfoa.org\)](https://www.gfoa.org/strategies-for-establishing-capital-asset-renewal-and-replacement-reserve-policies)

#### *City of Bainbridge Island – Capital Asset Policy*

The capital asset policy provides guidance on acquisition, inventories, maintenance and the disposal of capital assets.

#### *City of Bainbridge Island – 2018 Facility Condition Assessment*

A facility condition assessment was performed in 2018 that will serve as a minimum target consideration to meet funding obligation for major maintenance projects. An updated condition assessment will need to be completed periodically as outlined below under “Procedures” but no less than once every five years.

### Roles and Responsibilities

Facility asset management is a shared function between the Public Works Department and the Finance and Administrative Services Department. Public Works is responsible for the asset life cycle process including acquisition, condition assessment, maintenance, cost estimates and the disposal of assets. Finance is responsible for the budgeting, recording, depreciation, physical inventory, and update of a physical asset list.

Finance will also oversee the administration of the municipal facilities fund and calculate an annual budget appropriation. The final appropriation of funds is the responsibility of the City Council.

### Procedures

#### **Condition Assessment of Existing Municipal Facilities**

The City will conduct a systematic condition review of all facility assets no more than every five years. The assessment will include scoring criteria, asset useful lives used for assessments, project justification and estimated cost to replace or repair. Major repairs may be capitalized following the City's Capital asset policy. Operating project costs that are not capitalized will follow the procedures of this policy for determining appropriation into the fund as outlined in “Budget appropriation funding” below. Cost estimates from the assessment will be used to determine an estimate for adequate funding for needed asset improvements.

## Exhibit A to Resolution No. 2022-10

### **Budget appropriation funding**

The budget appropriation for funding the Municipal Facilities Maintenance, Replacement, and Reconstruction fund each year shall be calculated using the following components:

- Six year planned Facilities Operating projects planned in the City operating budget plus;
- An amount to be calculated for existing building replacement or reconstruction such as current depreciation or some other reasonable method of calculation that will support projects such as facility replacement or reconstruction over the estimated useful life.

\*Note that any 6-year Facilities Capital Improvement Plan projects that meet City capitalization thresholds will be funded separately in the Capital Construction Fund and identified in the 6-year Capital Improvement plan and will not directly affect this fund. If there is a purchase of a new City facility, it will be factored into future consideration once it has been placed into service.

### **Major Facility Replacement or Reconstruction**

The future replacement or reconstruction of major facilities may be initially funded using an amount equal to the annual depreciation expense or some other reasonable method of calculation of major facility buildings over their expected useful lives. Utilizing depreciation to fund major facility replacement or reconstruction should be considered a starting point and will not typically generate enough funds for capital replacement needs because the cost of replacing or reconstructing facility assets generally increases over time and may exceed the original cost. Periodic review and the facility condition assessment will be used to determine if additional replacement funds are needed and if funds accumulated are reasonable in amount. If replacement revenue received over the life of an asset is insufficient to cover the facility replacement or reconstruction, the funding decision for the incremental difference may be made on a case-by-case basis depending on the nature and extent of the difference and the short- and long-term impact on the fund balance, operating budget, and future asset replacement schedules. Conversely, if funds accumulated in the fund are determined to be excessive, an adjustment to future rates may be considered.

## **RESOLUTION NO. 2022-28**

**A RESOLUTION** of the City of Bainbridge Island, Washington, adding a new subsection to Section 6 of the City’s Financial and Budget Policies related to replenishing General Fund reserves.

**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, as adopted and as amended through the passage of Resolution No. 2021-19, 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; Resolution No. 2018-07 and Resolution No. 2020-08, establishing the consolidated Financial Policies; Resolution No. 2020-09, updating the City Debt Policy; and Resolution No. 2020-11, establishing the Equipment Rental and Revolving Fund; and

**WHEREAS**, the City Administration (“Administration”) requested, as part of the 2023-2024 biennial budget process, that the Council update the Financial and Budget Policies that were adopted by the Council previously; and

**WHEREAS**, the Council last updated the Financial and Budget Policies through Resolution No. 2022-07; and

**WHEREAS**, the Council and the Administration wish to reaffirm General Fund reserve levels as described in Section 6 of the Financial and Budget Policies (see Exhibit A of this resolution) and establish mitigation policies to be administered by the Administration and to guide Council action related to situations in which General Fund reserves fall below policy levels; and

**WHEREAS**, Section 6 of the Financial and Budget Policies defines the minimum levels as \$1 million for emergency reserves and 25% of ongoing revenues in the General Fund; and


**WHEREAS**, 25% of ongoing revenues in the General Fund is calculated as \$5,391,350 in 2023 and \$5,552,100 in 2024.

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

**Section 1.** The updates to the Financial and Budget Policies that are shown in **Exhibit A**, which is attached hereto and incorporated herein by this reference, are hereby adopted. More specifically, the updates adopted by this resolution create a new subsection under Section 6 (Reserves) that is entitled, "Replenishment of Reserves."

PASSED by the City Council this 8th day of November 2022.

APPROVED by the Mayor this 8th day of November 2022.

  
\_\_\_\_\_  
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

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

FILED WITH THE CITY CLERK:	November 3, 2022
PASSED BY THE CITY COUNCIL:	November 8, 2022
RESOLUTION NO.:	2022-28

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.

No less than once every three years, 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.

Replenishment of Reserves. If the General Fund balance falls below policy reserves as defined above, the City Manager shall prepare and present to the City Council a recommended plan to replenish the reserves. The City Council shall review and adopt a replenishment plan within 12 months after the policy reserve levels first fall below the minimum levels. Once adopted, the replenishment plan's progress will be reviewed periodically with the City Council but no less than every calendar year until such time as the reserves are replenished to or above the target levels described above.

### **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 an Annual Comprehensive 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 policy, 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.



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## 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



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## 2022\* IAM SALARY PAY SCALE & 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	50,589	52,051	53,552	55,077	56,665	58,279	59,956	61,683	63,448
	Maintenance Technician I	4,216	4,338	4,463	4,590	4,722	4,857	4,996	5,140	5,287
	PerPayPeriod	2,108	2,169	2,231	2,295	2,361	2,428	2,498	2,570	2,644
12	Court Security Officer **	55,669	57,258	58,897	60,573	62,338	64,116	65,969	67,847	69,801
	Judicial Specialist	4,639	4,772	4,908	5,048	5,195	5,343	5,497	5,654	5,817
	Administrative Specialist II									
	Utilities Technician I									
	PerPayPeriod	2,320	2,386	2,454	2,524	2,597	2,671	2,749	2,827	2,908
13	Senior Judicial Specialist									
	Payroll Specialist	61,216	62,981	64,784	66,662	68,566	70,532	72,537	74,629	76,785
	Senior Accounting Technician	5,101	5,248	5,399	5,555	5,714	5,878	6,045	6,219	6,399
	Administrative Specialist III **									
	Permit Specialist									
	Senior Police Clerk									
	Evidence Technician									
	Maintenance Technician II									
	PerPayPeriod	2,551	2,624	2,699	2,778	2,857	2,939	3,022	3,110	3,199
14	Accountant									
	Arborist									
	Code Compliance Officer									
	Building Inspector/Plans Examiner									
	Deputy City Clerk	67,343	69,284	71,276	73,318	75,411	77,579	79,798	82,105	84,487
	Planner									
	Signs & Markings Specialist II									
	Mechanic II	5,612	5,774	5,940	6,110	6,284	6,465	6,650	6,842	7,041
	Water Resource Technician									
	Treatment Plant Operator II									
	Utilities Technician II									
	PerPayPeriod	2,806	2,887	2,970	3,055	3,142	3,232	3,325	3,421	3,520



## 2022\* IAM SALARY PAY SCALE & 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
15	Senior IT Specialist									
	GIS/CAD Specialist									
	Associate Planner	74,075	76,205	78,386	80,630	82,962	85,332	87,803	90,312	92,909
	Construction Inspector									
	Mechanic III	6,173	6,350	6,532	6,719	6,914	7,111	7,317	7,526	7,742
	Financial Analyst									
	Maintenance Technician III									
	PerPayPeriod	3,086	3,175	3,266	3,360	3,457	3,556	3,658	3,763	3,871
16	Treatment Plant Operator III									
	Utilities Technician III									
	NPDES Permit Coordinator	81,487	83,819	86,240	88,698	91,257	93,879	96,577	99,338	102,199
	Senior Planner									
	Engineering Specialist (Water Resources)	6,791	6,985	7,187	7,392	7,605	7,823	8,048	8,278	8,517
	Engineering Project Manager									
	Operations Project Manager									
PerPayPeriod	3,395	3,492	3,593	3,696	3,802	3,912	4,024	4,139	4,258	
17	Engineer I	89,631	92,215	94,862	97,585	100,372	103,258	106,221	109,259	112,385
	Survey Program Manager	7,469	7,685	7,905	8,132	8,364	8,605	8,852	9,105	9,365
	PerPayPeriod	3,735	3,842	3,953	4,066	4,182	4,302	4,426	4,552	4,683
18	Engineer II	98,607	101,418	104,355	107,330	110,431	113,595	116,848	120,201	123,642
	Senior Plan Check Engineer	8,217	8,451	8,696	8,944	9,203	9,466	9,737	10,017	10,304
	PerPayPeriod	4,109	4,226	4,348	4,472	4,601	4,733	4,869	5,008	5,152

\*The existing IAM contract expired at the end of 2022. As of the date of completion for the Adopted Budget book, a new contract was still in negotiations.

\*\*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.



## 2023 UNREPRESENTED PAY SCALE & STEP INCREASES

Range	Title	Steps								
		1	2	3	4	5	6	7	8	9
14	Climate Action Outreach Coordinator, Harbormaster, Public Records Analyst	71,384	74,439	75,544	77,710	79,931	82,237	84,593	87,024	89,556
	Monthly	5,949	6,203	6,295	6,476	6,661	6,853	7,049	7,252	7,463
15	Executive Assistant*, HR Analyst	78,528	80,784	83,089	85,470	87,927	90,458	93,065	95,722	98,478
	Monthly	6,544	6,732	6,924	7,123	7,327	7,538	7,755	7,977	8,207
16		86,373	88,854	91,410	94,017	96,724	99,507	102,364	105,297	108,329
	Monthly	7,198	7,404	7,618	7,835	8,060	8,292	8,530	8,775	9,027
17	Climate Mitigation/Adaptation Officer, Court Administrator, Communications Coordinator, Equity and Inclusion Manager, Management Analyst, Permit and Administrative Services Supervisor, Public Works Administrative Supervisor, Public Safety Administrative Supervisor, Senior Financial Analyst	95,020	97,752	100,544	103,441	106,399	109,457	112,590	115,824	119,157
	Monthly	7,918	8,146	8,379	8,620	8,867	9,121	9,383	9,652	9,930
18	City Clerk, Deputy City Attorney, Emergency Management Coordinator, Public Works Supervisor, Treatment Plant Supervisor	104,519	107,512	110,610	113,768	117,051	120,410	123,855	127,404	131,063
	Monthly	8,710	8,959	9,218	9,481	9,754	10,034	10,321	10,617	10,922
19	Accounting Manager, Budget Manager, Building Official, Current Planning Manager, Engineering Manager, HR Manager, IT Manager	114,967	118,266	121,660	125,152	128,743	132,439	136,240	140,150	144,172
	Monthly	9,581	9,856	10,138	10,429	10,729	11,037	11,353	11,679	12,014
20	Public Works Manager	126,462	130,093	133,826	137,668	141,618	145,682	149,864	154,165	158,589
	Monthly	10,539	10,841	11,152	11,472	11,801	12,140	12,489	12,847	13,216



### 2023 UNREPRESENTED PAY SCALE & STEP INCREASES

Range	Title	Steps								
		1	2	3	4	5	6	7	8	9
21	Deputy Police Chief	134,399	138,229	142,170	146,222	150,389	154,674	159,082	163,616	168,557
	Monthly	11,200	11,519	11,847	12,185	12,532	12,890	13,257	13,635	14,046
22	City Attorney, Finance Director, Planning & Community Development Director, Police Chief, , Public Works Director	147,858	152,071	156,406	160,863	165,447	170,164	175,013	180,001	185,401
	Monthly	12,321	12,673	13,034	13,405	13,787	14,180	14,584	15,000	15,450
23	Deputy City Manager	162,643	167,279	172,046	176,949	181,992	187,180	192,514	198,001	203,941
	Monthly	13,554	13,940	14,337	14,746	15,166	15,598	16,043	16,500	16,995
25	City Manager	214,416								
	Monthly	17,868								



### CITY OF BAINBRIDGE ISLAND POLICE PAY SCALE - 2023

Grade	Patrol Officer	Step A	Step B	Step C	Step D	Step E
1	Annual	83,203	88,062	93,186	98,618	104,358
	Monthly	6,934	7,338	7,765	8,218	8,696
	Per Pay Period	3,467	3,669	3,883	4,109	4,348

Grade	Corporal	Step A	Step B	Step C	Step D	Step E
1.5	Annual	-	-	-	109,594	114,802
	Monthly	-	-	-	9,133	9,567
	Per Pay Period	-	-	-	4,566	4,783

Grade	Sergeant	Step A	Step B	Step C	Step D	Step E
2	Annual	-	-	-	119,324	126,268
	Monthly	-	-	-	9,944	10,522
	Per Pay Period	-	-	-	4,972	5,261

## GLOSSARY OF BUDGET TERMS

**Accrual Basis** – The basis of accounting under which transactions are recognized when they occur. The City uses the accrual basis to account for year-end accounting and reporting of Proprietary Funds such as the City's utility funds. The City uses a modified accrual basis of accounting for the reporting of other funds. The modified basis of accounting recognizes revenues when they become “measurable” and “available” to finance expenditures of the current period.

**Appropriation** – Through an appropriation ordinance, the City Council legally authorizes the City to spend money and to incur obligations for a specific purpose. Budgetary/Operating appropriations lapse at the end of each biennium. Non-operating fund appropriations, on the other hand, continue in force until fully expended until the City has accomplished or abandoned the purpose for which the Council granted the funds. Spending cannot exceed the level of appropriation without the Council's approval.

**Assessed Valuation** – The valuation placed on real estate by the Kitsap County Assessor's Office as the basis for levying property taxes.

**Asset** – Property owned by the government and resources owned or held by a government that has monetary value.

**Audit** – An official financial examination of accounts by an auditor.

**Balanced Budget** – Current biennium budgeted revenues (including fund balances) are equal to or greater than current biennium budgeted expenditures.

**Beginning Fund Balance** – The amount remaining after accounting for the previous year's revenues less the previous year's expenditures.

**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.

**Biennial Budget** – The financial and operating plan for the City that establishes a two-year appropriation in accordance with state law.

**Bond** – A written promise to pay a specified sum of money at a specified future date, at a specified interest rate. Bonds are used to finance capital projects. The City typically issues general obligation, revenue, or special assessment bonds.

**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 cash basis of accounting. Cash basis of accounting means that transactions are recognized at the point when cash is received or paid.

### **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.

**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.

**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.

**Councilmanic Debt** – Bonds authorized to be issued by a City Council (or other local governing body) without a vote of the people.

**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.

**Depreciation** – A reduction in the value of an asset with the passage of time, due in particular to wear and tear.

**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.

**Ending Fund Balance** – The beginning fund balance plus current year revenues, less current year expenditures.

**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.

**Expenditures** – Decreases in net current assets. Expenditures include debt service, capital outlays and those current operating costs which require the use of current assets.

**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.

**Full-Time Equivalent (FTE)** – Expresses staff in terms of full-time (40 hours per week) employment. For example, a person who works 40 hours per week is described as 1.0 FTE. An employee who works 20 hours per week calculates to a 0.5 FTE.

**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)

**Fund Balance** – The difference between assets and liabilities reported in a governmental fund.

**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.

**General Obligation Bonds:** Bonds for which the full faith and credit of the issuing government are pledged for payment.

**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.

**Gross Revenues** – Typically includes all revenues received by a project (or an issuer) before payment of expenses for operation, maintenance, or debt service.

**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.

**Interfund Transfer** – When the City moves money between its various funds.

**Intergovernmental Revenue** – Funds received from federal, state, and other local government sources in the form of grants, shared revenues and payment in lieu of taxes.

**Internal Service Fund** – An accounting entity which the City uses to record and report transactions for goods and services provided by one department to another City department on a cost reimbursement basis. The City currently has one internal service fund, the Equipment, Rental and Revolving fund.

**Levy** – To impose taxes, special assessments, or service charges for support of governmental activities.

**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 governmental funds when preparing and reporting budgetary information.

**Net Revenues** – Typically defined as gross revenues less operating and maintenance expenses.

**Operating Expenditures** – Ongoing current expenditures to pay for the normal, recurring costs of the City.

**Operating Transfer** – Routine or recurring transfers of monies between funds, which

support the normal operations of the recipient fund.

**Policy** – A policy is a guiding principle which defines the underlying rules which will direct subsequent decision-making processes.

**Reserve** – Monies typically set aside to meet a financial policy objective. Also means an account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

**Revenue** – Sources of income which the City receives during a fiscal year. Examples include taxes, intergovernmental grants, charges for service, and other financing sources such as the proceeds derived from the sale of fixed assets.

**Special Revenue Fund** – A fund used to account for money received from specific sources which restricts the spending of the money to specific purposes.

**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.

**Supplemental Appropriation:** An appropriation approved by Council after the initial budget is adopted.

**Tax Levy** – The total amount to be raised by general property taxes for the purposes stated in the tax levy ordinance.

**Unreserved Fund Balance** – The funds remaining after the reduction for reserved balances.



## ACRONYMS

ADA	Americans with Disabilities Act
ARPA	American Rescue Plan Act
AWC	Association of Washington Cities
BARS	Budgeting, Accounting & Reporting System
BIMC	Bainbridge Island Municipal Code
BIFD	Bainbridge Island Fire Department
CAP	Climate Action Plan
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFE	Capital Facilities Element
CFP	Capital Facilities Plan
CIP	Capital Improvement 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
GFOA	Government Finance Officers Association
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 North  
 Bainbridge Island, WA 98110  
 City Hall Main Line: 206-780-8591  
 Hours: Monday-Friday 8am-4pm (excluding major holidays)  
[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

**City Manager:** Blair King  
 Email: [bking@bainbridgewa.gov](mailto:bking@bainbridgewa.gov)

<b>2022 Council Members</b>				
Name	Ward/Position	Term Ends	Email	Phone
Kirsten Hytopoulos	At Large Position No. 1	12/31/2023	<a href="mailto:khytopoulos@bainbridgewa.gov">khytopoulos@bainbridgewa.gov</a>	(206) 482-4958
Brenda Fantroy-Johnson, Mayor 2023	North Ward Position No. 2	12/31/2023	<a href="mailto:bfantroyjohnson@bainbridgewa.gov">bfantroyjohnson@bainbridgewa.gov</a>	(206) 498-4294
Joe Deets	North Ward Position No. 3	12/31/2025	<a href="mailto:jdeets@bainbridgewa.gov">jdeets@bainbridgewa.gov</a>	(206) 473-1864
Leslie Schneider	Central Ward Position No. 4	12/31/2023	<a href="mailto:lschneider@bainbridgewa.gov">lschneider@bainbridgewa.gov</a>	(206) 200-4502
Clarence Moriwaki	Central Ward Position No. 5	12/31/2025	<a href="mailto:cmoriwaki@bainbridgewa.gov">cmoriwaki@bainbridgewa.gov</a>	(206) 300-6181
Michael Pollock	South Ward Position No. 6	12/31/2023	<a href="mailto:mpollock@bainbridgewa.gov">mpollock@bainbridgewa.gov</a>	(206) 475-1814
Jon Quitslund, Deputy Mayor 2023	South Ward Position No. 7	12/31/2025	<a href="mailto:jquitslund@bainbridgewa.gov">jquitslund@bainbridgewa.gov</a>	(206) 450-6218
To contact all Council members as a group please email: <a href="mailto:council@bainbridgewa.gov">council@bainbridgewa.gov</a> Or via USPS at: 280 Madison Avenue North, Bainbridge Island, WA 98110				

### Key City Contacts:

City Clerk:	Christine Brown	<a href="mailto:cbrown@bainbridgewa.gov">cbrown@bainbridgewa.gov</a>	(206) 780-8618
Court Administrator:	Jerrie Davies	<a href="mailto:jdavies@bainbridgewa.gov">jdavies@bainbridgewa.gov</a>	(206) 780-3805
Finance Director:	DeWayne Pitts	<a href="mailto:dpitts@bainbridgewa.gov">dpitts@bainbridgewa.gov</a>	(206) 780-8626
Planning Director:	Patty Chamas	<a href="mailto:pchamas@bainbridgewa.gov">pchamas@bainbridgewa.gov</a>	(206) 780-3754
Police Chief:	Joe Clark	<a href="mailto:jclark@bainbridgewa.gov">jclark@bainbridgewa.gov</a>	(206) 780-4686
Public Works Director:	Chris Wierzbicki	<a href="mailto:cwierzbicki@bainbridgewa.gov">cwierzbicki@bainbridgewa.gov</a>	(206) 780-3718
Public Works/Operations and Maintenance:		<a href="mailto:pwom@bainbridgewa.gov">pwom@bainbridgewa.gov</a>	(206) 842-1212