CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, SEPTEMBER 27, 2022

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

ZOOM WEBINAR
HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**

2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**

3. **PRESENTATION(S)**

3.A **(6:10 PM) Present Proclamation Declaring October 2022, as Filipino American History Month,** 5 Minutes
Filipino American History Month Proclamation 2022.pdf

3.B **(6:15 PM) Present Proclamation Declaring October 2022, as National Community Planning Month,** 5 Minutes
2022 October National Community Planning Month Proclamation.docx

4. **PUBLIC COMMENT - 6:20 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

4.A **Instructions for Providing Public Comment**
Instructions for Providing Public Comment at Hybrid Meetings.docx

5. **CONSENT AGENDA - 6:35 PM**

All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

5.A **Agenda Bill for Consent Agenda,** 5 Minutes

5.B **Approve City Council Meeting Minutes**
Special City Council Meeting Minutes - Executive Session, September 13, 2022.pdf
Regular City Council Business Meeting Minutes, September 13, 2022.pdf

5.C **Approve Accounts Payable and Payroll**
Council PR Report 2022.pdf
AP Report to Council of Cash Disbursements 09-28-22.pdf

5.D **Authorize the City Manager to Execute an Interagency Agreement with the Washington State Traffic Safety Commission in Support of Target Zero Campaigns - Police,** 5 Minutes
2023 HVE IAA - Region 9.pdf

5.E **Cancel the October 4, 2022 Study Session**

6. COUNCIL ANNOUNCEMENTS - 6:40 PM

7. CITY MANAGER'S REPORT - 6:50 PM

8. REGULAR BUSINESS

8.A **(6:55 PM) Adopt Resolution No. 2022-26 Renaming the Waterfront Trail in Honor of Charles Schmid - Executive,** 5 Minutes
Resolution No. 2022-26 Renaming the Waterfront Trail in Honor of Charles Schmid.docx
Exhibit A to Resolution No. 2022-26 Bainbridge Island Waterfront Trail Map.pdf

8.B **(7:00 PM) Approve Appointment of Poet Laureate** 10 Minutes
PL Nominee (Michele Bombardier) for COBI Council Approval 09122022.docx
Program charter - Poet Laureate as approved 08092022.pdf

8.C **(7:10 PM) Confirm Recommended Appointment to the Lodging Tax Advisory Committee - Executive,** 5 Minutes
Cochran (Lodging Tax Advisory Committee) - Redacted
Daniels (Lodging Tax Advisory Committee) - Redacted

8.D **(7:15 PM) Receive 2023-2024 Proposed Budget and 2023-2028 Capital Improvement Plan (CIP) Presentation - Finance,** 90 Minutes
2023-2024_Budget_Presentation_for_CC.pptx
2023-2024 Proposed Budget.pdf

9. COMMUNICATIONS

9.A **(8:45 PM) Concur with the Execution of a Letter Expressing the Need for Temporary Expansion of Kitsap Transit Passenger-Only Ferry Service by Mayor Deets and Councilmember Schneider,** 5 Minutes

Kitsap Transit expansion of POF service - Bremerton-Bainbridge.pdf

10. ADJOURNMENT - 8:50 PM

GUIDING PRINCIPLES

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.

City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Declaring October 2022, as Filipino American History Month,

SUMMARY:
The attached proclamation declares October, 2022, as Filipino American History Month. It is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** City Council

RECOMMENDED MOTION:
Presentation only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Filipino American History Month Proclamation 2022.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring the month of October 2022, as Filipino American History Month.

WHEREAS, the earliest documented proof of Filipino presence in the continental United States was in October 18, 1587, when the first "Luzones Indios" set foot in Morro Bay, California; and

WHEREAS, Washington State is home to the third largest Filipino population in the United States; and

WHEREAS, Bainbridge Island is the home of an historic Filipino community, with the earliest record showing a Filipino employed at the Port Blakely Mill in 1883, who was the first known employee from the Philippines in the Pacific Northwest; and

WHEREAS, the Filipino American National Historical Society recognizes the year of 1883 as the date of the first permanent Filipino settlement in the United States in St. Malo Parrish, Louisiana; and

WHEREAS, the Filipino community has played an important role in Bainbridge Island's rich agricultural and cultural history; and

WHEREAS, Aboriginal women married migrant Filipino men creating an Indipino community unique to Bainbridge Island; and

WHEREAS, the State of Washington has recognized the month of October as Filipino American History Month since the year 2010; and

WHEREAS, Filipino American History Month provides an opportunity to promote the study of Filipino American history and culture, recognize the richness of Filipino American ethnicity, and honors the contributions of Filipino Americans both to our local community and to the Nation as a whole.

NOW, THEREFORE, I, Joe Deets, Mayor of the City of Bainbridge Island, on behalf of the City Council, proclaim October 2022, as

FILIPINO AMERICAN HISTORY MONTH

in the City of Bainbridge Island, and urge all Islanders to observe this month by visiting the Bainbridge Island Historical Museum and adding to their understanding of this important part of our heritage.

DATED this 27th day of September, 2022

_____

Joe Deets, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:15 PM) Present Proclamation Declaring October 2022, as National Community Planning Month,

SUMMARY:
Each year, the month of October is declared National Community Planning Month. This is an opportunity for the City of Bainbridge Island to recognize that communities benefit by planning for their future and acknowledge that such efforts are the results of many who embrace and participate in the community planning process.

This proclamation is one of the annual proclamations that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION:
Presentation only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

2022 October National Community Planning Month Proclamation.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring October 2022, as "National Community Planning Month."

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, and other places in the State of Washington; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work, reside, recreate and otherwise live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning require public officials and residents who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment, and assuring their sustainability; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of members of planning commissions, members of volunteer advisory committees and boards, and the professional community and planners who have contributed their time and expertise to the improvement of the City of Bainbridge Island and to extend our heartfelt thanks for their continued commitment to public service.

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October, 2022, is hereby designated as

COMMUNITY PLANNING MONTH

in the City of Bainbridge Island in conjunction with the celebration of National Community Planning Month.

DATED this 27th day of September, 2022

Joe Deets, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:**

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Instructions for Providing Public Comment at Hybrid Meetings.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov. Members of the public who wish to provide public comment may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

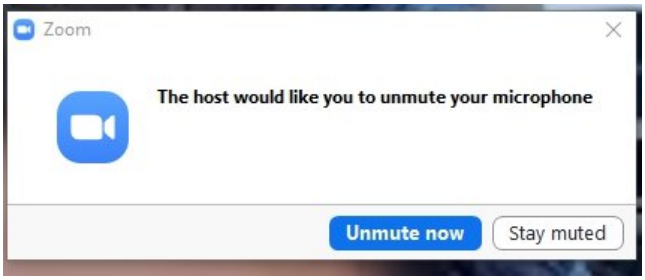
1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.

2. Sign in to Zoom with your full name.

3. The Mayor will indicate when it is time for public comment.

4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.

5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



6. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

7. Attendee provides their comment.

8. A timer on the screen will track your time.

9. Stop speaking when the timer reaches the 3-minute mark.

10. Attendee is returned to attendee group, and microphone is muted.

11. Public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

(a) Speaking without being recognized by the Presiding Officer.

(b) Continuing to speak after the allotted time has expired.

(c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.

(d) Throwing objects.

(e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.

(f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.

(g) Impersonating a City Councilmember or a member of the City staff.

(h) Shouting or otherwise engaging in loud or boisterous behavior.

(i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.

(j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.

(k) Booing, hissing, or otherwise disrupting the comments of another speaker.

(l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.

(m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to approve the Consent Agenda as presented.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:**

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve City Council meeting minutes.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Special City Council Meeting Minutes - Executive Session, September 13, 2022.pdf

Regular City Council Business Meeting Minutes, September 13, 2022.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION
TUESDAY, SEPTEMBER 13, 2022

Meeting Minutes

1) CALL TO ORDER/ROLL CALL

Mayor Deets called the meeting to order at 5:00 p.m. in Council Chambers and on the Zoom webinar platform.

Mayor Deets, Deputy Mayor Moriwaki, and Councilmembers Fantroy-Johnson, Quitslund, Pollock, and Schneider were present. Councilmember Hytopoulos arrived during the executive session.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, and pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency
Cover Page

Mayor Deets adjourned the meeting to an executive session at 5:01 p.m. pursuant to RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i).

Council returned from executive session at 5:59 p.m.

3) ADJOURNMENT

Mayor Deets adjourned the meeting at 6:00 p.m.

_____
Joe Deets, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, SEPTEMBER 13, 2022

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Deets called the meeting to order at 6:03 p.m. in Council Chambers and on the Zoom webinar platform.

Mayor Deets, Deputy Mayor Moriwaki, and Councilmembers Fantroy-Johnson, Hytopoulos, Pollock, Quitslund, and Schneider were present.

Mayor Deets led the Pledge of Allegiance and read the land acknowledgment.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Deputy Mayor Moriwaki moved and Councilmember Pollock seconded to approve the agenda as presented. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3) PRESENTATION(S)

3.A Present Proclamation Declaring September 2022 as "Puget Sound Starts Here" Month - Public Works

Cover Page
2022 Puget Sound Starts Here Month Proclamation.docx

Councilmember Fantroy-Johnson read the proclamation.

National Pollutant Discharge Elimination System (NPDES) Coordinator Collier and Harbormaster Allen accepted the proclamation.

3.B Present Community Preparedness Month Proclamation

Cover Page
Preparedness Month Proclamation 2022.docx

Mayor Deets read the proclamation.

Loren Bast from Bainbridge Prepares accepted the proclamation.

3.C Approve Proclamation Recognizing the 75th Anniversary of the Rotary Club of Bainbridge Island

Cover Page
Proclamation 75th Anniversary of Rotary Club.docx

Deputy Mayor Moriwaki read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation proclaiming September 19-25, 2022, as "Rotary Club of Bainbridge Island Week" in honor of their 75th anniversary.
Moriwaki/Pollock: The motion carried unanimously, 7-0.

Tom Lindsey and Vince Carol from the Rotary Club of Bainbridge Island accepted the proclamation.

3.D Approve Proclamation Honoring Akio Suyematsu

Cover Page
Proclamation Honoring Akio Suyematsu 2022.docx

Deputy Mayor Moriwaki read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring August 19th as "Akio Suyematsu Day."
Moriwaki/Schneider: The motion carried unanimously, 7-0.

Susan Hughes, Chair of the Historic Preservation Commission, accepted the proclamation.

3.E Present Proclamation Declaring September 11, 2022, as "A Day of Service and Remembrance"

Cover Page
A Day of Service and Remembrance 2022.docx

Mayor Deets read the proclamation.

American Legion Colin Hyde Post #172 Commander Gary Sakuma accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment

Cover Page
Instructions for Providing Public Comment at Hybrid Meetings.docx

Ariel Shultz spoke about harbor concerns.

Joe McMillan spoke against draft Ordinance No. 2022-02.

Loanne Harmeling spoke in favor of cluster housing, transportation centers, and standardizing speed limits.

Barbara Trafton, Bainbridge Island Parks & Trails Foundation, spoke in favor of renaming the Waterfront Park Trail in honor of Charles Schmid and in favor of the Sound to Olympics trail application.

Susan Bisnett spoke in favor of reducing speed limits, improving the safety of the Wyatt/Finch intersection, and against Ordinance No. 2022-02.

Chris Frey spoke in favor of Ordinance No. 2022-02.

Peter Harris spoke in favor of reducing speed limits.

Steve Johnson spoke in favor of Ordinance No. 2022-02.

Mike Lempriere spoke against the farm trail.

Lisa Macchio spoke against Ordinance No. 2022-02.

Marilyn McLaughlin spoke against Ordinance No. 2022-02.

Jonathan Davis spoke in favor of Ordinance No. 2022-02.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda
Cover Page

Councilmember Schneider asked to pull item 5.L from the Consent Agenda.

MOTION: I move to approve the Consent Agenda with the removal of item 5.L.
Moriwaki/Fantroy-Johnson: The motion carried unanimously, 7-0.

5.B Approve City Council Meeting Minutes
Cover Page
Special City Council Meeting Minutes - Executive Session, July 26, 2022.pdf
Regular City Council Business Meeting Minutes August 9, 2022.pdf
City Council Study Session Minutes, August 16, 2022.pdf

5.C Approve Accounts Payable and Payroll
Cover Page
AP Report to Council of Cash Disbursements 08-24-22.pdf
Council Report PR 8-20-22.pdf
AP Report to Council of Cash Disbursements 09-14-22.pdf
Council Report PR 9-6-22.pdf

5.D Authorize the City Manager to Execute the Construction Contract with Holt Services, Inc. for the Taylor Avenue Well Rehabilitation Project ($273,152.88) and to Prepare an Associated Budget Amendment ($180,100.00) - Public Works
Cover Page
Contract Taylor Ave Well Rehab.docx
Attachment(s) C and D Taylor Ave Well Rehab_Location Map.pdf
Bid Form Taylor Ave Well Rehab.doc

5.E Authorize the City Manager to Accept a Washington State Grant for Court-Related Audio-Visual Upgrades and to Ratify an Associated Interagency Agreement - $50,000 - Public Works

Cover Page
Court AV Grant Contract.pdf

5.F **Authorize City Manager to Execute Data Use Agreement with Washington State University Related to Analysis of Police Interactions with the Public**
Cover Page
WSU and COBI Data Use Agreement

5.G **Authorize the City Manager to Execute a Grant Agreement with Washington State Department of Commerce relating to the Shoreline Management Program and Climate Change in the amount of $80,000**
Cover Page
Dept of Commerce Grant Award Letter
Draft Grant Agreement - Dept of Commerce and Bainbridge

5.H **Authorize the City Manager to Submit a Grant Application to the Washington State Department of Commerce relating to the Comprehensive Plan Update in the amount of $125,000 and authorize a Letter of Support from the City Council - Planning**
Cover Page
Background Memo (8/16/2022)
Grant Notification Letter
Comp Plan Grant Letter of Support

5.I **Authorize the City Manager to Execute a Construction Contract with D.P. Wain Construction Inc. for the Fletcher Bay Well Roof Repair Project ($63,641.76) and to Prepare an Associated Budget Amendment ($25,000, Water Utility Fund) – Public Works**
Cover Page
Contract Fletcher Bay Roof Repair.docx
Bid Form Fletcher Bay Roof Repair.doc
Fletcher Bay Well Site.pdf

5.J **Authorize the City Manager to Enter into a License Agreement with the Rotary Club of Bainbridge Island Relating to the Storage of Trailers on the Vincent Road Transfer Station Property**
Cover Page
City License Agreement with Rotary - Trailers (2022-25).docx

5.K **Authorize the City Manager to Execute the Participation Form for the Distributor Settlement, the One Washington Memorandum of Understanding, and the Allocation Agreement Related to Settlement of Opioid Distributor Litigation**
Cover Page
Memo re Washington Distributor Opioid Settlement (2022-09-09)
Distributor Settlement Agmt Participation Form.pdf
WA Local Govt MOU FINAL.pdf
WA State - LGs Allocation Agmt FINAL.pdf

5.M **Set the Public Hearing on October 11, 2022, for Ordinance No. 2022-18 Relating to the Property Tax Levy for Collection in 2023 - Finance**
Cover Page
Ordinance No. 2022-18 Relating to the Levy of Property Taxes for Collection in 2023.docx

5.N Set the Public Hearing on October 11, 2022 for Ordinance No. 2022-19 Relating to the Preliminary 2023-2024 Biennial Budget - Finance
Cover Page
Ordinance No. 2022-19 Adopting Biennial Budget for FY 2023-2024.docx
Exhibit A to Ordinance No. 2022-19 (12-2023).pdf
Exhibit B to Ordinance No. 2022-19 (12-2024).pdf

ITEM REMOVED FROM THE CONSENT AGENDA

5.L Authorize at No City Cost Participation in a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application for the Sound to Olympic (STO) Trail
Cover Page

Councilmember Schneider provided additional information on the grant application.

MOTION: I move to authorize the City Manager to participate in a three-county multi-community RAISE grant application for planning, design, and/or construction of the STO through Bainbridge Island, conditioned upon the Bainbridge Island Parks & Trails Foundation paying the City's share of the grant application costs.
Schneider/Quitslund: The motion carried unanimously, 7-0.

6) COUNCIL ANNOUNCEMENTS

Councilmember Schneider provided an update on the proposed Suquamish art installation at the Sound to Olympics Trail.

Councilmember Quitslund provided an update on a Puget Sound Regional Council (PSRC) Growth Management Board meeting, a Planning Commission meeting, and a Hearing Examiner hearing.

Councilmember Fantroy-Johnson reported on a meeting with Reed Price from the Senior Center, a PSRC Equity Advisory Committee meeting, and a Creative District event.

Deputy Mayor Moriwaki reported on a Race Equity Advisory Committee (REAC) meeting, a Public Art Committee/REAC joint meeting, a regional community block grant committee meeting, a Vashon historic farm event, and a National Suicide Prevention Day event. He mentioned that he attended a Japanese American Exclusion Memorial ceremony for an art installation with Councilmembers Fantroy-Johnson and Quitslund.

Mayor Deets mentioned a Kitsap Wastewater Treatment Plant tour, and office hours. He asked for, and received, authorization to attend a Bainbridge Brits memorial service for Queen Elizabeth II as Mayor.

7) CITY MANAGER'S REPORT

7.A City Manager's Report
Cover Page
PD Monthly Activity Report 2022-07 July
Building Permits Inspected - July, 2022
Building Permits Issued - July, 2022

City Manager King highlighted the Police Department's July activity report and July building permit reports. He mentioned the display of the first City electric vehicle and introduced Ellyze Francisco, a National Urban fellow.

8) REGULAR BUSINESS

8.A Discuss Island-wide Speed Limit Evaluation Findings – Public Works
Cover Page
BI Programmatic Speed Limit Evaluation - Final Summary.pdf
Speed Limit Maps Existing and Proposed.pdf

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information. Paul Sharman and Jon Pascal from the Transpo Group provided a presentation and addressed Council's questions.

MOTION: I move to authorize the City Manager to inform the public on the Island-wide speed limit evaluation findings, and report back to the City Council with a final recommendation regarding implementation and enforcement.
Moriwaki/Schneider: The motion carried unanimously, 7-0.

Council adjourned for a break at 7:50 p.m. and returned at 7:56 p.m.

8.B Set the Public Hearing for October 11, 2022, on Ordinance No. 2022-02 (Related to an Increased Density Bonus for Affordable Housing Located on Property Owned or Controlled by Religious Organizations)
Cover Page
Bonus Density Presentation for 9.13.pptx
Memo_re_Ordinance_No._2022-02
Ordinance No. 2022-02 Related to Affordable Housing on Properties Owned by Religious Organizations
Exhibit A to Ordinance No. 2022-02 - Table 18.09.020
Exhibit B to Ordinance No. 2022-02 - Table 18.12.020-3

City Manager King introduced the agenda item. Planning Manager Harper provided a presentation.

MOTION: I move that the City Council direct the City Manager to direct staff to revise Ordinance 2022-02 to limit its application to the Bethany church property and allowing for the following bonus density: 15 units for a project with less than 50% units affordable for those earning 60% of area median income or less, or 20 units if 50% or more of the units are affordable to 60% of area median income or less and/or 50% of the units are permanently rentals.
Hytopoulos/Moriwaki: The motion failed 2-5.

AYES: Kirsten Hytopoulos, Michael Pollock
NOES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

ABSENT: None
ABSTAIN: None

MOTION: I move to set the public hearing for October 11, 2022, on Ordinance No. 2022-02 related to an increased density bonus for affordable housing located on property owned or controlled by religious organizations.

Fantroy-Johnson/Quitslund: The motion carried 5 – 2.

AYES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki
NOES: Kirsten Hytopoulos, Michael Pollock
ABSENT: None
ABSTAIN: None

8.C Approve the Scope of Work for the Farm Trail Project - Public Works
Cover Page
City Farm Trail Presentation.pptx

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation, and Council discussed the project.

MOTION: I move to instruct the City Manager to bring a discussion and process for creating a Transportation Commission to a study session as soon as possible.
Schneider/Fantroy-Johnson: The motion carried 5 – 2.

AYES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki
NOES: Kirsten Hytopoulos, Michael Pollock
ABSENT: None
ABSTAIN: None

MOTION: I move to instruct the City Manager to prepare for Council one or more options for alternative surface treatments for the Farm Trail that support bicycling as well as walking.
Schneider/Quitslund: The motion carried unanimously, 7-0.

8.D Consider Next Steps Related to Implementation of Ordinance No. 2021-34 Amending Chapter 8.24 of the Bainbridge Island Municipal Code Regarding Disposable Food Service Ware and Waste Reduction
Cover Page
Memo - Implementation of Ordinance No. 2021-34, Amending Chapter 8.24 BIMC, Disposable Food Service Ware and Waste Reduction.docx
2023 Waste Reduction Regulations - Council Presentation - 09.13.22.pptx

City Manager King introduced the agenda item. Climate Mitigation Officer provided a presentation, and Council discussed the ordinance.

8.E Consider Proposal to Amend Master Lease with Friends of the Farms for 2023 to Provide for Payment of $65,000
Cover Page

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move to direct the City Manager to prepare and execute an amendment to the Master Lease with Friends of the Farms, in substantially the same form as has been executed in recent years, for one year to provide for payment of $65,000 to Friends of the Farms.
Moriwaki/Quitslund: The motion carried unanimously, 7-0.

8.F Confirm Recommended Appointments to the Utility Advisory Committee
Cover Page

Hughes (Utility Advisory Committee) - Redacted
Jones (Utility Advisory Committee) - Redacted
Pastucha (Utility Advisory Committee) - Redacted

Mayor Deets introduced the agenda item.

MOTION: I move to confirm the recommended reappointment of Sheina Hughes to Position 5 of the Utility Advisory Committee to a three-year term ending in June, 2025.
Quitslund/Moriwaki: The motion carried unanimously, 7-0.

MOTION: I move to confirm the recommended reappointment of Martin Pastucha to Position 6 of the Utility Advisory Committee to a three-year term ending in June, 2025.
Quitslund/Pollock: The motion carried unanimously, 7-0.

MOTION: I move to confirm the recommended reappointment of Ted Jones to Position 7 of the Utility Advisory Committee to a three-year term ending in June, 2025.
Quitslund/Pollock: The motion carried unanimously, 7-0.

8.G Confirm Recommended Appointments to the Lodging Tax Advisory Committee - Executive

Cover Page
Cantwell (Lodging Tax Advisory Committee) - Redacted.pdf
Fitzgerald (Lodging Tax Advisory Committee) - Redacted.pdf
Magal (Lodging Tax Advisory Committee) - Redacted.pdf

Mayor Deets introduced the agenda item.

MOTION: I move to confirm the appointment of Dominique Cantwell as an eligible recipient representative to the Lodging Tax Advisory Committee to review proposals for funding from the civic improvement fund for the 2023 lodging tax funding award cycle.
Fantroy-Johnson/ Pollock: The motion carried unanimously, 7-0.

MOTION: I move to confirm the appointment of Shannon Fitzgerald as an eligible business representative to the Lodging Tax Advisory Committee to review proposals for funding from the civic improvement fund for the 2023 lodging tax funding award cycle.
Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

MOTION: I move to confirm the appointment of Ella Magal as an eligible recipient representative to the Lodging Tax Advisory Committee to review proposals for funding from the civic improvement fund for the 2023 lodging tax funding award cycle.
Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

8.H Consider City Participation in Community Read Program - Executive

Cover Page

City Manager King introduced the agenda item.

MOTION: I move to direct the City Manager to take necessary steps to collaborate with "BI Reads for Justice" and to establish a General Community Read Program.
Pollock/Quitslund: The motion carried unanimously, 7-0.

8.I Proposal to name the Waterfront Park Trail in Honor of Charles Schmid

Cover Page

City Manager King introduced the agenda item.

MOTION: I move to direct the City Manager to prepare a resolution to name the Waterfront Trail in Waterfront Park the Charles Schmid Waterfront Trail and return it to the Council for action at a future date.
Moriwaki/Pollock: The motion carried unanimously, 7-0.

Andrew Schmid thanked Council for the proposal.

9) COMMUNICATIONS

9.A Concur with Letter Supporting Bainbridge Creative District's BRIDGE Festival: Connecting Business with the Arts

Cover Page
Bainbridge Creative District COBI Official Support Letter (Mayor Deets).pdf

City Manager King introduced the agenda item.

MOTION: I move to concur with the Mayor's execution of a letter supporting the Bainbridge Creative District BRIDGE Festival.
Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

9.B Consider Agenda Request for a Discussion Item to Explore Adoption of an Interim Model Commercial Green Building Ordinance - Councilmember Hytopoulos

Cover Page
Request for Council Discussion on Commercial Green Building Code HYTOPOULOS.pdf

Councilmember Hytopoulos introduced the agenda item.

MOTION: I move to consider Councilmember Hytopoulos's request to schedule a discussion item to explore adoption of an interim model commercial green building ordinance.
Pollock/Moriwaki: The motion carried unanimously, 7-0.

10) ADJOURNMENT

Mayor Deets adjourned the meeting at 9:49 p.m.

_____
Joe Deets, Mayor

_____
Christine Brown, MMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:**

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Council will consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Council PR Report 2022.pdf

AP Report to Council of Cash Disbursements 09-28-22.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 9 - 20 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Vendor Reprint	8/5/2022	109925	Vendor Check RePrint	66.26
RETRO PD	9/20/2022	55207-55227	Regular check run (Direct Dep)	75,966.18
Vendor RETRO PD	9/20/2022	109950-109953	Vendor check run (Paper Checks)	19,243.64
EFTPS RETRO PD	9/20/2022	N/A	Federal Tax Electronic Transfer	30,055.49
Normal	9/20/2022	109954	Regular check run (Paper Checks)	2,895.02
Normal	9/20/2022	55228-55366	Regular check run (Direct Dep)	389,180.98
Vendor	9/20/2022	109955-109963	Vendor check run (Paper Checks)	135,450.37
EFTPS	9/20/2022	N/A	Federal Tax Electronic Transfer	146,880.99
			TOTAL:	**799,738.93**

Prepared and Reviewed by: *Ruth Schroeder* Date 9/19/22

Ruth Schroeder, Payroll Specialist

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

Date 9/22/2022

Kim Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: September 12, 2022 - September 26, 2022
CITY COUNCIL: September 13, 2022 - September 27, 2022

Last check from previous run: 359212 dated 9/14/2022 issued to Zoho Corporation for $1,223.04
Last ACH from previous run: 1312 dated 9/14/2022 issued to Westbay Auto Parts for $4,129.39

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	12/09/2020	355087	Brenneman, Robin/Unclaimed Property, check was lost in the mail	N/A
VOID	06/29/2022	358852	POL/Thomas Ovens/Training class was cancelled	N/A
VOID	08/24/2022	359084	PW/Harbor Island Supply/Invoice was paid with a city credit card	N/A
ACH/EFT	09/25/2022	1313	COBI/Utility billing - Sep. 2022	3,295.70
ACH/EFT	09/15/2022	1314	US Bank/Credit card purchases - Aug. 2022	36,234.39
ACH/EFT	09/25/2022	1315	WA State DOR/Excise taxes - Aug. 2022	11,756.97
Manual	09/14/2022	359213	POL,EOC/AT&T/Wireless charges	3,234.52
Manual	09/14/2022	359214	POL,PCD/AT&T/Fax long distance	19.09
Manual	09/14/2022	359215	Brenneman, Robin/Reissue check 355087 which was lost in the mail	32.57
Manual	09/14/2022	359216	CenturyLink/Citywide telemetry - Sep. 2022	1,379.22
Manual	09/14/2022	359217	Kitsap County Treasurer/Aug. 2022 court fines & fees collected for the county	26.13
Manual	09/14/2022	359218	Puget Sound Energy/Citywide energy services	35,069.33
Manual	09/14/2022	359219	ENG/Staples/Post-its, pencils, pens, sharpies, tape	170.53
Manual	09/14/2022	359220	Verizon/Citywide wireless charges - Sep. 2022	6,094.09
Manual	09/14/2022	359221	WA ST Treasurer/Aug. 2022 court fines collected for the State	2,413.36
			Total Manual Checks and Electronic Disbursements	**99,725.90**

Regular Run Checks	09/28/2022	359222-359281	**Total Regular Check Run**	**120,225.92**
Regular Run ACH	09/28/2022	1316-1357	**Total Regular ACH Run**	**410,472.17**
			Total Disbursements	**630,423.99**

Retainage Release	N/A	N/A		
Travel Advance	N/A	N/A		

Prepared and Reviewed by _____ Jacob Kines, Senior Accounting Technician

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

Karl R. Shaw

9/22/2022

Karl R. Shaw, Accounting Manager — Date

JK

09/09/2022 10:01 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

9/9/2022

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
355087	12/09/2020	VOID	9610	BRENNEMAN, ROBIN	244393	90276	11/30/2020			-32.57
Invoice: 90276							UB 11191 812 ISAAC AVENUE NE			
					-32.57	411 122100	WATER ACCOUNTS RECEIVABLE			

CHECK 355087 TOTAL: -32.57

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -32.57

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	32.57

*** GRAND TOTAL *** -32.57

Check was lost in the mail and was never received.
An Unclaimed Property letter was mailed to the check recipient advising the status of the open check.
An email was received on 9/9/2022 explaining that the check was not received and needed to be voided and re-issued.

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 57									
APP 401-213000					ACCOUNTS PAYABLE				32.57
09/09/2022	355087	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			32.57	
09/09/2022	355087	VOID			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			32.57	32.57
APP 631-130000					DUE TO/FROM CLEARING				32.57
09/09/2022 12/06/20		VOID							
APP 401-130000					DUE TO/FROM CLEARING			32.57	
09/09/2022 12/06/20		VOID							
					SYSTEM GENERATED ENTRIES TOTAL			32.57	32.57
					JOURNAL 2022/09/57 TOTAL			65.14	65.14

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND	2022	9	57	09/09/2022		
401-130000				DUE TO/FROM CLEARING	32.57	
401-213000				ACCOUNTS PAYABLE		32.57
				FUND TOTAL	32.57	32.57
631 CLEARING FUND	2022	9	57	09/09/2022		
631-130000				DUE TO/FROM CLEARING		32.57
635-111100				CASH	32.57	
				FUND TOTAL	32.57	32.57

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		32.57
631	CLEARING FUND	32.57	
	TOTAL	32.57	32.57

** END OF REPORT - Generated by Jacob Kines **

September 01, 2022

Brenneman, Robin

8069 NE West Port Madison Rd

Bainbridge Island WA 98110

We have unclaimed property that belongs to you

Dear Brenneman, Robin

We have issued check #355087, 12/09/2020 $32.57, that belongs to you and has not yet been deposited. Please write to us at the address below or call us at 206-842-7633.

City Of Bainbridge Island

280 Madison Ave N

Bainbridge Island, WA 98110

Respond by October 14, 2022

If we do not hear from you by the above date, we are required by law to send your funds to the Washington State Department of Revenue.

Sincerely,

Jacob Kines

Senior Accounting Technician

Jacob Kines

From: Adam Brenneman <adam.brenneman@gmail.com>
Sent: Friday, September 9, 2022 9:05 AM
To: Accounts Payable
Cc: Adam Brenneman
Subject: Unclaimed Property - Brenneman

[You don't often get email from adam.brenneman@gmail.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Jacob,

Thanks for the time on the phone this AM. We spoke about the $32.57 of unclaimed property owed to us, due to the City's over billing. According to your records, the original check number was #355087 - which we did not receive.

We no longer live at the property.

We currently live at:

8069 NE West Port Madison Road
Bainbridge Island, WA 98110

Please let me know if you need any additional information to reissue the check and send to our new address.

Thank you,
Adam

Adam Brenneman
206-817-7818

VOID 9/8/22 JK

JK

munis a tyler erp solution

09/08/2022 15:38 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

Ted R. Shaw 9/8/2022

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
358852	06/29/2022	VOID	8400	THOMAS F OVENS	256251	06/16/2022	06/16/2022			-795.00
	Invoice: 06/16/2022						POL/SERGEANTS ACADEMY/WS			
					-795.00	53011212 443410	POLICE - C/E PATROL TRAINING			
							CHECK		358852 TOTAL:	-795.00
359084	08/24/2022	VOID	4493	HARBOR ISLAND SUPPLY	257366	98415	08/02/2022			-1,544.05
	Invoice: 98415						PW/ZINC ANODES - MODIFIED WITH 2 HOLES			
					-1,544.05	73011757 531100	O&M-C/E-MARINA-SUPPLIES			
							CHECK		359084 TOTAL:	-1,544.05
						NUMBER OF CHECKS 2	*** CASH ACCOUNT TOTAL ***			-2,339.05

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	2	2,339.05

*** GRAND TOTAL *** -2,339.05

Both checks were mailed back to City Hall to be voided.
Check #358852 - The training was canceled so the money is no longer due
Check #359084 - An employee paid the invoice with their city credit card.
The invoice is no longer due and does not need this check.

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 53									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE				2,339.05
09/08/2022	358852	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			795.00	
09/08/2022	358852	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			1,544.05	
09/08/2022	359084	VOID			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			2,339.05	2,339.05
APP 631-130000					DUE TO/FROM CLEARING				2,339.05
09/08/2022 06/26/22		VOID							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			2,339.05	
09/08/2022 06/26/22		VOID							
					SYSTEM GENERATED ENTRIES TOTAL			2,339.05	2,339.05
					JOURNAL 2022/09/53 TOTAL			4,678.10	4,678.10

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	53	09/08/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING	2,339.05	
001-213000				GENERAL - ACCOUNTS PAYABLE		2,339.05
				FUND TOTAL	2,339.05	2,339.05
631 CLEARING FUND	2022	9	53	09/08/2022		
631-130000				DUE TO/FROM CLEARING		2,339.05
635-111100				CASH	2,339.05	
				FUND TOTAL	2,339.05	2,339.05

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,339.05
631	CLEARING FUND	2,339.05	
	TOTAL	2,339.05	2,339.05

** END OF REPORT - Generated by Jacob Kines **

CLERK: jkines INVOICE HEADER CHANGED

VENDOR	DOCUMENT	CHECK	RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE STAT	INV DATE DUE DATE	DISCOUNT AMOUNT INVOICE NET	ERROR
008400	101895		256251	410012022	06	635 111100	INV	06/16/2022	.00	
POLICE TRAINING SOLU	RMT: 1		POL/SERGEANTS ACADEMY/WS					06/26/2022	795.00	
INVOICE: 06/16/2022										
53011212 443410			PAT TRAIN			N 1		795.00		

** END OF REPORT - Generated by Jacob Kines **

CLERK: jkines

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2022 9 55									
APM 53011212-443410					POLICE - C/E PATROL TRAINING				795.00
09/08/2022	VOID	008400		101895	POL/SERGEANTS ACADEMY/WS				
					1 GENERAL LEDGER TOTAL			.00	795.00
APM 001-213000					GENERAL - ACCOUNTS PAYABLE			795.00	
09/08/2022	VOID	008400							
					1 TOTAL			795.00	.00
					SYSTEM GENERATED ENTRIES TOTAL			795.00	.00
					JOURNAL 2022/09/55 TOTAL			795.00	795.00
2022 9 55									
APM 001-292200					EXPENDITURE CONTROL				795.00
09/08/2022	VOID	008400							

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	55	09/08/2022		
001-213000				GENERAL - ACCOUNTS PAYABLE	795.00	
001-292200				EXPENDITURE CONTROL		795.00
				FUND TOTAL	795.00	795.00

** END OF REPORT - Generated by Jacob Kines **

CLERK: jkines INVOICE HEADER CHANGED

VENDOR	DOCUMENT	CHECK	RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE STAT	INV DATE DUE DATE	DISCOUNT AMOUNT INVOICE NET	ERROR
004493	102973		257366	410012022	08	635 111100	INV	08/02/2022	.00	
HARBOR ISLAND SUPPLY	RMT: 0		PW/ZINC ANODES - MODIFIED WITH 2 HOLES					08/21/2022	1,544.05	
INVOICE: 98415										
73011757 531100			SUPPLIES			N 1		1,544.05		

** END OF REPORT - Generated by Jacob Kines **

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 56									
APM 73011757-531100					O&M-C/E-MARINA-SUPPLIES				1,544.05
09/08/2022	VOID	004493		102973	PW/ZINC ANODES - MODIFIED				
					1 GENERAL LEDGER TOTAL			.00	1,544.05
APM 001-213000					GENERAL - ACCOUNTS PAYABLE			1,544.05	
09/08/2022	VOID	004493							
					1 TOTAL			1,544.05	.00
					SYSTEM GENERATED ENTRIES TOTAL			1,544.05	.00
					JOURNAL 2022/09/56 TOTAL			1,544.05	1,544.05
2022 9 56									
APM 001-292200					EXPENDITURE CONTROL				1,544.05
09/08/2022	VOID	004493							

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	56	09/08/2022		
001-213000				GENERAL - ACCOUNTS PAYABLE	1,544.05	
001-292200				EXPENDITURE CONTROL		1,544.05
				FUND TOTAL	1,544.05	1,544.05

** END OF REPORT - Generated by Jacob Kines **

Jacob Kines

From: Barbara Burns
Sent: Tuesday, September 6, 2022 2:03 PM
To: Jacob Kines
Subject: RE: Can you tell me if this check has cleared? Thanks.

Whole thing is voided.

From: Jacob Kines <jkines@bainbridgewa.gov>
Sent: Tuesday, September 6, 2022 1:55 PM
To: Barbara Burns <bburns@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

Please send the check back to City Hall as we keep all the voided checks in the AP files. Will we be getting a new invoice from the vendor or is the whole thing being voided?

Thanks,

JACOB KINES
Senior Accounting Technician – Accounts Payable
CITY OF BAINBRIDGE ISLAND
www.bainbridgewa.gov
facebook.com/citybainbridgeisland/
206.780.8612 (office)

From: Barbara Burns <bburns@bainbridgewa.gov>
Sent: Tuesday, September 6, 2022 1:44 PM
To: Jacob Kines <jkines@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

Oops! Just got the check today! I'll shred it unless you'd rather I sent it to you. Check 358852

From: Jacob Kines <jkines@bainbridgewa.gov>
Sent: Tuesday, September 6, 2022 11:54 AM
To: Barbara Burns <bburns@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

As of Friday, the check was still not cashed and I have not seen it come back to City Hall. If the vendor still hasn't received the check in the mail, then we can void it and issue a new one.

Thank you,

JACOB KINES
Senior Accounting Technician – Accounts Payable
CITY OF BAINBRIDGE ISLAND

www.bainbridgewa.gov
facebook.com/citybainbridgeisland/
206.780.8612 (office)

From: Barbara Burns <bburns@bainbridgewa.gov>
Sent: Tuesday, September 6, 2022 11:49 AM
To: Jacob Kines <jkines@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

Wondering if this check has cleared yet? It's been almost two weeks since I first checked.

From: Jacob Kines <jkines@bainbridgewa.gov>
Sent: Wednesday, August 24, 2022 8:08 AM
To: Barbara Burns <bburns@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

I will keep an eye out for it here at City Hall and if the check is lost in the mail I can do a Void without needing the lost check form filled out.

Thanks,

JACOB KINES
Senior Accounting Technician – Accounts Payable
CITY OF BAINBRIDGE ISLAND
www.bainbridgewa.gov
facebook.com/citybainbridgeisland/
206.780.8612 (office)

From: Barbara Burns <bburns@bainbridgewa.gov>
Sent: Wednesday, August 24, 2022 7:58 AM
To: Jacob Kines <jkines@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

We withdrew a student from his class and the vendor said he would send the check back. I haven't seen it yet, but we spoke in early August and I think it should have come in by now.

From: Jacob Kines <jkines@bainbridgewa.gov>
Sent: Wednesday, August 24, 2022 7:50 AM
To: Barbara Burns <bburns@bainbridgewa.gov>
Subject: RE: Can you tell me if this check has cleared? Thanks.

Barb,

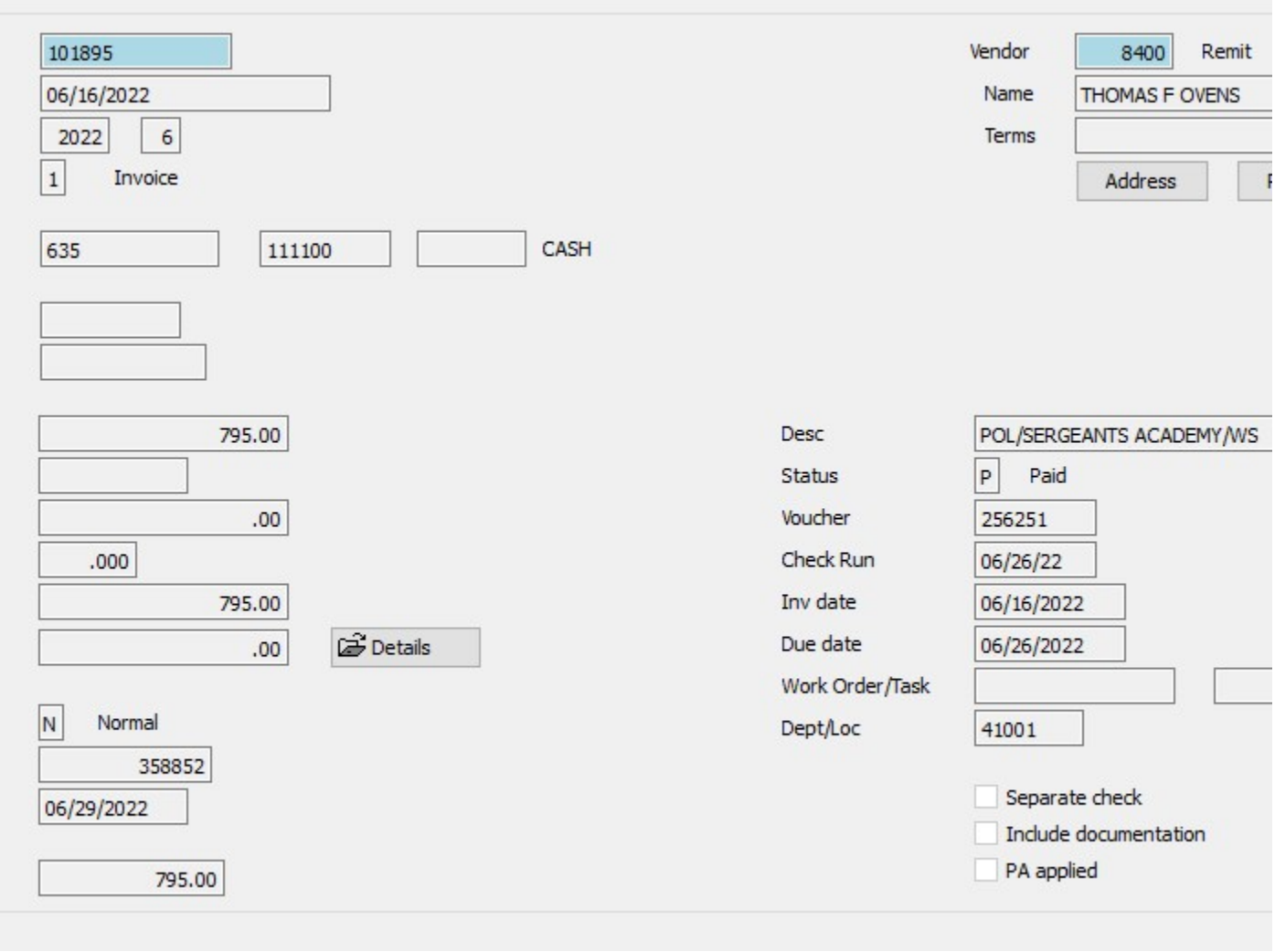
As of yesterday check #358852 had not been cleared. It was sent to the address listed on the invoice and I have attached a copy of the check voucher. If the check needs to be voided and reissued, then I will need the vendor to fill out the Affidavit of Lost Check and have it notarized and sent back to me. Please let me know if you need anything else.

Thanks,

JACOB KINES
Senior Accounting Technician – Accounts Payable

CITY OF BAINBRIDGE ISLAND
www.bainbridgewa.gov
facebook.com/citybainbridgeisland/
206.780.8612 (office)

From: Barbara Burns <bburns@bainbridgewa.gov>
Sent: Wednesday, August 24, 2022 7:40 AM
To: Jacob Kines <jkines@bainbridgewa.gov>
Subject: Can you tell me if this check has cleared? Thanks.



BARBARA BURNS, ADMINISTRATIVE SUPERVISOR
Bainbridge Island Police Department
625 Winslow Way East
Bainbridge Island, WA 98110
www.bainbridgewa.gov
206.842.5211 (Office)
206.780.4661 (Desk)
206.643.4570 (Mobile)

Merchant: HARBOR ISLAND SUPPLY

230 S CHICAGO ST
SEATTLE, WA 98108 (206) 762-1900
US

Order Information

Description:
Order Number: P.O. Number:
Customer ID: Invoice Number: 98415

Billing Information

Dave marquis
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110

dmarquis@bainbridgewa.gov

Shipping Information

Shipping:	0.00
Tax:	0.00
Total:	**USD 1,400.50**

Payment Information

Date/Time:	03-Aug-2022 08:15:08 PDT
Transaction ID:	43562925801
Transaction Type:	Authorization w/ Auto Capture
Transaction Status:	Captured/Pending Settlement
Authorization Code:	029911
Payment Method:	Visa XXXX4640

This invoice has already been paid by VISA ending in 4640. There are two charges because we did not charge tax on the original invoice. The two charges were $1400.50 on 8/3 and $143.55 on 8/4. I've attached the two receipts.

Thank you,

Jan

Merchant: HARBOR ISLAND SUPPLY

230 S CHICAGO ST
SEATTLE, WA 98108
US

(206) 762-1900

Order Information

Description:
Order Number:
Customer ID:

P.O. Number:
Invoice Number: 98415 Revised

Billing Information

Dave Marquis
City of Bainbridge
280 Madison Ave N
Bainbridge Island, WA 98110

dmarquis@bainbridgewa.gov

Shipping Information

Shipping:	0.00
Tax:	0.00
Total:	**USD 143.55**

Payment Information

Date/Time:	04-Aug-2022 10:33:00 PDT
Transaction ID:	43565297279
Transaction Type:	Authorization w/ Auto Capture
Transaction Status:	Captured/Pending Settlement
Authorization Code:	037829
Payment Method:	Visa XXXX4640

JK

munis
a tyler erp solution

09/14/2022 15:17 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
1313	09/25/2022	MANL	103	CITY OF BAINBRIDGE I	258129	13005SEP22	09/25/2022		UBSEP22	1,098.96
	Invoice: 13005SEP22				1,098.96	91011768 547500	309 SHANNON DRIVE GG-C/E-PARKS-WTR/SWR			
					258130	13006SEP22	09/25/2022		UBSEP22	580.44
	Invoice: 13006SEP22				580.44	91011768 547500	309 SHANNON DRIVE DOCK GG-C/E-PARKS-WTR/SWR			
					258131	10461SEP22	09/25/2022		UBSEP22	830.33
	Invoice: 10461SEP22				830.33	91011768 547500	289 SHANNON DRIVE GG-C/E-PARKS-WTR/SWR			
					258132	10463SEP22	09/25/2022		UBSEP22	379.69
	Invoice: 10463SEP22				379.69	91011755 547500	370 BRIEN DRIVE GG-C/E-COMMONS-WTR/SWR			
					258133	10464SEP22	09/25/2022		UBSEP22	390.92
	Invoice: 10464SEP22				390.92	91011755 547500	402 BRIEN DRIVE GG-C/E-COMMONS-WTR/SWR			
					258134	11573SEP22	09/25/2022		UBSEP22	15.36
	Invoice: 11573SEP22				15.36	91011768 547500	5350 CREOSOTE PLACE NE GG-C/E-PARKS-WTR/SWR			
								CHECK	1313 TOTAL:	3,295.70
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		3,295.70

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	3,295.70

*** GRAND TOTAL *** 3,295.70

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 124									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			3,295.70	
09/25/2022	UBSEP22	091422			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				3,295.70
09/25/2022	UBSEP22	091422			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			3,295.70	3,295.70
APP 631-130000					DUE TO/FROM CLEARING			3,295.70	
09/25/2022	UBSEP22	091422							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				3,295.70
09/25/2022	UBSEP22	091422							
					SYSTEM GENERATED ENTRIES TOTAL			3,295.70	3,295.70
					JOURNAL 2022/09/124 TOTAL			6,591.40	6,591.40

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	124	09/25/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING		3,295.70
001-213000				GENERAL - ACCOUNTS PAYABLE	3,295.70	
				FUND TOTAL	3,295.70	3,295.70
631 CLEARING FUND	2022	9	124	09/25/2022		
631-130000				DUE TO/FROM CLEARING	3,295.70	
635-111100				CASH		3,295.70
				FUND TOTAL	3,295.70	3,295.70

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,295.70
631	CLEARING FUND	3,295.70	
	TOTAL	3,295.70	3,295.70

** END OF REPORT - Generated by Jacob Kines **



CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
1314	09/15/2022	PRTD	7314	US BANK	257614	080122KS	08/01/2022	USB0822		225.00
	Invoice: 080122KS				225.00	41011141 549100	FIN/GFOA/ANNUAL MEMBERSHIP - KS FIN-C/E-DUES, SUBS,MEMBERSHIPS			
					257615	080222KS	08/02/2022	USB0822		150.00
	Invoice: 080222KS				150.00	41011141 549100	FIN/GFOA/ANNUAL MEMBERSHIP - CF FIN-C/E-DUES, SUBS,MEMBERSHIPS			
					257616	080322KS	08/03/2022	USB0822		207.46
	Invoice: 080322KS				207.46	41011141 531100	FIN/AMAZON/OFFICE CHAIR - JK FIN - C/E ADMIN SUPPLIES			
					257617	080322KS-A	08/03/2022	USB0822		135.00
	Invoice: 080322KS-A				135.00	41011144 443410	FIN/GFOA/GAAP UPDATE - KS FIN - C/E TRAINING			
					257618	081622KS	08/16/2022	USB0822		60.00
	Invoice: 081622KS				60.00	41011141 542500	FIN/USPS/FRONT DESK POSTAGE STAMPS FIN-C/E-ADM-POSTAGE/SHIPPING			
					257620	081822KS	08/18/2022	USB0822		25.00
	Invoice: 081822KS				25.00	41011144 443410	FIN/WFOA/GASB 87 IMPLEMENTATION - KS FIN - C/E TRAINING			
					257641	081222JD	08/12/2022	USB0822		15.82
	Invoice: 081222JD				15.82	21011125 531100	CRT/AMAZON/RULERS, STAPLER COURT-SUPPLIES			
					257642	081222JD-A	08/12/2022	USB0822		10.89
	Invoice: 081222JD-A				10.89	21011125 531100	CRT/AMAZON/BATTERIES COURT-SUPPLIES			
					257643	081222JD-B	08/12/2022	USB0822		14.48
	Invoice: 081222JD-B				14.48	21011125 531100	CRT/AMAZON/CALCULATOR COURT-SUPPLIES			
					257645	082222JD	08/22/2022	USB0822		102.64
	Invoice: 082222JD				102.64	21011125 531100	CRT/AMAZON/TONER, SECURITY CASE COURT-SUPPLIES			
					257646	082222JD-A	08/22/2022	USB0822		21.79
	Invoice: 082222JD-A				21.79	21011125 531100	CRT/ACE HARDWARE/OFFICE KEYS COURT-SUPPLIES			
					257647	080322DM	08/03/2022	USB0822		1,400.50
	Invoice: 080322DM				1,400.50	73011757 531100	PW/HARBOR ISLAND SUPPLY/ZINCS FOR WFP DOCK O&M-C/E-MARINA-SUPPLIES			
					257648	080322DM-A	08/03/2022	USB0822		143.55
	Invoice: 080322DM-A				143.55	73011757 531100	PW/HARBOR ISLAND SUPPLY/TAX FOR ZINCS O&M-C/E-MARINA-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					257649	080322DM-B	08/03/2022		USB0822	36.00
Invoice: 080322DM-B					PW/WASTE MANAGEMENT/ASBESTOS DISPOSAL					
					36.00	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					257650	080522DM	08/05/2022		USB0822	441.20
Invoice: 080522DM					PW/AMAZON/GLOVES					
					441.20	73637891 531100	OFFICE SUPPLIES			
					257651	080522DM-A	08/05/2022		USB0822	970.00
Invoice: 080522DM-A					PW/WSU PROF ED/2022 ROADS CONF. MB, ZG					
					970.00	73111423 443410	TRAINING TRAVEL EXPENSE			
					257652	081722DM	08/17/2022		USB0822	64.00
Invoice: 081722DM					PW/WSDOL/CAR REGISTRATION VEH #290					
					64.00	73501448 66400001108	2021 & 2022 PD VEHICLES			
					257658	080222BL	08/02/2022		USB0822	96.05
Invoice: 080222BL					HR/ACE HARDWARE/POTTING SOIL CITY HALL					
					96.05	33011161 531100	HR-C/E-SUPPLIES			
					257659	081822BL	08/18/2022		USB0822	45.00
Invoice: 081822BL					HR/CRAIGSLIST/PERMIT SPECIALIST ADVERTISEMENT					
					45.00	33011161 544000	HR-C/E-ADVERTISING			
					257660	082322BL	08/23/2022		USB0822	45.00
Invoice: 082322BL					HR/CRAIGSLIST/TREATMENT PLANT SUPERV. JOB AD					
					45.00	33011161 544000	HR-C/E-ADVERTISING			
					257661	072622PN	07/26/2022		USB0822	10.48
Invoice: 072622PN					CC/SAFEWAY/CITY COUNCIL MTG DINNER					
					10.48	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					257662	081022PN	08/10/2022		USB0822	139.23
Invoice: 081022PN					CC/ISLANDBITE/CITY COUNCIL MTG DINNER					
					139.23	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					257663	081622PN	08/16/2022		USB0822	105.28
Invoice: 081622PN					CC/CUPS ESPRESSO/CITY COUNCIL MTG DINNER					
					105.28	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					257665	081722PN	08/17/2022		USB0822	137.06
Invoice: 081722PN					CC/CUPS ESPRESSO/CITY COUNCIL MTG DINNER					
					137.06	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					257666	081622PN-A	08/16/2022		USB0822	-105.28
Invoice: 081622PN-A					CC/CUPS ESPRESSO/CREDIT COUNCIL MTG DINNER					
					-105.28	11011116 539100	COUNCIL-NON TRAVEL FOOD/SNACK			
					257667	081922PN	08/19/2022		USB0822	13.09
Invoice: 081922PN					EXCC/AMAZON/WMCA FALL EDUCATION DAYS BOOK					
					13.09	36011143 443410	CLERK-GF-TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257668	081922PN-A	08/19/2022		USB0822	24.01
Invoice: 081922PN-A							EXCC/AMAZON/USB STORAGE DRIVES			
					24.01	36011143 531100	CLERK-C/E SUPPLIES			
					257669	081922PN-B	08/19/2022		USB0822	24.01
Invoice: 081922PN-B							EXCC/AMAZON/USB STORAGE DRIVES			
					24.01	36011143 531100	CLERK-C/E SUPPLIES			
					257670	080122MS	08/01/2022		USB0822	76.32
Invoice: 080122MS							PCD/WALMART/PRINTER INK			
					76.32	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257671	080222MS	08/02/2022		USB0822	4.99
Invoice: 080222MS							PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER			
					4.99	61470581 549100	PCD - DEV ADMIN DUES/SUBSCR			
					257672	080222MS-A	08/02/2022		USB0822	10.91
Invoice: 080222MS-A							PCD/AMAZON/2 PK KITCHEN DISH BRUSHES			
					10.91	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257673	080222MS-B	08/02/2022		USB0822	900.00
Invoice: 080222MS-B							PD/PY STORAGE 98110/ARCHIVE STORAGE FEES			
					900.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					257675	080422MS	08/04/2022		USB0822	21.83
Invoice: 080422MS							PCD/AMAZON/KEYBOARD			
					21.83	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257676	080822MS	08/08/2022		USB0822	8.73
Invoice: 080822MS							PCD/TJ MAXX/PAPER TOWEL HOLDER			
					8.73	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257677	080822MS-A	08/08/2022		USB0822	5.50
Invoice: 080822MS-A							PD/BON BON CANDIES/WELCOME BACK CANDY PC			
					5.50	61011581 539100	PCD-NON TRAVEL FOOD/SNACK			
					257678	081622MS	08/16/2022		USB0822	34.54
Invoice: 081622MS							PCD/ONLINE LABELS/PLAN SET ORGANIZING LABELS			
					34.54	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257679	081722MS	08/17/2022		USB0822	42.06
Invoice: 081722MS							PCD/LOWES/WOOD & BRACKETS			
					42.06	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257680	082222MS	08/22/2022		USB0822	42.81
Invoice: 082222MS							PCD/AMAZON/WIRELESS CHARGING STAND, MINTS			
					42.81	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					257681	082422MS	08/24/2022		USB0822	42.52
Invoice: 082422MS							PCD/AMAZON/ERGO FOOT REST, LAMP			
					42.52	61011581 531100	PCD - C/E ADMIN SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257682	072722JR	07/27/2022	USB0822		18.74
Invoice: 072722JR							PW/SAFEWAY/ANNIVERSARY CELEBRATION FOOD			
					18.74	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					257683	072822JR	07/28/2022	USB0822		535.07
Invoice: 072822JR							PW/COSTCO/PRINTER FOR SHIP			
					535.07	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					257684	080122JR	08/01/2022	USB0822		171.99
Invoice: 080122JR							PW/AMAZON/SAFETY SUNGLASSES FOR CREW			
					171.99	73637891 531100	OFFICE SUPPLIES			
					257685	080322JR	08/03/2022	USB0822		39.96
Invoice: 080322JR							PW/AMAZON/JABSOC BLADE FOR SHOP			
					39.96	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					257686	080322JR-A	08/03/2022	USB0822		305.69
Invoice: 080322JR-A							PW/AMAZON/JABSCO MARINE OIL CHANGER			
					305.69	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					257687	080322JR-B	08/03/2022	USB0822		301.38
Invoice: 080322JR-B							PW/AMAZON/MILWAUKEE TOOL BATTERIES			
					301.38	73637946 531100	ALLOC-1/3 TO EACH UTIL-SUPPLY			
					257688	080422JR	08/04/2022	USB0822		48.57
Invoice: 080422JR							PW/SAFEWAY/CAKE, SUPPLIES BMCMULLEN			
					48.57	73637891 539100	O&M-NON TRAVEL FOOD/BEV			
					257689	080822JR	08/08/2022	USB0822		95.95
Invoice: 080822JR							PW/AMAZON/RECYCLE BINS			
					95.95	73637891 531100	OFFICE SUPPLIES			
					257690	080922JR	08/09/2022	USB0822		106.95
Invoice: 080922JR							PW/AMAZON/POLY BLADES, CLAMP			
					106.95	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					257691	080922JR-A	08/09/2022	USB0822		39.31
Invoice: 080922JR-A							PW/AMAZON/HEADSET FOR MHENDERSON			
					39.31	73637891 531100	OFFICE SUPPLIES			
					257692	081122JR	08/11/2022	USB0822		29.32
Invoice: 081122JR							PW/AMAZON/HARD HAT NPATTON			
					29.32	73637891 531100	OFFICE SUPPLIES			
					257694	081622JR	08/16/2022	USB0822		425.40
Invoice: 081622JR							PW/AMAZON/MAGNETIC MIC HOLDER			
					425.40	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					257695	081722JR	08/17/2022	USB0822		6.53
Invoice: 081722JR							PW/WALMART/RETIREMENT CARD DFRANTZ			
					6.53	73637891 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257696	081722JR-A	08/17/2022		USB0822	98.25
Invoice: 081722JR-A							PW/AMAZON/POWER INVERTERS			
					98.25	73637891 531100	OFFICE SUPPLIES			
					257697	081822JR	08/18/2022		USB0822	51.06
Invoice: 081822JR							PW/SHUTTERFLY/RETIREMENT GIFT DFRANTZ			
					51.06	73637891 531100	OFFICE SUPPLIES			
					257698	082322JR	08/23/2022		USB0822	152.86
Invoice: 082322JR							PW/AMAZON/RETIREMENT GIFT DFRANTZ			
					152.86	73637891 531100	OFFICE SUPPLIES			
					257699	082322JR-A	08/23/2022		USB0822	111.44
Invoice: 082322JR-A							PW/AMAZON/RETIREMENT BANNER, NAVY TABLECLOTH			
					111.44	73637891 531100	OFFICE SUPPLIES			
					257700	082422JR	08/24/2022		USB0822	97.31
Invoice: 082422JR							PW/AMAZON/NUTSERT TOOL, PIECES			
					97.31	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					257701	082422JR-A	08/24/2022		USB0822	1,759.29
Invoice: 082422JR-A							PW/EMS&C LLC/WILO-EMU MIXER INSPECTION			
					1,759.29	73425358 548100	O&M-WWTP-REPAIRS			
					257702	082422JR-B	08/24/2022		USB0822	61.58
Invoice: 082422JR-B							PW/EMS&C LLC/LATE FEE INV 15233			
					61.58	73425358 531100	O&M-WWTP-SUPPLIES			
					257703	082422JR-C	08/24/2022		USB0822	7.85
Invoice: 082422JR-C							PW/USPS/CERTIFIED LETTER			
					7.85	91111891 542500	GG-ROAD-FAC-POSTAGE			
					257709	080122CK	08/01/2022		USB0822	300.00
Invoice: 080122CK							PW/STORAGE 98110/STORAGE UNIT RENTAL			
					300.00	73637891 545000	RENTS & LEASES - OPERATING			
					257710	081322BK	08/13/2022		USB0822	76.44
Invoice: 081322BK							EX/Constant Contact/CMR MONTHLY SUBSCRIPTION			
					76.44	31011572 548500	EX-GF-OUTREACH-SOFTWARE MAINT			
					257711	082222BK	08/22/2022		USB0822	100.00
Invoice: 082222BK							EX/BAINBRIDGE ROTARY/QUARTERLY DUES			
					100.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
					257712	082322BK	08/23/2022		USB0822	88.26
Invoice: 082322BK							EX/CAFE HITCHCOCK/LUNCH MEETING COUNCIL & PLANNING			
					88.26	31011572 539100	OUTREACH-NON TRAVEL FOOD/SNACK			
					257713	080322AL	08/03/2022		USB0822	88.90
Invoice: 080322AL							EX/GARMIN/MONTHLY SATELLITE SUBSCRIPTION			
					88.90	31011256 542100	EX-GF-EMERG PREP-PHONE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257714	080522AL	08/05/2022		USB0822	92.50
Invoice: 080522AL							EX/NCSI/BACKGROUND CHECKS FOR VOLUNTEERS			
					92.50	31011256 541100	EX-GF-EMERG PREP-PROF SVCS			
					257715	082322AL	08/23/2022		USB0822	3,117.60
Invoice: 082322AL							EX/LOGO VENTURA/VOLUNTEER TEAMS PATCHES			
					3,117.60	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					257716	072522RL	07/25/2022		USB0822	562.51
Invoice: 072522RL							EX/AD PLANET/LARGE TABLE CLOTHS W/LOGO			
					562.51	31011131 531100	EX-GF-SUPPLIES			
					257717	072622RL	07/26/2022		USB0822	35.30
Invoice: 072622RL							EX/NAMETAG COUNTRY/MAGNETIC NAME TAGS			
					35.30	31011131 531100	EX-GF-SUPPLIES			
					257718	072922RL	07/29/2022		USB0822	17.50
Invoice: 072922RL							EX/COQUETTE BAKERY/MEETING SNACKS			
					17.50	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					257719	072922RL-A	07/29/2022		USB0822	40.00
Invoice: 072922RL-A							EX/AGATE RESTAURANTE/GIFT CERTIFICATE			
					40.00	31011131 539100	EX-GF-NON TRAVEL FOOD/SNACK			
					257720	080222RL	08/02/2022		USB0822	112.48
Invoice: 080222RL							LEGAL/LEXISNEXIS/LEGAL ONLINE SUBSCRIPTION			
					112.48	32011152 549100	LGL-GF-DUES & SUBSCRIPTIONS			
					257721	080822RL	08/08/2022		USB0822	83.40
Invoice: 080822RL							FIN/DOODLE/ANNUAL SUBSCRIPTION			
					83.40	31011131 548500	EX-GF-COMPUTER SUPPORT			
					257722	081122RL	08/11/2022		USB0822	25.02
Invoice: 081122RL							EX/AMAZON/DISH SOAP 6 BOTTLES			
					25.02	31011131 531100	EX-GF-SUPPLIES			
					257723	081122RL-A	08/11/2022		USB0822	64.43
Invoice: 081122RL-A							EX/AMAZON/STANDING DESK FLOOR MAT			
					64.43	31011131 531100	EX-GF-SUPPLIES			
					257724	081322RL	08/13/2022		USB0822	9.99
Invoice: 081322RL							EX/KITSAP SUN/MONTHLY ONLINE SUBSCRIPTION			
					9.99	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
					257725	081622RL	08/16/2022		USB0822	49.12
Invoice: 081622RL							EX/AMAZON/ACRYLIC SIGN HOLDERS 10 PACK			
					49.12	31011131 531100	EX-GF-SUPPLIES			
					257726	081722RL	08/17/2022		USB0822	84.07
Invoice: 081722RL							EX/VISTAPRINT/CITY MANAGER STICKERS			
					84.07	31011131 531100	EX-GF-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257740	080522RA	08/05/2022		USB0822	22.66
	Invoice: 080522RA						PCD/CLICK2MAIL/POSTCARD NOTIFICATIONS			
					22.66	63470586 542450	PCD-PLANNING-COMM OUTREACH			
					257741	080522RA-A	08/05/2022		USB0822	49.91
	Invoice: 080522RA-A						PCD/CLICK2MAIL/POSTCARD NOTIFICATIONS			
					49.91	63470586 542450	PCD-PLANNING-COMM OUTREACH			
					257742	081122RA	08/11/2022		USB0822	120.00
	Invoice: 081122RA						PCD/ISA/CERT MUNI SPECIAL EXAM - DM			
					120.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
					257743	082322RA	08/23/2022		USB0822	99.00
	Invoice: 082322RA						PCD/AMERICAN PLANN ASSOC/APA MEMBERSHIP JM			
					99.00	63470588 549100	CUR-DEV PLAN-DUES/SUBSCR			
					257744	082522RA	08/25/2022		USB0822	340.00
	Invoice: 082522RA						PCD/AMERICAN PLAN ASSOC/APA WA ANNUAL CONF. JM			
					340.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
					257745	082522RA-A	08/25/2022		USB0822	45.40
	Invoice: 082522RA-A						PCD/CLICK2MAIL/POSTCARD NOTIFICATIONS			
					45.40	63470586 542450	PCD-PLANNING-COMM OUTREACH			
					257793	072722MDOZ	07/27/2022		USB0822	58.19
	Invoice: 072722MDOZ						PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING			
					58.19	63470586 544000	CUR-DEV-ZONING-ADV			
					257794	080322MDOZ	08/03/2022		USB0822	37.16
	Invoice: 080322MDOZ						PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING			
					37.16	63470586 544000	CUR-DEV-ZONING-ADV			
					257882	080122KB	08/01/2022		USB0822	295.00
	Invoice: 080122KB						HR/NEOGOV/JOB AD - PLANNER			
					295.00	33011161 544000	HR-C/E-ADVERTISING			
					257884	081522KB	08/15/2022		USB0822	457.26
	Invoice: 081522KB						EX/COQUETTE/LUNCH RACIAL EQUITY TRAINING			
					457.26	31011572 44345501199	DIV/EQUITY/INCL-TRAINING FOOD			
					257885	081722KB	08/17/2022		USB0822	111.09
	Invoice: 081722KB						EX/SAFEWAY/LUNCH RACIAL EQUITY TRAINING			
					111.09	31011572 44345501199	DIV/EQUITY/INCL-TRAINING FOOD			
					257886	073122ZB	07/31/2022		USB0822	45.80
	Invoice: 073122ZB						POL/CHEWY/K9 FOOD			
					45.80	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					257887	080922ZB	08/09/2022		USB0822	20.40
	Invoice: 080922ZB						POL/SALTY DOG WASH/K9 NAIL TRIM & BATH			
					20.40	53011212 54110000962	TRACKING CANINE-PROF SVCS			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257888	082022ZB	08/20/2022		USB0822	54.14
	Invoice: 082022ZB						POL/CHEWY/K9 FOOD			
					54.14	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					257889	082322ZB	08/23/2022		USB0822	209.80
	Invoice: 082322ZB						POL/DAY ROAD ANIMAL HOSPITAL/K9 EVAL & PRESCRIPTNS			
					209.80	53011212 54110000962	TRACKING CANINE-PROF SVCS			
					257890	071922BB	07/19/2022		USB0822	-147.43
	Invoice: 071922BB						POL/XTRATUF.COM/RETURN HARBORMASTER BOOTS			
					-147.43	55011757 520000	PD-HARBORMASTER-BENEFITS			
					257891	072822BB	07/28/2022		USB0822	66.94
	Invoice: 072822BB						POL/POCKET PRESS/POCKET CRIMINAL & TRAFFIC LAW			
					66.94	53011212 531100	PD-C/E-PATROL SUPPLIES			
					257892	080122BB	08/01/2022		USB0822	409.00
	Invoice: 080122BB						POL/RELIABLE STORAGE/STORAGE UNIT RENT			
					409.00	53011212 545000	POLICE - C/E PATROL RENTS			
					257893	080822BB	08/08/2022		USB0822	385.00
	Invoice: 080822BB						POL/PCC/REGISTRATION PCC CONFERENCE ALLEN			
					385.00	55011757 443410	PD-HARBORMASTER-TRAINING			
					257894	081122BB	08/11/2022		USB0822	14.12
	Invoice: 081122BB						POL/AMAZON/DOOR PLATE - PEPICELLI			
					14.12	53011212 531100	PD-C/E-PATROL SUPPLIES			
					257895	081522JC	08/15/2022		USB0822	21.27
	Invoice: 081522JC						POL/FRED MEYER/PAPER TOWELS, LACQUER THINNER			
					21.27	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
					257896	072722MD	07/27/2022		USB0822	532.29
	Invoice: 072722MD						IT/AMAZON/MITEL DESKPHONES			
					532.29	81011881 531100	IT - C/E SUPPLIES			
					257897	072822MD	07/28/2022		USB0822	43.45
	Invoice: 072822MD						IT/AMAZON/GLASS SCREEN PROTECTORS			
					43.45	81011881 531100	IT - C/E SUPPLIES			
					257898	072822MD-A	07/28/2022		USB0822	66.90
	Invoice: 072822MD-A						IT/AMAZON/MOUSE PADS			
					66.90	81011881 531100	IT - C/E SUPPLIES			
					257899	072822MD-B	07/28/2022		USB0822	60.05
	Invoice: 072822MD-B						IT/ADOBE/CREATIVE CLOUD APPS			
					60.05	81011881 548500	IT - C/E COMPUTER SUPPORT			
					257900	072922MD	07/29/2022		USB0822	91.68
	Invoice: 072922MD						IT/AMAZON/COMPRESSED GAS X4			
					91.68	81011881 531100	IT - C/E SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257901	072922MD-A	07/29/2022	USB0822		111.54
Invoice: 072922MD-A							IT/AMAZON/LCD WIPES, CASES X4			
					111.54	81011881 531100	IT - C/E SUPPLIES			
					257902	072922MD-B	07/29/2022	USB0822		3,112.17
Invoice: 072922MD-B							IT/COSTCO/SURFACE 4 LAPTOPS X3			
					3,112.17	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					257903	080122MD	08/01/2022	USB0822		1,110.50
Invoice: 080122MD							IT/MICROSOFT/SURFACE DOCKING STATIONS			
					1,110.50	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					257904	080122MD-A	08/01/2022	USB0822		26.13
Invoice: 080122MD-A							IT/AMAZON/SWITCH RJ45 DUST COVER PLUGS			
					26.13	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					257905	080122MD-B	08/01/2022	USB0822		422.21
Invoice: 080122MD-B							IT/INSIGHT PUBLIC SECTOR/OFFICE 365 E3/GCC LICENSE			
					422.21	81011881 548500	IT - C/E COMPUTER SUPPORT			
					257906	080222MD	08/02/2022	USB0822		2,095.08
Invoice: 080222MD							IT/ZOOM/VIDEOCONFERENCING			
					2,095.08	81011881 548500	IT - C/E COMPUTER SUPPORT			
					257907	080222MD-A	08/02/2022	USB0822		130.97
Invoice: 080222MD-A							IT/AMAZON/CONVERTER CABLES, PRINTER CASE			
					130.97	81011881 531100	IT - C/E SUPPLIES			
					257908	080322MD	08/03/2022	USB0822		68.48
Invoice: 080322MD							IT/ADOBE/ADOVE PREMIER PRO SW HAYS			
					68.48	81011881 548500	IT - C/E COMPUTER SUPPORT			
					257909	080322MD-A	08/03/2022	USB0822		68.48
Invoice: 080322MD-A							IT/ADOBE/ADOBE PHOTOSHOP SW HAYS			
					68.48	81011881 548500	IT - C/E COMPUTER SUPPORT			
					257910	080322MD-B	08/03/2022	USB0822		743.54
Invoice: 080322MD-B							IT/AMAZON/CONVERTER CABLES, KEYBOARDS			
					743.54	81011881 531100	IT - C/E SUPPLIES			
					257911	080422MD	08/04/2022	USB0822		50.92
Invoice: 080422MD							IT/NEWEGG/REMOTE FOR LOGITECH RALLY			
					50.92	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					257912	080422MD-A	08/04/2022	USB0822		62.01
Invoice: 080422MD-A							IT/AMAZON/DESKTOP SPEAKERS X3			
					62.01	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					257913	080422MD-B	08/04/2022	USB0822		33.23
Invoice: 080422MD-B							IT/AMAZON/SHAREPOINT DESIGNER STEP-BY-STEP			
					33.23	81011881 531100	IT - C/E SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				257914	080922MD	08/09/2022		USB0822	199.98
Invoice: 080922MD				IT/GODADDY/SERVER CERTIFICARE SSL RENEWAL					
199.98 81011881 548500 IT - C/E COMPUTER SUPPORT									
				257915	080922MD-A	08/09/2022		USB0822	12.00
Invoice: 080922MD-A				IT/WETRANSFER/EMAIL ENCRYPTION SERVICE					
12.00 81011881 548500 IT - C/E COMPUTER SUPPORT									
				257916	081022MD	08/10/2022		USB0822	35.23
Invoice: 081022MD				IT/AMAZON/M365 SHAREPOINT & BOOKS					
35.23 81011881 548500 IT - C/E COMPUTER SUPPORT									
				257917	081022MD-A	08/10/2022		USB0822	81.87
Invoice: 081022MD-A				IT/AMAZON/DVD READER & WRITER X3					
81.87 81011881 535500 IT - C/E COMPUTER PARTS & EQ									
				257918	080722MD	08/07/2022		USB0822	60.04
Invoice: 080722MD				IT/AMAZON/WIRELESS TRACKBALL MOUSE					
60.04 81011881 535500 IT - C/E COMPUTER PARTS & EQ									
				257919	081022MD-B	08/10/2022		USB0822	67.58
Invoice: 081022MD-B				IT/AMAZON/BATTERIES, SURFACE PENS					
67.58 81011881 535500 IT - C/E COMPUTER PARTS & EQ									
				257920	082022MD	08/20/2022		USB0822	521.38
Invoice: 082022MD				IT/AMAZON/LAPEL MICRPHONE FOR CHAMBERS					
521.38 81031881 53550000567 PEG CAP FUNDING-NON CAP ITEMS									
				257921	081122MD	08/11/2022		USB0822	54.80
Invoice: 081122MD				IT/AMAZON/WIRELESS BLUETOOTH LAPEL MICROPHONE					
54.80 81031881 53550000567 PEG CAP FUNDING-NON CAP ITEMS									
				257922	081422MD	08/14/2022		USB0822	199.98
Invoice: 081422MD				IT/GODADDY/SSL SERVER CERTIFICATE					
199.98 81011881 548500 IT - C/E COMPUTER SUPPORT									
				257923	081522MD	08/15/2022		USB0822	350.77
Invoice: 081522MD				IT/AMAZON/WEBCAM, MONITORS X2					
350.77 81011881 535500 IT - C/E COMPUTER PARTS & EQ									
				257924	081522MD-A	08/15/2022		USB0822	112.47
Invoice: 081522MD-A				IT/AMAZON/RUGGED EXTERNAL HARD DRIVE					
112.47 81011881 535500 IT - C/E COMPUTER PARTS & EQ									
				257925	081722MD	08/17/2022		USB0822	809.04
Invoice: 081722MD				IT/AMAZON/VIEWSONIC MONITORS X6					
809.04 81011881 535500 IT - C/E COMPUTER PARTS & EQ									
				257926	081922MD	08/19/2022		USB0822	29.48
Invoice: 081922MD				IT/APPLE STORE/LIGHTNING TO 3.5MM ADAPTOR HAYS					
29.48 81011881 531100 IT - C/E SUPPLIES									

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				257927	082222MD	08/22/2022		USB0822	300.31
Invoice: 082222MD				300.31	81011881 548500	IT/ACUITY SCHEDULING/ON-LINE CALEDNARS COURT, PCD IT - C/E COMPUTER SUPPORT			
				257928	082222MD-A	08/22/2022		USB0822	228.23
Invoice: 082222MD-A				228.23	81011881 548500	IT/ACUITY SCHEDULING/ON-LINE CALEDNARS COURT, PCD IT - C/E COMPUTER SUPPORT			
				257929	082422MD	08/24/2022		USB0822	140.00
Invoice: 082422MD				140.00	81011881 443410	IT/MRSC EVENT/PUBLIC RECORD TRAINING DALTON IT - C/E TRAINING			
				257930	082522MD	08/25/2022		USB0822	40.05
Invoice: 082522MD				40.05	81011881 548500	IT/ADOBE/ADOBE IN-DESIGN SOFTWARE HAYS IT - C/E COMPUTER SUPPORT			
				257931	081522JF	08/15/2022		USB0822	60.55
Invoice: 081522JF				60.55	53011212 443410	POL/BHCB LLC EASY AUTO/FUEL POLICE - C/E PATROL TRAINING			
				257933	081522JF-A	08/15/2022		USB0822	26.65
Invoice: 081522JF-A				26.65	53011212 443410	POL/PAVZ TACOS/MEAL POLICE - C/E PATROL TRAINING			
				257934	081422JF	08/14/2022		USB0822	44.71
Invoice: 081422JF				44.71	53011212 443410	POL/ANDREAS KELLER/MEAL POLICE - C/E PATROL TRAINING			
				257935	081522JF-B	08/15/2022		USB0822	23.87
Invoice: 081522JF-B				23.87	53011212 443410	POL/CIRCLE K/SNACKS POLICE - C/E PATROL TRAINING			
				257936	081422JF-A	08/14/2022		USB0822	808.40
Invoice: 081422JF-A				808.40	53011212 443410	POL/FAIRBRIDGE INN/LODGING 5 NIGHTS POLICE - C/E PATROL TRAINING			
				257937	081622JF	08/16/2022		USB0822	11.50
Invoice: 081622JF				11.50	53011212 443410	POL/STEAMERS WEST/MEAL POLICE - C/E PATROL TRAINING			
				257938	081622JF-A	08/16/2022		USB0822	6.05
Invoice: 081622JF-A				6.05	53011212 443410	POL/WHISTLEPUNK ICE CREAM/SNACK POLICE - C/E PATROL TRAINING			
				257939	081522JF-C	08/15/2022		USB0822	5.34
Invoice: 081522JF-C				5.34	53011212 443410	POL/VIADOLCE/SNACK POLICE - C/E PATROL TRAINING			
				257940	081722JF	08/17/2022		USB0822	23.40
Invoice: 081722JF				23.40	53011212 443410	POL/TASTEBUDS COFFEE & WINE/MEAL POLICE - C/E PATROL TRAINING			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				257941	081622JF-B	08/16/2022		USB0822	30.00
	Invoice: 081622JF-B					POL/ANDREAS KELLER/MEAL			
				30.00	53011212 443410	POLICE - C/E PATROL TRAINING			
				257942	081722JF-A	08/17/2022		USB0822	11.75
	Invoice: 081722JF-A					POL/STEAMERS WEST/MEAL			
				11.75	53011212 443410	POLICE - C/E PATROL TRAINING			
				257943	081622JF-C	08/16/2022		USB0822	21.73
	Invoice: 081622JF-C					POL/MCGLINN PUBLIC HOUSE/MEAL			
				21.73	53011212 443410	POLICE - C/E PATROL TRAINING			
				257944	081822JF	08/18/2022		USB0822	12.50
	Invoice: 081822JF					POL/STEAMERS WEST/MEAL			
				12.50	53011212 443410	POLICE - C/E PATROL TRAINING			
				257945	081722JF-B	08/17/2022		USB0822	64.91
	Invoice: 081722JF-B					POL/VISCONTI'S ITALIAN/MEAL			
				64.91	53011212 443410	POLICE - C/E PATROL TRAINING			
				257946	081822JF-A	08/18/2022		USB0822	44.93
	Invoice: 081822JF-A					POL/ANDREAS KELLER/MEAL			
				44.93	53011212 443410	POLICE - C/E PATROL TRAINING			
				257947	081822JF-B	08/18/2022		USB0822	33.97
	Invoice: 081822JF-B					POL/SHELL OIL CASHMERE/FUEL			
				33.97	53011212 443410	POLICE - C/E PATROL TRAINING			
				257948	081922JF	08/19/2022		USB0822	7.75
	Invoice: 081922JF					POL/STEAMERS WEST/MEAL			
				7.75	53011212 443410	POLICE - C/E PATROL TRAINING			
				257949	081822JF-C	08/18/2022		USB0822	21.38
	Invoice: 081822JF-C					POL/MCGLINN'S PUBLIC HOUSE/MEAL			
				21.38	53011212 443410	POLICE - C/E PATROL TRAINING			
				257950	072722KG	07/27/2022		USB0822	10.36
	Invoice: 072722KG					ENG/AMAZON/18 MONTHLY WALL CALENDAR NR			
				10.36	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				257951	080222KG	08/02/2022		USB0822	1.89
	Invoice: 080222KG					ENG/WA DEP OF ECOLOGY/CONVENIECE FEE - CB			
				1.89	72411341 443410	ENG - WATER TRAINING			
				257952	080222KG-A	08/02/2022		USB0822	45.00
	Invoice: 080222KG-A					ENG/WA DEP OF ECOLOGY/TRAINING - CB			
				45.00	72411341 443410	ENG - WATER TRAINING			
				257953	080422KG	08/04/2022		USB0822	15.15
	Invoice: 080422KG					ENG/AMAZON/OXFORD 6-RING PROF NOTEBOOK PC			
				15.15	72011321 531100	ENG - C/E ADMIN SUPPLIES			

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					INVOICE DTL DESC				
				257955	080622KG	08/06/2022		USB0822	389.00
Invoice: 080622KG				ENG/AWWA/MEMBERSHIP FEE PN					
389.00	72411341	549100	ENG - WATER MISCELLANEOUS						
				257956	081122KG	08/11/2022		USB0822	239.90
Invoice: 081122KG				ENG/AMAZON/WHITEBOARD, BULLETIN BOARD PN					
239.90	72011321	531100	ENG - C/E ADMIN SUPPLIES						
				257957	081122KG-A	08/11/2022		USB0822	55.59
Invoice: 081122KG-A				ENG/HOME DEPOT/TAPE MEASURES X3					
55.59	72111431	531100	ENG - ACCESS MGMT SUPPLIES						
				257958	081222KG	08/12/2022		USB0822	-26.94
Invoice: 081222KG				ENG/WALMART/UNDELIVERED OFFICE SUPPLIES					
-26.94	72011321	531100	ENG - C/E ADMIN SUPPLIES						
				257959	081422KG	08/14/2022		USB0822	35.60
Invoice: 081422KG				ENG/AMAZON/TRIANGULAR ENGINEER SCALES X4					
35.60	72111431	531100	ENG - ACCESS MGMT SUPPLIES						
				257960	081522KG	08/15/2022		USB0822	27.10
Invoice: 081522KG				ENG/APWA/ACCREDITATION ROADMAP POSTER					
27.10	72011321	53110000899	APWA ACCREDITATION-SUPPLIES						
				257961	082222KG	08/22/2022		USB0822	45.84
Invoice: 082222KG				ENG/AMAZON/PENS					
45.84	72011321	531100	ENG - C/E ADMIN SUPPLIES						
				257962	082222KG-A	08/22/2022		USB0822	600.00
Invoice: 082222KG-A				ENG/CVENT-APWA/CONFERENCE REGISTRATION ME					
600.00	72111436	443410	ENG - ACCESS TRANS TRAINING						
				257963	072522EH	07/25/2022		USB0822	497.95
Invoice: 072522EH				POL/SOUTHWEST AIRLINES/BACKGROUND CHECK IN DENVER					
497.95	52011212	543100	PD-INV-TRAVEL/MEALS/LODGING						
				257965	072722CK	07/27/2022		USB0822	6.25
Invoice: 072722CK				POL/WSDOT/NARROWS BRIDGE TOLL					
6.25	53011212	543100	PATROL-TRAVEL/MEALS/LODGING						
				257966	080222CK	08/02/2022		USB0822	6.25
Invoice: 080222CK				POL/WSDOT/NARROWS BRIDGE TOLL					
6.25	53011212	543100	PATROL-TRAVEL/MEALS/LODGING						
				257967	080122CM	08/01/2022		USB0822	34.90
Invoice: 080122CM				POL/COAST DO IT BEST/DOWELS FOR DT TRAINING					
34.90	53011212	531100	PD-C/E-PATROL SUPPLIES						
				257968	080122CM-A	08/01/2022		USB0822	18.30
Invoice: 080122CM-A				POL/HOME DEPOT/DOWELS FOR DT TRAINING					
18.30	53011212	531100	PD-C/E-PATROL SUPPLIES						

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				257969	080222CM	08/02/2022		USB0822	25.15
Invoice: 080222CM				25.15	53011212 443410	POL/SEABOLTS RESTAURANT/MEAL POLICE - C/E PATROL TRAINING			
				257970	080322CM	08/03/2022		USB0822	25.37
Invoice: 080322CM				25.37	53011212 443410	POL/TOKYO STOP TERIYAKI/MEAL POLICE - C/E PATROL TRAINING			
				257971	080422CM	08/04/2022		USB0822	25.11
Invoice: 080422CM				25.11	53011212 443410	POL/APPLEBEES RESTAURANT/MEAL POLICE - C/E PATROL TRAINING			
				257972	080422CM-A	08/04/2022		USB0822	25.37
Invoice: 080422CM-A				25.37	53011212 443410	POL/TOKYO STOP TERIYAKI/MEAL POLICE - C/E PATROL TRAINING			
				257973	080422CM-B	08/04/2022		USB0822	9.27
Invoice: 080422CM-B				9.27	53011212 443410	POL/STARBUCKS/MEAL POLICE - C/E PATROL TRAINING			
				257974	072822SM	07/28/2022		USB0822	-102.00
Invoice: 072822SM				-102.00	21011125 531100	CRT/UNIFORMS ACCESSORIES/REFUND SECURITY SHIRTS COURT-SUPPLIES			
				257975	072822SM-A	07/28/2022		USB0822	43.66
Invoice: 072822SM-A				43.66	21011125 531100	CRT/AMAZON/SECURITY SHIRTS BLACK COURT-SUPPLIES			
				257976	072822SM-B	07/28/2022		USB0822	43.66
Invoice: 072822SM-B				43.66	21011125 531100	CRT/AMAZON/SECURITY SHIRTS GREY COURT-SUPPLIES			
				257977	080322SM	08/03/2022		USB0822	294.00
Invoice: 080322SM				294.00	21011125 531100	CRT/IMAGING SPECTRUM/PRINTING FILM PASSPORT PCTRS COURT-SUPPLIES			
				257978	080322SM-A	08/03/2022		USB0822	32.75
Invoice: 080322SM-A				32.75	21011125 531100	CRT/AMAZON/TRIPOD PASSPORT PICTURES COURT-SUPPLIES			
				257979	081722SM	08/17/2022		USB0822	452.87
Invoice: 081722SM				452.87	21011125 531100	CRT/SOUND REPROGRAPHICS/ENVELOPES, BUS CARDS COURT-SUPPLIES			
				257980	081722SM-A	08/17/2022		USB0822	14.19
Invoice: 081722SM-A				14.19	21011125 531100	CRT/AMAZON/BABY PASSPORT PHOTO BLANKET COURT-SUPPLIES			
				257982	072922SM	07/29/2022		USB0822	38.10
Invoice: 072922SM				38.10	21011125 531100	CRT/LEMONADE.COM/FRAUDULENT CHARGE COURT-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					257983	072922SM-A	07/29/2022		USB0822	14.75
Invoice: 072922SM-A							CRT/LEMONADE.COM/FRAUDULENT CHARGE			
					14.75	21011125 531100	COURT-SUPPLIES			
					257984	072922SM-B	07/29/2022		USB0822	15.98
Invoice: 072922SM-B							CRT/SPIRIT INFLIGHT/FRAUDULENT CHARGE			
					15.98	21011125 531100	COURT-SUPPLIES			
					257985	080122SM	08/01/2022		USB0822	931.18
Invoice: 080122SM							CRT/SPIRIT AIRLINES/FRAUDULENT CHARGE			
					931.18	21011125 531100	COURT-SUPPLIES			
					257986	080122SM-A	08/01/2022		USB0822	-931.18
Invoice: 080122SM-A							CRT/SPIRIT AIRLINES/CREDIT FRAUD CHARGE			
					-931.18	21011125 531100	COURT-SUPPLIES			
					257987	080322RN	08/03/2022		USB0822	39.77
Invoice: 080322RN							POL/FRANK'S PLACE/MEAL			
					39.77	53011212 443410	POLICE - C/E PATROL TRAINING			
					257988	080322RN-A	08/03/2022		USB0822	17.22
Invoice: 080322RN-A							POL/TOKYO TERIYAKI/MEAL			
					17.22	53011212 443410	POLICE - C/E PATROL TRAINING			
					257989	080322RN-B	08/03/2022		USB0822	18.77
Invoice: 080322RN-B							POL/TOKYO TERIYAKI/MEAL			
					18.77	53011212 443410	POLICE - C/E PATROL TRAINING			
					257990	080422RN	08/04/2022		USB0822	20.90
Invoice: 080422RN							POL/WSDOT/FERRY PASSAGE			
					20.90	53011212 443410	POLICE - C/E PATROL TRAINING			
					257991	080422RN-A	08/04/2022		USB0822	12.50
Invoice: 080422RN-A							POL/WSDOT/FERRY PASSAGE			
					12.50	53011212 443410	POLICE - C/E PATROL TRAINING			
					257992	080422RN-B	08/04/2022		USB0822	25.62
Invoice: 080422RN-B							POL/LOS POTRILLOS/MEAL			
					25.62	53011212 443410	POLICE - C/E PATROL TRAINING			
					257993	082122RN	08/21/2022		USB0822	17.75
Invoice: 082122RN							POL/KINDEE THAI RESTAURANT/MEAL			
					17.75	53011212 443410	POLICE - C/E PATROL TRAINING			
					257994	082322RN	08/23/2022		USB0822	35.23
Invoice: 082322RN							POL/BURGERS & BEER/MEAL			
					35.23	53011212 443410	POLICE - C/E PATROL TRAINING			
					257995	082222RN	08/22/2022		USB0822	18.29
Invoice: 082222RN							POL/BURGERVILLE/MEAL			
					18.29	53011212 443410	POLICE - C/E PATROL TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					257996	082222RN-A	08/22/2022		USB0822	15.75
Invoice: 082222RN-A					POL/KINDEE THAI RESTAURANT/MEAL					
					15.75	53011212 443410	POLICE - C/E PATROL TRAINING			
					257997	082422RN	08/24/2022		USB0822	25.56
Invoice: 082422RN					POL/BURGERS & BEER/MEAL					
					25.56	53011212 443410	POLICE - C/E PATROL TRAINING			
					257998	082322RN-A	08/23/2022		USB0822	35.38
Invoice: 082322RN-A					POL/LOS POTRILLOS/MEAL					
					35.38	53011212 443410	POLICE - C/E PATROL TRAINING			
					257999	081222AS	08/12/2022		USB0822	9.00
Invoice: 081222AS					EX/RIDWELL/COLLECT EXTRA RECYCLING BAGS					
					9.00	91011497 54790401194	GREEN TEAM-RECYCLING SVCS			
					258000	081222AS-A	08/12/2022		USB0822	6.00
Invoice: 081222AS-A					EX/LITTLE ISLAND CRAFTS/KRAFT PAPER CLIMATE CHNGE					
					6.00	31011492 54245001197	CAP-CL ADAPT & RES-OUTREACH			
					258001	081722WS	08/17/2022		USB0822	18.00
Invoice: 081722WS					POL/BROWN BEAR CAR WASH/AUTO WASH					
					18.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
					258002	082222WS	08/22/2022		USB0822	18.00
Invoice: 082222WS					POL/BROWN BEAR CAR WASH/AUTO WASH					
					18.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
					258003	082222WS-A	08/22/2022		USB0822	15.58
Invoice: 082222WS-A					POL/JIMMY JOHN'S/MEAL					
					15.58	53011212 443410	POLICE - C/E PATROL TRAINING			
					258004	082322WS	08/23/2022		USB0822	23.27
Invoice: 082322WS					POL/NOAH'S ARK/MEAL					
					23.27	53011212 443410	POLICE - C/E PATROL TRAINING			
					258005	073022BS	07/30/2022		USB0822	120.00
Invoice: 073022BS					POL/KAISER PERMANENTE/MERCHANT MARINE RENEWAL					
					120.00	54025212 541100	MARINE-PROF SVCS			
					258006	072922BS	07/29/2022		USB0822	140.00
Invoice: 072922BS					POL/NTNL MARITME CNTR/COAST GUARD LIC RENEWAL					
					140.00	54025212 549100	MARINE - DUES/SUBSCRIPTIONS			
					258033	072922ES	07/29/2022		USB0822	1,000.00
Invoice: 072922ES					PW/PAYGOV/PERMITS FOR SHADE COVENANT COMPLIANCE					
					1,000.00	73011593 54980000998	SHADE COVENANT-PERMITS			
					258034	072922ES-A	07/29/2022		USB0822	30.00
Invoice: 072922ES-A					PW/PAYGOV/PERMITS FOR SHADE COVENANT COMPLIANCE					
					30.00	73011593 54980000998	SHADE COVENANT-PERMITS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					258135	081722JH	08/17/2022		USB0822	55.00
Invoice: 081722JH							PCD/WA ASSOC CODE ENFORCEMENT/ANNUAL MEMBERSHIP			
					55.00	65011597 549100	CODE - C/E DUES/SUBSCRIPTIONS			
					258136	081722JH-A	08/17/2022		USB0822	350.00
Invoice: 081722JH-A							PCD/WA ASSOC CODE ENFORCEMENT/3 DAY CONFERENCE			
					350.00	65011597 443410	CODE - C/E TRAINING EXPENSE			
									CHECK 1314 TOTAL:	36,234.39

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 36,234.39

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	36,234.39

*** GRAND TOTAL *** 36,234.39

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 160									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			27,650.30	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				36,234.39
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			3,376.98	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			1,669.04	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 501-213000					ER&R-ACCOUNTS PAYABLE			64.00	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			1,217.31	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			1,820.87	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			435.89	
09/19/2022	USB0822	091922			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			36,234.39	36,234.39
APP 631-130000					DUE TO/FROM CLEARING			32,857.41	
09/19/2022	USB0822	091922							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				27,650.30
09/19/2022	USB0822	091922							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				1,669.04
09/19/2022	USB0822	091922							
APP 501-130000					ER&R-DUE TO/FROM CLEARING				64.00
09/19/2022	USB0822	091922							
APP 407-130000					DUE TO/FROM CLEARING				1,217.31
09/19/2022	USB0822	091922							
APP 402-130000					DUE TO/FROM CLEARING				1,820.87
09/19/2022	USB0822	091922							
APP 401-130000					DUE TO/FROM CLEARING				435.89
09/19/2022	USB0822	091922							
					SYSTEM GENERATED ENTRIES TOTAL			32,857.41	32,857.41
					JOURNAL 2022/09/160 TOTAL			69,091.80	69,091.80

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	160	09/19/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING		27,650.30
001-213000				GENERAL - ACCOUNTS PAYABLE	27,650.30	
				FUND TOTAL	27,650.30	27,650.30
101 STREET FUND	2022	9	160	09/19/2022		
101-130000				STREETS - DUE TO/FROM CLEARING		1,669.04
101-213000				STREETS - ACCOUNTS PAYABLE	1,669.04	
				FUND TOTAL	1,669.04	1,669.04
401 WATER OPERATING FUND	2022	9	160	09/19/2022		
401-130000				DUE TO/FROM CLEARING		435.89
401-213000				ACCOUNTS PAYABLE	435.89	
				FUND TOTAL	435.89	435.89
402 SEWER OPERATING FUND	2022	9	160	09/19/2022		
402-130000				DUE TO/FROM CLEARING		1,820.87
402-213000				ACCOUNTS PAYABLE	1,820.87	
				FUND TOTAL	1,820.87	1,820.87
407 BUILDING & DEVELOPMENT FUND	2022	9	160	09/19/2022		
407-130000				DUE TO/FROM CLEARING		1,217.31
407-213000				ACCOUNTS PAYABLE	1,217.31	
				FUND TOTAL	1,217.31	1,217.31
501 EQUIPMENT RENTAL & REVOLVING	2022	9	160	09/19/2022		
501-130000				ER&R-DUE TO/FROM CLEARING		64.00
501-213000				ER&R-ACCOUNTS PAYABLE	64.00	
				FUND TOTAL	64.00	64.00
631 CLEARING FUND	2022	9	160	09/19/2022		
631-130000				DUE TO/FROM CLEARING	32,857.41	
631-213000				ACCOUNTS PAYABLE	3,376.98	
635-111100				CASH		36,234.39
				FUND TOTAL	36,234.39	36,234.39

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		27,650.30
101	STREET FUND		1,669.04
401	WATER OPERATING FUND		435.89
402	SEWER OPERATING FUND		1,820.87
407	BUILDING & DEVELOPMENT FUND		1,217.31
501	EQUIPMENT RENTAL & REVOLVING		64.00
631	CLEARING FUND	32,857.41	
	TOTAL	32,857.41	32,857.41

** END OF REPORT - Generated by Jacob Kines **

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09/21/2022 08:41 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
1315	09/25/2022	MANL	124	WA ST DEPT OF REVENU	258238	AUG22	09/25/2022		ETAUG22	11,756.97
	Invoice: AUG22						AUGUST 2022 EXCISE TAXES			
					21.12	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					4,572.79	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					37.39	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					11.70	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					19.65	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					155.26	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
					5,104.23	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					468.77	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					1,042.32	53011212 531100	PD-C/E-PATROL SUPPLIES			
					27.05	21011125 531100	COURT-SUPPLIES			
					2.70	31011131 531100	EX-GF-SUPPLIES			
					1.66	72011321 53110000899	APWA ACCREDITATION-SUPPLIES			
					286.82	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					5.51	53011212 531100	PD-C/E-PATROL SUPPLIES			
								CHECK	1315 TOTAL:	11,756.97
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		11,756.97

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	11,756.97

*** GRAND TOTAL *** 11,756.97

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2022 9 189									
APP 401-213000					ACCOUNTS PAYABLE			5,156.70	
09/25/2022	ETAUG22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				11,756.97
09/25/2022	ETAUG22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			5,078.95	
09/25/2022	ETAUG22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			155.26	
09/25/2022	ETAUG22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			1,366.06	
09/25/2022	ETAUG22	092122			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			11,756.97	11,756.97
APP 631-130000					DUE TO/FROM CLEARING			11,756.97	
09/25/2022	ETAUG22	092122							
APP 401-130000					DUE TO/FROM CLEARING				5,156.70
09/25/2022	ETAUG22	092122							
APP 402-130000					DUE TO/FROM CLEARING				5,078.95
09/25/2022	ETAUG22	092122							
APP 403-130000					DUE TO/FROM CLEARING				155.26
09/25/2022	ETAUG22	092122							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				1,366.06
09/25/2022	ETAUG22	092122							
					SYSTEM GENERATED ENTRIES TOTAL			11,756.97	11,756.97
					JOURNAL 2022/09/189 TOTAL			23,513.94	23,513.94

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	189	09/25/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING		1,366.06
001-213000				GENERAL - ACCOUNTS PAYABLE	1,366.06	
				FUND TOTAL	1,366.06	1,366.06
401 WATER OPERATING FUND	2022	9	189	09/25/2022		
401-130000				DUE TO/FROM CLEARING		5,156.70
401-213000				ACCOUNTS PAYABLE	5,156.70	
				FUND TOTAL	5,156.70	5,156.70
402 SEWER OPERATING FUND	2022	9	189	09/25/2022		
402-130000				DUE TO/FROM CLEARING		5,078.95
402-213000				ACCOUNTS PAYABLE	5,078.95	
				FUND TOTAL	5,078.95	5,078.95
403 STORM & SURFACE WATER FUND	2022	9	189	09/25/2022		
403-130000				DUE TO/FROM CLEARING		155.26
403-213000				ACCOUNTS PAYABLE	155.26	
				FUND TOTAL	155.26	155.26
631 CLEARING FUND	2022	9	189	09/25/2022		
631-130000				DUE TO/FROM CLEARING	11,756.97	
635-111100				CASH		11,756.97
				FUND TOTAL	11,756.97	11,756.97

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,366.06
401	WATER OPERATING FUND		5,156.70
402	SEWER OPERATING FUND		5,078.95
403	STORM & SURFACE WATER FUND		155.26
631	CLEARING FUND	11,756.97	
	TOTAL	11,756.97	11,756.97

** END OF REPORT - Generated by Jacob Kines **

JK

munis a tyler erp solution

09/21/2022 14:26 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
1316	09/28/2022	EFT	9249	911 SUPPLY INC	258156	INV-2-21979	09/13/2022		09/25/22	363.77
Invoice: INV-2-21979							POL/CUFFS AND POUCHES			
					363.77	53011212 531100	PD-C/E-PATROL SUPPLIES			
					258158	INV-2-21984	09/13/2022		09/25/22	1,131.29
Invoice: INV-2-21984							POL/GEAR/PEPICELLI			
					1,131.29	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	1316 TOTAL:		1,495.06
1317	09/28/2022	EFT	5	ACE HARDWARE	258035	514191	07/22/2022		09/25/22	161.46
Invoice: 514191							PW/GARDEN KNEELER, CABLE TIES, BUNGEE CORDS			
					161.46	73637946 531100	ALLOC-1/3 TO EACH UTIL-SUPPLY			
					258036	517261	09/01/2022		09/25/22	40.37
Invoice: 517261							PW/LED BULB, TOGGLE SWITCH			
					40.37	73011755 531100	O&M-COMMONS SUPPLIES			
					258037	517621	09/07/2022		09/25/22	3.77
Invoice: 517621							PW/FASTENERS			
					3.77	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					258071	517771	09/09/2022		09/25/22	20.74
Invoice: 517771							PW/CONTRACTOR BAG 42G 20PK			
					20.74	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258166	518171	09/15/2022		09/25/22	28.35
Invoice: 518171							PW/WHITE VINEGAR, SPRAYER			
					28.35	73425358 531100	O&M-WWTP-SUPPLIES			
					258202	517701	09/08/2022		09/25/22	22.91
Invoice: 517701							PW/SHOP TOWEL, AJAX DISH LQD LEMON			
					22.91	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258204	518401	09/19/2022		09/25/22	73.02
Invoice: 518401							PW/SCREWDRIVER, CLAMP, HOSE CLAMP			
					73.02	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258205	518421	09/19/2022		09/25/22	20.73
Invoice: 518421							PW/GOOF OFF SPRAY, GRAFFITI REMOVER			
					20.73	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
							CHECK	1317 TOTAL:		371.35
1318	09/28/2022	EFT	8395	INTUITIVE CONTROL SY	258137	SIN033967	08/29/2022		09/25/22	2,230.30
Invoice: SIN033967							POL/RADAR SIGN REPAIR			
					2,230.30	53011212 548100	POLICE - C/E PATROL MAINTENANC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
							CHECK		1318 TOTAL:	2,230.30
1319	09/28/2022	EFT	7821	ARAMARK	258160	5120066869	08/18/2022		09/25/22	84.48
	Invoice: 5120066869						PW/COAT LAB SPUN, COVR FR			
					84.48	73638893 589310	LAUNDRY SERVICES			
					258161	5120071548	08/25/2022		09/25/22	84.48
	Invoice: 5120071548						PW/COAT LAB SPUN, COVR FR			
					84.48	73638893 589310	LAUNDRY SERVICES			
					258162	5120075865	09/01/2022		09/25/22	95.12
	Invoice: 5120075865						PW/COAT LAB SPUN, COVR FR			
					95.12	73638893 589310	LAUNDRY SERVICES			
							CHECK		1319 TOTAL:	264.08
1320	09/28/2022	EFT	2138	ASPECT CONSULTING LL	258074	47552	08/19/2022		09/25/22	7,716.50
	Invoice: 47552						PW/WELL PERFORMANCE EVALUATION			
					7,716.50	73411345 54110001143	WELL PERF TESTING & EVAL-P SVC			
					258075	47553	08/19/2022		09/25/22	6,089.13
	Invoice: 47553						PW/PROF SVCS FOR WELL DEVELOPMENT			
					6,089.13	73414434 64110001096	PRIT PARK WELL DEV/REHAB-PR SV			
					258076	47554	08/19/2022		09/25/22	829.50
	Invoice: 47554						PW/WATER RIGHTS STUDY			
					829.50	73411345 54110000868	WATER RIGHTS-PROF SVCS			
							CHECK		1320 TOTAL:	14,635.13
1321	09/28/2022	EFT	1159	AUTOGLASS PLUS INC	258206	B0046533	08/11/2022		09/25/22	271.09
	Invoice: B0046533						PW/2014 FORD F150 WINDSHIELD			
					271.09	73431835 548100	REPAIRS & MAINTENANCE			
							CHECK		1321 TOTAL:	271.09
1322	09/28/2022	EFT	4365	AUTOMATIC FUNDS TRAN	258007	124961	09/02/2022		09/25/22	924.26
	Invoice: 124961						FIN/STATEMENT PREP AND MAIL			
					216.38	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					216.38	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					245.75	91411891 542500	GG-WTR-FAC-POSTAGE			
					245.75	91421891 542500	GG-SWR-FAC-POSTAGE			
					258038	BAIN2208028	08/31/2022		09/25/22	152.40
	Invoice: BAIN2208028						FIN/B&O AUGUST 2022			
					150.00	41011141 541100	FIN - C/E ADMIN PROF SERVICES			
					2.40	41011141 542500	FIN-C/E-ADM-POSTAGE/SHIPPING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					258077	124841	08/18/2022		09/25/22	10.60
	Invoice: 124841						FIN/FINAL BILL PRINT AND MAIL			
					2.16	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					2.17	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					3.13	91411891 542500	GG-WTR-FAC-POSTAGE			
					3.14	91421891 542500	GG-SWR-FAC-POSTAGE			
					258078	124738	08/08/2022		09/25/22	13.29
	Invoice: 124738						FIN/FINAL BILL PRINT AND MAIL			
					2.65	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					2.66	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					3.99	91411891 542500	GG-WTR-FAC-POSTAGE			
					3.99	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK	1322 TOTAL:		1,100.55
1323	09/28/2022	EFT	55	BAINBRIDGE ISLAND RE	258188	BI-210423 2022-2023	08/18/2022		09/25/22	116.00
	Invoice: BI-210423 2022-2023						PCD/PLANNING SUBSCRIPTION RENEWAL			
					116.00	61470581 549100	PCD - DEV ADMIN DUES/SUBSCR			
							CHECK	1323 TOTAL:		116.00
1324	09/28/2022	EFT	55	SOUND PUBLISHING, IN	258008	BIR959954	08/05/2022		09/25/22	85.00
	Invoice: BIR959954						PCD/KORICAN-SEWER LINE BLD26816			
					85.00	63470586 544000	CUR-DEV-ZONING-ADV			
					258009	BIR960054	08/05/2022		09/25/22	89.25
	Invoice: BIR960054						PCD/LEVIT STAIRWAY REPLACEMENT PLN52046			
					89.25	63470586 544000	CUR-DEV-ZONING-ADV			
					258010	BIR960055	08/05/2022		09/25/22	90.67
	Invoice: BIR960055						PCD/HOLMAN STAIRS PLN52115			
					90.67	63470586 544000	CUR-DEV-ZONING-ADV			
					258011	BIR961503	08/26/2022		09/25/22	123.25
	Invoice: BIR961503						PCD/WHITE RUE & VAR PLN51498			
					123.25	63470586 544000	CUR-DEV-ZONING-ADV			
					258012	BIR961685	09/02/2022		09/25/22	83.58
	Invoice: BIR961685						PCD/BOAT LIFT SSDP PLN52331			
					83.58	63470586 544000	CUR-DEV-ZONING-ADV			
					258207	BIR960801	08/19/2022		09/25/22	53.83
	Invoice: BIR960801						CC/ORDINANCE 2022-17, 2021-2022 BIENNIAL BUDGET			
					53.83	11011113 544000	COUNCIL - LEGAL NOTICES			
					258208	BIR960803	08/19/2022		09/25/22	52.42
	Invoice: BIR960803						CC/HOUSING DESIGN DEMONSTRATION PROJECT			
					52.42	11011113 544000	COUNCIL - LEGAL NOTICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							CHECK	1324 TOTAL:		578.00
1325	09/28/2022	EFT	55	SOUND PUBLISHING, IN	258148	8076908	08/31/2022		09/25/22	60.02
Invoice: 8076908							POL/CLASSIFIEDS/PROPERTY			
					60.02	51011191 544000	PD-C/E-PROP RM-ADVERTISING			
							CHECK	1325 TOTAL:		60.02
1326	09/28/2022	EFT	5412	BENEFIT ADMINISTRATI	258139	220907	09/14/2022		09/25/22	308.00
Invoice: 220907							HSA/FSA BENEFITS			
					33.88	21011125 520000	COURT-BENEFITS			
					55.44	31011131 520000	EX-GF-BEN			
					49.28	41011141 520000	FIN - C/E ADMIN BENEFITS			
					9.24	51011211 520000	PD-C/E ADMIN-BENEFITS			
					27.72	61011581 520000	PCD - C/E ADMIN BENEFITS			
					33.88	71011321 520000	PW - C/E BENEFITS			
					98.56	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK	1326 TOTAL:		308.00
1327	09/28/2022	EFT	50	BAINBRIDGE ISLAND EL	258090	20220070	08/24/2022		09/25/22	3,036.11
Invoice: 20220070							ENG/COBI-CITY HALL OFFICE MOVE			
					3,036.11	72011182 53110001181	CH MINOR RETROFITS-SUPPLIES			
							CHECK	1327 TOTAL:		3,036.11
1328	09/28/2022	EFT	2265	BAINBRIDGE ISLAND LO	258163	1001	08/31/2022		09/25/22	15,792.37
Invoice: 1001							2022 LTAC CONTRACT			
					15,792.37	91140573 541100	GG-TOUR-PROF SERVICES			
							CHECK	1328 TOTAL:		15,792.37
1329	09/28/2022	EFT	8595	BRUCE TITUS FORD, IN	258039	67126175	09/09/2022		09/25/22	2,365.05
Invoice: 67126175							PW/2015 FORD F-150 FLUID LEAK DIAGNOSIS, REPAIR			
					2,365.05	73637957 548100	O&M ALLOC-80%FAC/20%STRT-R&M			
					258040	67126759	09/06/2022		09/25/22	401.56
Invoice: 67126759							PW/2015 FORD SPR DUTY OIL CHANGE INSTALL FD 4615			
					200.78	73111423 548100	REPAIRS & MAINTENANCE			
					200.78	73111427 548100	O&M-ACCESS RDSIDE R&M			
					258164	67127102	09/15/2022		09/25/22	1,741.59
Invoice: 67127102							POL/2017 FORD INTERCEPTOR OIL CHANGE, BRAKES			
					1,741.59	53011212 548100	POLICE - C/E PATROL MAINTENANC			
					258211	08/31/2022	08/31/2022		09/25/22	72.09
Invoice: 08/31/2022							PW/INTEREST CHARGES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					72.09	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	1329	TOTAL:	4,580.29
1330	09/28/2022	EFT	8256	BT MOBULL TIRE	258173	9280	09/01/2022		09/25/22	217.31
Invoice: 9280							PW/WHEEL SWITCH R FRONT - R REAR			
					108.66	73111423 548100	REPAIRS & MAINTENANCE			
					108.65	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK	1330	TOTAL:	217.31
1331	09/28/2022	EFT	6639	CITY OF FORKS	258140	2377	09/02/2022		09/25/22	1,705.00
Invoice: 2377							POL/PRISONER BOARD			
					1,705.00	51011236 551000	POLICE - C/E PRISONER DETENT'N			
							CHECK	1331	TOTAL:	1,705.00
1332	09/28/2022	EFT	518	CRIMINAL JUSTICE TRA	258153	201136805	09/08/2022		09/25/22	95.00
Invoice: 201136805							POL/FTO ACADEMY/FASTAIA			
					95.00	53011212 443410	POLICE - C/E PATROL TRAINING			
							CHECK	1332	TOTAL:	95.00
1333	09/28/2022	EFT	6919	CLARK CONSTRUCTION I	258041	PAYREQ4-00724	09/01/2022		09/25/22	190,554.00
Invoice: PAYREQ4-00724							ENG/POLICE AND MUNICIPAL COURT - C			
					190,554.00	72311942 66200000724	PD/COURT BLDG-CONSTR OF BLDG			
							CHECK	1333	TOTAL:	190,554.00
1334	09/28/2022	EFT	6363	LN CURTIS & SONS	258141	INV628456	08/31/2022		09/25/22	62.64
Invoice: INV628456							POL/UNIFORM STRIPES/JC			
					62.64	51011211 520000	PD-C/E ADMIN-BENEFITS			
					258167	INV629029	09/02/2022		09/25/22	47.94
Invoice: INV629029							POL/UNIFORM PLACARDS/ZB			
					47.94	53011212 520000	POLICE - C/E PATROL BENEFITS			
					258168	INV629646	09/07/2022		09/25/22	89.26
Invoice: INV629646							POL/UNIFORM SHIRT/CL			
					89.26	53011212 520000	POLICE - C/E PATROL BENEFITS			
							CHECK	1334	TOTAL:	199.84
1335	09/28/2022	EFT	10036	DKS ASSOCIATES	258142	0082667	09/14/2022		09/25/22	13,416.25
Invoice: 0082667							EX/EV FLEET CHARGING EVALUATION PRJCT			
					13,416.25	31011492 54110001195	CAP-TRANSP & FUELS-PROF SVCA			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	1335 TOTAL:		13,416.25
1336	09/28/2022	EFT	7357	THE DOCTORS CLINIC	258223	OMF6 AUG22	09/15/2022		09/25/22	41.00
	Invoice: OMF6 AUG22						POL/OCCUPATIONAL HEALTH SERVICES			
					41.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
							CHECK	1336 TOTAL:		41.00
1337	09/28/2022	EFT	4161	HERRERA ENVIRONMENTA	258030	51671	08/15/2022		09/25/22	11,555.51
	Invoice: 51671						ENG/STORMWATER SYSTEM PLAN			
					11,555.51	72431832 54110001031	ISLANDWIDE SSWM STUDY-PROF SVC			
					258102	51813	09/09/2022		09/25/22	10,336.24
	Invoice: 51813						ENG/STORMWATER SYSTEM PLAN			
					10,336.24	72431832 54110001031	ISLANDWIDE SSWM STUDY-PROF SVC			
							CHECK	1337 TOTAL:		21,891.75
1338	09/28/2022	EFT	315	KITSAP HUMANE SOCIET	258018	2146	09/01/2022		09/25/22	6,420.33
	Invoice: 2146						ANIMAL CONTROL (2021-2023)			
					6,420.33	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
							CHECK	1338 TOTAL:		6,420.33
1339	09/28/2022	EFT	309	KITSAP TIRE CENTER I	258107	INV057976	09/01/2022		09/25/22	705.96
	Invoice: INV057976						POL/SL EAGLE ENFORCER TIRES X4			
					705.96	53011212 548100	POLICE - C/E PATROL MAINTENANC			
							CHECK	1339 TOTAL:		705.96
1340	09/28/2022	EFT	6577	LAKESIDE INDUSTRIES	258169	210239	09/10/2022		09/25/22	1,363.73
	Invoice: 210239						PW/SHINE ASPHALT PLANT 15.06 TONS			
					1,363.73	73111423 531100	OFFICE SUPPLIES			
					258215	208696	08/27/2022		09/25/22	1,944.17
	Invoice: 208696						PW/SHINE ASPHALT PLANT 21.47 TONS			
					1,944.17	73111423 531100	OFFICE SUPPLIES			
					258216	209247	08/31/2022		09/25/22	1,275.89
	Invoice: 209247						PW/SHINE ASPHALT PLANT 14.09 TONS			
					1,275.89	73111423 531100	OFFICE SUPPLIES			
							CHECK	1340 TOTAL:		4,583.79

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
1341	09/28/2022	EFT	7849	LAW OFFICE OF THOMAS	258020	SEP22	09/07/2022		09/25/22	4,484.38
Invoice: SEP22							LEGAL/PUBLIC DEFENDER SERVICES SEP 2022			
					4,484.38	32011281 541113	LGL-PUBLIC DEFENDER			
								CHECK	1341 TOTAL:	4,484.38
1342	09/28/2022	EFT	9323	MURRAYSMITH, INC.	258219	22-3434.00-4	09/14/2022		09/25/22	66,159.46
Invoice: 22-3434.00-4							ENG/WINSLOW WATER TANK DESIGN SERV			
					66,159.46	72413434 64110000988	NEW WATER TANKS-PROF SVCS			
								CHECK	1342 TOTAL:	66,159.46
1343	09/28/2022	EFT	8581	GOVERNMENTJOBS.COM,	258021	INV-29717	11/19/2022		09/25/22	7,961.83
Invoice: INV-29717							IT/PERFORM MODULE OF NEOGOV			
					7,961.83	81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK	1343 TOTAL:	7,961.83
1344	09/28/2022	EFT	2430	OGDEN MURPHY WALLACE	258177	866737	09/13/2022		09/25/22	24,820.10
Invoice: 866737							LEGAL/PROFESSIONAL SERVICES AUG 2022			
					534.00	32470152 54111100844	LIT-CLARK ADMIN APPEAL(SUP CT)			
					693.00	32470152 54111101171	LIT-CLARK (FED. CT.)			
					4,567.50	32011152 54111101156	LIT-NEAL PRA SUIT			
					1,039.50	32470152 54111401056	HEX-WINSLOW HOTEL(OMW)			
					1,795.50	32470152 54111101240	LIT-RICH (SUP. CT.)			
					314.60	32011152 54111001131	ETHICS BOARD LEGAL ADVISOR			
					11,182.50	32011152 541110	LGL-GF-LEGAL ADVICE			
					472.50	91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
					315.00	32470152 54111100897	PRES RESP SHORE(CT OF APPEALS)			
					283.50	32470152 54111401211	JONES EM BULKHEAD (HEX-OMW)			
					3,622.50	32470152 54111401220	HEX-WHITE RUE (OMW)			
								CHECK	1344 TOTAL:	24,820.10
1345	09/28/2022	EFT	7435	RANDY KAN PORTABLE R	258185	1950312	09/08/2022		09/25/22	108.00
Invoice: 1950312							PW/RESTROOMS NE VINCENT RD			
					108.00	73435838 545000	O&M-DECANT-RENTS			
					258186	1950313	09/08/2022		09/25/22	108.00
Invoice: 1950313							PW/RESTROOMS HIDDEN COVE RD			
					108.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
								CHECK	1345 TOTAL:	216.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
1346	09/28/2022	EFT	2409	RIVER OAKS COMMUNICA	258022	08/29/2022	08/29/2022		09/25/22	1,166.00
	Invoice: 08/29/2022						LEGAL/COMCAST FRANCHISE RENEWAL			
					1,166.00	32011152 54110001082	COMCAST FRANCHISE RENEWAL			
							CHECK	1346 TOTAL:		1,166.00
1347	09/28/2022	EFT	9584	SILKE COMMUNICATIONS	258187	126243A	08/05/2022		09/25/22	419.55
	Invoice: 126243A						PW/13-20 FORD TRAN VANWGN, FENDER BRKT			
					419.55	73011151 541100	O&M-C/E-PD FLEET-PRF SVC			
							CHECK	1347 TOTAL:		419.55
1348	09/28/2022	EFT	8132	SPECTRA LABORATORIES	258109	22-05745	09/07/2022		09/25/22	23.00
	Invoice: 22-05745						PW/TOTAL COLIFORM, E COLI TESTING			
					23.00	73411345 54110000391	LAB SVCS-WATER			
					258110	22-05763	09/07/2022		09/25/22	46.00
	Invoice: 22-05763						PW/TOTAL COLIFORM, E COLI TESTING			
					46.00	73411345 54110000391	LAB SVCS-WATER			
					258111	22-05788	09/07/2022		09/25/22	46.00
	Invoice: 22-05788						PW/TOTAL COLIFORM, E COLI TESTING			
					46.00	73411345 54110000391	LAB SVCS-WATER			
					258113	22-05825	09/12/2022		09/25/22	471.00
	Invoice: 22-05825						PW/FILTRATE, NITROGEN, AMMONIA TESTING			
					471.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
					258114	22-05841	09/12/2022		09/25/22	69.00
	Invoice: 22-05841						PW/TOTAL COLIFORM, E COLI TESTING			
					69.00	73411345 54110000391	LAB SVCS-WATER			
					258115	22-05842	09/12/2022		09/25/22	23.00
	Invoice: 22-05842						PW/TOTAL COLIFORM, E COLI TESTING			
					23.00	73011897 54110000391	LAB SVCS-PWY FAC			
					258190	22-06016	09/16/2022		09/25/22	356.00
	Invoice: 22-06016						PW/AMMONIA, NITRATE, NITROGEN TESTING			
					356.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
							CHECK	1348 TOTAL:		1,034.00
1349	09/28/2022	EFT	5730	SUMMIT LAW GROUP	258200	140017	09/19/2022		09/25/22	280.00
	Invoice: 140017						LEGAL/PROFESSIONAL SERVICES AUG 2022			
					280.00	32011152 54111000870	LGL-HR (NON-BARGAINING)			
					258201	140018	09/19/2022		09/25/22	735.00
	Invoice: 140018						LEGAL/PROFESSIONAL SERVICES AUG 2022			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					735.00	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
								CHECK	1349 TOTAL:	1,015.00
1350	09/28/2022	EFT	565	TACOMA SCREW PRODUCT	258193	140054910-00	09/14/2022		09/25/22	88.60
Invoice: 140054910-00							PW/BRAKE & PARTS CLEANER, CABLE TIE			
					88.60	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
								CHECK	1350 TOTAL:	88.60
1351	09/28/2022	EFT	4245	TRAFFIC SAFETY SUPPL	258194	INV052360	09/02/2022		09/25/22	2,095.73
Invoice: INV052360							PW/ROADSIDE MOWER AHEAD SIGNS			
					1,301.98	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					793.75	990 141100	MERCHANDISE			
								CHECK	1351 TOTAL:	2,095.73
1352	09/28/2022	EFT	1152	USA BLUE BOOK	258050	101163	09/06/2022		09/25/22	128.87
Invoice: 101163							PW/RICCA PH 6.00 BUFFER 4L			
					128.87	73425358 531100	O&M-WWTP-SUPPLIES			
					258196	105798	09/09/2022		09/25/22	919.52
Invoice: 105798							PW/HOBO PH & TEMP DATA LOGGER			
					919.52	73425358 531100	O&M-WWTP-SUPPLIES			
					258227	112281	09/15/2022		09/25/22	341.94
Invoice: 112281							PW/5 GAL HDPE JERRICAN X2			
					341.94	73411345 531100	OFFICE SUPPLIES			
								CHECK	1352 TOTAL:	1,390.33
1353	09/28/2022	EFT	10102	VERTIV CORPORATION	258152	106072	08/27/2022		09/25/22	6,896.26
Invoice: 106072							IT/REPLACE UPS BATTERIES AT CITY HALL			
					6,896.26	91011256 548100	GG-GF-EM PREP-REPAIRS			
								CHECK	1353 TOTAL:	6,896.26
1354	09/28/2022	EFT	8896	VISIT KITSAP PENINSU	258117	11450	08/31/2022		09/25/22	5,400.00
Invoice: 11450							LTAC 2022 CONTRACT			
					5,400.00	91140573 541100	GG-TOUR-PROF SERVICES			
								CHECK	1354 TOTAL:	5,400.00
1355	09/28/2022	EFT	4104	WA ST FERRIES	258024	RK396330	08/31/2022		09/25/22	364.40
Invoice: RK396330							AUG22 WAVE2GO FERRY CHARGES			
					41.80	31011131 543100	EX-GF-TRAVEL/MEALS/LODGING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					280.80	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			
					41.80	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			
								CHECK	1355 TOTAL:	364.40
1356	09/28/2022	EFT	499	WESTBAY AUTO PARTS I	258118	742541	09/06/2022		09/25/22	181.98
	Invoice: 742541						PW/NEW STARTER			
					181.98	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					258119	742639	09/06/2022		09/25/22	16.28
	Invoice: 742639						PW/OIL FILTERS X3			
					16.28	990 141100	MERCHANDISE			
					258120	742646	09/06/2022		09/25/22	28.14
	Invoice: 742646						POL/FORD ESCAPE BLOWER MOTOR RESISTOR			
					28.14	51011211 531100	PD-C/E-ADM-SUPPLIES			
					258121	742675	09/06/2022		09/25/22	33.05
	Invoice: 742675						POL/FORD ESCAPE DISC PAD			
					33.05	51011211 531100	PD-C/E-ADM-SUPPLIES			
					258123	743053	09/07/2022		09/25/22	51.33
	Invoice: 743053						PW/FUEL, OIL & AIR FILTERS			
					51.33	990 141100	MERCHANDISE			
					258124	743308	09/08/2022		09/25/22	325.61
	Invoice: 743308						PW/HYD HOSE FITTIGNS, 8MXTXREEL			
					325.61	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258228	740529	08/26/2022		09/25/22	-76.44
	Invoice: 740529						PW/CORE DEPOSIT REFUND			
					-76.44	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258229	743879	09/12/2022		09/25/22	5.83
	Invoice: 743879						PW/SPARK PLUGS X2			
					5.83	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258230	744318	09/13/2022		09/25/22	21.91
	Invoice: 744318						PW/NAPAGOLD OIL, AIR FILTERS			
					21.91	990 141100	MERCHANDISE			
					258231	744368	09/13/2022		09/25/22	8.08
	Invoice: 744368						PW/AIR FILTER			
					8.08	990 141100	MERCHANDISE			
								CHECK	1356 TOTAL:	595.77
1357	09/28/2022	EFT	8550	WOODBROOK NATIVE PLA	258197	214449N	09/15/2022		09/25/22	1,696.18
	Invoice: 214449N						PW/565 PLANTS			
					1,696.18	73431835 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC						
								CHECK	1357 TOTAL:	1,696.18
						NUMBER OF CHECKS 42		*** CASH ACCOUNT TOTAL ***		410,472.17

	COUNT	AMOUNT
TOTAL EFT'S	42	410,472.17

*** GRAND TOTAL *** 410,472.17

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 204									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			70,975.94	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				410,472.17
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			3,322.95	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			2,377.83	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			6,525.37	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			81,794.59	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			23,967.02	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			8,870.75	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			21,192.37	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			190,554.00	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			891.35	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			410,472.17	410,472.17
APP 631-130000					DUE TO/FROM CLEARING			407,149.22	
09/28/2022	09/25/22	092122							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				70,975.94
09/28/2022	09/25/22	092122							
APP 402-130000					DUE TO/FROM CLEARING				2,377.83
09/28/2022	09/25/22	092122							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				6,525.37
09/28/2022	09/25/22	092122							
APP 401-130000					DUE TO/FROM CLEARING				81,794.59
09/28/2022	09/25/22	092122							
APP 403-130000					DUE TO/FROM CLEARING				23,967.02
09/28/2022	09/25/22	092122							
APP 407-130000					DUE TO/FROM CLEARING				8,870.75
09/28/2022	09/25/22	092122							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				21,192.37
09/28/2022	09/25/22	092122							
APP 301-130000					DUE TO/FROM CLEARING				190,554.00
09/28/2022	09/25/22	092122							
APP 901-130000					DUE TO/FROM CLEARING				891.35
09/28/2022	09/25/22	092122							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
					SYSTEM GENERATED ENTRIES	TOTAL		407,149.22	407,149.22
					JOURNAL 2022/09/204	TOTAL		817,621.39	817,621.39

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	204	09/28/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING		70,975.94
001-213000				GENERAL - ACCOUNTS PAYABLE	70,975.94	
				FUND TOTAL	70,975.94	70,975.94
101 STREET FUND	2022	9	204	09/28/2022		
101-130000				STREETS - DUE TO/FROM CLEARING		6,525.37
101-213000				STREETS - ACCOUNTS PAYABLE	6,525.37	
				FUND TOTAL	6,525.37	6,525.37
104 CIVIC IMPROVEMENT FUND	2022	9	204	09/28/2022		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		21,192.37
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	21,192.37	
				FUND TOTAL	21,192.37	21,192.37
301 CAPITAL CONSTRUCTION FUND	2022	9	204	09/28/2022		
301-130000				DUE TO/FROM CLEARING		190,554.00
301-213000				ACCOUNTS PAYABLE	190,554.00	
				FUND TOTAL	190,554.00	190,554.00
401 WATER OPERATING FUND	2022	9	204	09/28/2022		
401-130000				DUE TO/FROM CLEARING		81,794.59
401-213000				ACCOUNTS PAYABLE	81,794.59	
				FUND TOTAL	81,794.59	81,794.59
402 SEWER OPERATING FUND	2022	9	204	09/28/2022		
402-130000				DUE TO/FROM CLEARING		2,377.83
402-213000				ACCOUNTS PAYABLE	2,377.83	
				FUND TOTAL	2,377.83	2,377.83
403 STORM & SURFACE WATER FUND	2022	9	204	09/28/2022		
403-130000				DUE TO/FROM CLEARING		23,967.02
403-213000				ACCOUNTS PAYABLE	23,967.02	
				FUND TOTAL	23,967.02	23,967.02
407 BUILDING & DEVELOPMENT FUND	2022	9	204	09/28/2022		
407-130000				DUE TO/FROM CLEARING		8,870.75
407-213000				ACCOUNTS PAYABLE	8,870.75	
				FUND TOTAL	8,870.75	8,870.75
631 CLEARING FUND	2022	9	204	09/28/2022		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000					DUE TO/FROM CLEARING	407,149.22	
631-213000					ACCOUNTS PAYABLE	3,322.95	
635-111100					CASH		410,472.17
					FUND TOTAL	410,472.17	410,472.17
901 CITY-WIDE REPORTING FUND	2022	9	204	09/28/2022			
901-130000					DUE TO/FROM CLEARING		891.35
901-213000					ACCOUNTS PAYABLE	891.35	
					FUND TOTAL	891.35	891.35

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		70,975.94
101	STREET FUND		6,525.37
104	CIVIC IMPROVEMENT FUND		21,192.37
301	CAPITAL CONSTRUCTION FUND		190,554.00
401	WATER OPERATING FUND		81,794.59
402	SEWER OPERATING FUND		2,377.83
403	STORM & SURFACE WATER FUND		23,967.02
407	BUILDING & DEVELOPMENT FUND		8,870.75
631	CLEARING FUND	407,149.22	
901	CITY-WIDE REPORTING FUND		891.35
	TOTAL	407,149.22	407,149.22

** END OF REPORT - Generated by Jacob Kines **

JK

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
359213	09/14/2022	PRTD	6420	AT&T MOBILITY	258025	287287004732X081922	08/11/2022	M091422		3,234.52
	Invoice: 287287004732X081922						POL,EOC/WIRELESS CHARGES			
					3,125.96	91011215 542100	GG-C/E-PD-PHONE			
					108.56	31011256 542100	EX-GF-EMERG PREP-PHONE			
							CHECK 359213 TOTAL:			3,234.52
359214	09/14/2022	PRTD	1235	AT&T ONENET SERVICE	258031	1276044048	09/01/2022	M091422		.94
	Invoice: 1276044048						PCD/FAX LONG DISTANCE			
					.94	91011189 542100	GG-C/E-CITY HALL-PHONE			
					258051	1276036155	09/01/2022	M091422		18.15
	Invoice: 1276036155						POL/FAX LONG DISTANCE			
					18.15	91011215 542100	GG-C/E-PD-PHONE			
							CHECK 359214 TOTAL:			19.09
359215	09/14/2022	PRTD	9610	BRENNEMAN, ROBIN	244393	90276	11/30/2020	M091422		32.57
	Invoice: 90276						UB 11191 812 ISAAC AVENUE NE			
					32.57	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 359215 TOTAL:			32.57
359216	09/14/2022	PRTD	551	CENTURYLINK	258052	0225SEP22	09/02/2022	M091422		136.17
	Invoice: 0225SEP22						O&M FIRE ALARM MONIT			
					136.17	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					258053	0456SEP22	09/02/2022	M091422		84.99
	Invoice: 0456SEP22						VILLAGE SEWER PUMP			
					84.99	91421891 542100	GG-SWR-FAC-PHONE			
					258054	0754SEP22	09/02/2022	M091422		65.94
	Invoice: 0754SEP22						FLETCHER BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					258055	1745SEP22	09/02/2022	M091422		64.36
	Invoice: 1745SEP22						CH ELEVATOR SVC LINE			
					64.36	91011189 542100	GG-C/E-CITY HALL-PHONE			
					258056	3736SEP22	09/02/2022	M091422		136.17
	Invoice: 3736SEP22						CH FIRE ALARM MONIT			
					136.17	91011189 542100	GG-C/E-CITY HALL-PHONE			
					258057	5211SEP22	09/02/2022	M091422		226.75
	Invoice: 5211SEP22						POL PHONE SERVICES			
					226.75	91011215 542100	GG-C/E-PD-PHONE			
					258058	8731SEP22	09/02/2022	M091422		67.38
	Invoice: 8731SEP22						COMMONS FIRE ALARM MONIT			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					67.38	91011755 542100	GG-C/E-COMMONS-PHONE			
					258059	9136SEP22	09/02/2022	M091422		173.14
				Invoice: 9136SEP22			CH SECURITY ALARM MONIT			
					173.14	91011189 542100	GG-C/E-CITY HALL-PHONE			
					258060	9791SEP22	09/02/2022	M091422		138.05
				Invoice: 9791SEP22			POL TI MANDUS			
					138.05	91011215 542100	GG-C/E-PD-PHONE			
					258061	9840SEP22	09/02/2022	M091422		65.94
				Invoice: 9840SEP22			HEAD OF BAY WELL TELEM			
					65.94	91411891 542100	GG-WTR-FAC-PHONE			
					258062	9858SEP22	09/02/2022	M091422		50.35
				Invoice: 9858SEP22			SANDS AVE WELL TELEM			
					50.35	91411891 542100	GG-WTR-FAC-PHONE			
					258064	9869SEP22	09/02/2022	M091422		84.99
				Invoice: 9869SEP22			ROCKAWAY BEACH PRV TELEMETRY			
					84.99	91415345 542100	GG-WTR ROCKAWAY-PHONES			
					258069	8834SEP22	09/04/2022	M091422		84.99
				Invoice: 8834SEP22			259 FERNCLIFF PRV TELEM			
					84.99	91411891 542100	GG-WTR-FAC-PHONE			
							CHECK	359216 TOTAL:		1,379.22
359217	09/14/2022	PRTD	1505	KITSAP COUNTY TREASU	258026	AUG22	09/08/2022	M091422		26.13
				Invoice: AUG22			OUT COURT REMIT AUGUST 2022			
					26.13	41612860 586000	CRIME VICTIMS-OUT			
							CHECK	359217 TOTAL:		26.13
359218	09/14/2022	PRTD	1205	PUGET SOUND ENERGY	258027	0727AUG22	08/30/2022	M091422		10.86
				Invoice: 0727AUG22			194 WINSLOW WAY W			
					10.86	91011739 547100	COMM EVENTS-ELECTRICITY			
					258065	9047AUG22	09/06/2022	M091422		35,058.47
				Invoice: 9047AUG22			CITY WIDE ENERGY SERVICES			
					112.67	71311942 64710000724	PD/COURT BLDG-ELECTRIC			
					28.66	73416345 547100	CASEY STREET WTR-ELECTRICITY			
					1,699.77	91011189 547100	GG-C/E-CITY HALL-ELECTRIC			
					704.78	91011215 547100	GG-C/E-PD-ELECTRIC			
					212.86	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
					13.66	91011557 547100	FARMS-ELECTRIC			
					10.86	91011739 547100	COMM EVENTS-ELECTRICITY			
					277.61	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
					526.75	91011768 547100	GG-C/E-PARKS-ELECTRIC			
					1,713.38	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET

INVOICE DTL DESC

12.78	91021182	547100	GG-OS-PROP MNGT-ELECTRIC
4,737.66	91111263	547100	GG-STRT-STREET LIGHTING-UTIL
436.18	91111264	547100	GG-STREET-TRAF CONTROL-UTILITY
13,086.18	91411345	547100	GG-WTR-ELECTRIC
484.36	91415345	547100	GG-ROCKAWAY BCH-UTILITIES
2,331.76	91421355	547100	GG-SWR-ELECTRIC
8,655.43	91425358	547100	GG-WWTP-ELECTRIC
13.12	91435838	547100	GG-DECANT-ELECTRIC

CHECK 359218 TOTAL: 35,069.33

359219 09/14/2022 PRTD 2467 STAPLES — 258066 8067385711 — 08/27/2022 — M091422 — 170.53

Invoice: 8067385711 — ENG/POST-IT, PENCILS, PENS, SHARPIES, TAPE

170.53	72011321	531100	ENG - C/E ADMIN SUPPLIES

CHECK 359219 TOTAL: 170.53

359220 09/14/2022 PRTD 1485 VERIZON WIRELESS — 258032 9914834164 — 09/01/2022 — M091422 — 6,015.14

Invoice: 9914834164 — CITY WIDE WIRELESS SERVICES

1,090.39	91011189	542100	GG-C/E-CITY HALL-PHONE
120.03	73411345	542100	O&M-WTR MAINT-PHONE/POSTAGE
91.72	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM
4,713.00	91011189	542100	GG-C/E-CITY HALL-PHONE

258068 9914834165 — 09/01/2022 — M091422 — 78.95

Invoice: 9914834165 — ENG/MODEMS FOR AUTOMATED FLOW STATIONS

78.95	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM

CHECK 359220 TOTAL: 6,094.09

359221 09/14/2022 PRTD 2251 WA ST TREASURER — 258028 AUG22 SBCC — 09/08/2022 — M091422 — 398.50

Invoice: AUG22 SBCC — OUT COURT REMIT AUGUST 2022 SBCC

398.50	41652860	586000	SBCC BLDG.-OUT

258029 AUG22 — 09/08/2022 — M091422 — 2,014.86

Invoice: AUG22 — OUT COURT REMIT AUGUST 2022

740.86	41611860	586000	PSEA 60% OUT
370.03	41610860	586000	PSEA 30% OUT
1.04	41619860	586000	PSEA 3 - STATE DISB OUT
140.12	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT
69.86	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT
378.33	41614860	586000	JUDICIAL INFO SYST.-OUT
17.61	41617860	586000	SCHOOL SAFETY ZONE-OUT
69.92	41618860	586000	TRAUMA CARE-OUT
90.62	41618860	586000	TRAUMA CARE-OUT
19.01	41618860	586000	TRAUMA CARE-OUT
108.01	41618860	586000	TRAUMA CARE-OUT
9.45	41615860	586961	STATE CRIME LAB

CHECK 359221 TOTAL: 2,413.36

NUMBER OF CHECKS 9 *** CASH ACCOUNT TOTAL *** 48,438.84

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	9	48,438.84

*** GRAND TOTAL *** 48,438.84

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 119									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			15,352.86	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				48,438.84
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			14,104.01	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			11,072.18	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			2,439.49	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			112.67	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			5,173.84	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			13.12	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			170.67	
09/14/2022 M091422		091422			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			48,438.84	48,438.84
APP 631-130000					DUE TO/FROM CLEARING			48,268.17	
09/14/2022 M091422		091422							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				15,352.86
09/14/2022 M091422		091422							
APP 401-130000					DUE TO/FROM CLEARING				14,104.01
09/14/2022 M091422		091422							
APP 402-130000					DUE TO/FROM CLEARING				11,072.18
09/14/2022 M091422		091422							
APP 650-130000					DUE TO/FROM CLEARING				2,439.49
09/14/2022 M091422		091422							
APP 301-130000					DUE TO/FROM CLEARING				112.67
09/14/2022 M091422		091422							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				5,173.84
09/14/2022 M091422		091422							
APP 403-130000					DUE TO/FROM CLEARING				13.12
09/14/2022 M091422		091422							
					SYSTEM GENERATED ENTRIES TOTAL			48,268.17	48,268.17
					JOURNAL 2022/09/119 TOTAL			96,707.01	96,707.01

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	119	09/14/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING		15,352.86
001-213000				GENERAL - ACCOUNTS PAYABLE	15,352.86	
				FUND TOTAL	15,352.86	15,352.86
101 STREET FUND	2022	9	119	09/14/2022		
101-130000				STREETS - DUE TO/FROM CLEARING		5,173.84
101-213000				STREETS - ACCOUNTS PAYABLE	5,173.84	
				FUND TOTAL	5,173.84	5,173.84
301 CAPITAL CONSTRUCTION FUND	2022	9	119	09/14/2022		
301-130000				DUE TO/FROM CLEARING		112.67
301-213000				ACCOUNTS PAYABLE	112.67	
				FUND TOTAL	112.67	112.67
401 WATER OPERATING FUND	2022	9	119	09/14/2022		
401-130000				DUE TO/FROM CLEARING		14,104.01
401-213000				ACCOUNTS PAYABLE	14,104.01	
				FUND TOTAL	14,104.01	14,104.01
402 SEWER OPERATING FUND	2022	9	119	09/14/2022		
402-130000				DUE TO/FROM CLEARING		11,072.18
402-213000				ACCOUNTS PAYABLE	11,072.18	
				FUND TOTAL	11,072.18	11,072.18
403 STORM & SURFACE WATER FUND	2022	9	119	09/14/2022		
403-130000				DUE TO/FROM CLEARING		13.12
403-213000				ACCOUNTS PAYABLE	13.12	
				FUND TOTAL	13.12	13.12
631 CLEARING FUND	2022	9	119	09/14/2022		
631-130000				DUE TO/FROM CLEARING	48,268.17	
631-213000				ACCOUNTS PAYABLE	170.67	
635-111100				CASH		48,438.84
				FUND TOTAL	48,438.84	48,438.84
650 AGENCY FUND	2022	9	119	09/14/2022		
650-130000				DUE TO/FROM CLEARING		2,439.49
650-213000				ACCOUNTS PAYABLE	2,439.49	
				FUND TOTAL	2,439.49	2,439.49

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		15,352.86
101	STREET FUND		5,173.84
301	CAPITAL CONSTRUCTION FUND		112.67
401	WATER OPERATING FUND		14,104.01
402	SEWER OPERATING FUND		11,072.18
403	STORM & SURFACE WATER FUND		13.12
631	CLEARING FUND	48,268.17	
650	AGENCY FUND		2,439.49
	TOTAL	48,268.17	48,268.17

** END OF REPORT - Generated by Jacob Kines **

JK

09/21/2022 14:14 | CITY OF BAINBRIDGE ISLAND | P 1
jkines | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
359222	09/28/2022	PRTD	8057	AD PLANET, INC	258233	15877	09/20/2022		09/25/22	625.65
Invoice: 15877							EX/CLIMATE SMART BAINBRIDGE T-SHIRTS			
					625.65	31011492 53110001150	CAP-OTHER IMPL-SUPPLIES			
								CHECK	359222 TOTAL:	625.65
359223	09/28/2022	PRTD	7994	PENINSULA SERVICES	258112	101101	08/31/2022		09/25/22	450.00
Invoice: 101101							EXCC/DOCUMENT SHREDDING			
					450.00	36011143 541100	CLERK-C/E-PROF SVCS			
								CHECK	359223 TOTAL:	450.00
359224	09/28/2022	PRTD	10090	ALONSO, JOSEPH	258081	103672	09/14/2022		09/25/22	83.63
Invoice: 103672							UB 10744 710 DEERCLIFF ROAD NE			
					83.63	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359224 TOTAL:	83.63
359225	09/28/2022	PRTD	7166	AMERICAN MESSAGING	258159	W4104492WI	09/01/2022		09/25/22	95.03
Invoice: W4104492WI							PW/MESSAGIG SERVICE SEPTEMBER 2022			
					95.03	73637891 542100	O&M - ALLOC FACIL TELEPHONE			
								CHECK	359225 TOTAL:	95.03
359226	09/28/2022	PRTD	1513	AMERICAN PUBLIC WORK	258073	600919 2022-2023	09/06/2022		09/25/22	1,260.00
Invoice: 600919 2022-2023							ENG/APWA MEMBERSHIP DUES - NR			
					1,260.00	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS			
								CHECK	359226 TOTAL:	1,260.00
359227	09/28/2022	PRTD	54	BAINBRIDGE RENTAL IN	258079	CON88054	09/07/2022		09/25/22	10.89
Invoice: CON88054							PW/TRIM LINE .095 140FT RENTAL			
					10.89	73111427 531100	OFFICE SUPPLIES			
					258085	CON88058	09/07/2022		09/25/22	32.63
Invoice: CON88058							PW/6.4OZ ULTRA MIX OIL X6			
					32.63	73111427 531100	OFFICE SUPPLIES			
					258086	CON88074	09/08/2022		09/25/22	221.23
Invoice: CON88074							PW/APRON CHAPS 36", BIOPLUS BAR OIL			
					221.23	73111427 531100	OFFICE SUPPLIES			
					258087	CON88097	09/09/2022		09/25/22	50.14
Invoice: CON88097							PW/GAS POWER PUMP, DISCHARGE & INTAKE HOSE			
					50.14	73411345 531100	OFFICE SUPPLIES			
					258209	CON88250	09/16/2022		09/25/22	119.89

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: CON88250						PW/APRON CHAPS 40" RENTAL			
					119.89	73111427 531100	OFFICE SUPPLIES			
								CHECK	359227 TOTAL:	434.78
359228	09/28/2022 PRTD	57	BAY HAY & FEED		258088	1771838	09/09/2022		09/25/22	111.08
	Invoice: 1771838						PW/PROPANE BULK 28.1 GALLONS			
					111.08	73111264 53110000908	2018 PAVEMENT MARKINGS-SUPPLY			
					258210	1773306	09/15/2022		09/25/22	44.67
	Invoice: 1773306						PW/PROPANE 11.3 GALLONS			
					44.67	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
								CHECK	359228 TOTAL:	155.75
359229	09/28/2022 PRTD	10101	BLAKEY NANCY H TRUST		258013	PLN52390	09/08/2022		09/25/22	1,908.00
	Invoice: PLN52390						PERMIT PLN52390 REFUND FEE			
					1,908.00	47047 345890	OTHER PLANNING/DEVELOPM			
								CHECK	359229 TOTAL:	1,908.00
359230	09/28/2022 PRTD	10107	BRUNNER, MALEA		258096	103687	09/14/2022		09/25/22	5.26
	Invoice: 103687						UB 13110 8658 RESERVE WAY			
					5.26	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359230 TOTAL:	5.26
359231	09/28/2022 PRTD	360	BUILDERS FIRSTSOURCE		258092	61279854	09/06/2022		09/25/22	261.82
	Invoice: 61279854						PW/M1600 SPRAY PAIT CLEAR 17OZ			
					261.82	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					258093	63236262	08/25/2022		09/25/22	261.82
	Invoice: 63236262						PW/M1600 SPRAY PAINT CLEAR 17OZ			
					261.82	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					258097	86043088	09/01/2022		09/25/22	2.89
	Invoice: 86043088						PW/GREY CONCRETE BRICK BASALITE			
					2.89	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258098	86077642	09/08/2022		09/25/22	36.03
	Invoice: 86077642						PW/MAGNETIC CLEAN SWEEP			
					36.03	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
					258212	63435008	09/06/2022		09/25/22	523.64
	Invoice: 63435008						PW/SPRY PNT INT TIP FLUOR BLUE RUST-OLEUM			
					523.64	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK	359231 TOTAL:	1,086.20
359232	09/28/2022	PRTD	1052	CANON FINANCIAL SERV	258235	29191584	09/11/2022		09/25/22	483.51
	Invoice: 29191584						PCD,ENG/OCE PRINTER, PLOTTER LEASE			
						241.75 61011581 545000	PCD - C/E ADMIN RENTS & LEASES			
						241.76 72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
								CHECK	359232 TOTAL:	483.51
359233	09/28/2022	PRTD	551	CENTURYLINK	258174	4953SEP22	09/07/2022		09/25/22	79.99
	Invoice: 4953SEP22						210 MADISON AVE SLS TELEM			
						79.99 91421891 542100	GG-SWR-FAC-PHONE			
					258175	5127SEP22	09/07/2022		09/25/22	204.24
	Invoice: 5127SEP22						8804 MADISON AVE			
						204.24 71311942 64210000724	PD/COURT BLDG-PHONES/POSTAGE			
					258176	5996SEP22	09/07/2022		09/25/22	109.06
	Invoice: 5996SEP22						E-PHONE @ WFP DOCK			
						109.06 91011757 542100	GG-GF-WFP DOCK-PHONE			
								CHECK	359233 TOTAL:	393.29
359234	09/28/2022	PRTD	8253	CHS POULSBO	258099	46137H	09/01/2022		09/25/22	913.92
	Invoice: 46137H						PW/SALT BAG EX COARSE 50# X98			
						913.92 73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
								CHECK	359234 TOTAL:	913.92
359235	09/28/2022	PRTD	9019	CITIES DIGITAL, INC.	258236	55411	09/14/2022		09/25/22	23,326.26
	Invoice: 55411						IT/LASERFICHE UPGRADE TO AVANTE PACKAGE			
						14,120.70 81011881 535100	IT - C/E COMPUTER SOFTWARE			
						9,205.56 81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK	359235 TOTAL:	23,326.26
359236	09/28/2022	PRTD	460	PETTY CASH	258100	POL-2022-8	08/31/2022		09/25/22	5.10
	Invoice: POL-2022-8						POL/PETTY CASH			
						5.10 91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK	359236 TOTAL:	5.10
359237	09/28/2022	PRTD	9405	CITY OF BAINBRIDGE I	258014	24000373	09/06/2022		09/25/22	168.28
	Invoice: 24000373						PW/AUG 2022 WELL WATER			
						65.08 73111290 547500	O&M-STREET-ADM OH-CITY WTR/SWR			
						35.44 73411345 547500	O&M-WTR MAINT-CITY WTR/SWR			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					34.92	73421355 547500	O&M-SWR-CITY WATER/SEWER BILL			
					32.84	73431835 547500	O&M-SSWM MAINT-CITY WTR/SWR			
							CHECK	359237 TOTAL:		168.28
359238	09/28/2022	PRTD	104	CITY OF BREMERTON	258015	BKAT000696	09/01/2022		09/25/22	3,093.50
Invoice: BKAT000696							IT/BROADCAST SERVICES PUBLIC MEETINGS			
					3,093.50	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET			
							CHECK	359238 TOTAL:		3,093.50
359239	09/28/2022	PRTD	112	CODE PUBLISHING COMP	258042	GC0006886	04/26/2022		09/25/22	1,316.63
Invoice: GC0006886							EXCC/MUNICIPAL CODE CUMULATIVE SUPPLEMENT			
					1,316.63	36011143 541100	CLERK-C/E-PROF SVCS			
							CHECK	359239 TOTAL:		1,316.63
359240	09/28/2022	PRTD	10110	ENERSPECT MEDICAL SO	258147	10764	09/12/2022		09/25/22	2,502.26
Invoice: 10764							EX/AEDS FOR DISASTER HUBS			
					2,502.26	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
							CHECK	359240 TOTAL:		2,502.26
359241	09/28/2022	PRTD	4639	ENNIS-FLINT, INC.	258043	268585	08/26/2022		09/25/22	3,741.24
Invoice: 268585							PW/ROAD SIGNS			
					3,741.24	73111264 53110000908	2018 PAVEMENT MARKINGS-SUPPLY			
							CHECK	359241 TOTAL:		3,741.24
359242	09/28/2022	PRTD	1953	FERGUSON ENTERPRISES	258044	1130212	09/02/2022		09/25/22	1,034.47
Invoice: 1130212							PW/BC FLUSH CVR, MTR YOKE, MTR BX BDY			
					1,034.47	73411345 531100	OFFICE SUPPLIES			
					258101	0780985	08/23/2022		09/25/22	250.96
Invoice: 0780985							PW/PRES TANK W/ SLOAN WHIT			
					250.96	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	359242 TOTAL:		1,285.43
359243	09/28/2022	PRTD	131	FORD MANUFACTURING I	258045	4326	09/09/2022		09/25/22	500.86
Invoice: 4326							PW/645 - 34 CONVEYOR BELT			
					500.86	73637943 531100	DITCHMASTER R&M-SUPPLIES			
							CHECK	359243 TOTAL:		500.86

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
359244	09/28/2022	PRTD	229	GC SYSTEMS INC	258170	5714	09/12/2022		09/25/22	2,642.64
	Invoice: 5714						PW/START-UP ROCKAWAY BEACH CONTROL VALVES			
					2,642.64	73415345 548100	REPAIRS			
							CHECK	359244 TOTAL:		2,642.64
359245	09/28/2022	PRTD	253	HACH COMPANY	258171	13232620	09/08/2022		09/25/22	120.48
	Invoice: 13232620						PW/PH BUFFER SOLUTION KIT 500ML			
					120.48	73415345 531100	OFFICE SUPPLIES			
					258213	13241959	09/14/2022		09/25/22	188.81
	Invoice: 13241959						PW/DPD FREE BULK DISPENSER + POWDER			
					188.81	73411345 531100	OFFICE SUPPLIES			
							CHECK	359245 TOTAL:		309.29
359246	09/28/2022	PRTD	4850	HOME DEPOT CREDIT SE	258046	3024496	09/01/2022		09/25/22	121.02
	Invoice: 3024496						PW/PRO 2X MARK FLRSCNT GREEN, BLUE			
					121.02	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	359246 TOTAL:		121.02
359247	09/28/2022	PRTD	3114	JOHNSON CONTROLS FIR	258104	23084615	08/22/2022		09/25/22	152.41
	Invoice: 23084615						PW/ALAREM & DETECTION MONITORING			
					152.41	73011755 54110000390	FAC BLDG/FIRE ALARM-COMMONS			
					258105	23084667	08/22/2022		09/25/22	304.09
	Invoice: 23084667						PW/ALARM & DETECTION MONITORING			
					304.09	73011183 54110000390	FAC BLDG/FIRE ALARM-CITY HALL			
					258106	23084761	08/22/2022		09/25/22	152.41
	Invoice: 23084761						PW/ALARM DETECTION & MONITORING			
					152.41	73011897 54110000390	PWY-ALARM SVCS			
							CHECK	359247 TOTAL:		608.91
359248	09/28/2022	PRTD	7449	JOHNSON SQUARED INC.	258016	BLD27009	09/07/2022		09/25/22	1,145.49
	Invoice: BLD27009						PERMIT BLD27009 REFUND FEE			
					300.00	47148 345831	FIRE PLAN REVIEW & INSPECTIONS			
					645.62	47148 345830	PLAN CHECKING FEES			
					199.87	47148 322110	PLAN'G REVIEW OF BLDG PERMITS			
							CHECK	359248 TOTAL:		1,145.49

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
359249	09/28/2022	PRTD	5275	GROUP HEALTH COOPERA	258172	72229975	09/01/2022		09/25/22	125.00
	Invoice: 72229975						PW/COMMERCIAL DRIVERS MED EXAM			
					125.00	73111290 541100	O&M-STREET-MAINT O/H-PRO SVCS			
							CHECK	359249	TOTAL:	125.00
359250	09/28/2022	PRTD	2306	KITSAP COUNTY PROSEC	258017	SEP22	09/07/2022		09/25/22	10,234.30
	Invoice: SEP22						LEGAL/PROSECUTION SERVICES SEP 2022			
					10,234.30	32011521 541112	LGL-OUTSIDE PROSECUTOR			
							CHECK	359250	TOTAL:	10,234.30
359251	09/28/2022	PRTD	4168	KITSAP COUNTY SHERIF	258146	08/18/2022	08/18/2022		09/25/22	2,500.00
	Invoice: 08/18/2022						POL/TRAFFIC SAFETY SUPPORT			
					2,500.00	53011217 551000	PD-C/E-TRAF PATROL-INTERGOVERN			
							CHECK	359251	TOTAL:	2,500.00
359252	09/28/2022	PRTD	579	KITSAP SUN	258214	0004861042	08/31/2022		09/25/22	542.20
	Invoice: 0004861042						HR/DIGITAL RECRUITMENT TREATMENT PLANT SPRVSR			
					542.20	33011161 544000	HR-C/E-ADVERTISING			
							CHECK	359252	TOTAL:	542.20
359253	09/28/2022	PRTD	8248	KRH MATERIAL PLACEME	258019	13588	08/11/2022		09/25/22	6,545.41
	Invoice: 13588						ENG/ROCKAWAY BEACH PEAGRAVEL NOURISHMENT			
					6,545.41	72011391 53110000710	ROCKAWAY-MIT/MONITORING-SUPPLY			
							CHECK	359253	TOTAL:	6,545.41
359254	09/28/2022	PRTD	6963	GLEN F. DOYLE	258108	181	08/30/2022		09/25/22	450.00
	Invoice: 181						PW/LEAK FINDING 330 CAVE AVE			
					450.00	73411345 541100	PROFESSIONAL SERVICES			
							CHECK	359254	TOTAL:	450.00
359255	09/28/2022	PRTD	5011	LEXISNEXIS RISK SOLU	258145	1272084-20220831	08/31/2022		09/25/22	163.80
	Invoice: 1272084-20220831						POL/MONTHLY SUBSCRIPTION			
					163.80	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
							CHECK	359255	TOTAL:	163.80

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
359256	09/28/2022	PRTD	10104	LINEBERGER, JAMES &	258083	103674	09/14/2022		09/25/22	48.69
Invoice: 103674							UB 11804 468 EAKIN DRIVE NW			
					48.69	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359256 TOTAL:	48.69
359257	09/28/2022	PRTD	9915	MADISON PLACE LLC	258094	103685	09/14/2022		09/25/22	11.04
Invoice: 103685							UB 13319 2704 WELCOME LANE NW			
					11.04	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359257 TOTAL:	11.04
359258	09/28/2022	PRTD	10103	MCDEVITT, MIKE & JAN	258082	103673	09/14/2022		09/25/22	18.99
Invoice: 103673							UB 10630 9451 CAPSTAN DRIVE NE			
					18.99	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359258 TOTAL:	18.99
359259	09/28/2022	PRTD	7415	LEANN EBE MCDONALD	258067	BLD23913 R-BLK	09/13/2022		09/25/22	1,272.00
Invoice: BLD23913 R-BLK							PERMIT BLD23913 R-BLK REFUND FEE			
					1,272.00	47047 345890	OTHER PLANNING/DEVELOPM			
								CHECK	359259 TOTAL:	1,272.00
359260	09/28/2022	PRTD	10106	MCGARVIE, CARLA	258095	103686	09/14/2022		09/25/22	28.88
Invoice: 103686							UB 13003 323 ASHBURY COURT NW			
					28.88	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359260 TOTAL:	28.88
359261	09/28/2022	PRTD	8286	SUPERINTENDENT OF P	258143	17418	09/02/2022		09/25/22	1,221.75
Invoice: 17418							POL/FINGERPRINTING			
					1,221.75	41654861 586110	FINGERPRINT DISB TO SPI			
								CHECK	359261 TOTAL:	1,221.75
359262	09/28/2022	PRTD	1245	PACIFIC WELDING SUPP	258178	0001857542	08/29/2022		09/25/22	284.70
Invoice: 0001857542							PW/HELMET VIKING, RESPIRATOR, BANDSAW			
					284.70	73431835 531100	OFFICE SUPPLIES			
								CHECK	359262 TOTAL:	284.70

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
359263	09/28/2022	PRTD	9650	THE PAPE GROUP INC.	258179	13877837	09/01/2022		09/25/22	40.82
Invoice: 13877837							PW/FILLER CAP			
					20.41	73111423 531100	OFFICE SUPPLIES			
					20.41	73111427 531100	OFFICE SUPPLIES			
					258222	13880090	09/02/2022		09/25/22	3.81
Invoice: 13880090							PW/CHAIN CATCHE			
					3.81	73431835 531100	OFFICE SUPPLIES			
					258224	13881528	09/06/2022		09/25/22	318.24
Invoice: 13881528							PW/FLOW VALVE, CHECK DISC			
					159.12	73111423 531100	OFFICE SUPPLIES			
					159.12	73111427 531100	OFFICE SUPPLIES			
					258225	13900285	09/07/2022		09/25/22	23.95
Invoice: 13900285							PW/INBOUND FREIGHT INV 13881475			
					11.98	73111423 531100	OFFICE SUPPLIES			
					11.97	73111427 531100	OFFICE SUPPLIES			
					258226	13912308	09/12/2022		09/25/22	17.99
Invoice: 13912308							PW/SLEEVE, STOP SLEEVE			
					17.99	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK	359263 TOTAL:		404.81
359264	09/28/2022	PRTD	9829	LEPS-PSS, PLLC	258180	2664	08/31/2022		09/25/22	410.00
Invoice: 2664							POL/PRE-HIRE TESTING/JL			
					410.00	53011212 541100	POLICE - C/E PATROL PROF SVCS			
							CHECK	359264 TOTAL:		410.00
359265	09/28/2022	PRTD	1205	PUGET SOUND ENERGY	258181	1716SEP22	09/09/2022		09/25/22	16.84
Invoice: 1716SEP22							ROCKAWAY INTERITE PRV			
					16.84	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
					258182	8206AUG22	09/08/2022		09/25/22	12.88
Invoice: 8206AUG22							515 FERNCLIFF AVE PRV			
					12.88	91411345 547100	GG-WTR-ELECTRIC			
							CHECK	359265 TOTAL:		29.72
359266	09/28/2022	PRTD	7563	PUMPTECH INC	258183	0184675-IN	09/09/2022		09/25/22	2,253.56
Invoice: 0184675-IN							PW/WEAR RIGN, IMPELLER, MECHANICAL SEAL			
					2,253.56	73411345 531100	OFFICE SUPPLIES			
					258184	0184676-IN	09/09/2022		09/25/22	17,733.21
Invoice: 0184676-IN							PW/WEAR RING, 3HP MOTOR CLEAN & BAKE			
					17,733.21	73425358 54810001141	SCUM PIT PUMPS REPL-REPAIRS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
								CHECK	359266 TOTAL:	19,986.77
359267	09/28/2022	PRTD	9987	REIBSAMEN, BARBARA	258080	103671	09/14/2022		09/25/22	182.94
Invoice: 103671							UB 10841 512 AZALEA AVENUE NE			
					182.94	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359267 TOTAL:	182.94
359268	09/28/2022	PRTD	408	ROLLING BAY COMMERCI	258144	291532	07/27/2022		09/25/22	4,628.89
Invoice: 291532							CRT/COURT HOUSE RENTAL OCTOBER 2022			
					4,628.89	21011125 545000	COURT-RENTS & LEASES			
								CHECK	359268 TOTAL:	4,628.89
359269	09/28/2022	PRTD	10105	SHERIDAN, DEAN & LEA	258084	103675	09/14/2022		09/25/22	64.53
Invoice: 103675							UB 11917 8701 ROSARIO PLACE NW			
					64.53	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	359269 TOTAL:	64.53
359270	09/28/2022	PRTD	4689	SITESTAR.NET	258047	6920587	09/13/2022		09/25/22	6,165.00
Invoice: 6920587							IT/WAN INTERNET CONNECTIONS			
					6,165.00	81011881 542100	IT - C/E COMMUNICATION			
								CHECK	359270 TOTAL:	6,165.00
359271	09/28/2022	PRTD	2035	SIX ROBBLEES INC	258189	02P13712	09/16/2022		09/25/22	283.82
Invoice: 02P13712							PW/BLACK STEEL UNDERBODY TOOL BOX			
					283.82	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
								CHECK	359271 TOTAL:	283.82
359272	09/28/2022	PRTD	601	SOUND REPROGRAPHICS	258234	92337	08/23/2022		09/25/22	155.82
Invoice: 92337							EX/2 POSTERS ERASE THE WASTE PLEDGE			
					155.82	31011492 54245001194	CAP-WASTE RED-OUTREACH			
								CHECK	359272 TOTAL:	155.82
359273	09/28/2022	PRTD	2467	STAPLES	258048	8067385742	08/27/2022		09/25/22	179.13
Invoice: 8067385742							PCD/LEGAL PAD, PENS, DRY ERASE MARKERS			
					179.13	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					258191	8067385696	08/27/2022		09/25/22	213.07
Invoice: 8067385696							EX,FIN,LEGAL/PAPER, PENS, STAPLES, BOARD			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						65.08 31011131 531100	EX-GF-SUPPLIES			
						65.08 41011141 531100	FIN - C/E ADMIN SUPPLIES			
						30.90 32011152 531100	LGL-GF-SUPPLIES			
						4.17 31011131 531100	EX-GF-SUPPLIES			
						4.17 41011141 531100	FIN - C/E ADMIN SUPPLIES			
						43.67 31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					258192	8067385724	08/27/2022	09/25/22		57.46
Invoice: 8067385724							PW/STORAGE BOXES, PAD PERF LTR CAN			
						57.46 73637891 531100	OFFICE SUPPLIES			
								CHECK	359273 TOTAL:	449.66
359274	09/28/2022	PRTD	2122	STERICYCLE INC	258149	3006154867	08/31/2022	09/25/22		10.36
Invoice: 3006154867							POL/BIOHAZARD DISPOSAL			
						10.36 51011215 547900	PD ADM-GARBAGE/DISPOSAL			
								CHECK	359274 TOTAL:	10.36
359275	09/28/2022	PRTD	9233	STRIVE PHYSICAL REHA	258049	100JL	09/08/2022	09/25/22		275.00
Invoice: 100JL							POL/PHSYICAL ASSESSMENT - JL			
						275.00 53011212 541100	POLICE - C/E PATROL PROF SVCS			
								CHECK	359275 TOTAL:	275.00
359276	09/28/2022	PRTD	9797	SUNERGY SYSTEMS INC	258023	3583	06/27/2022	09/25/22		1,911.00
Invoice: 3583							ENG/MAINTENANCE, MONITORING AND RE			
						1,911.00 72011183 54810000627	CH SOLAR MAINT-R&M			
								CHECK	359276 TOTAL:	1,911.00
359277	09/28/2022	PRTD	2190	UNITED PARCEL SERVIC	258150	000028Y3Y1362	09/03/2022	09/25/22		24.39
Invoice: 000028Y3Y1362							POL/SHIPPING			
						24.39 91011215 542500	GG-C/E-PD-POSTAGE			
					258195	000028Y3Y1372	09/10/2022	09/25/22		15.86
Invoice: 000028Y3Y1372							POL/SHIPPING			
						15.86 91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK	359277 TOTAL:	40.25
359278	09/28/2022	PRTD	679	WASHINGTON ASSOCIATI	258154	5427	09/09/2022	09/25/22		200.00
Invoice: 5427							POL/FALL CONF/EISENHOOD			
						200.00 51011120 443410	PD-CLERKS-TRAINING			
					258155	5432	09/09/2022	09/25/22		200.00
Invoice: 5432							POL/FALL CONF/HETZLER			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					200.00	51011120 443410	PD-CLERKS-TRAINING			
							CHECK	359278	TOTAL:	400.00
359279	09/28/2022	PRTD	8115	XYLEM WATERING SOLUT	258125	401188451	08/11/2022		09/25/22	2,523.63
Invoice: 401188451							PW/CD100M 4" 3TNV88C-FT4 RENTAL 7/22-8/18/22			
					2,523.63	73425358 545000	O&M-WWTP-RENTS			
							CHECK	359279	TOTAL:	2,523.63
359280	09/28/2022	PRTD	8115	XYLEM WATERING SOLUT	258198	401193117	08/31/2022		09/25/22	1,971.80
Invoice: 401193117							PW/RENTAL 8/19-8/29/22 CD100M			
					1,971.80	73425358 545000	O&M-WWTP-RENTS			
							CHECK	359280	TOTAL:	1,971.80
359281	09/28/2022	PRTD	7450	XYLEM WATER SOLUTION	258126	3556C31793	07/08/2022		09/25/22	.96
Invoice: 3556C31793							PW/RECTIFYIG DIODE 1N4002			
					.96	73425358 54810001161	WWTP UV PREV MAINT-R&M			
					258127	3556C31794	07/08/2022		09/25/22	3.28
Invoice: 3556C31794							PW/RECTIFYING DIODE 1N4002			
					3.28	73425358 54810001161	WWTP UV PREV MAINT-R&M			
					258128	3556C31795	07/08/2022		09/25/22	721.46
Invoice: 3556C31795							PW/TADIRAN BATTERY, TERMINAL BLOCK, END COVER			
					721.46	73425358 54810001161	WWTP UV PREV MAINT-R&M			
					258199	3556C35494	08/04/2022		09/25/22	5,310.09
Invoice: 3556C35494							PW/BALLAST ECORAY TDS, LAMP CONN ORANGE CABLE			
					5,310.09	73425358 54810001161	WWTP UV PREV MAINT-R&M			
					258232	3556C38920	08/29/2022		09/25/22	2,187.44
Invoice: 3556C38920							PW/LAMPS, HARTING PIN SENSORS, CONTACT PIN			
					2,187.44	73425358 53110001161	WWTP UV PREV MAINT-SUPPLIES			
							CHECK	359281	TOTAL:	8,223.23

NUMBER OF CHECKS 60 *** CASH ACCOUNT TOTAL *** 120,225.92

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	60	120,225.92

*** GRAND TOTAL *** 120,225.92

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2022 9 203									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			68,155.11	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				120,225.92
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			7,249.22	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			2,279.98	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			5,902.00	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			4,325.49	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			30,566.78	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			204.24	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			321.35	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			1,221.75	
09/28/2022	09/25/22	092122			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			120,225.92	120,225.92
APP 631-130000					DUE TO/FROM CLEARING			117,945.94	
09/28/2022	09/25/22	092122							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				68,155.11
09/28/2022	09/25/22	092122							
APP 401-130000					DUE TO/FROM CLEARING				7,249.22
09/28/2022	09/25/22	092122							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				5,902.00
09/28/2022	09/25/22	092122							
APP 407-130000					DUE TO/FROM CLEARING				4,325.49
09/28/2022	09/25/22	092122							
APP 402-130000					DUE TO/FROM CLEARING				30,566.78
09/28/2022	09/25/22	092122							
APP 301-130000					DUE TO/FROM CLEARING				204.24
09/28/2022	09/25/22	092122							
APP 403-130000					DUE TO/FROM CLEARING				321.35
09/28/2022	09/25/22	092122							
APP 650-130000					DUE TO/FROM CLEARING				1,221.75
09/28/2022	09/25/22	092122							
					SYSTEM GENERATED ENTRIES TOTAL			117,945.94	117,945.94
					JOURNAL 2022/09/203 TOTAL			238,171.86	238,171.86

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2022	9	203	09/28/2022		
001-130000				GENERAL - DUE TO/FROM CLEARING		68,155.11
001-213000				GENERAL - ACCOUNTS PAYABLE	68,155.11	
				FUND TOTAL	68,155.11	68,155.11
101 STREET FUND	2022	9	203	09/28/2022		
101-130000				STREETS - DUE TO/FROM CLEARING		5,902.00
101-213000				STREETS - ACCOUNTS PAYABLE	5,902.00	
				FUND TOTAL	5,902.00	5,902.00
301 CAPITAL CONSTRUCTION FUND	2022	9	203	09/28/2022		
301-130000				DUE TO/FROM CLEARING		204.24
301-213000				ACCOUNTS PAYABLE	204.24	
				FUND TOTAL	204.24	204.24
401 WATER OPERATING FUND	2022	9	203	09/28/2022		
401-130000				DUE TO/FROM CLEARING		7,249.22
401-213000				ACCOUNTS PAYABLE	7,249.22	
				FUND TOTAL	7,249.22	7,249.22
402 SEWER OPERATING FUND	2022	9	203	09/28/2022		
402-130000				DUE TO/FROM CLEARING		30,566.78
402-213000				ACCOUNTS PAYABLE	30,566.78	
				FUND TOTAL	30,566.78	30,566.78
403 STORM & SURFACE WATER FUND	2022	9	203	09/28/2022		
403-130000				DUE TO/FROM CLEARING		321.35
403-213000				ACCOUNTS PAYABLE	321.35	
				FUND TOTAL	321.35	321.35
407 BUILDING & DEVELOPMENT FUND	2022	9	203	09/28/2022		
407-130000				DUE TO/FROM CLEARING		4,325.49
407-213000				ACCOUNTS PAYABLE	4,325.49	
				FUND TOTAL	4,325.49	4,325.49
631 CLEARING FUND	2022	9	203	09/28/2022		
631-130000				DUE TO/FROM CLEARING	117,945.94	
631-213000				ACCOUNTS PAYABLE	2,279.98	
635-111100				CASH		120,225.92
				FUND TOTAL	120,225.92	120,225.92

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND	2022	9	203	09/28/2022			
650-130000					DUE TO/FROM CLEARING		1,221.75
650-213000					ACCOUNTS PAYABLE	1,221.75	
					FUND TOTAL	1,221.75	1,221.75

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		68,155.11
101	STREET FUND		5,902.00
301	CAPITAL CONSTRUCTION FUND		204.24
401	WATER OPERATING FUND		7,249.22
402	SEWER OPERATING FUND		30,566.78
403	STORM & SURFACE WATER FUND		321.35
407	BUILDING & DEVELOPMENT FUND		4,325.49
631	CLEARING FUND	117,945.94	
650	AGENCY FUND		1,221.75
	TOTAL	117,945.94	117,945.94

** END OF REPORT - Generated by Jacob Kines **

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Authorize the City Manager to Execute an Interagency Agreement with the Washington State Traffic Safety Commission in Support of Target Zero Campaigns - Police,

SUMMARY: The Bainbridge Island Police Department desires to continue participation in the Washington Traffic Safety Commission's traffic safety grant projects which support multi-jurisdictional high visibility enforcement traffic safety emphasis patrols and Target Zero priorities.

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Police

RECOMMENDED MOTION: Authorize the City Manager to execute an Interagency Agreement with the Washington Traffic Safety Commission regarding Target Zero patrols.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The United States Department of Transportation and the National Highway Traffic Safety Administration provide annual grant funding to reimburse law enforcement agencies for officer overtime associated with participation in Target Zero campaigns and High Visibility Emphasis Patrols managed by the Washington Traffic Safety Commission. Emphasis patrols include such campaigns as impaired driving, distracted driving, seat belt use enforcement, and motorcycle safety patrols.

ATTACHMENTS:

2023 HVE IAA - Region 9.pdf

FISCAL DETAILS: Participating jurisdictions are reimbursed for officer time up to the regional maximum outlined in the grant agreement. No matching funds are required.

Fund Name(s): General Fund

Coding: 53011212/511000

INTERAGENCY AGREEMENT

BETWEEN THE

Washington Traffic Safety Commission

AND

The City of Bainbridge Island

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and The City of Bainbridge Island, hereinafter referred to as "SUB-RECIPIENT."

In FFY2023, the Washington Traffic Safety Commission has delegated the management and oversight of this project to the Washington Association of Sheriffs and Police Chiefs (WASPC) by contractual agreement. WASPC will act as WTSC's agent in the management and oversight of this project. WTSC will establish agreements with all participating agencies before transferring responsibility to WASPC. WTSC reserves the right to contact participating agencies regarding any elements of this contract.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the Parties mutually agree as follows:

1. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) number 20.600 for traffic safety grant project **2023-HVE-4690-Region 9 Target Zero Task Force**, specifically to provide funding for the law enforcement agencies in WTSC Region 9 to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

Grant **2023-HVE-4690-Region 9 Target Zero Task Force** was awarded to the **Region 9** to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both Parties, but not earlier than October 1, 2022, and remain in effect until September 30, 2023, unless terminated sooner, as provided herein.

3. SCOPE OF WORK

Problem and Opportunity Statement

The main causes of serious injury and fatality collisions on Washington's roadways are driver impairment through drug and/or alcohol use, and distracted driving. In addition, nearly one in every three fatal crashes between 2016 and 2020 involved speeding as a contributing factor. Despite an increased seat belt use rate in 2021, the number of unrestrained fatalities and serious injuries have increased to the highest number since before 2010. Since 2019, unrestrained fatalities have increased over 30 percent and serious injuries have increased 58 percent. Motorcyclists also represent a high number of injured and killed because of unsafe and poorly trained riders and the challenges vehicle drivers face in observing motorcycles on the road.

In 2020, Washington experienced a 40 percent reduction in proactive traffic safety enforcement across the state.

In Region 9, Speed (31%), pedestrian (37%), lane travel (31%) and impaired driving (25%) were top causes for 2021 fatalities and guide the traffic safety goals for 2023.

Project Purpose and Strategy:

This project will fund High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols to prevent impaired driving, distracted driving, seat belt use, speeding, and motorcycle safety.

High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols are designed to create deterrence by increasing the expectation of a citation/fine/arrest. Officers may also remove high risk (impaired) drivers when encountered. So together, this countermeasure works by preventing dangerous driving behaviors and stopping those who still decide to engage in those behaviors.

Funding and events will be organized by local TZMs, LELs, and their local Target Zero Task Force. Task forces will use local data and professional judgement to determine enforcement priorities for their jurisdictions and will schedule and plan enforcement and outreach activities. Regional participation in the following National Campaigns is mandatory:

- Impaired driving enforcement during the Holiday DUI campaign (December 14, 2022 – January 1, 2023).

- Distracted driving enforcement during the Distracted Driving campaign (April 3 – 10, 2023).
- Seat belt enforcement during the Click It or Ticket campaign (May 15 – June 4, 2023).
- Impaired driving enforcement during the Summer DUI campaign (August 16 – September 4, 2023).

These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination with the WSP.

Goal

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement. Law enforcement can have a profound effect on traffic safety and this project aims to increase participation to accomplish that.

Requirements for National Mobilizations and Traffic Safety Enforcement Program (TSEP)

1. HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members. WTSC strongly believes in the expertise of local officers to understand the highest priority areas in their communities to focus their efforts.
2. The SUB-RECIPIENT will ensure that all officers participating in these patrols are BAC certified and have received and passed the SFST refresher training.
3. SUB-RECIPIENT will ensure all officers participating in Impaired Driving patrols have also received Advanced Roadside Impaired Driving Enforcement (ARIDE) training.
4. SUB-RECIPIENT shall ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on an irregularities, challenges or other details that would help explain what was encountered during their shift. SUB-RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.
5. Activity conducted outside of the quarterly task force operational plans will not be reimbursed.

Project Intent and Best Practice

1. SUB-RECIPIENT is encouraged to help their Region Task Force fulfill the requirement to participate in the four mandatory National Campaigns. (Holiday DUI campaign in December 2022, Distracted Driving campaign in April 2023, Click It or Ticket campaign in May 2023, and Summer DUI campaign in August 2023).
   NOTE: Agencies must participate in speed or impaired driving enforcement under this agreement to be eligible to receive funding under the WASPC equipment grant.

2. SUB-RECIPIENT is strongly encouraged to participate in their task force to plan and execute enforcement events.
3. Regional task force will be submitting quarterly operational plans and SUB-RECIPIENT is encouraged to participate to the fullest extent possible. Quarterly operational plans are due October 15, December 15, March 15, and June 15.
4. Participating officers should maximize their contacts during their patrols so that their activity contributes to the goals of the event.
5. SUB-RECIPIENT should promote patrol events through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. It is a best practice to translate messages as needed and invite local media involvement in the effort to reach communities in which HVE will occur.
6. SUB-RECIPIENT should strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.
7. When participating in motorcycle patrols SUB-RECIPIENT should focus on the illegal and unsafe driving actions of all motor vehicles interacting with motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.
8. When participating in motorcycle patrols SUB-RECIPIENT should ensure that enforcement will focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes impaired driving, speeding, and following too closely.
9. Mentorship for Impaired driving:
   The Task Force may engage a DUI mentorship program to train additional officers for DUI related activities. Best practice for DUI mentorship includes 16 hours of instructions to an officer wanting to engage further in DUI emphasis activities. Up to 16 hours of overtime or straight time will be approved to both mentor/mentees. The mentor should be a DRE when possible, or a highly effective DUI emphasis patrol officer with a minimum of ARIDE training. Mentor/mentee activities will be pre-approved by the TZM or LEL after the mentee submits their interest.

3.1. NATIONAL AND STATE-WIDE MOBILIZATIONS

Not all agencies are required to participate in all of these, however the region has committed to participate as a region in all of these.

Mobilization	**Dates**
Holiday DUI	December 15, 2022 – January 1, 2023
U Drive. U Text. U Pay.	April 3 – 10, 2023
Click It or Ticket	May 15 – June 4, 2023

It's a Fine Line (optional if funded)	July 7 – 23, 2023
DUI Drive Sober or Get Pulled Over	August 16 – September 4, 2023

3.2. COMPENSATION

3.2.1. Compensation for the straight time or overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region's traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

3.2.2. WTSC will reimburse for personnel straight time or overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

10. FICA
11. Medicare
12. Any portion of L & I that is paid by the employer (SUB-RECIPIENT)
13. Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

3.2.3. Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the budget category amounts may be increased or decreased without amending this agreement, so long as the total grant award amount does not increase. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication between the regional TZM and assigned WTSC Program Manager. This communication shall include details of the requested budget modifications and a description of why these changes are needed. The TZM will also send an updated quarterly Operations Plan to the WASPC representative monitoring the project if the budget modification will result in changes to the previously submitted plan.

3.2.4. These funds, designated for salaries and benefits, are intended to pay for the hourly straight time or overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification.

3.2.5. Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB-RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.2.6. Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.2.7. The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.

3.2.8. The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

3.3. SUMMARY OF PROJECT COSTS

The WTSC has awarded **$93,780** to the **Region 9 Traffic Safety Task Force** for the purpose of conducting coordinated overtime HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for approved straight time or overtime expenses incurred as a participant in this grant. All activity must be coordinated by the region's traffic safety task force and TZM to be eligible for reimbursement.

The funding (Section 402, CFDA 20.600) for **Region 9** is as follows:

EMPHASIS PATROL

Impaired Driving Patrols	$41,220
Distracted Driving Patrols	$8,280

Click It or Ticket	$8,280
Speed	$27,720
Motorcycle Safety	$8,280
TOTAL	$93,780

APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

4. ACTIVITY REPORTS

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the "BILLING PROCEDURE" section. Use of the Officer Activity Log in the WTSC's online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT'S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

7. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 34 through 42.

9. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce the Agreement terms, each Party agrees to bear its own attorney fees and costs.

10. BILLING PROCEDURE

All invoices for reimbursement of HVE activities will be done using the WTSC's grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2023, **must be received by WTSC no later than August 10, 2023.** All invoices for goods received or services performed between July 1, 2023 and September 30, 2023, **must be received by WTSC no later than November 15, 2023.**

11. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

12. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

13. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

14. DISPUTES

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the Parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal

to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

15. GOVERNANCE

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

15.2.1. Applicable federal and state statutes and rules
15.2.2. Terms and Conditions of this Agreement
15.2.3. Any Amendment executed under this Agreement
15.2.4. Any SOW executed under this Agreement
15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

16. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, and that income must be applied to project purposes or used to reduce project costs.

17. INDEMNIFICATION

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the WTSC, its officers, employees, or agents.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

18. INDEPENDENT CAPACITY

The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party.

19. INSURANCE COVERAGE

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

20. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

21. RECORDS MAINTENANCE

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one Party to this Agreement to the other Party, will remain the property of the furnishing Party, unless otherwise agreed. The receiving Party will not disclose or make available this material to any third Parties without first giving notice to the furnishing Party and giving them a reasonable opportunity to respond.

Each Party will utilize reasonable security procedures and protections to assure that records and documents provided by the other Party are not erroneously disclosed to third Parties.

22. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

23. RIGHTS IN DATA

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

24. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR

CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

25. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

26. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

27. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

28. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. If the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

29. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either Party may terminate this Agreement, without cause or reason, with 30 days written notice to the other Party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

30. TREATMENT OF ASSETS

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT, or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub-contractors.

31. WAIVER

A failure by either Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

32. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

33. DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1300.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Covered Transactions sections of 2 CFR part 180.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1300.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 35.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or

terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 36.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 36.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 36.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received $25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

36. FEDERAL LOBBYING

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

37. NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal nondiscrimination laws and regulations, as may be amended from time to time.

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA.

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub-contract or sub-agreement that receives federal funds under this program.

38. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

40. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

41. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the Parties for all communications, notices, and reimbursement regarding this Agreement:

The Contact for the SUB-RECIPIENT is:	The Target Zero Manager for Region 9 is:	The Contact for WTSC is:
Scott Weiss Deputy Chief of Police sweiss@bainbridgewa.gov 206-842-5211	Marsha Masters Region 9 Target Zero Manager 360-551-6233 mmasters@kitsap.gov	Jerry Noviello WTSC Program Manager jnoviello@wtsc.wa.gov 360-725-9897

42. AUTHORITY TO SIGN

The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligation set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

	WASHINGTON TRAFFIC SAFETY COMMISSION
_____ Signature Blair King _____ Printed Name Bainbridge Island City Manager _____ Title _____ Date	_____ Signature _____ Printed Name _____ Title _____ Date

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:**

AGENDA ITEM: Cancel the October 4, 2022 Study Session

SUMMARY: Council will consider canceling the October 4, 2022 Study Session.

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION: Cancel the October 4, 2022 Study Session.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:55 PM) Adopt Resolution No. 2022-26 Renaming the Waterfront Trail in Honor of Charles Schmid - Executive,

SUMMARY: The attached resolution renames the Waterfront Trail in honor of Charles Schmid, who worked tirelessly to create the trail, and recognizes his lifetime of volunteer work that contributed to the beauty of Bainbridge Island.

AGENDA CATEGORY: Resolution **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to adopt Resolution No. 2022-26 renaming the Waterfront Trail in honor of Charles Schmid.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Resolution No. 2022-26 Renaming the Waterfront Trail in Honor of Charles Schmid.docx

Exhibit A to Resolution No. 2022-26 Bainbridge Island Waterfront Trail Map.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2022-26

A RESOLUTION of the City Council of Bainbridge Island, Washington, officially renaming the Waterfront Trail in Honor of Charles Schmid.

WHEREAS, in 1978, Charles Schmid, together with his wife Linda, became founding members of the Association of Bainbridge Communities ("ABC"), whose accomplishments included the cleanup of the Vincent Road Landfill and recognition of the Wycoff/Eagle Harbor as a Superfund site. Part of ABC's mission was to build a network of effective resident involvement from the ground up with each neighborhood empowered to shape their own environmental future as part of an island-wide movement; and

WHEREAS, from 1980 to 2008, Charles contributed to and published the *Scotch Broom,* ABC's monthly newsletter advocating for environmental protection on Bainbridge Island; and

WHEREAS, in 1990, Charles Schmid supported a vote of the people to incorporate all of Bainbridge Island as a City, a movement called "Home Rule," so that Islanders could have the autonomy necessary to preserve its natural beauty; and

WHEREAS, Charles Schmid led the advisory committee that drafted the City of Bainbridge Island's first Shoreline Management Plan, was instrumental in developing the City's first Comprehensive Plan, and served on advisory committees for the cleanup, purchase and design of Pritchard Park; and

WHEREAS, Charles Schmid contributed to the purchase of a local wetland to protect it from development and the founding of the Murden Cove Preservation Association; and

WHEREAS, for nearly five decades, Charles Schmid maintained constant attention to the conduct of city government related to environmental issues, attending and speaking at hundreds of county, city, and Environmental Protection Agency meetings; and

WHEREAS, in 2020, Charles Schmid received the prestigious Governor's Volunteer Service Award for his many contributions to the protection of the environment; and

WHEREAS, Charles Schmid was an early advocate for the siting and development of a trail along the former City of Winslow's newly acquired Waterfront Park; and

WHEREAS, Charles Schmid was firm in his belief in public access as a way for all to be able to share the natural beauty of such a special place. He knew that

public parks bring out the best in all of us, and he worked tirelessly to create this important public trail. He never gave up in the face of some opposition and worked in collaboration with those who shared his vision. He attended and organized many meetings over the decades to realize the trail, including pursuing the construction of a bridge across the inlet between Brien Drive and Winslow Way and lobbying the City to open up a trail and viewpoint along the City's storm sewer outfall below Bjune Drive and its connection to the Waterfront Trail at the south end of Madison Avenue; and

WHEREAS, Charles Schmid had the foresight to know how important it would be to preserve a public waterfront in the decades to come as the area developed, and the density of Winslow makes the respite of the trail, with its historical markers and waterfront vistas, even more important to the community; and

WHEREAS, the Bainbridge Island Metropolitan Park & Recreation District ("Park District") approved Resolution 2022-07 in support of the City renaming the Waterfront Trail in honor of Charles Schmid on June 17, 2022; and

WHEREAS, in the absence of a naming policy, the City Council directed the City Manager to prepare a resolution renaming the trail at its September 13, 2022 business meeting, and the City received supportive comments from Charles Schmid's family, residents and Park District Board members; and

WHEREAS, the City is committed to the preservation of the trail Charles Schmid helped create and desires to rename the Waterfront Trail to honor his memory and his lifetime of volunteer work that has forever contributed to the beauty of Bainbridge Island.

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

Section 1. The Waterfront Trail as depicted on Exhibit A will henceforth be known as the Charles Schmid Waterfront Trail.

Section 2. City staff is directed to use and incorporate this new name in all references to the trail.

Section 3. 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 4. This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ____ day of September, 2022.

APPROVED by the Mayor this ____ day of September, 2022.

_____

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK: September 23, 2022
PASSED BY THE CITY COUNCIL: _____, 2022
RESOLUTION NO. 2022-26

Exhibit A – Map of Waterfront Trail

Exhibit A



Look for descriptions of the **significant trees** and **historic sites & structures** on the other side.

Legend

- Significant Tree
- Historic Site
- Trail Sign
- Information
- Dining
- Refreshments
- Bicycle Rental
- Clinic
- Banks
- Groceries
- Post Office
- Ferry Parking
- Lodging
- Public Bathroom
- Public Park
- Playground
- Boat Launch
- Boat Rental
- Marina
- Wildlife Viewing
- Viewpoint

Sturdy walking shoes advised *for Hawley Cove portion of East Loop Trail.*

Please respect private property *while enjoying your walk along the Waterfront Trail.*

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (7:00 PM) Approve Appointment of Poet Laureate

SUMMARY: Arts & Humanities Bainbridge have nominated Michele Bombardier to be the first Bainbridge Poet Laureate under the program established by the City Council on August 9, 2022. As specified in the program charter, the City Council confirms the appointment following the nomination by Arts & Humanities Bainbridge.

AGENDA CATEGORY: Appointment **PROPOSED BY:** City Council

RECOMMENDED MOTION: I move to approve the appointment of Michele Bombardier as the first Bainbridge Poet Laureate for a two-year term commencing September 27, 2022.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	$2,500 each year of term
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

PL Nominee (Michele Bombardier) for COBI Council Approval 09122022.docx

Program charter - Poet Laureate as approved 08092022.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

Arts & Humanities Bainbridge
221 Winslow Way W. #201
Bainbridge Island, WA 98110

August 23, 2022

Dear Arts & Humanities Bainbridge:

I'm thrilled Bainbridge is launching a Poet Laureate program to promote the practice and the appreciation of poetry in our community. I am passionate about being an ambassador for poetry. Poetry is a central part of my life and identity, and I would love to be considered for this position.

I have lived on Bainbridge for over thirty years. I have worked as a speech-language pathologist serving many hundreds of Bainbridge families for the past twenty-five. I returned to graduate school in 2015 to follow a long-held dream of earning an MFA in poetry at Pacific University. I have published over seventy-five poems and book reviews in literary journals and anthologies. My debut poetry collection, What We Do, was a Washington Book Award finalist in 2019. I'm nearing completion of the manuscript for my second book and have begun working on a third.

My community involvement on Bainbridge includes an organization I started called Fishplate Poetry. Through Fishplate, I provide poetry workshops, conduct retreats, and host readings while raising money for humanitarian relief. Funds go to provide medical care for refugees in the Middle East and Northern Africa via the Syrian American Medical Society. During 2019, I organized a reading series during the First Fridays Art Walk held at the Good Egg café on the Winslow Green. I brought diverse poets from throughout Western Washington to share their work. Readers included Pulitzer Prize winner and National Book Award finalist Rae Armentrout, Director of Native Pathways at Evergreen College Dawn Barron, as well as Port Townsend Writers' Conference Director and Cave Canem Fellow, Gary Copeland Lilley, among others. We had excellent turnout for the readings and generated substantial business for the café.

Retreats and workshops through Fishplate have been held at my home. One workshop was "Vulnerability on the Page" for poets and memoirists co-led by Evergreen College Professor and LGBTQ activist Tara Hardy. I have led many poetry craft and generative writing workshops in-person before Covid and via Zoom during the pandemic.

I have a demonstrated ability to connect with diverse audiences. As a speech-language pathologist, I spent decades working with neurodiverse youth and their families as well as with adults who had neurological disabilities. As a poet, I have

presented to BHS English classes, led small creative writing groups for middle schoolers, and have been an invited lecturer in several settings, including a Comparative Religion class at the University of Washington. I have been a featured poet at events at the Bainbridge Island library and taught a class at BARN called "After Mary Oliver" that promoted reading of diverse poets, especially women of color. I was invited to speak on the relationship between poetry and compassion at University of Washington, Washington State University, and Thomas Jefferson University in Philadelphia. I love teaching and giving poetry readings. I am comfortable with both adults and youth. I especially enjoy promoting poetry to those who feel outside its gates.

Finally, I have solid social media skills. I have about 1,400 Facebook followers, mostly centered around writing, and about 450 Instagram followers. I have a modest presence on Twitter. I have developed effective event promotion skills and am well connected on the island.

Thank you for your time and attention and for your support for this terrific program.

Sincerely,

Michele Bombardier
Michele Bombardier
Bainbridge Island, WA 98110

Resumé

Michele C. Bombardier

Michelebombardier.com/Fishplatepoetry.com
michelebombardier@gmail.com

Education:
MFA Creative Writing, Poetry, Pacific University, June 2017
MS, Speech Language Pathology, Washington State University, 1983
BA, Speech Pathology & Audiology, Minor in Art & Psychology, Humboldt State University, 1981.

Employment:
Speech-Language Pathologist, Private Practice, Bainbridge Island, 1997-2022
Speech-Language Pathologist, Virginia Mason Hospital Clinical Specialist, Seattle 1989-1998
Faculty Instructor and Clinical Supervisor, Washington State University, 1985-1987
Speech-Language Pathologist, Northwest Hospital, 1983-1985

Community Engagement:
Founder, Fishplate Poetry, Bainbridge Island, WA. (2018-present) Leading poetry workshops, retreats, and readings for poets, writers, and community members while raising money for humanitarian work, specifically SAMS (Syrian American Medical Society), which provides medical care for refugees in the Middle East and Northern Africa. Numerous readings and open mics, bringing in poets from the greater Puget Sound area to Bainbridge Island. Workshops for beginning poets as well as advanced workshops, the later with the goal to help bring the work closer to publication. A series of "semi-silent" retreats were offered with writing prompts and lunch provided.

Youth: Visiting poet as a guest speaker for BHS Honors English; lead a weekly free creative writing series for middle school youth (Write Circle) at my Bainbridge clinic (2013-2015). Taught a small group of high school youth a four-session poetry appreciation class (2021).

BISD: Volunteer consultant, provided numerous inservice training to staff on autism spectrum disorders.

BI Library: Reading and panel discussion with Jennifer Longo and Jonathon Evison; hosted open mic readings; hosted featured readers; speaker in What Do You Know series for several years.

BARN: Taught course "After Mary Oliver" in the year after her death to promote other women poets.

Grace Church: Organized poetry reading for a fundraiser for SAMS; reader with Writers Resist.

Mineral School: Volunteer residency host for week-long writers' residency, 2019, 2021, 2022.

Bloedel Reserve: Juror for residency program: read and rated applications for creative residency, 2018, 2019.

Publications:

Book, full collection: What We Do, (Kelsay Press) 2018, finalist Washington Book Award 2019
Literary Journals/Anthologies:
"Morning Time", From the Waist Down: The Body in Healthcare, Anthology, 2022
"Sisterhood", From the Waist Down: The Body in Healthcare, Anthology, 2022
"The Waiting", From the Waist Down: The Body in Healthcare, Anthology, 2022
"Getting the Pathology Report in the Urology Clinic", From the Waist Down: The Body in Healthcare, Anthology, 2022
"The Quick and The Dead", From the Waist Down: The Body in Healthcare, Anthology, 2022
"Husband Poem", Marriage Lifespan, Vol. 6, Pure Slush Press, 2022
"The Horse It Runs Wild", Crab Creek Review, 2022
"Thanksgiving", 3Elements Review, 2021
"Visiting Grandchildren", Waxing and Waning, 2021
"Hereafter", Waxing and Waning, 2021
"The Tattoos of my Youth Were Numbers on Forearms", Waxing and Waning, 2021
"Essential Workers Are to Report to Duty", Essential Anthology, 2021
"A Small Flight in a Small Room", JAMA, 2021
"The Visitor", Bracken, 2021
"Another Tree Dream", Bracken, 2021
"Sequoiadendron Giganteum", Parabola, 2020, finalist, Thomas Merton Award
"Preparing the Ground", San Pedro Review, 2020
"How to be An Optimist", Whale Road Review, 2020
"On The Ten-Year Anniversary of a Friend' Death", The Inspired Poet, Two Sylvia Press, 2019
"I Dream I Understand My Great-Grandmother's Yiddish", Jewish Poems for the Third Millennium, Anthology, 2019
"A Taste of Sweetness", Alaska Quarterly Review, 2018
"What We Do", Atlanta Review, 2018
"Rise Like a River", Artemis Journal, 2018
"White Privilege", Cotton Xenomorph, 2018
"My White Self Tries to Imagine", Cotton Xenomorph, 2018
"What Will We Tell the Children After Las Vegas?", Poems For Las Vegas, Sound Publishing, 2017
"Aphasia Testing", Bellevue Literary Review, 2017

"Western Red Cedar", Raven Chronicles, 2017
"Baptism", Bellevue Literary Review, 2016
"What the Arborist Hears", Fourth River, Fall 2016
"Self-Portrait", Artemis Journal, 2016
"The Skirt of God", Quarterday Review, 2016
"House Guests", The Quietry, 2015
"Creation Story", Museum of Northwest Art, 2015
"Boy and Box", Freshwater Review, 2015
"My Son the Humanitarian Worker Bop", East Coast Literary Review, 2014
"Plum Jam with Wine", East Coast Literary Review, 2014
"To the Father in My Clinic Who Said No Child of His Could Have Autism and Never Returned", East Coast Literary Review, 2014
"Holding Still", The Examined Life Journal, 2014
"Our Cleaning Lady Came Today", Floating Bridge Press, 2014
"Waiting for The Explosion on The Corner of Fear and Panic", Silver Birch Press
I AM WAITING Series, 2014
"White Christmas", Sukoon, 2014
"Leaving Damascus in The Arab Spring", Sukoon, 2014
"Talking to My Dead", here/there poetry, 2014
"She Moved Closer", The Lost River Review, 2014
"The River Jordan", The Lost River Review, 2014
"Bag of Hope", The Coe Review, 2013
"Maiden Voyage", The Moon Magazine, 2013
Book Reviews:
"Blood of the Air" by Ama Codjoe, Whale Road Review, 2021
"Inclined to Riot" by KMA Sullivan, The Poetry Café, 2020.
"Thrust" by Heather Derr-Smith, Whale Road Review, 2019.
"Self-Portrait with Housewife" by Jennifer Saunders, Glass Poetry, 2019.
"Mars Poetica" by Wyn Cooper, Whale Road Review, 2019.
"Kingdom" by Joseph Millar, Whale Road Review, 2018.
"Immigrant Model" by Mihaela Moscaliuc, Poetry International, May 2017
"Everything Broken Up Dances" by James Byrne, Poetry International, May 2017

Honors:
Guest Lecture, Women in Science, Washington State University, 2022
Orison Award Nomination, 2021
Thomas Merton Award finalist, 2020
Guest Lecture, A Live Worth Living course, Comparative Religion Dept, University of Washington, 2020, 2021
Washington Book Award finalist 2019
Hedgebrook fellow, 2019
Guest Lecture, Dietrick V. Asten Lecture Series, College of Humanities and Science, Thomas Jefferson University, Philadelphia, 2019
Guest Lecture, Dept of Rehabilitation Medicine, Humanities and Medicine, Jefferson Hospital, Philadelphia, 2019
Pushcart Prize nomination, 2019,

Finalist, Write Bloody Press, 2017
Mineral School fellow, 2017
AWP Emerging Writer Nomination, 2017
Writers Resist, 2017
Centrum Residency fellow, 2012, 2014, 2016

Rise Like a River

My son asks, what do you think about upspeak?
The way a statement is made a question?
Young women today up their downstroke.
What's so bad, he says, with asking?
If you were my daughter, I tell him,
I'd want you to rise like a river
who doesn't ask the rock bed
for permission. She rolls, she careens.
After the spring rains, the river rises
and we get out of her way.
If you were my daughter, I'd want you to rise
without asking, spill over your embankments.
And to those who would dam you,
I'd want you to rise higher, to push
your currents against what holds you back
until the day you break free.
If you were my daughter, I'd tell you,
break free. Do not apologize
as you cut through glacier and rock.
You are my son, now a man,
already you know when you speak
the room quiets to hear you.
Son, I want you to learn to listen
like a fly fisherman listens
to the splash of river over rock-
to the pooling and the stilling,
for what lies underneath.

(First published in Artemis Journal)

Program charter: poet laureate

The Poet Laureate program was established in 2022 by the City Council as part of the City's on-going organizational development and continuing commitment to including arts and culture in our business practices and in partnership with community arts organizations. The purpose of the poet laureate is to advocate for the arts and to carry out a program to support and encourage City and community awareness of arts and culture.

The program's primary goals are to:

- Enhance City events;
- Promote connections with those in the community who value the arts, and
- Recognize diverse voices.

Poet Laureate selection:

- The City Council will select the poet laureate.
- The selection process will be conducted in partnership with Arts and Humanities Bainbridge (AHB). AHB will seek applicants, perform a screening process, and provide a nomination for approval by the City Council.
- It is presumed that nominations will be made and accepted by the community's existing cultural arts structure and publicized by AHB and others.

General requirements:

- The poet laureate will serve for a two-year term.
- The poet laureate must live on Bainbridge Island.
- The poet laureate position is an honorary position, with monetary compensation of $2,500 per year.
- The poet laureate will represent the City at various City events.
- At times, the poet laurate may compose poetry specifically to commemorate an occasion.

Specific duties and opportunities for the poet laureate will change from time to time. The mayor will serve as the point of contact for the poet laureate and will determine the specific events at which the poet laureate will participate. The poet laureate may also engage in other non-City poetry related events.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (7:10 PM) Confirm Recommended Appointment to the Lodging Tax Advisory Committee - Executive,

SUMMARY: A call for participation was issued for volunteers to serve on the Lodging Tax Advisory Committee. The selection team consisted of Mayor Deets and Councilmember Fantroy-Johnson. The remaining interviews were conducted and the member selection panel recommends the appointment as shown in the suggested motions.

Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointment requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

AGENDA CATEGORY: Appointment **PROPOSED BY:** Executive

RECOMMENDED MOTION: I move to confirm the appointment of Maureen Daniels as an eligible business representative to the Lodging Tax Advisory Committee to review proposals for funding from the civic improvement fund for the 2023 lodging tax funding award cycle.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Cochran (Lodging Tax Advisory Committee) - Redacted

Daniels (Lodging Tax Advisory Committee) - Redacted

FISCAL DETAILS:

Fund Name(s):

Coding:

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, April 19, 2022 1:00 PM
To: CityAdmin
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2022 Commitment Only (Due: Friday, April 29, 2022 at 4:00 pm)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Lodging Tax Advisory Committee Volunteer Application - 2022 Commitment Only (Due: Friday, April 29, 2022 at 4:00 pm)

Step 1

Lodging Tax Advisory Committee- 2022 Commitment Only (Due: Friday, April 29, 2022 at 4:00 pm)

Currently seeking one Bainbridge Island business representative that collects lodging taxes. Member cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund). LTAC members meet September-November to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in September and then 2-3 meetings in October and November to receive and review proposal.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Application Deadline – Friday, April 29, 2022 at 4 pm. Applicants must be available in May for interviews.

Applicant Information

Name	Christine Cochran
Email	

Daytime Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	The Marshall Suites Hotel
Current Position	General Manager

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Please see attached resume and public service history.
Please share your qualifications for this appointment (skills, activities, training, education) if any?	I am a 35 year veteran in the hospitality industry. I hold certifications and degrees in accounting, leadership skills, certified hospitality administration, revenue management. I have also graduated from the Dale Carnegie and Zenger Miller courses in relationship managment.
Please share your community interests (groups, committees, organizations) if any:	I have served on the Washington State Lodging Board of Directors, Government Affairs, The Spokane Hotel Motel Association as Vice President, the Spokane Mayors Council for Small Business, the North Coast Lodging Association (Oregon) as well as other lodging affiliated organizations. I have also been a member of Rotary International and serve in my church in various capacities
Do you have potential conflicts of interest? If so, please explain:	No
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
How did you hear about the volunteer opportunity?	Other (specify below)
Other	Chamber of Commerce

April 19, 2022

To Whom It May Concern:

Attached is an overview of my resume outlining my Hospitality service and community involvement.
Should you wish additional information or clarification, please feel free to contact me at your convenience

Thank you for the opportunity to be of service to my new, great hometown, Bainbridge Island.

Kind Regards,
Christine A. Cochran, CHA, CTA, CHRM
General Manager
The Marshall Suites Hotel

Christine A. Cochran

Summary

Skilled professional in customer service, POS systems, accounting, hotel and restaurant operations. Combined with a background in hospitality service, sales, marketing, revenue management and relationship building. Skilled in Word, Excell, Powerpoint, hotel OTA and reservations systems, reporting and business development. Successful in front office, clerical systems. Teambuilder, trainer, guest services training. Payroll, budgeting and budget development. Full Profit and loss accountability. I am a self motivated, hardworking and dependable person who enjoys working with the public and creating life time customers.

Credentials

Certified Hospitality Administrator (CHA)	2005
Leadership Orientation, CTA	2015
Revenue Management , CHRM	2015

Experience

The Marshall Suites, GM, Bainbridge Island, WA	2021-Current
Best Western Long Beach Inn, GM, Long Beach, WA	2020-2021
Rivertide Suites (Condominium) Hotel, GM, Seaside, Oregon	2017-2020
Red Door Vacation Rental and Sandy Cove Inn, GM, Seaside, OR. 2015-2017	
Days Inn and Suites, GM, Bozeman, MT	2014-2015
Comfort Inn, GM/ DOS, Spokane, WA	2011-2014
Pheasant Hill Inn and Suites, Gm/ DOS Spokane, WA (formerly Best Western)	2005-2011
Lincoln Asset Management, Regional Coordinator,Portland, Oregon	2003-2005
Hilton Hotels, AGM/ Director of Sales/ Marketing	**1996-2003**

Education

Wyndham Executive Leadership Certification 2015

CHRM Certification , CHRM Cornell University 2016

Certified Hospitality Administrator, Sales, Accounting, Food/ Beverage, Hotel Operations, Maintenance, Housekeeping methods and best practices
2002-2004

Clark College, 2 years , Business and Accounting 1970-1972

Affiliations

Oregon Restaurant and Lodging Associaion

North Coast Committee, Government Affiars
2019-2020

Bozeman Montana Lodging Association 2015-2016

Spokane Hotel/Motel Association VP 2010-2013

Washington Lodging Association, Board of Directors 2008-2010

Community Service

ORLA, North Coast Committee (to promote area tourism 2019-2020

Volunteer, Partners in Youth Foundation, Assisted in raising awareness for the YWCA youth program in the community. 2008-2009

Mayor Small Business Council, City of Spokane, 2012-2013 Represented small business needs to the business council for the city of Spokane, worked to improve zoning laws and business needs to the city streamlining building permits for new business.

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, September 13, 2022 8:29 AM
To: CityAdmin
Subject: Online Form Submittal: Lodging Tax Advisory Committee Volunteer Application - 2022 Commitment Only (Eligible Business Representative) - Open Until Filed)

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Lodging Tax Advisory Committee Volunteer Application - 2022 Commitment Only (Eligible Business Representative) - Open Until Filed)

Step 1

Lodging Tax Advisory Committee Volunteer Application - 2022 Commitment Only (Eligible Business Representative) - Open Until Filed)

Currently seeking one Bainbridge Island business representative that collects lodging taxes. Member cannot currently serve as active board members or paid staff of organizations that will apply for lodging tax funding.

The committee reviews and comments on proposals for expenditures from the City's Lodging Tax Fund (Civic Improvement Fund). LTAC members meet September-November to review project proposals. The award process typically involves member participation in 1-2 orientation meetings in September and then 2-3 meetings in October and November to receive and review proposal.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Application Deadline – Open Until Filed

Applicant Information

Name	Maureen Daniels
Email	

Daytime Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self Employed
Current Position	Real Estate Broker

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?	Yes
If yes, please indicate which group(s).	Bainbridge Schools Foundation Board Member & Grants Committee Co Chair Co-Chair Art Docent Program BI School District Bainbridge Island Junior Golf Board Member PTSO President BHS
Please share your qualifications for this appointment (skills, activities, training, education) if any?	BA in Communication & Public Relations Real Estate Broker, Bainbridge Homes Owner, Westside Pizza Owner & Proprietor; Marinwood Beach House & Vineyard Lane Between my business and volunteer experience and educational background, I have developed strong skills in collaborating with community members through thoughtful communication, empathy and the conviction that working together and teamwork bring the greatest results.
Please share your community interests (groups, committees, organizations) if any:	I have always enjoyed the arts, including live music and would love to use my skills to help support our artistic community.
Do you have potential conflicts of interest? If so, please explain:	*Field not completed.*
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	*Field not completed.*

How did you hear about the volunteer opportunity?	Other (specify below)
Other	Andrea Addington
Type the Year	2022

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 90 Minutes

AGENDA ITEM: (7:15 PM) Receive 2023-2024 Proposed Budget and 2023-2028 Capital Improvement Plan (CIP) Presentation - Finance,

SUMMARY: The City Manager, Deputy City Manager, and Department Directors will present a summary of the the 2023-2024 Proposed Budget and 2023-2028 Capital Improvement Plan (CIP).

AGENDA CATEGORY: Presentation **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: The City of Bainbridge Island is a Council-Manager code city that has adopted a biennial approach to budgeting. This requires the City to begin its fiscal year January 1 of each odd-numbered year. By law, 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 the City Council via ordinance.

The budget is the financial plan for the upcoming two years and expresses the City's identified priorities and planned service delivery to the community. The budget also supports key community goals, including a significant capital program, and implements priorities identified by the Council for the upcoming biennium.

The proposed budget 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 proposed capital improvement plan.

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

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

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 conducted no later than December 7

3. Council adopts the budget - This must be completed following the final public hearing and prior to the beginning of the ensuing fiscal year (December 31).

The associated 2023-2028 Capital Improvement Plan (CIP) included as part of this agenda item is a foundational element of the City Manager's proposed biennial budget presented. The Capital Improvement Plan contains a list of capital projects with estimated costs and proposed 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 Capital Improvement Plan and is scheduled for final approval by the Council on October 25, 2022.

ATTACHMENTS:

2023-2024_Budget_Presentation_for_CC.pptx

2023-2024 Proposed Budget.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

2023-2024 Proposed Budget

September 27, 2022

DeWayne Pitts, CPA, CFE, Finance Director

Agenda

- Introduction
- Budget Calendar
- Summary of the General Fund and Enterprise Funds
- Summary of Budget by Department
- Current and Historical Staffing Levels
- 2023-2028 Capital Improvement Plan
- Appendix – Key Issues/Assumptions Affecting the Budget

2023-2024 Proposed Budget - Introduction

- The Budget is Legally and Structurally Balanced in Tax Supported Funds
  - ✓ Legally “Balanced” = Appropriations do not exceed resources (includes fund balances)
  - ✓ Structurally Balanced = Recurring (Operating) Revenues exceed Recurring Expenses through 2025
  - ✓ Meets best practice recommendations of the Government Finance Officers Association (GFOA)
  - ✓ Fund balances exceed policy reserves through 2030
- The Water and Sewer Funds are legally balanced but will need future rate adjustments to accommodate future capital spending on capital projects
- The Budget is fiscally conservative and targets Major City objectives

2023-2024 Proposed Budget - Introduction

- Maintains high excess reserve levels
- Plans for a deliberate spend down of the Ending General Fund and Utility Fund balances
- Assumes Building, Development and Services fees will be maintained at 2022 levels in 2023 and indexed to inflation in 2024

2023-2024 Proposed Budget – Significant Budget Changes
Tax Supported

Item	Total Cost	FTE	Ongoing/ One time	Comments
Pavement repair increase	$ 350,000		Ongoing	
+2 Streets Maintenance Technician II,-1 Maintenance Worker	$ 122,000	1.00	Ongoing	
Winslow Maintenance Professional Services Contract	$ 85,000		Ongoing	Winslow maintenance will be provided by contract
Facilities Operations Project Manager	$ 138,000	1.00	Ongoing	
Facilities Maintenance Technican II	$ 104,000	1.00	Ongoing	
Facilities Maintenance Projects	$ 408,000		Ongoing	Project work to start in 2024
ADA Transition Plan	$ 100,000		One time	$62k Supported by ARPA funds
Construction Design Standards	$ 100,000		One time	Budgeted in 2024
Traffic calming projects	$ 25,000		Ongoing	
Term-limited Hydrogeologist	$ (72,000)	(1.00)	Ongoing	Position sunsets Mid 2024
Exchange Permit & Administrative Services Supervisor for Natural Resources Planner	$ 16,000	0.00	Ongoing	
Winslow Subarea Plan Consultant Funding	$ 250,000		One time	
Comprehensive plan Consultant Funding	$ 125,000		One time	
Sea Level Rise Consultant Funding	$ 80,000		One time	
Shoreline Plan Consultant Funding	$ 90,000		One time	
Equity & Inclusion Officer	$ 152,000	1.00	Ongoing	
Climate Fund Support	$ 100,000		Ongoing	
Friends of the Farm Contract Support	$ 65,000		One time	2023 Only
Equity & Inclusion Program Budget	$ 25,000		Ongoing	
Green Team Support	$ 5,000		Ongoing	
Public Records Analyst	$ 57,000	0.50	Ongoing	Currently filled with unbenefited incumbent
Term-limited Climate Action Outreach Coordinator	$ (108,000)	(1.00)	Ongoing	Position sunsets end of 2023

2023-2024 Proposed Budget – Significant Budget Changes
Utility Supported

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

Planned Budget Calendar

September

- 27 – Proposed budget delivered to City Council and the community

October

- 11 & 25 - City Council reviews proposed budget
- 11 - Two Public Hearings – Property tax and Budget
- 25 - Council adopts the 2023-2028 Capital Improvement Plan

November

- 8 - Final Public Hearing - Budget
- 8 - City Council adopts the 2023-2024 budget

Summary of the General Fund and Enterprise Funds

2023-2024 General Fund Summary

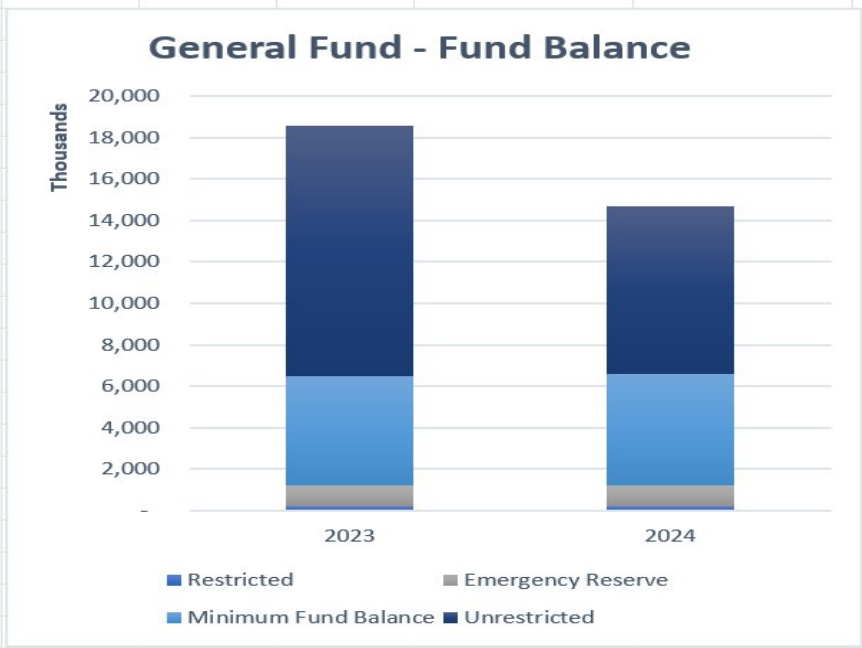
GENERAL FUND (in thousands)		2023		2024
Beginning Fund Balance	$	19,967	$	18,640
Operating Revenue	$	21,565	$	22,208
Operating Expense	$	(19,133)	$	(20,231)
Revenues - Expense	$	2,432	$	1,977
Transfers In	$	64	$	20
Transfers Out	$	(3,822)	$	(5,931)
Ending Fund Balance		$18,641		$14,706

2023-2024 General Fund Transfer Summary

	2023*		2024*	
	XFERS IN	XFERS OUT	XFERS IN	XFERS OUT
Building and Development Fund		1,202		1,315
Streets Fund		1,375		2,579
Capital Projects		1,237		2,028
Other		9		9
American Rescue Plan Act Fund	64		20	
TOTAL - GENERAL FUND	64	3,823	20	5,931

** All numbers presented in thousands*

2023-2024 General Fund Ending Balance and Reserve Requirements

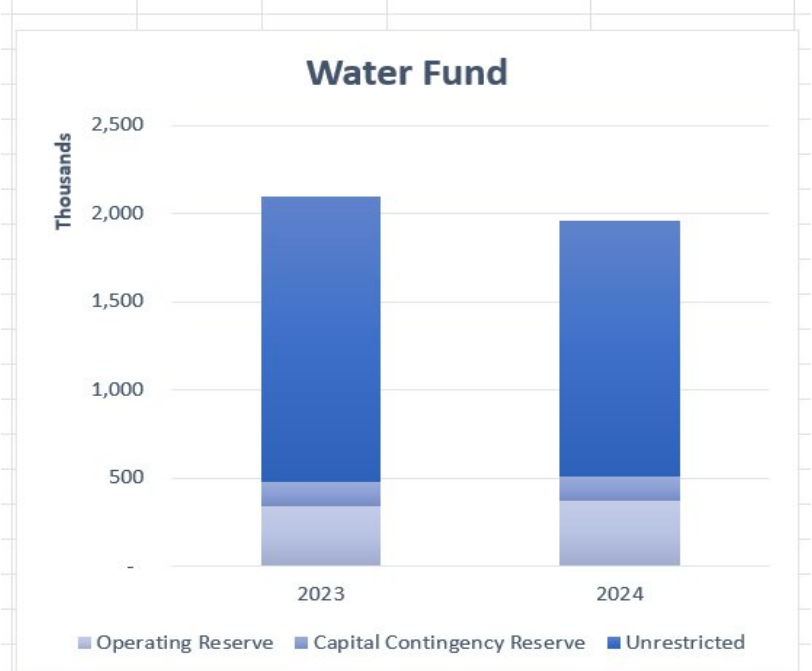


General Fund	2023	2024
Restricted	200,000	200,000
Emergency Reserve	1,000,000	1,000,000
Minimum Fund Balance	5,300,000	5,400,000
Unrestricted	12,100,000	8,100,000
Ending Fund Balance	**18,600,000**	**14,700,000**

2023-2024 – Water Fund Summary

WATER FUND (in thousands)	2023	2024
Beginning Fund Balance	$ 5,840	$ 2,095
Operating Revenue	$ 1,828	$ 1,945
Operating Expense	$ (2,030)	$ (2,205)
Revenues - Expense	$ (202)	$ (260)
State Loans/Debt	$ 9,068	$ 1,461
Transfers In & Loan Forgiveness	$ 405	$ 9
Capital Projects	$ (13,002)	$ (586)
Debt Service Payments	$ (14)	$ (757)
Ending Fund Balance	$ 2,095	$ 1,962

2023-2024 - Water Fund Ending Balance and Reserve Requirements

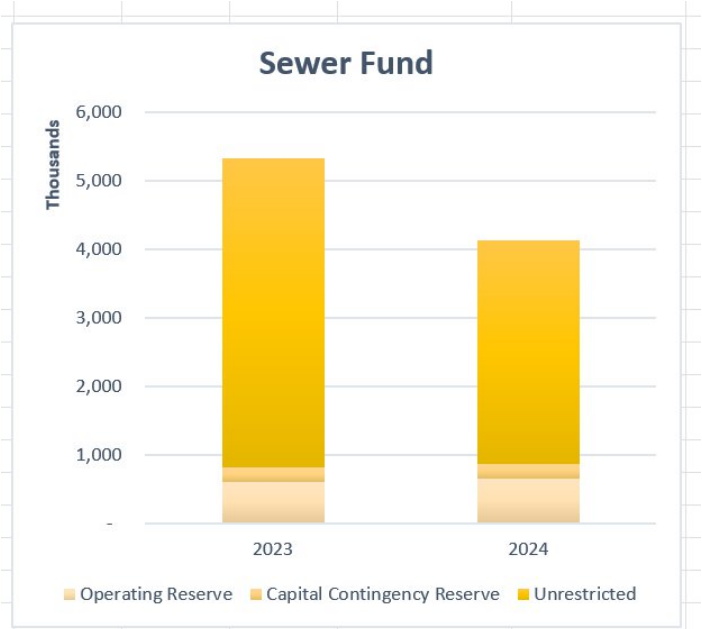


Water	2023	2024
Operating Reserve	338,000	367,000
Capital Contingency Reserve	142,000	142,000
Unrestricted	1,615,000	1,452,000
Ending Fund Balance	**2,095,000**	**1,962,000**

2023-2024 – Sewer Fund Summary

SEWER FUND (in thousands)	2023	2024
Beginning Fund Balance	$ 4,534	$ 5,326
Operating Revenue	$ 4,993	$ 5,328
Operating Expense	$ (3,655)	$ (3,941)
Revenue - Expense	$ 1,338	$ 1,387
State Loans/Debt	$ 2,416	$ -
Capital Projects	$ (1,688)	$ (1,160)
Debt Service Payments	$ (1,274)	$ (1,415)
Ending Fund Balance	$ 5,326	$ 4,138

2023-2024 - Sewer Fund Ending Balance and Reserve Requirements

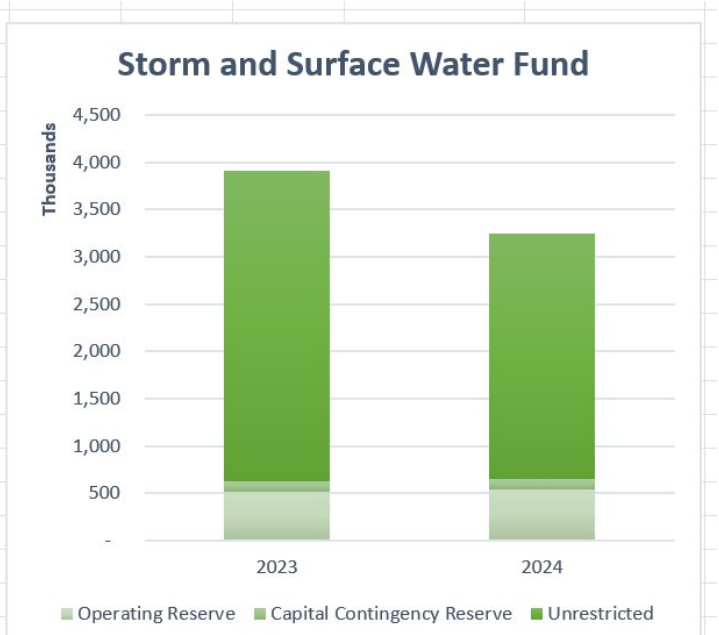


Sewer	2023	2024
Operating Reserve	609,000	657,000
Capital Contingency Reserve	207,000	207,000
Unrestricted	4,510,000	3,274,000
Ending Fund Balance	**5,326,000**	**4,138,000**

2023-2024 – Storm and Surface Water Fund Summary

STORM & SURFACE WATER (in thousands)	2023	2024
Beginning Fund Balance	$ 5,085	$ 3,905
Operating Revenue	$ 3,282	$ 3,307
Operating Expense	$ (2,062)	$ (2,139)
Revenue - Expense	$ 1,220	$ 1,168
Capital Projrects	$ (2,349)	$ (1,780)
Debt Service	$ (51)	$ (51)
Ending Fund Balance	$ 3,905	$ 3,242

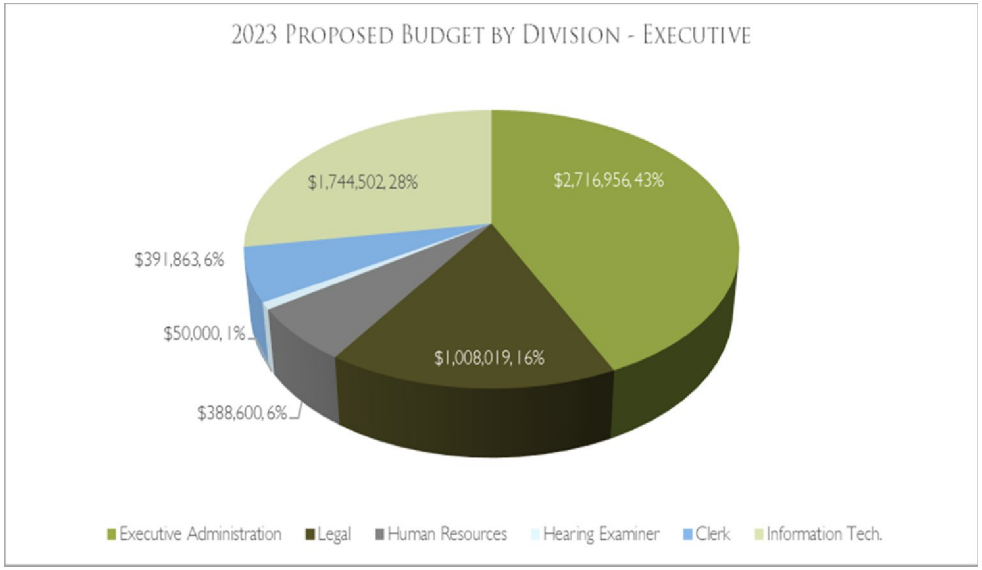
2023-2024 - Storm & Surface Water Ending Balance and Reserve Requirements

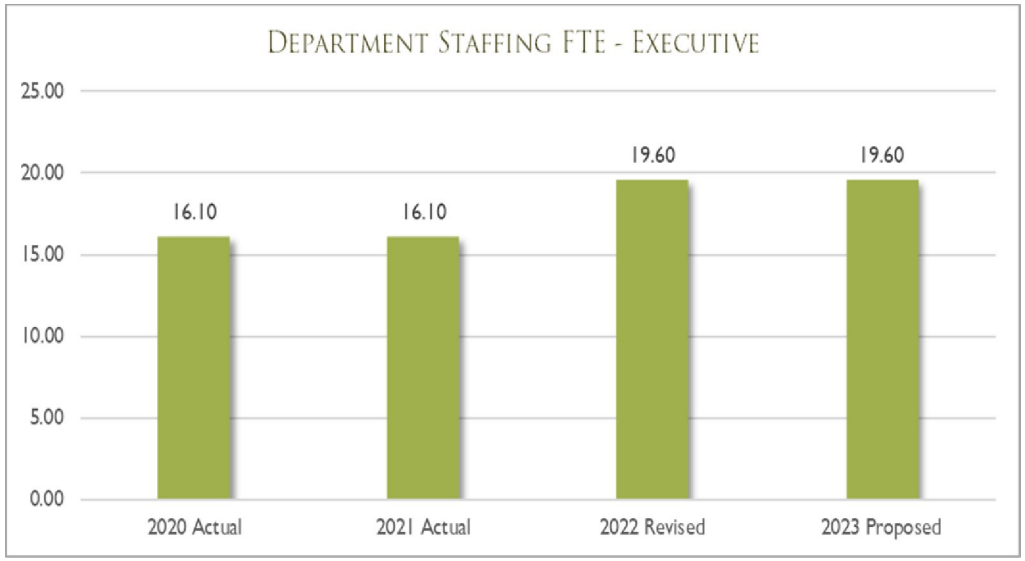


SSWM	2023	2024
Operating Reserve	515,000	535,000
Capital Contingency Reserve	111,000	111,000
Unrestricted	3,279,000	2,597,000
Ending Fund Balance	**3,905,000**	**3,243,000**

Summary of Budget by Department

Budget Summary: **Executive**





- Total 2023 Budget of $6.3 million
- Total 2024 Budget of $6.5 million
- Summary Personnel = 19.6 FTE's

Budget Summary: **Executive**

- **What we do:**
  - ✓ Implement City Council policy guidance and goals
  - ✓ Manage City operations and direct staff
  - ✓ Connect with community through media of all types, advisory groups, funding, records, GIS
  - ✓ Serve as administrative backbone (Legal, Clerk, Information Technology, Human Resources)
  - ✓ Respond to community priorities
  - ✓ Coordinate community emergency response
  - ✓ Lead implementation of Climate Action Plan

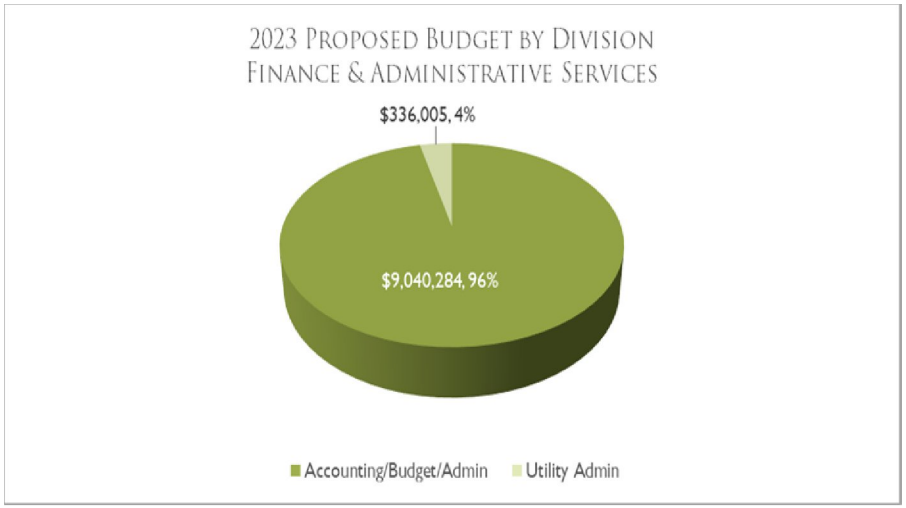
- **Key accomplishments / metrics in 2021-22:**
  - ✓ Hired new City Manager
  - ✓ Led City and community response to COVID pandemic
  - ✓ Determined site for Police/Court facility
  - ✓ Responded to approximately 1,000 public records requests annually
  - ✓ Recruited and hired 36 employees in 2021 and 27 employees in 2022 (year-to-date)
  - ✓ Allocated over $7.0 million in American Rescue Plan funding

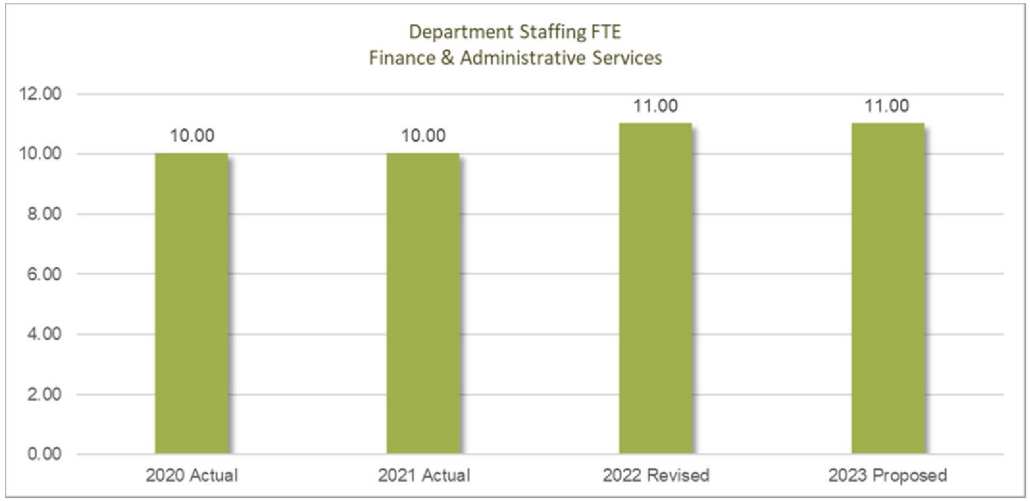
Budget Summary: **Executive**

Key work plan items for 2023-24:

- ✓ Support and expand City actions related to diversity, equity and inclusion
  - ✓ Hire 1.0 FTE Equity and Inclusion Officer (new regular position)
  - ✓ Establish ongoing budget for diversity, equity and inclusion actions, including staffing and support for Race Equity Advisory Committee, Americans with Disabilities Act Transition Plan and ongoing training for staff, Council and community
- ✓ Increase community connections and share information
  - ✓ Expand City presence on social media
  - ✓ Establish ongoing video programming
  - ✓ Hire 0.5 FTE Public Records Analyst (new regular position)
- ✓ Support implementation of the Climate Action Plan
  - ✓ Create new City subfund with ongoing funding
  - ✓ Focus on issues related to electrifying vehicles and equipment
  - ✓ Improve energy efficiency and access to cleaner fuels for residents
  - ✓ Per original authorization, sunset term-limited 1.0 FTE position at end of 2023

Budget Summary: **Finance**





- Total 2023 Budget = $9.4 million
- Total 2024 Budget = $13.6 million
- Total of Personnel = 11.0 FTE

Budget Summary: **Finance**

- **What we do:**
  - ✓ Accounting, receiving, billing, banking, payroll, accounts payable functions
  - ✓ Budget development and adjustments
  - ✓ City-wide short and long-term financial planning
  - ✓ Implements and monitors all financial policies and control systems to prevent and detect fraud
  - ✓ City Municipal Debt issuance and administration
  - ✓ Utility billing (about 4,800 connections)
  - ✓ Affordable housing program development

- **Key accomplishments / metrics in 2021-22:**
  - ✓ Completed bond refunding of $2.95 million of 2011 LTGO bonds at interest rate of 1.14% saving City over $350k
  - ✓ Maintained Aaa bond rating – one of 5 cities in state
  - ✓ Completed (with PCD) Building and development fee study
  - ✓ Awards
    - ✓ 6th consecutive Government Financial Officer Association (GFOA) for Annual Comprehensive Financial Report
    - ✓ Washington Public Treasurer award for Debt and Investment Policies
  - ✓ Completed small business economic recovery grant program for 40 local island businesses for $200k

Budget Summary: **Finance**

Key work plan items for 2023-24:

- ✓ Support and evaluate funding options for affordable housing capital units, implement actions set forth in the Housing Action Plan
- ✓ Receive distinguished 2023-24 Budget/Financial Statement Awards from GFOA
- ✓ Support completion of Water/Sewer Rate Study with Public Works
- ✓ Evaluate viability of conversion to online credit card banking

Budget Summary: **Planning**





- Total 2023 Budget = $3.4 million
- Total 2024 Budget = $3.2 million
- Total Personnel = 21.0 FTE

Budget Summary: **Planning**

- **What we do:**
  - ✓ Review and process permit applications for residential and commercial development
  - ✓ Carry out city council direction on adopting and amending zoning, development and environmental regulations, ordinances and codes
  - ✓ Review and investigate alleged code violations and bring violations into compliance
  - ✓ Lead state-mandated updates to Comprehensive Plan, Shoreline Management Program, Subarea Plans and conduct special planning projects at council request
  - ✓ Serve as a resource to the community on building safety, land use and environmental matters

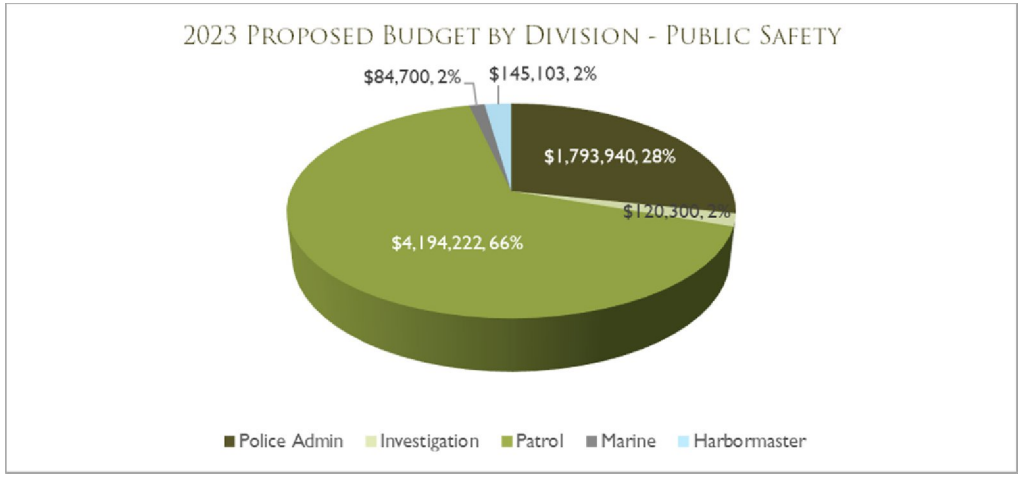
- **Key accomplishments / metrics in 2021-22:**
  - ✓ Became paperless and pivoted to all online permitting
  - ✓ Reviewed and approved 1,405 building and fire permits; performed 6,479 building inspections
  - ✓ Added Subject-to-Field-Inspection streamlined permitting process
  - ✓ Received substantial grant awards to conduct a Housing Action Plan, update the Comprehensive Plan and conduct Sea Level Rise research
  - ✓ Provided thousands of hours of staff time and support hours to City advisory boards and commissions

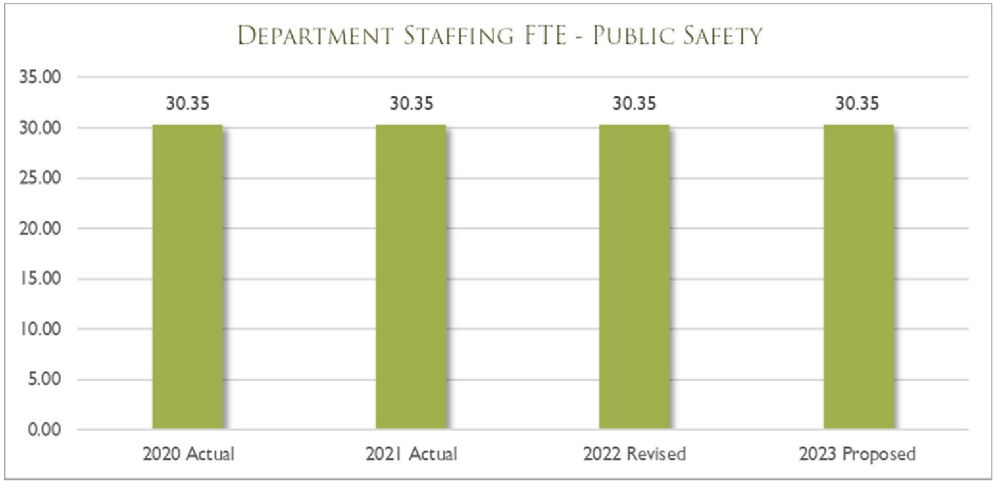
Budget Summary: **Planning**

Key work plan items for 2023-24:

- ✓ Enhance staff training and competencies in natural resources, critical areas, shoreline management and environmental reviews
- ✓ Improve customers' experience and departmental efficiencies through new, consolidated permit and administrative services division
- ✓ Complete updates to Shoreline Management Program with enhanced community engagement
- ✓ Conduct and complete Housing Action Plan, Winslow Subarea Plan, Islandwide Comprehensive Plan and related code and development standards for housing, land use and growth management

Budget Summary: **Public Safety**





- Total 2023 Budget of $6.4 million
- Total 2024 Budget = $6.7 million
- Total Personnel = 30.35 FTE's

Budget Summary: **Public Safety**

- **What we do:**
  - ✓ Provide 24-hour response and patrol services
  - ✓ Investigate criminal activity through interviews and evidence collection
  - ✓ Provide services to the public - fingerprinting, alarm registrations, pet licenses, and special event permits
  - ✓ Maintain and disseminate law enforcement records according to state law
  - ✓ Manage transient and long-term use of harbor buoys and city docks
  - ✓ Provide referrals to resources outside law enforcement

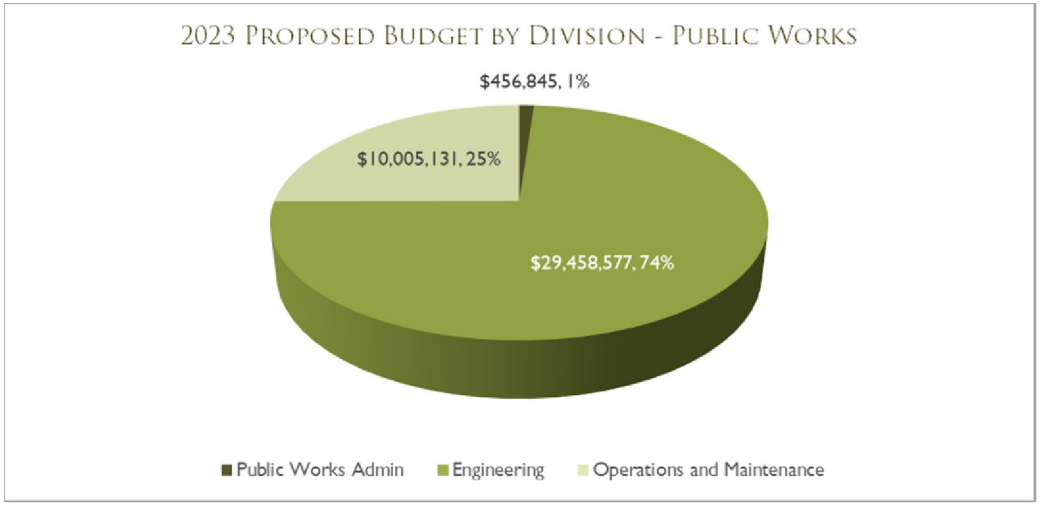
- **Key accomplishments / metrics in 2021-22:**
  - ✓ Reaccredited by the Washington Association of Sheriffs and Police Chiefs
  - ✓ Established full-time Community Health Navigator as liaison to schools and resource providers
  - ✓ Implemented professional training paths for career development and succession planning
  - ✓ Recruited and hired 7 officers to fill vacancies in the department
  - ✓ Completed training and policy updates to comply with State laws
  - ✓ Coordinated public safety for major special events

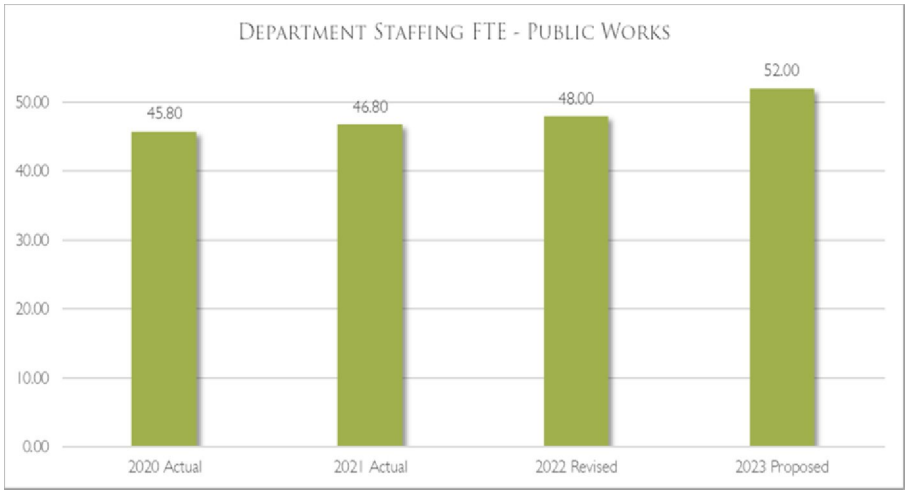
Budget Summary: **Public Safety**

Key work plan items for 2023-24:

- ✓ Develop a comprehensive Strategic Plan with measurable results
- ✓ Implement traffic speed emphasis plan through education, enforcement, and high visibility
- ✓ Increase visibility of the Marine Patrol
- ✓ Support the county-wide law enforcement records management system
- ✓ Maintain Washington State accreditation standards

Budget Summary: **Public Works**





- Total 2023 Budget of $39.0 million
- Total 2024 Budget of $23.2 million
- Total Personnel = 52.0 FTE's

Budget Summary: **Public Works**

- **What we do:**
  - ✓ Maintain roadways, facilities and fleet
  - ✓ Maintain and operate water, wastewater and stormwater systems
  - ✓ Build new and replace existing critical transportation and utility infrastructure
  - ✓ Regulate engineering and infrastructure components of private development
  - ✓ Manage water resources

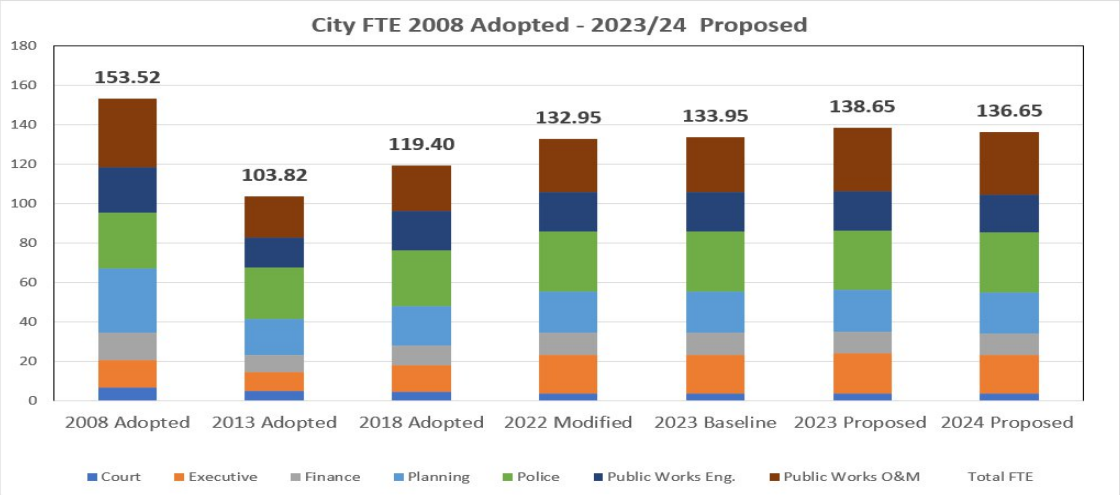
- **Key accomplishments / metrics in 2021-22:**
  - ✓ Paved 2.5 miles of roadway and replaced 11 fleet vehicles
  - ✓ Delivered 280M gallons of water and treated 210M gallons of wastewater
  - ✓ Replaced 1,000 linear feet of storm drainage facilities
  - ✓ Constructed 1.4 miles of non-motorized improvements
  - ✓ Reviewed 1000+ permits for construction
  - ✓ Inspected 2000 stormwater structures

Budget Summary: **Public Works**

Key work plan items for 2023-24:

- ✓ Deliver the Police/Court facility
- ✓ Deliver the Madison Sidewalk/Bike Lane project
- ✓ Deliver the Eagle Harbor/Wyatt Non-Motorized Improvements
- ✓ Rehabilitate critical water system wells
- ✓ Begin construction of the Winslow Water Tank
- ✓ Deliver capacity upgrades to the wastewater treatment plant
- ✓ Deliver the Groundwater Management and Stormwater System Plans
- ✓ Increase investments in pavement and storm drainage repairs
- ✓ Increase street maintenance level of service

Summary of 2023-2024 Proposed Personnel



Department	2008 Adopted	2013 Adopted	2018 Adopted	2022 Modified	2023 Baseline	2023 Proposed	2024 Proposed
Court	7.02	5.02	4.85	4.00	4.00	4.00	4.00
Executive	13.80	9.75	13.40	19.60	19.60	20.30	19.30
Finance	14.00	8.80	9.80	11.00	11.00	11.00	11.00
Planning	32.45	18.00	20.00	21.00	21.00	21.00	21.00
Police	28.25	26.25	28.35	30.35	30.35	30.35	30.35
Public Works Eng.	23.00	15.00	20.00	20.00	20.00	20.00	19.00
Public Works O&M	35.00	21.00	23.00	27.00	28.00	32.00	32.00
Total FTE	**153.52**	**103.82**	**119.40**	**132.95**	**133.95**	**138.65**	**136.65**

2023-2028 Capital Improvement Plan

2023-28 Capital Improvement Plan: **Transportation**

Assumptions and Strategies:

- Limited updates
- Add Fort Street safety-focused project
- Increase for inflation

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stfts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	**Total**	
TRANSPORTATION PROJECTS - 6-YEAR CIP																		
Country Club Bulkhead Reconstruction			-		Y				15	-	667	-	-	-	-	-	682	
at Seawall																		Started
Country Club Rd Reconstruction			-		Y				386	599	-	-	-	-	-	-	985	
Past Toe Jam to Seawall																		
Manitou Beach Rd & Bulkhead Repair			-		Y				-	259	-	1,075	-	-	-	-	1,334	
Rd																		
Fort Street Extension			-		Y				-	-	87	375	-	-	-	-	462	
Tani Creek to Pleasant Beach																	-	New
Springbrook Fish Passage	X				Y				50			100					150	
Fletcher Bay Rd																		Started
Winslow Way West			-		Y	Y			-	-	-	175	645	-	-	-	1,195	
Parfitt to Grow Ave																		
City Funding									451	858	754	1,725	645	-	-	-	4,433	
Grant Totals									-	-	-	-	-	-	-	-	-	
TOTALS									451	858	754	1,725	645	-	-	-	4,433	

2023-28 Capital Improvement Plan: **Non-Motorized Trans.**

Assumptions and Strategies:

- Focus on Madison Sidewalks and 2 segments of Sustainable Trans. Plan "Connecting Centers"
- Add Grow Ave traffic calming as counterpart to Madison project
- Increase for inflation

Project	Grant Eligible	Grant Awarded	Grant/Donations	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
NON-MOTORIZED PROJECTS - 6-YEAR CIP																		
Madison Avenue Sidewalk Improvements	X	X	1,410		Y				2,375	3,365	-	-	-	-	-	-	5,740	Started
Wyatt to High School																		
C40 Eagle Harbor Dr Phase I	X	X	735		Y				375	531	2,833	-	-	-	-	-	3,740	
Wyatt to past Bucklin Hill																		New
C40 - Bucklin Ph 2			-		Y				57	277	836	-	-	-	-	-	1,170	
Blakely - Fletcher Bay																		
STO Long Range Plan			75		Y				215	17	8	-	-	-	-	-	241	Started
Grow Avenue Traffic Calming	X				Y				-	-	95	-	-	-	-	-	95	New
City Project Funding									1,537	4,191	3,038	-	-	-	-	-	8,766	
Grant Totals									1,485	-	735	-	-	-	-	-	2,220	
TOTALS									3,022	4,191	3,773	-	-	-	-	-	10,986	

2023-28 Capital Improvement Plan: **Facilities**

Assumptions and Strategies:

- Focus on delivery of Police/Court and Senior Center projects
- Plan for investments in electric vehicle charging infrastructure
- Invest in City Hall and Public Works functional improvements
- Increase for inflation

Project	Grant Eligible	Grant Awarded	Grant/ Donations Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
FACILITIES PROJECTS - 6-YEAR CIP																		
Police and Municipal Court				Y					20,270	-	-	-	-	-	-	-	20,270	Started
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	Started
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	New
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									20,974	478	539	80	-	-	-	-	22,072	
Grant Totals									273	-	-	-	-	-	-	-	273	
TOTALS									21,247	478	539	80	-	-	-	-	22,344	

2023-28 Capital Improvement Plan: **Fleet**

Assumptions and Strategies:

- Begin transitioning pool/maintenance vehicles to electric
- Continue evaluating electric police vehicle options
- Replace large streets/sewer equipment
- Purchase small bike lane sweeper, plan for larger electric sweeper
- Increase for inflation

2023-28 CIP: **Water**

Assumptions and Strategies:

- Focus on delivery of Winslow Water Tank. Additional cost increases evaluated through rate study
- Consider new, critical replacement projects post rate-study (below the line)
- Increase for inflation

Project	Location	Grant/Loan Eligible	Tax Supported	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total	
WATER PROJECTS - 6-YEAR CIP (1000s)																	
Winslow Water Tank Replacement	New Brooklyn	x			Y			1,579	11,100	-	-	-	-	-	-	12,679	Started
Fire Flow and Pipeline Improvements	Winslow				Y			-	169	431	-	-	-	-	-	600	
Emergency Generator	Head of the Bay				Y			-	70	155	-	-	-	-	-	225	
Ferncliff Main Extension	Ferncliff Ave	x			Y			60	776	-	-	-	-	-	-	836	Started
Booster Pump Upgrade	Head of the Bay				Y			-	168	-	-	-	-	-	-	168	New
Sands Ave Well Rehab	Sands Ave				Y			-	375	-	-	-	-	-	-	375	Started
City Project Funding								1,639	12,259	586	-	-	-	-	-	14,483	
Grant Totals								-	400	-	-	-	-	-	-	400	
SUBTOTAL								**1,639**	**12,659**	**586**	**-**	**-**	**-**	**-**	**-**	**14,883**	
UNFUNDED WATER PROJECTS - (1000s)																	
Winslow Supply Well	TBD		Y		Y				208	17	840	-	-	-	-	1,065	New
Water Treatment Improvements	Head of the Bay				Y				-	415	1,015	-	-	-	-	1,430	
Winslow Way West					Y				-	-	75	300	-	-	-	375	
City Project Funding																	
Grant Totals																	
SUBTOTAL								**-**	**208**	**432**	**1,930**	**300**	**-**	**-**	**-**	**2,870**	
TOTAL ALL WATER PROJECTS - (1000s)																	
City Project Funding								1,639	12,467	1,017	1,930	300	-	-	-	17,353	
Grant Totals								-	400	-	-	-	-	-	-	400	
GRAND TOTAL								**1,639**	**12,867**	**1,017**	**1,930**	**300**	**-**	**-**	**-**	**17,753**	

2023-28 CIP: **Sewer**

Assumptions and Strategies:

- Focus on delivery of Lovell/Wood sewer replacement
- Continue wastewater treatment plant upgrades
- Consider new, critical replacement projects post rate-study (below the line)
- Increase for inflation

Project	Location and/or Phase	Grant/Loan Awarded	Grant/Loan Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	Total	
SEWER PROJECTS - 6-YEAR CIP (1000s)																	
Rehabilitate Pumps	Sunday Cove	Y	-				Y		935	92	-	-	-	-	-	1,027	
Pump Station & Force Main	Wood Ave	Y	-				Y		791	-	-	3,184	-	-	-	3,975	
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell	Y	-				Y		1,113	-	550	-	-	-	-	1,663	Started
Village Basin /Madison Ave Reconstruction	Madison Ave						Y		792	15	-	-	-	-	-	807	
Hawley Irene Grinders	Hawley/Irene						Y		396	-	-	-	-	-	-	396	
WWTP Upgrades	WWTP						Y		170	820	610	-	-	-	-	1,600	
City Total									4,197	928	1,160	3,184	-	-	-	9,468	
Grant Total									-	-	-	-	-	-	-	-	
SUBTOTALS									4,197	928	1,160	3,184	-	-	-	9,468	
UNFUNDED SEWER PROJECTS - (1000s)																	
Rehabilitate Pump Station (Wing Point)	Wing Point						Y		134	-	1,318	-	-	-	-	1,452	Started
Hawley Pump	Lower Hawley						Y		124	-	640	-	-	-	-	764	
North Town Woods Pump	NW Winslow						Y		114	4	527	-	-	-	-	645	
Woodward Pump	NW Winslow						Y		133	-	-	635	-	-	-	768	
Rehabilitate Pump Station (Island Terrace)	Island Terrace						Y		-	180	-	545	-	-	-	725	New
Install Gravity Sewers	Sunday Cove	Y	-				Y		1,010	4	11	600	-	-	-	1,625	
Extend WWTP Outfall	Wing Point						Y		-	385	15	1,800	-	-	-	2,200	
Ferncliff Ave Conveyance Upgrades	Ferncliff Ave						Y		-	-	250	1,000	-	-	-	1,250	
Ferry Terminal Pump Station Relocation	Winslow						Y		-	-	-	-	-	150	700	850	
City Total									1,515	572	2,762	4,580	-	150	700	10,279	
Grant Total									-	-	-	-	-	-	-	-	
SUBTOTALS									1,515	572.23	2,761.66	4,580	-	150	700	10,279	
TOTAL ALL SEWER PROJECTS - (1000s)																	
City Total									5,712	1,500	3,921	7,764	-	150	700	19,747	
Grant Total									-	-	-	-	-	-	-	-	
GRAND TOTALS									5,712	1,500	3,921	7,764	-	150	700	19,747	

2023-28 CIP: **Storm and Surface Water**

Assumptions and Strategies:

- No major updates
- Plan for mid-biennium update upon completion of Stormwater System Plan
- Increase for inflation

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	Total
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	276	-	-	-	-	-	-	-	276
Yeomalt Area Drainage Improvements			-					Y	61	823	-	-	-	-	-	-	884
Springbrook Creek Restoration and Culvert Complex Replacement	x		-					Y	-	310	1,250	-	-	-	-	-	1,560
Springbrook Fish Passage	x		1,885	X				Y	185	4	13	2,025	-	-	-	-	2,227
Eagle Harbor Drive Cooper Creek Fish Passage	x		-					Y	126	966	515	-	-	-	-	-	1,608
Blakely Ave. Drainage Improvements			-					Y	-	-	-	468	-	-	-	-	468
City Funding									563	2,103	1,778	693	-	-	-	-	5,137
Grant Totals									85	-	-	1,800	-	-	-	-	1,885
TOTALS									648	2,103	1,778	2,493	-	-	-	-	7,022

Started

Next Steps

- October 11, 18, 25 – Staff is available to answer questions and provide additional information, as needed
- October 11 – Hold Public Hearing and Consider adoption of Ord. No. 2022-18 Relating to Property Tax Levy
- October 11 – Hold Public Hearing of Ord. No. 2022-19 relating to 2023-24 Adopted Budget
- October 25 – Consider Adoption of Ord. 2022-20 relating to 2023-28 Capital Improvement Plan
- November 8 - Consider Adoption of Ord. No. 2022-19 relating 2023-24 Adopted Budget

Appendix – Key Issues/Assumptions Affecting Budget

2023-2024 Key Issues/Assumptions Affecting Budget - Revenues

- Revenue expected to grow 5% in 2023, 1% in 2024

- Increases
  - ✓Sales tax
  - ✓Building and Development Services
  - ✓Investment income
  - ✓Property taxes

- Decreases or Flat
  - ✓Real Estate Excise (2023 only)
  - ✓Gas Tax
  - ✓Intergovernmental (mostly grants)

2023-2024 Key Issues/Assumptions Affecting Budget - Revenues

- Utility rates increased for budget based on Seattle area Consumer Price Index (CPI)
  - ✓ Rate study recommendations expected in Q1 2023
- Building and Development Services fees assumed to stay at 2022 rates into 2023 and indexed to inflation assumed at 7% in 2024
- Resolution will be required before year-end to maintain Building, Development and Service rates at 2022 rates

2023-2024 Key Issues/Assumptions Affecting Budget - Expenditures

- Expenditures increased by 8% in 2023, 7% in 2024
- In 2008, the total FTE positions was 153.52 FTE positions
- Increase of 4.7 FTE positions in 2023 to a total of 138.65 FTE positions
  - ✓ 1.0 Maintenance Project Manger
  - ✓ 1.0 Maintenance Technician
  - ✓ 2.0 Streets Maintenance Technicians
  - ✓ 1.0 Admin Specialist
  - ✓ (1.0) Winslow Maintenance Worker
  - ✓ 1.0 Equity Officer
  - ✓ (.80) Project Executive
  - ✓ .50 Public Records Analyst

2023-2024 Key Issues/Assumptions Affecting Budget - Expenditures

- Decrease of 2.0 FTE positions in 2024
  - ✓ (1.0) Sunset of Climate Action Outreach end of 2023
  - ✓ (1.0) Sunset of Hydrogeologist mid 2024

- Rising Interest rates
  - ✓ Higher future borrowing costs
  - ✓ Lower Real Estate Excise Tax Revenue
  - ✓ Higher investment income

2023-2024 Key Issues/Assumptions Affecting Budget - Expenditures

- Vacancy Rate of 5% assumed for all personnel, consistent with the historical vacancy rate
  - ✓ Reduces the budgeted amount for personnel

- Transfers for Capital projects support:
  - ✓ $5.5 million in 2023 ($1.2 General Fund)
  - ✓ $4.3 million in 2024 ($2.0 General Fund)

- Voted General Obligation Debt issuance paid off in 2024

- American Rescue Plan Planned Expenses:
  - ✓ $2.0 million in 2023 for Madison Avenue Sustainable Transportation project
  - ✓ $2.0 million in 2024 for Madison Avenue Affordable Housing project with Housing Resources Bainbridge

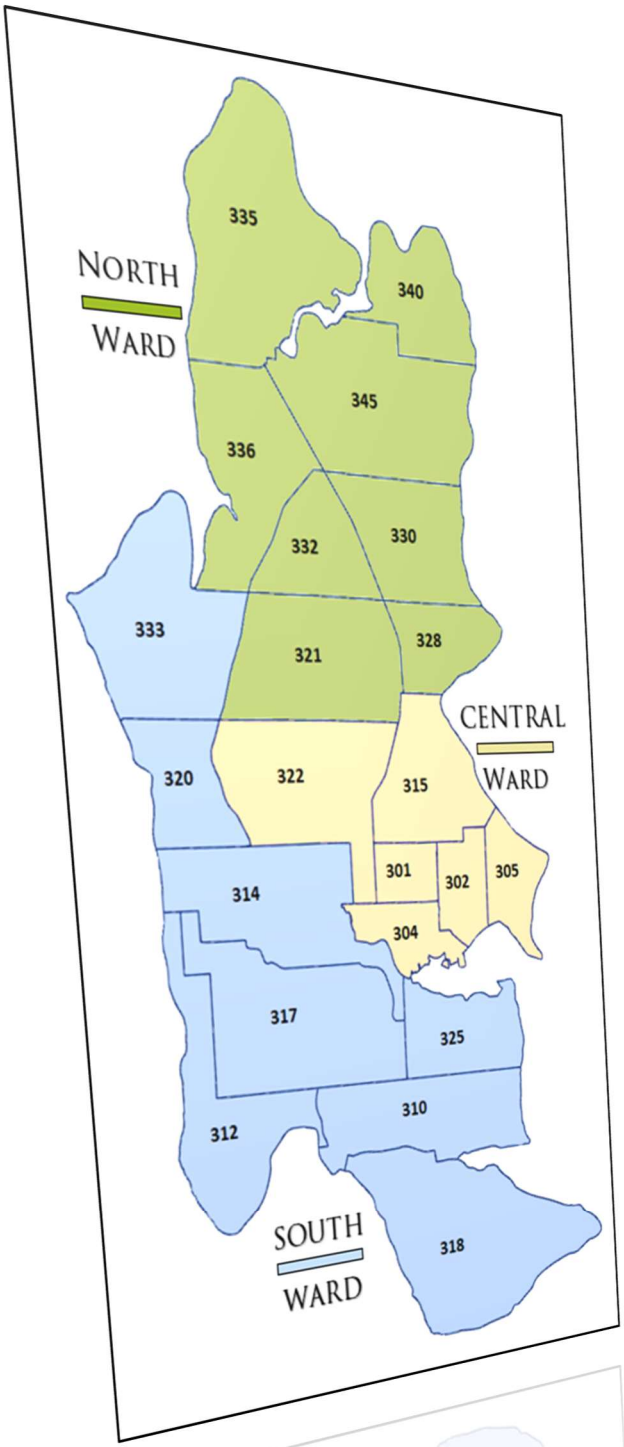
Proposed Budget 2023-2024



City of Bainbridge Island, WA

City of Bainbridge Island
Finance & Administrative Services Department
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Honorable Mayor and City Council:

I am pleased to present a balanced, 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.
- 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.
- 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 proposes to increase staffing in total by 4.70 positions in 2023 over 2022 and decrease by 2.00 positions from 2023 in 2024. The total staffing of 138.65 Full Time Equivalent Positions (FTE) proposed for 2023 is nearly 15 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. It is also assumed labor costs will 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 is proposed to expire 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 Officer staff 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 earlier in 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. This budget proposes to charge 10 % of administrative support costs to ARPA projects.

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 predicts the actual year-end fund balance position for the General Fund as of December 31, 2022. This normally occurs about four months prior to the end of the Fiscal Year. The forecast is made prior to year-end closing while year-end is still several months in the future. After the Fiscal Year is complete, the financial records are closed, and early in 2023, the actual year-end position will be revealed versus the projection. 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 are undetermined at this time while the budget is under development. It is presumptuous to budget for the results before the City Council has decided. These policy decisions affect water and sewer rate increases, 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. In both cases, if the Council agrees to the steps necessary to receive the additional revenue, budget amendments will be made subsequent to the adoption of the budget.

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,

Blair King
City Manager

2023-2024 Significant Budget Changes Highlighted*

Items Included in the Proposed Budget (Tax Supported Funds)

Item	Total Cost	FTE	Ongoing/ One time	Comments
Pavement repair increase	$ 350,000		Ongoing	
+2 Streets Maintenance Technician II,-1 Maintenance Worker	$ 122,000	1.00	Ongoing	
Winslow Maintenance Professional Services Contract	$ 85,000		Ongoing	Winslow maintenance will be provided by contract
Facilities Operations Project Manager	$ 138,000	1.00	Ongoing	
Facilities Maintenance Technican II	$ 104,000	1.00	Ongoing	
Facilities Maintenance Projects	$ 408,000		Ongoing	Project work to start in 2024
ADA Transition Plan	$ 100,000		One time	$62k Supported by ARPA funds
Construction Design Standards	$ 100,000		One time	Budgeted in 2024
Traffic calming projects	$ 25,000		Ongoing	
Term-limited Hydrogeologist	$ (72,000)	(1.00)	Ongoing	Position sunsets Mid 2024
Exchange Permit & Administrative Services Supervisor for Natural Resources Planner	$ 16,000	0.00	Ongoing	
Winslow Subarea Plan Consultant Funding	$ 250,000		One time	
Comprehensive plan Consultant Funding	$ 125,000		One time	
Sea Level Rise Consultant Funding	$ 80,000		One time	
Shoreline Plan Consultant Funding	$ 90,000		One time	
Equity & Inclusion Officer	$ 152,000	1.00	Ongoing	
Climate Fund Support	$ 100,000		Ongoing	
Friends of the Farm Contract Support	$ 65,000		One time	2023 Only
Equity & Inclusion Program Budget	$ 25,000		Ongoing	
Green Team Support	$ 5,000		Ongoing	
Public Records Analyst	$ 57,000	0.50	Ongoing	Currently filled with unbenefited incumbent
Term-limited Climate Action Outreach Coordinator	$ (108,000)	(1.00)	Ongoing	Position sunsets end of 2023

* Not a comprehensive list of year-to-year changes

2023-2024 Significant Budget Changes Highlighted*

Items Included in the Proposed Budget (Utility Supported Funds)

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

* *Not a comprehensive list of year-to-year changes*

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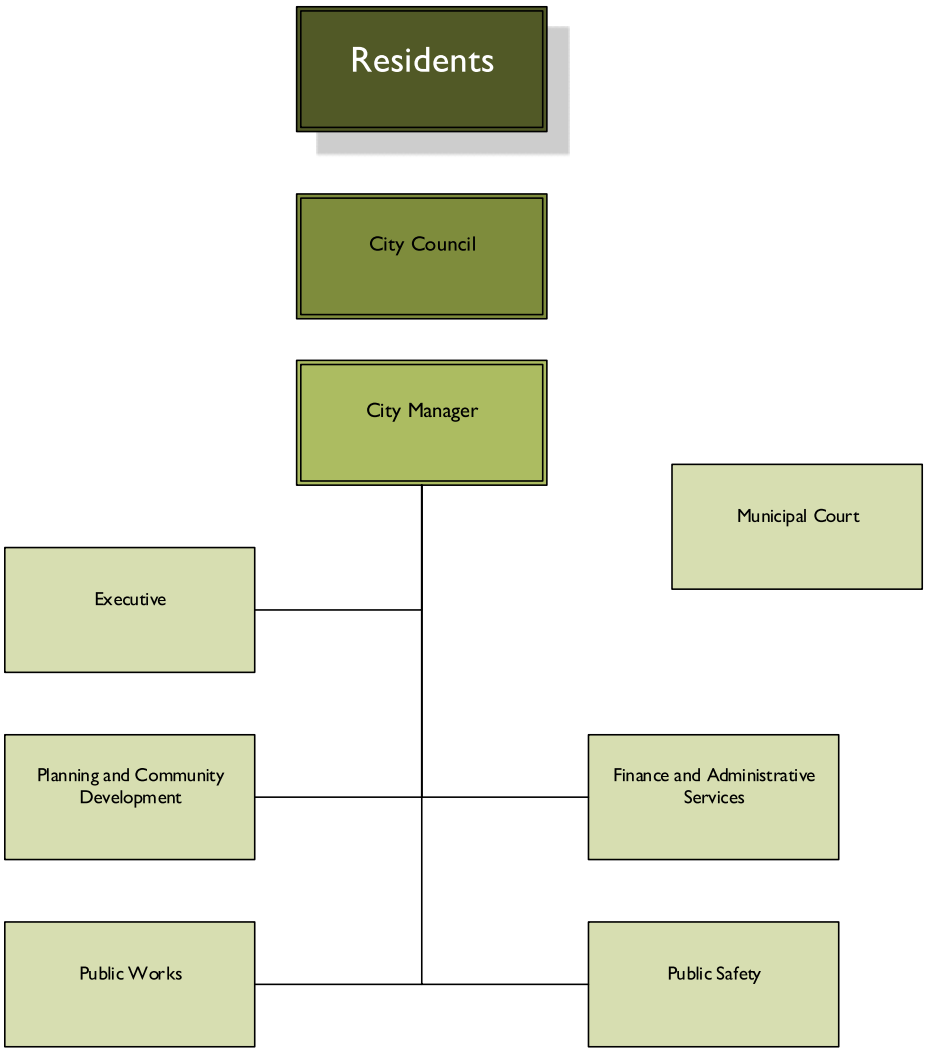


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City of Bainbridge Island Organizational Chart



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

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

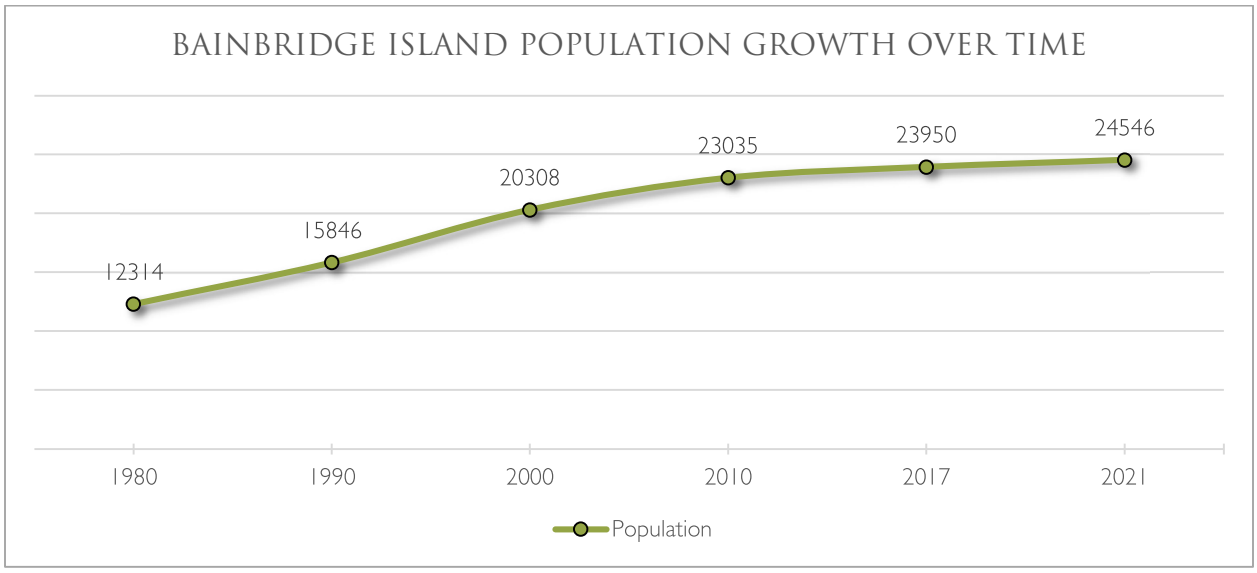


GOVERNANCE

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

DEMOGRAPHICS

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

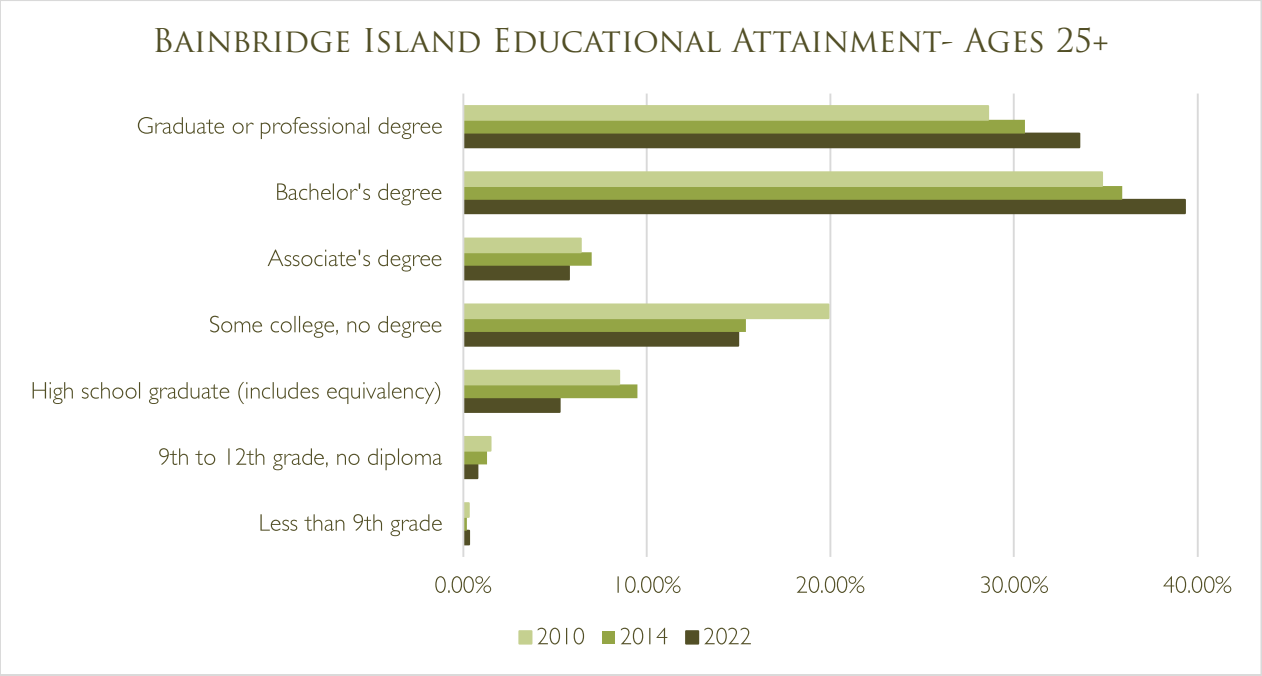


Bainbridge Island		Kitsap County		Washington State	
Median Age	49.70	**Median Age**	39.20	**Median Age**	38.50
Persons under 5 years	4%	**Persons under 5 years**	6%	**Persons under 5 years**	6%
Persons under 19 years	22%	**Persons under 19 years**	23%	**Persons under 19 years**	25%
Persons 65 years and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



Bainbridge Island		Kitsap County		Washington State	
Race (2020 Estimates)					
White alone	86.6%	**White alone**	76.0%	**White alone**	76.0%
Black	1.1%	**Black**	3.2%	**Black**	3.7%
American Indian	0.2%	**American Indian**	1.7%	**American Indian**	1.3%
Asian	3.4%	**Asian**	5.4%	**Asian**	8.3%
Pacific Islander	0.0%	**Pacific Islander**	1.0%	**Pacific Islander**	0.7%
Two or More Races	4.8%	**Two or More Races**	6.2%	**Two or More Races**	5.7%
Hispanic (any race)	4.1%	**Hispanic (any race)**	8.2%	**Hispanic (any race)**	10.5%

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



ECONOMY

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

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

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

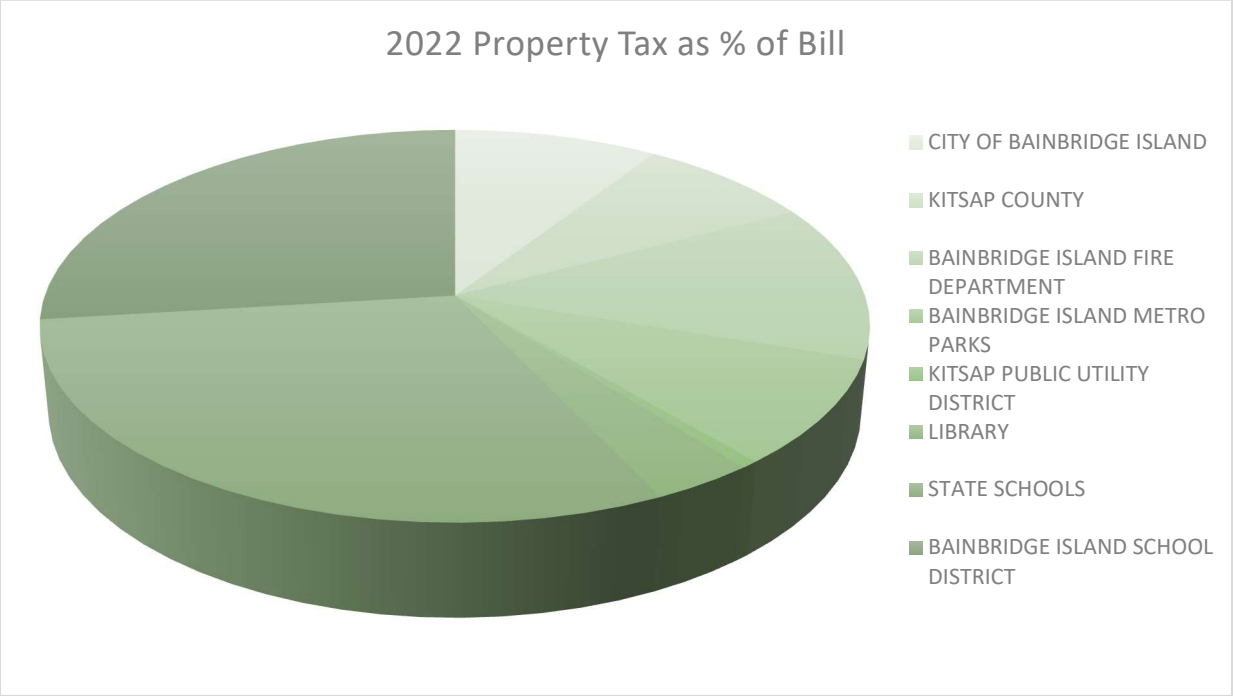
Median Household Income (2020 Dollars)					
Bainbridge	$125,861	**Kitsap**	$78,969	**Washington**	$77,006
Unemployment Rate (Age 16+)					
Bainbridge	3.9%	**Kitsap**	5.0%	**Washington**	5.3%

TRANSIT

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

STATEMENT OF ASSESSMENT FOR PAYABLE TAXES FOR 2022

2022 Property Tax	Tax Rate	Percentage of Bill
State Schools	2.775232	30.01%
Bainbridge Island School District	2.483283	26.85%
Fire District	1.191157	12.88%
City of Bainbridge Island	**0.851154**	**9.20%**
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%



2021 Taxes			
Bainbridge Island		**Kitsap County**	
Assessed Value	$10,285,196,057	**Assessed Value**	$ 50,020,817,833
Rate	0.851154	**Rate**	0.700856
Taxes	$8,750,887	**Taxes**	$ 35,057,437
Timber Excise Distribution	$394	**Timber Excise Distribution**	$ 50,157
Total	$8,751,281	**Total**	$ 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 proposed in the current City budget.

Understanding City Goals and Measuring Results

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

Budget Development

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

Summary by Fund

The summary by fund section provides fund descriptions and a 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. Payscales for represented and unrepresented employees and the police guild can be found in this section. A comprehensive glossary is included to further inform the reader of specialized terminology.

Section 1



City Goals & Measuring Results

Section 1: City Goals & Measuring Results

Comprehensive Plan Guiding Principles 1

Performance Measurement 2

Comprehensive Plan Guiding Principles

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

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

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

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

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

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

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

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

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

Performance Measurement

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

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

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

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

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

SECTION 2



Budget Development

Section 2: Budget Development

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Financial Policies 9-11

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Key Assumptions in 2019-2020 Budget Development 14-17

General Fund Reserves 18-19

Financial Capacity / Fiscal Health 20-22

Basis of Accounting & Budgeting 23

Debt Service 24-27

Finance Director's Message

The following summary from the Finance Director provides the background and summary of decisions made in preparing the 2023-2024 Proposed 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 Proposed Budget.

Budget Summary

The City's 2023-2024 Proposed 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 proposed biennial budget for 2023-2024 is $116.2 million, which is 10.9% more than the 2021-2022 revised biennial budget of $104.8 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 Revised	2022 Revised	2021-2022 Revised Budget	2023 Proposed	2024 Proposed	2023-2024 Proposed Budget	$ Change	% Change
General Government:								
Operating	18,041,114	19,846,582		19,133,397	20,231,798			
Non-Operating	81,556	319,548		-	-			
General Fund	**18,122,670**	**20,166,130**	**38,288,800**	**19,133,397**	**20,231,798**	**39,365,195**	**1,076,395**	**2.8%**
Street	3,796,966	3,494,509		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	-	-		-	-			
Transportation Benefit Fund	170,000	100,000		-	-			
Transportation Impact Fee Fund	-	-		-	-			
GO Bond	1,556,995	1,554,535		1,590,415	927,665			
LID Bond	42,480	40,780		39,075	-			
Building, Development and Service	3,340,542	3,600,267		3,292,829	3,550,834			
Other Operating Funds	**9,304,990**	**9,336,653**	**18,641,643**	**8,386,985**	**11,170,000**	**19,556,985**	**915,342**	**4.9%**
Internal Service Funds	**753,000**	**800,015**	**1,553,015**	**1,170,000**	**770,000**	**1,940,000**	**386,985**	**24.9%**
Capital	**3,501,255**	**15,774,825**	**19,276,080**	**10,127,191**	**5,065,596**	**15,192,787**	**(4,083,293)**	**-21.2%**
Utilities:								
Water Operating	1,646,465	1,739,195		2,029,600	2,204,606			
Water debt service	-	-		14,000	757,000			
Water Fund	**1,646,465**	**1,739,195**	**3,385,660**	**2,043,600**	**2,961,606**	**5,005,206**	**1,619,546**	**47.8%**
Sewer Operating	3,419,883	3,540,400		3,654,648	3,940,984			
Sewer debt service	1,322,208	1,276,350		1,274,326	1,415,250			
Sewer Fund	**4,742,091**	**4,816,750**	**9,558,841**	**4,928,974**	**5,356,234**	**10,285,208**	**726,367**	**7.6%**
SSWM Operating	2,606,783	2,619,027		2,061,587	2,139,483			
SSWM debt service	51,923	51,670		51,416	51,162			
Storm & Surface Water Fund	**2,658,706**	**2,670,697**	**5,329,403**	**2,113,003**	**2,190,645**	**4,303,648**	**(1,025,755)**	**-19.2%**
Water Capital	784,216	3,076,531		13,001,802	585,571			
Sewer Capital	645,561	3,629,229		1,688,375	1,159,524			
SSWM Capital	36,583	569,537		2,349,442	1,778,392			
Capital - All Utility Funds	**1,466,360**	**7,275,297**	**8,741,657**	**17,039,619**	**3,523,487**	**20,563,106**	**11,821,449**	**135.2%**
Total Budget			**104,775,099**			**116,212,135**	**11,437,036**	**10.9%**

Does not include operating transfers.

Factors contributing to the changes include:

Major Increases

- A net increase of 4.7 Full Time Equivalent (FTE) positions in 2023, and a decrease of 2.0 FTE positions in 2024. Total staffing equals 138.65 FTEs in 2023 and 136.65 FTEs in 2024, respectively. Details of the personnel changes can be found at the end of the City Manager transmittal letter under the significant changes table. 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 $1million 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 $11.4 million are due to the funding for the construction of the Winslow Water tank and the Sewer Treatment plant upgrades.

Major Decreases

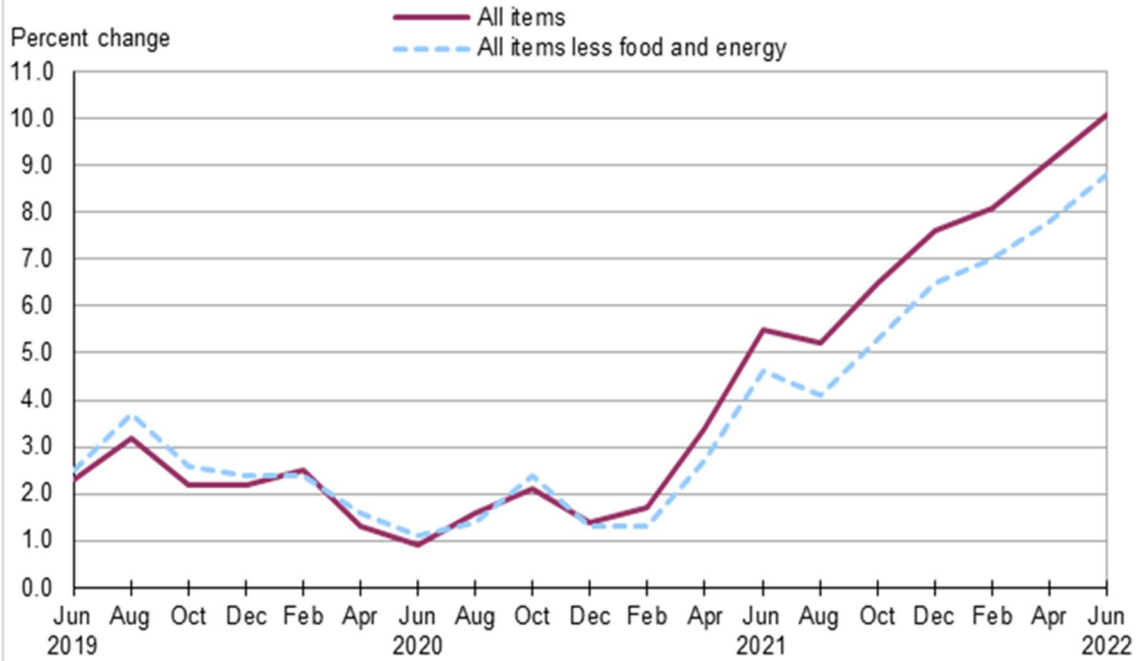
- The 21.2% or $4.083 million decrease in the capital project fund are related to a projected decrease in spending for the new Police and Court facility as the project is completed. Most of the spending and budget appropriation related to this project will occur in 2022. The project is scheduled for 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.

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 readvertised after bids on the initial offering came in at almost twice the engineer's estimate.

Chart 1. Over-the-year percent change in CPI-U, Seattle-Tacoma-Bellevue, WA, June 2019–June 2022



Source: U.S. Bureau of Labor Statistics.

Inflation remains the single largest issue affecting the economy and the 2023-2024 proposed 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 Proposed 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) excise taxes since the beginning of the pandemic. This trend, however, is not likely 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 allow for appropriate capacity for future and changes.

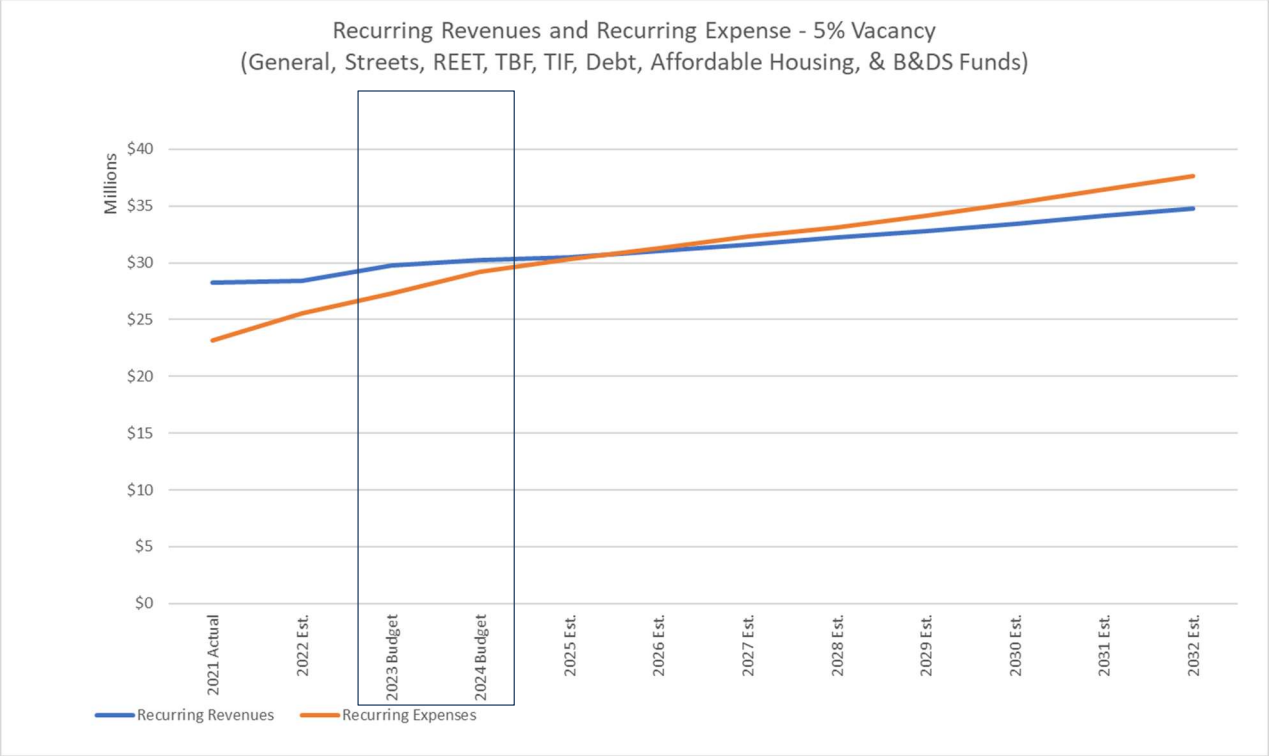
There are two 10-year capacity tests the City uses in measuring long-term viability of current plans:

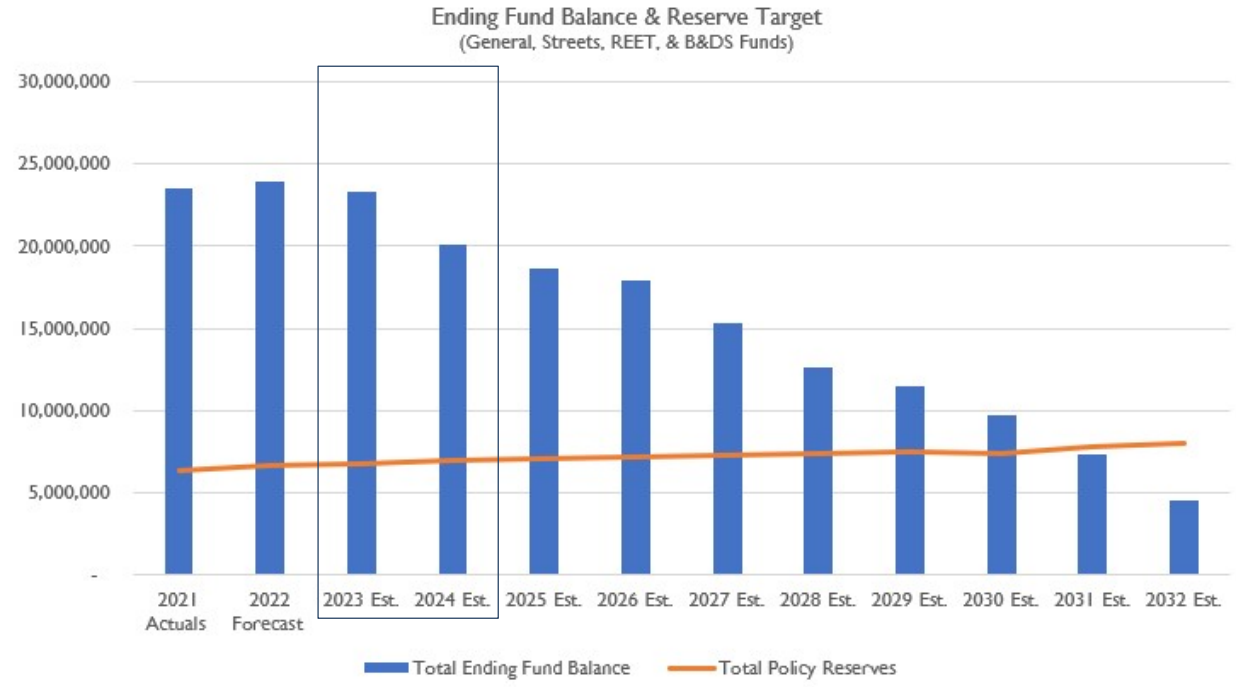
- An operating budget test that measures if recurring expenditures are lower than recurring revenues over the next 10-year period for each fund
- A policy reserve test for all tax-supported funds that measures fund balances throughout the next ten-year period and reviews them against the minimums set 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 proposed 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 2030.





Conclusion

The 2023-2024 Proposed 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 2020, Council reviewed and adopted an updated set of financial policies. The entire text of the policies is included in the Appendix to this document, with certain key provisions cited below.

Key Policy Statements

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

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

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

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

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

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.

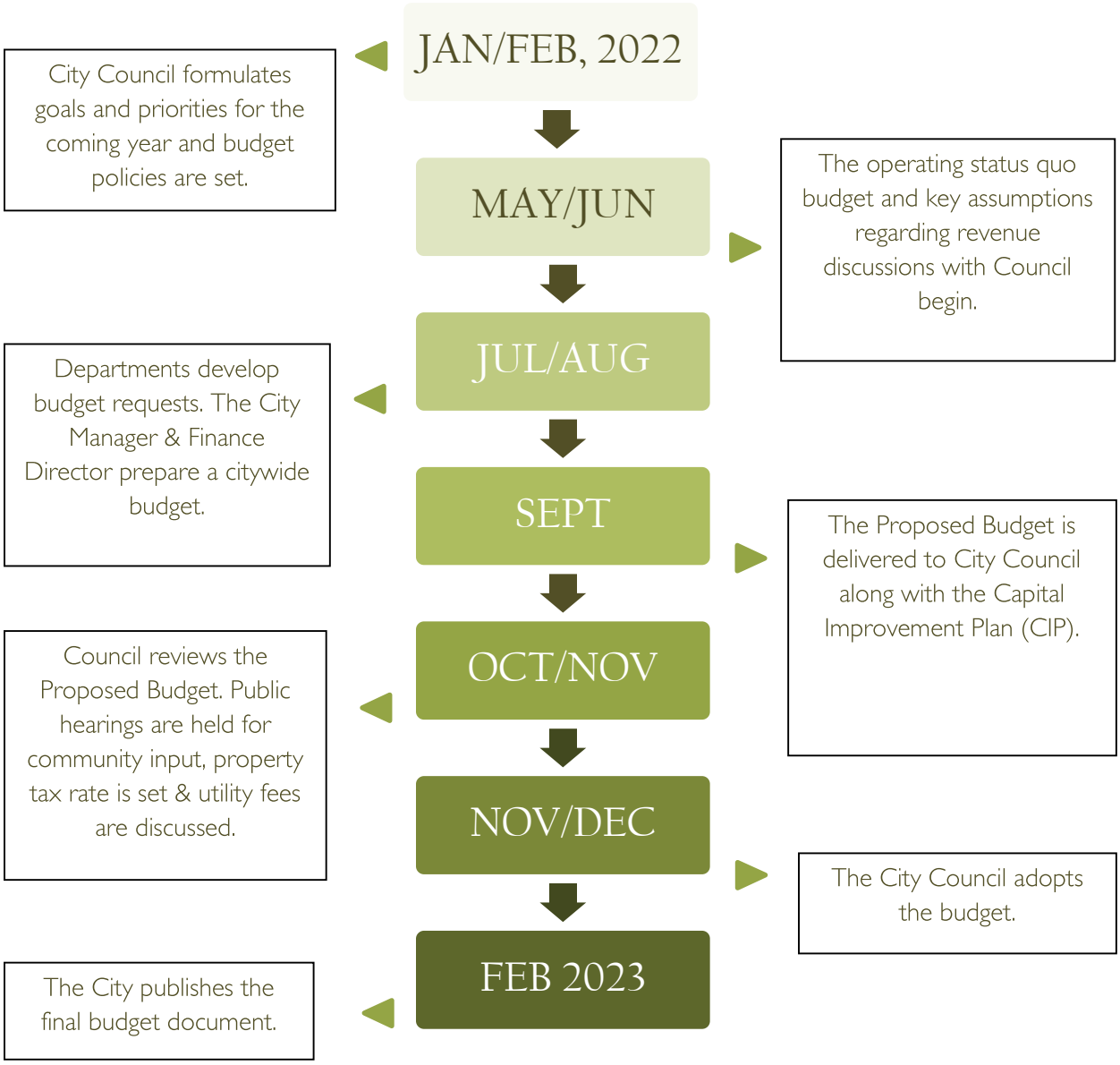
Reserve funds enable the City to deal with unforeseen emergencies and changes in economic conditions. Reserve targets are set by the City Council for the General Fund, and for each utility fund.

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.

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. Three times a year, 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 proposed budget 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 proposed 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 (December 5)

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 (December 31)

The 2023-2028 Capital Improvement (CIP) included in the budget is a foundational element of the City Manager's proposed biennial budget presented. The CIP contains a list of capital projects with estimated costs and proposed 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 and is scheduled for final approval by Council on October 25th.

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 proposed 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 City Proposed Budget will follow the mandated three steps listed above. In addition, numerous discussions in a series of Council meetings will take place starting in late September and concluding with final changes included in a final budget ordinance currently scheduled for adoption in November. The Adopted Budget is monitored and amended as necessary during the budget year.

Key Assumptions in 2023 – 2024 Budget Development

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

Estimated beginning fund balances for each fund for 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 August 2022. Inflation is a major factor in the City's projections going into 2023. To curb inflation, which reached 10% in the greater Seattle metro area in June, the Federal Reserve has raised interest rates multiple times throughout 2022, with the potential for more rate hikes before the end of 2022. These increases have begun impacting the housing market, which reached record high volume and home prices in 2021. Midway through the third quarter of 2022, 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.

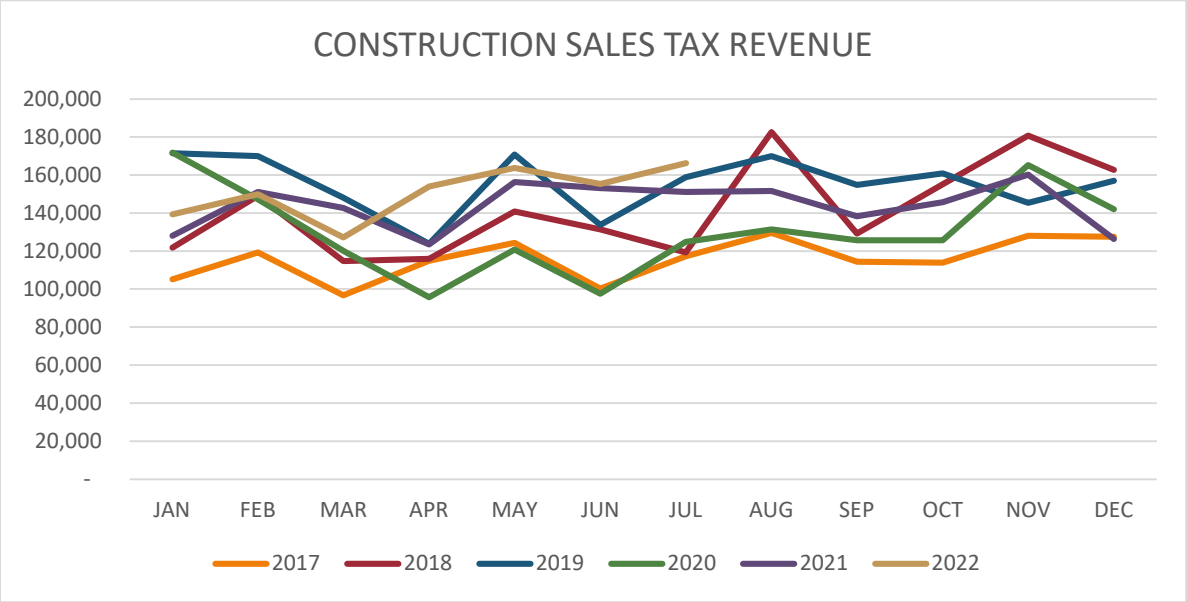
Property Tax

Growth in property tax in Washington State is limited to 1% plus value of new construction. Recent development has led to increases in construction. However, we are not expecting construction trends to continue at the same rate. Therefore, estimated assessed value of Bainbridge Island property is expected to grow albeit at a lesser rate than we have experienced in the last five years. The 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.

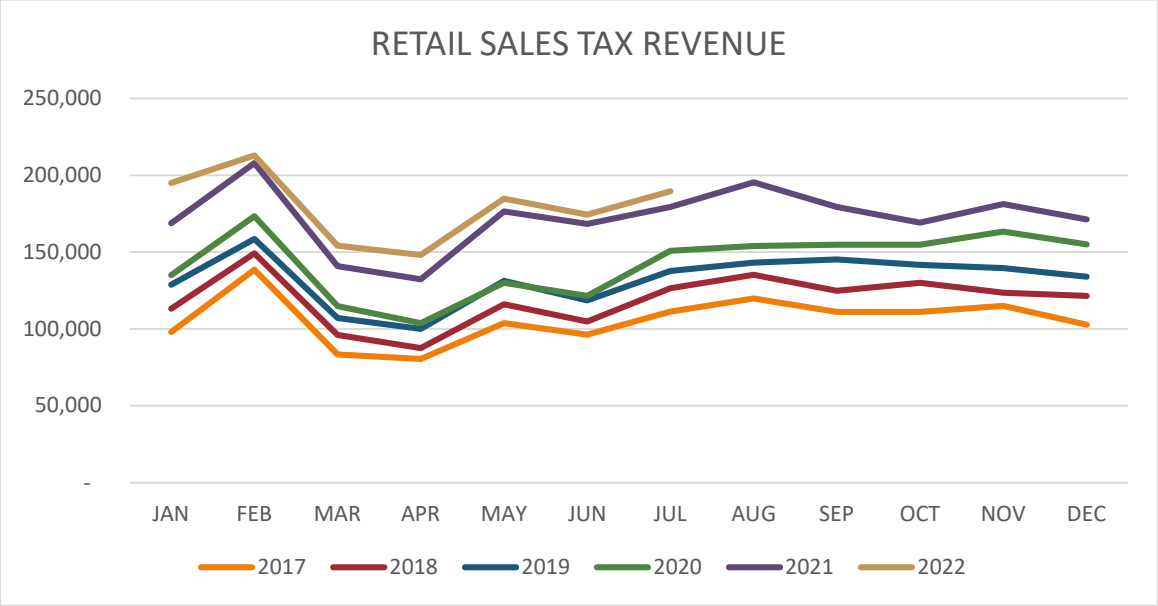
Sales Tax

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. Through July 2022, construction sales tax has increased 5% from the same time frame in 2021.

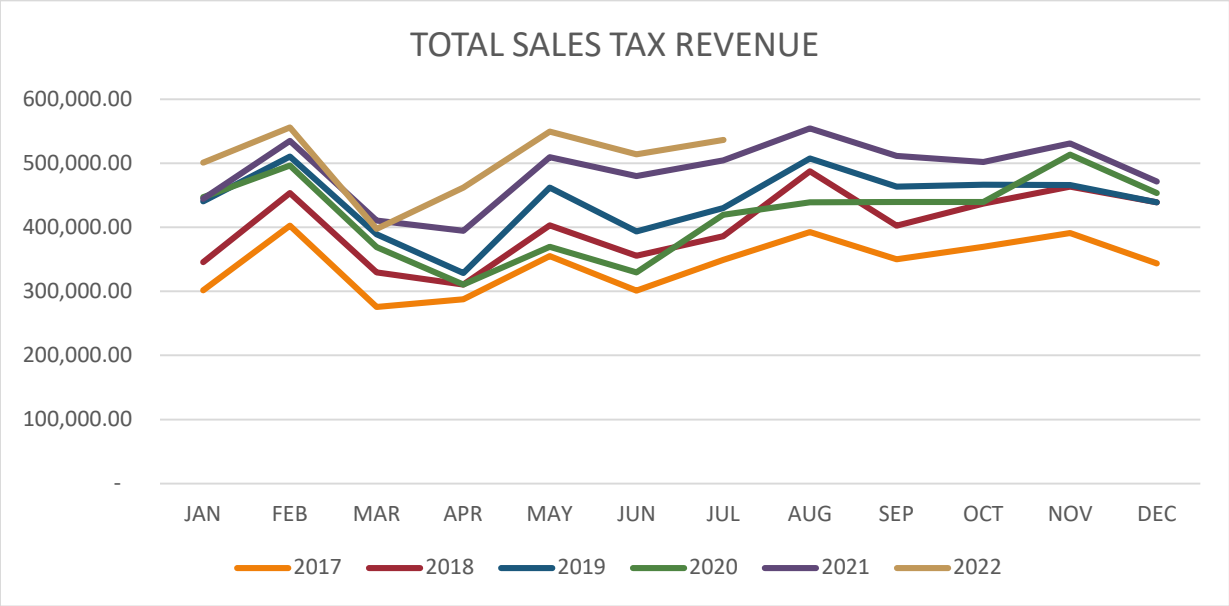


Retail trade also makes up approximately 30 to 35% of total sales tax revenue. Retail trade sales tax revenue in the last five years has been averaging 13% growth. While retail sales tax revenue is also dependent on overall economic conditions, the year over year growth has been more consistent than construction sales tax revenue. Through July 2022, retail trade sales tax has increased 7% over the same time frame in 2021. With inflation increasing costs overall, retail sales tax continues to trend upward.



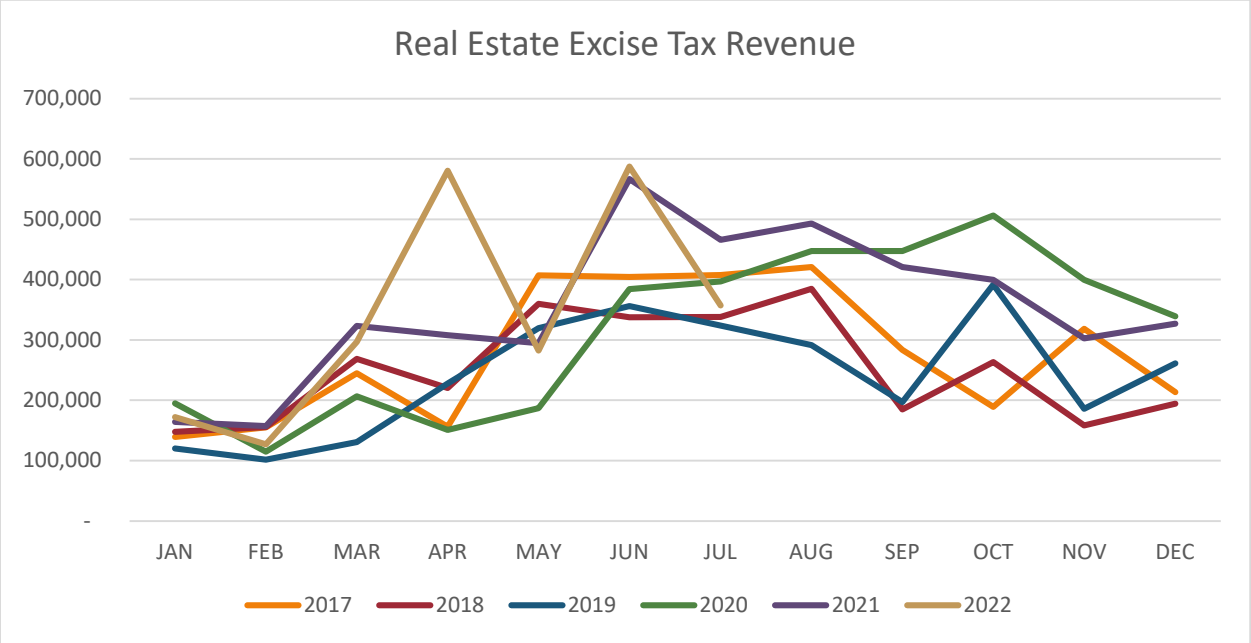
In summary, total sales and use tax through July 2022 has increased 7% from July 2021. We expect this

trend to continue. 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 recent data in 2022 reflect similar trends. Total 2022 REET revenue through July is $2.4 million or 5% higher than the same time frame in 2021. Volume is down 18% with 347 properties sold, while the average selling price is up 30% at $1.4M. Given these trends, as well as rising interest rates, the REET revenue forecast for the next biennium is $3.25M in 2023 and $3.5M in 2024.



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.

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 proposed position lists and approved salary schedules along with estimated costs provided by external service providers such as the Department of Retirement Services and the Association of Washington Cities (AWC). Vacant positions are estimated at mid-range step. Personnel costs increase by 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. Medical costs increase 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 proposed with the budget.

Operating transfers were updated to match budgeted expenditure levels.

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

Other Key Assumptions

The City completed a 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 Proposed Budget assumes continuation of the approved rate structure over the biennium.

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

The City is in the process of conducting a water and sewer 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.

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 Proposed Budget provides for additional items to be tracked as part of financial management. These amounts include the following:

- Specially tracked General Fund monies. These include PEG Capital Reserve, Police Investigative Reserve, Police Marine Reserve, Public Arts 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

Financial Capacity/Fiscal Health

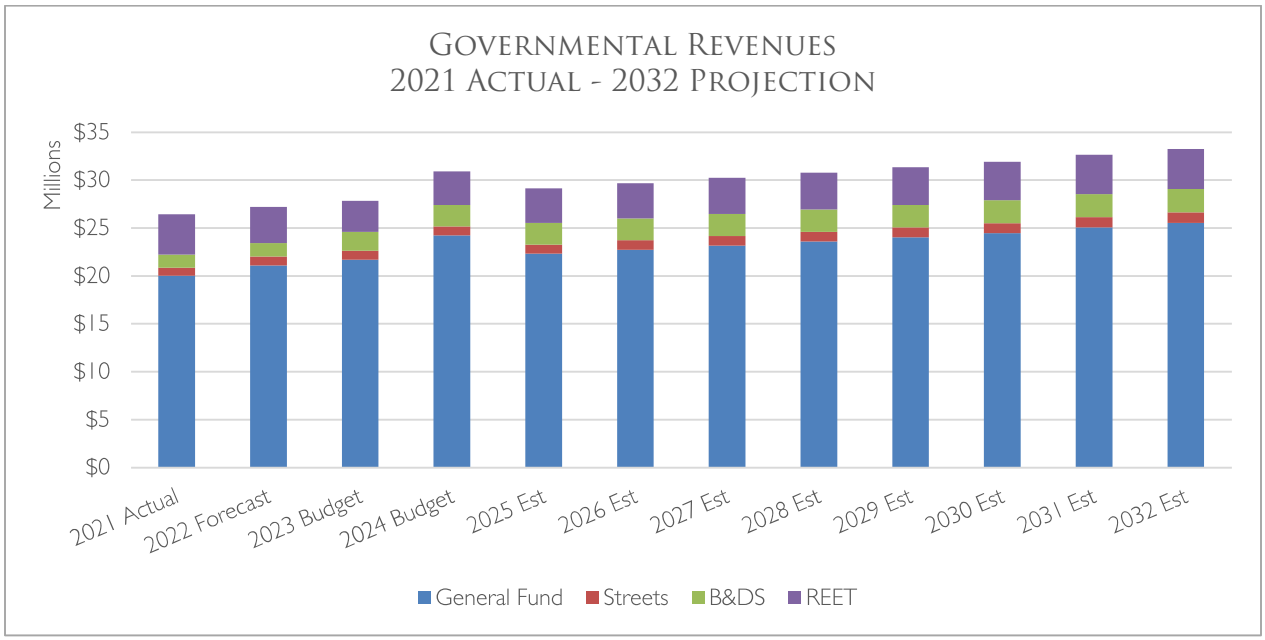
In an effort to support the review of the long-term viability of the City's financial structure, the Finance Department provides a ten-year forward look at the City's projected financial performance by fund. This is called the "Financial Capacity Analysis" (FCA) and is based on analyses completed by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

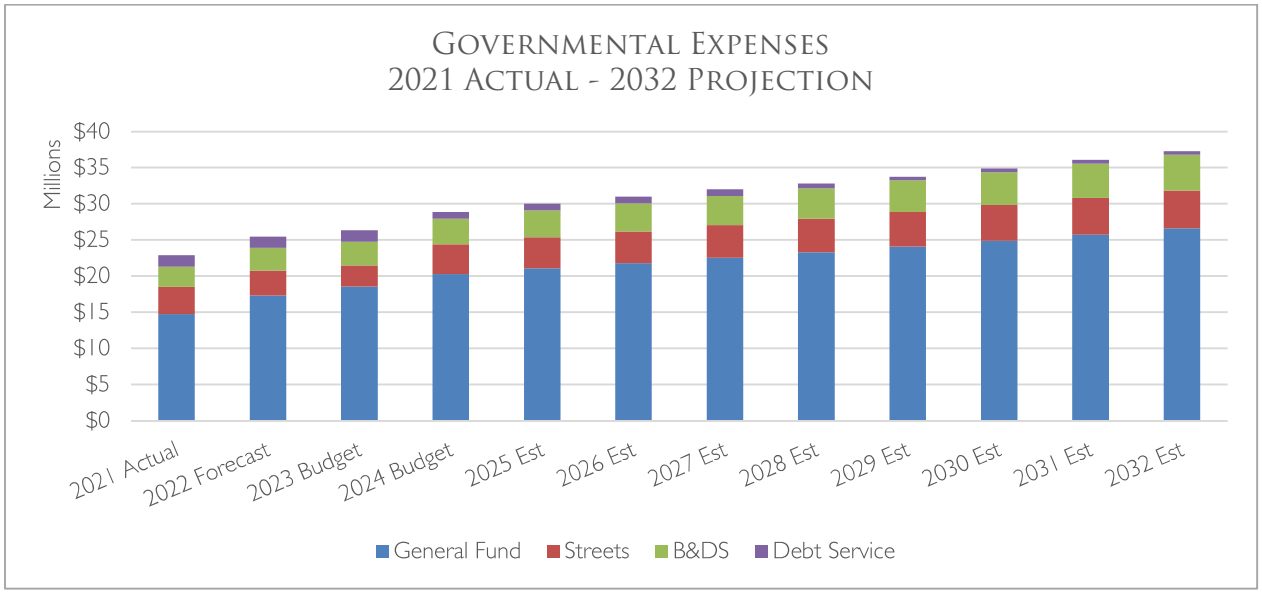
This forward-looking analysis focuses on long-range planning to guide macro-level financial planning in support of maintaining City services and financial stability, while moving toward its goals. The analysis is based on past actual results, current estimates, and budgeted forecasts, and relies on a 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.

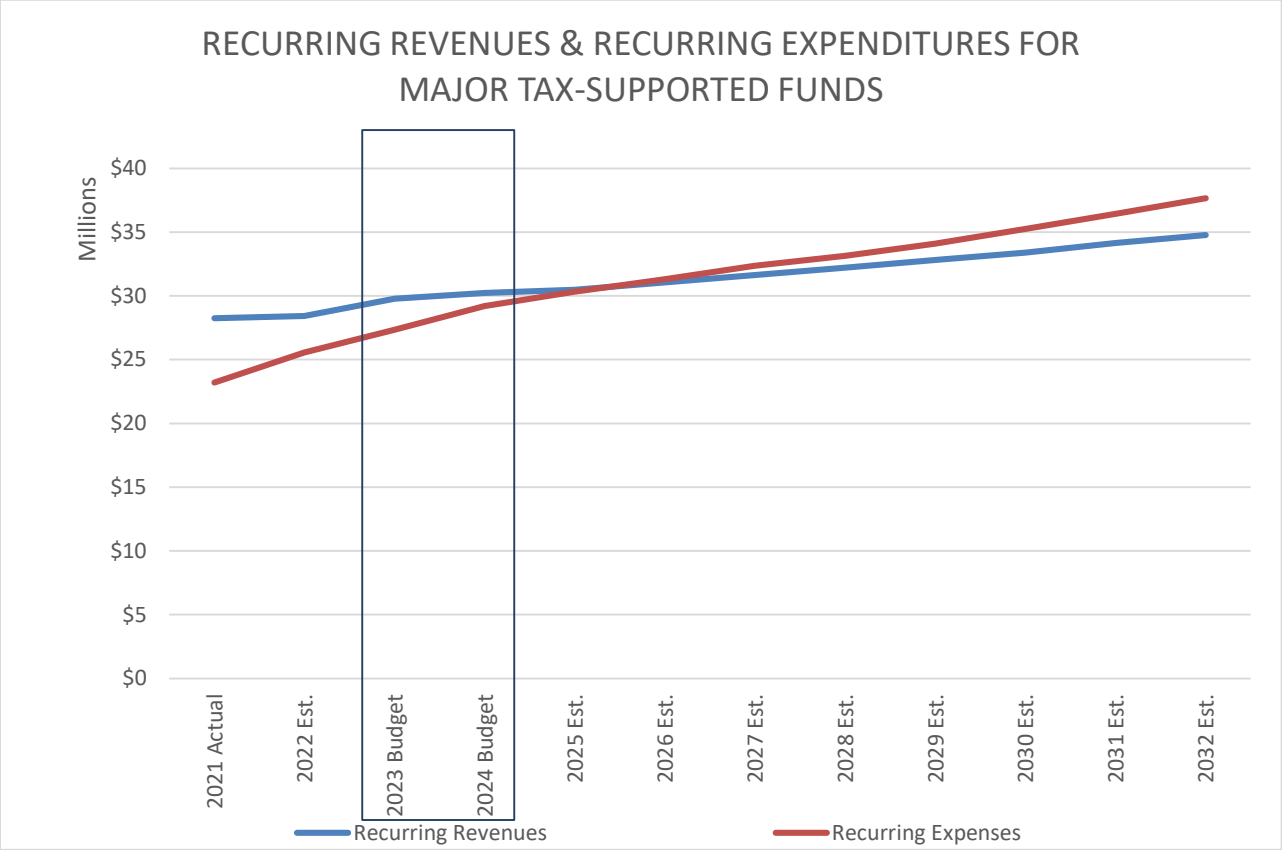
The City has built General Fund balance over the past ten years which is supporting planned capital investment and allowing the City to respond to short-term financial challenges in a measured way. Absent new revenues or significant changes to spending patterns, the City's long-term recurring expenses 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.

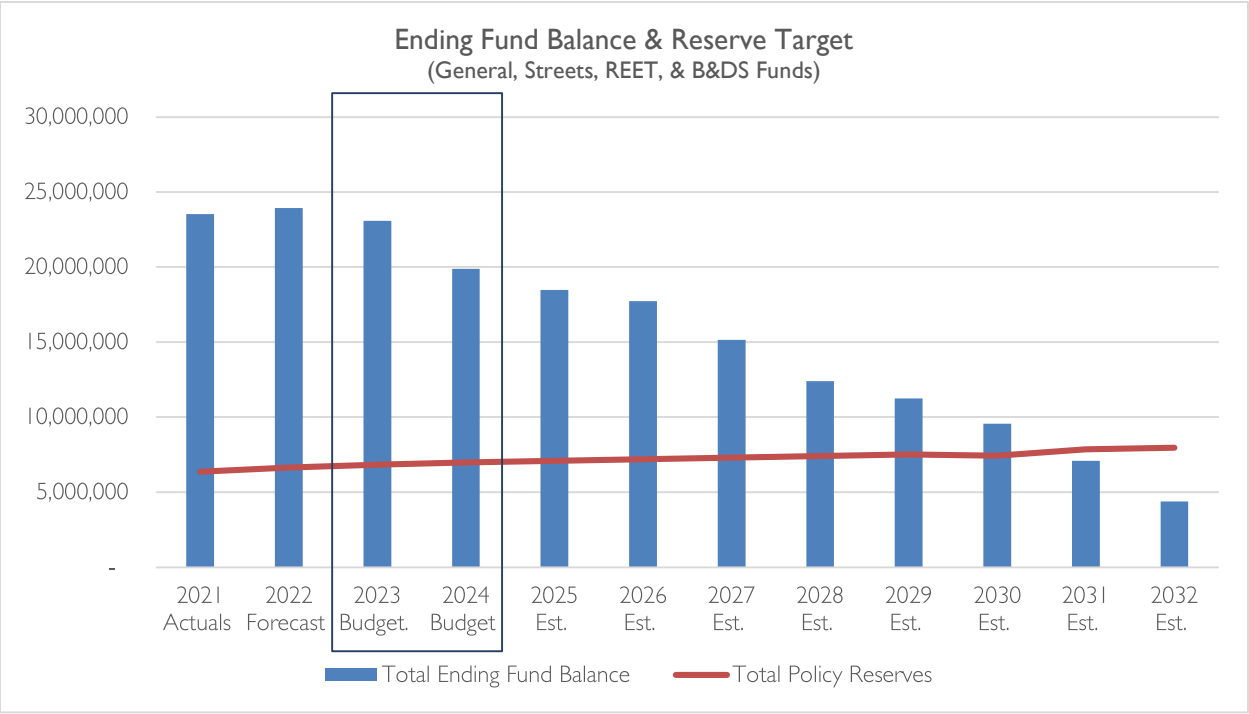
To help interpret the information presented in the following charts, the below assumptions are presented as background and are incorporated into the FCA results for years after 2024:

- 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%.


Governmental Revenues
2021 Actual - 2032 Projection
Millions
$35
$30
$25
$20
$15
$10
$5
$0
2021 Actual
2022 Forecast
2023 Budget
2024 Budget
2025 Est
2026 Est
2027 Est
2028 Est
2029 Est
2030 Est
2031 Est
2032 Est
General Fund
Streets
B&DS
REET


Governmental Expenses
2021 Actual - 2032 Projection
Millions
$40
$35
$30
$25
$20
$15
$10
$5
$0
2021 Actual
2022 Forecast
2023 Budget
2024 Budget
2025 Est
2026 Est
2027 Est
2028 Est
2029 Est
2030 Est
2031 Est
2032 Est
General Fund
Streets
B&DS
Debt Service


RECURRING REVENUES & RECURRING EXPENDITURES FOR MAJOR TAX-SUPPORTED FUNDS
Millions
$40
$35
$30
$25
$20
$15
$10
$5
$0
2021 Actual
2022 Est.
2023 Budget
2024 Budget
2025 Est.
2026 Est.
2027 Est.
2028 Est.
2029 Est.
2030 Est.
2031 Est.
2032 Est.
Recurring Revenues
Recurring Expenses


Ending Fund Balance & Reserve Target
(General, Streets, REET, & B&DS Funds)
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
-
2021 Actuals
2022 Forecast
2023 Budget.
2024 Budget
2025 Est.
2026 Est.
2027 Est.
2028 Est.
2029 Est.
2030 Est.
2031 Est.
2032 Est.
Total Ending Fund Balance
Total Policy Reserves

Basis of Accounting & Budgeting

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

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

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

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

CITY OF BAINBRIDGE ISLAND - 2023 PRELIMINARY BUDGET
LIMITS ON DEBT

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

LIMITED TAX GENERAL OBLIGATION BONDS (Can be approved by a majority City Council vote)		**1/1/2023 OUTSTANDING**	**PERCENTAGE OF LEGAL LIMIT**
2021 LTGO (Construction & Refunding) Bonds		2,460,000	
2019 LTGO (Construction & Refunding) Bonds		8,385,000	
TOTAL LTGO BONDS	**$**	**10,845,000**	
State Dept. of Health and Public Works Trust Fund Loans		0	
TOTAL DIRECT DEBT	**$**	**10,845,000**	7.0%
LEGAL LIMIT		**154,277,941**	
REMAINING (UNUSED) MARGIN	**$**	**143,432,941**	
SPECIAL LEVY GENERAL OBLIGATION BONDS (All types require a 60% vote of the people)			
For General Purposes		0	
For Utility Purposes		0	
For Parks & Open Space		630,000	
TOTAL SPECIAL LEVY BONDS	**$**	**630,000**	
TOTAL GENERAL OBLIGATION DEBT	**$**	**11,475,000**	1.5%
LEGAL LIMIT		**771,389,704**	
REMAINING (UNUSED) MARGIN	**$**	**759,914,704**	
ASSESSMENT DEBT			
Public Works Trust Loan for South Island Sewer		595,000	
2011 LID Street Bonds		37,361	
TOTAL ASSESSMENT DEBT	**$**	**632,361**	No legal limit
REVENUE DEBT			
Public Works Trust Loan #2 for Waste Water Ttreatment Plant		800,033	
Public Works Trust Fund Loan for Eagle Harbor Beach Mains		1,855,324	
TOTAL REVENUE DEBT	**$**	**2,655,357**	No legal limit

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	Jun-2024
PWTF Loan - New Storm Drain Decant Facility Construction	782,000	123,473		41,158	617	82,315	Jun-2025
PWTF Loan - South Island Sewer LID Construction	5,600,000	595,000		297,500	2,975	297,500	Jun-2024
PWTF Loan - Sewage Treatment Plant Upgrade Design	389,215	42,172		21,088	211	21,084	Jun-2024
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #1	3,618,000	631,871		210,623	3,159	421,248	Jun-2025
PWTF Loan - Sewage Treatment Plant Upgrade Construction Loan #2	3,564,500	800,033		200,008	4,000	600,025	Jun-2026
PWTF Loan - Dec 2007 Storms - Street Repairs	449,632	141,988		23,665	4,260	118,323	Jun-2028
2021 LTGO Refunding Bonds	3,040,000	2,460,000		295,000	28,044	2,165,000	Dec-2030
2011 LID Bonds - Winslow Way Construction	755,300	37,361		37,361	1,704	0	May-2023
2013 Voted Refunding Bonds	5,230,000	630,000		630,000	25,200	0	Dec-2023
PWTF Loan - Sewer Beach Mains Design	383,542	122,604		20,434	613	102,170	Jun-2028
PWTF Loan - Sewer Beach Mains Construction	3,474,933	1,855,324		185,532	4,639	1,669,792	Jun-2032
2019 Refunding LTGO Bonds	2,735,000	1,850,000		330,000	67,400	1,520,000	Jun-2028
2019 LTGO Bonds - Police/Court Facility	7,255,000	6,535,000		270,000	239,850	6,265,000	Dec-2039
TOTAL EXISTING DEBT	**$ 37,456,147**	**$ 15,843,916**	**$ 0**	**$ 2,571,914**	**$ 382,767**	**$ 13,272,002**	
2023 BUDGETED NEW DEBT							
PWTF Loan - High School Water Tank replacement	4,500,000	1,128,100	3,371,900	0	5,761	4,500,000	Jun-2041
Dept. of Health Loan - High School Water Tank replacement	6,831,302	25,000	5,345,074	0	2,975	5,370,074	Oct-2046
Dept. of Health Loan - Ferncliff Water Main extension	792,079	45,000	747,079	0	4,727	792,079	Oct-2046
PWTF Loan - West Eagle Harbor Sewer Complex rehabilitation	2,500,000	84,000	2,416,000	0	423	2,500,000	Jun-2041
TOTAL EXISTING DEBT AND BUDGETED NEW DEBT	**$ 52,079,528**	**$ 17,126,016**	**$ 11,880,053**	**$ 2,571,914**	**$ 396,653**	**$ 26,434,155**	

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 PRELIMINARY BUDGET
LIMITS ON DEBT

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

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

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

Section 3



Summary by Fund

Section 3: Summary by Fund

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Transportation Benefit Fund 56

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Capital Construction Fund 61

Water Operating Fund 62

Sewer Operating Fund 63

Storm & Surface Water Management Fund 64

Building & Development Services Fund 65

Equipment Rental & Revolving Fund 66

Community Services 67

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Intergovernmental Services 71

Fund Description and 2023 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 Proposed Budget by fund is shown following this introduction. The funds are presented in numerical order, with governmental, or "tax-supported" funds generally at the beginning, followed by the utility funds and the City's ER&R fund. For the General Fund and funds for which the budget projects an increase or decrease to the fund balance that is greater than 10%, an explanation is included in the introduction.

TAX SUPPORTED FUNDS

General Fund

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

The 2023 Proposed Budget shows a decreasing General Fund balance. Ending fund balance is estimated to decrease $1.3 million, or 7%, from $20.0 million to $18.6 million. This decrease is primarily due to the new City Municipal Facilities Maintenance, Replacement and Reconstruction Policy, as well as $1.2 million operating transfer to the Capital Construction Fund supporting one-time capital expenditures. The $18.6 million projected ending fund balance in 2023 exceeds the total required by City policies by roughly $12.0 million in the General Fund.

Street Fund

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

The 2023 Proposed Budget reflects the City's practice of only utilizing City supplemental funding to maintain a $10,000 fund balance in the Streets Fund.

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

The 2023 Proposed Budget shows an increase of $808,000, or 58%, from $1.4 million to $2.2 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.

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 Proposed 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 Proposed Budget shows an increase of $308,000, or 30%, from $1.0 million to $1.3 million. In 2019 Council approved an affordable housing sales and use tax credit and in 2021approved an affordable housing and related services sales tax increase 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 Proposed Budget shows no significant change to fund balance for this fund.

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

The 2023 Proposed Budget shows no significant change to fund balance for this fund.

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

The 2023 Proposed Budget shows a decrease of $722,000 or 55%, from $1.3 million to $592,000. 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.

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 Proposed Budget shows an increase of $110,000, or 57% 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 Proposed Budget shows no significant change to fund balance for this fund.

Local Improvement District (LID) Bond Fund
This fund receives LID assessments and pays principal and interest due on LID debt while keeping necessary reserves to ensure timely bond payments.

The 2023 Proposed Budget shows no significant change to fund balance for this fund.

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

The 2023 Proposed 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 capital project.

Building & Development Services Fund
Segregates revenues and costs associated with permitting of building and development. The City classifies its Building and Development Services fund as an enterprise fund for accounting and financial statement purposes because 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 Proposed Budget reflects the City's practice of only utilizing City supplemental funding to maintain a $10,000 fund balance in the Building and Development Fund.

UTILITY FUNDS

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

The 2023 Proposed Budget shows a decrease in fund balance of $3.4 million, or 58%, from $5.8 million to $2.1 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 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 Proposed Budget.

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

The 2023 Proposed Budget shows an increase in fund balance of $792,000, or 17%, from $4.5 million to $5.3 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 increase in fund balance in 2023 is mainly due to timing of CIP projects and loan proceeds. The 2023 – 2028 CIP includes significant capital projects for the Sewer Fund. Project details can be found in the Capital Improvements section of the Proposed Budget.

Storm & Surface Water Management Fund
Accounts for all activities related to the City's storm and surface water management utility.

The 2023 Proposed Budget shows a decrease of $1.2 million, or 23%, from $5.1 million to $3.9 million. This is the result of planned significant capital project. Project details can be found in the Capital Improvements section of the Proposed Budget.

INTERNAL SERVICE FUNDS

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

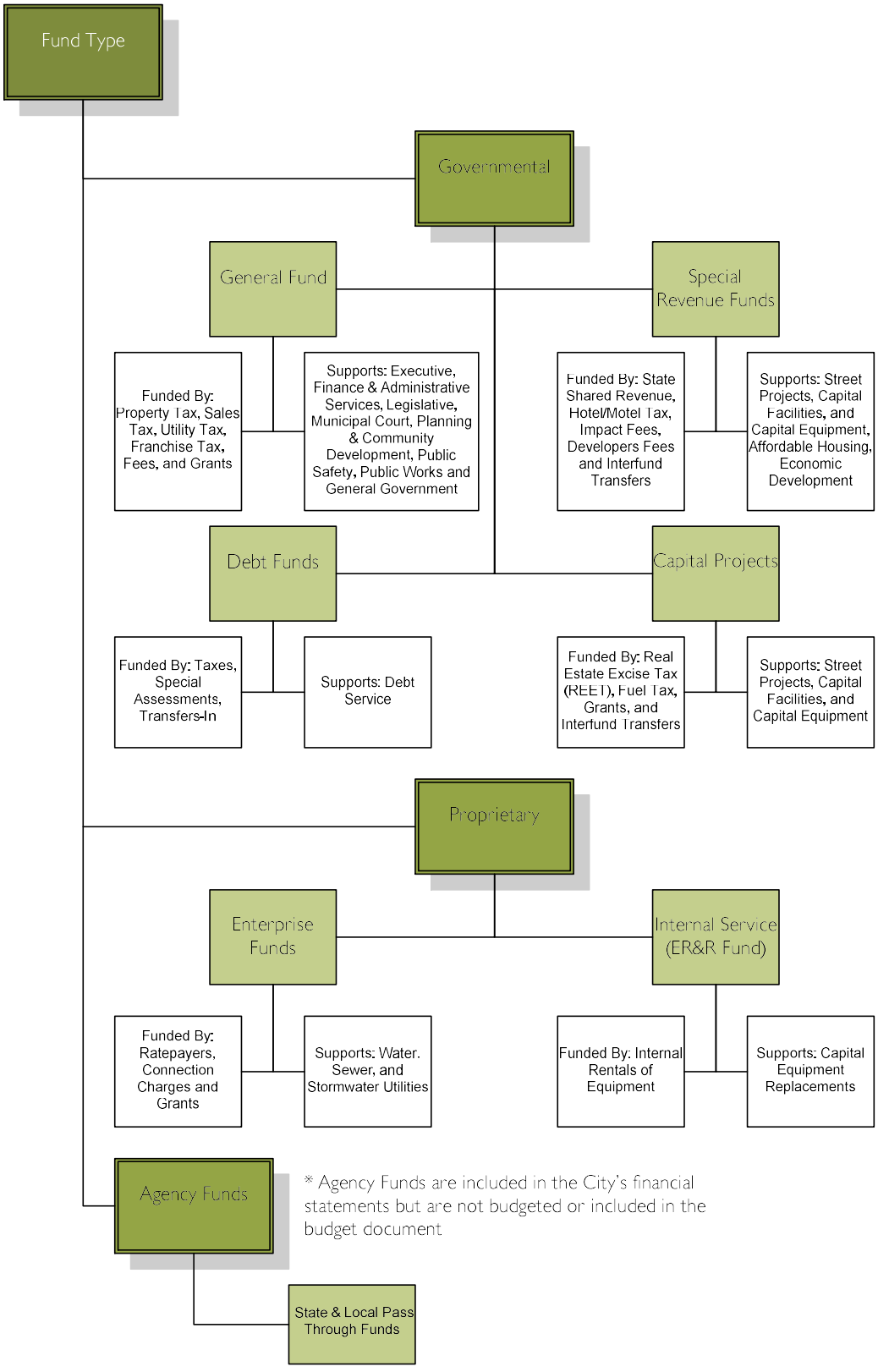
The 2023 Proposed Budget shows a decrease of $609,000, or 22%, from $2.8 million to $2.2 million. This is the result of planned fleet purchases as shown in the Capital Improvements section of the Proposed Budget.

UNAPPROPRIATED FUNDS

Agency Fund and Expendable Trust Fund
For budget purposes, the City has combined several distinct funds and sub-funds. These funds share the characteristic that the money accounted for in them belongs to someone other than the City or that the City has a junior claim on the money. Included are construction retainage accounts, performance bonds and guarantees, court trust funds and money held in transit to 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 PROPOSED 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	7,267,400	135,600	4,600,000	15,459,000	10,000	47,449,000
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
TOTAL REVENUES	21,565,400	924,000	7,530,000	655,200	1,522,500	10,498,540	2,090,500	44,786,140
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
TOTAL RESOURCES	41,596,400	2,909,533	14,797,400	1,726,015	11,649,691	37,450,303	3,302,829	113,432,171
EXPENDITURES								
Salaries	8,450,339	1,164,537	109,452	-	-	2,567,297	2,084,018	14,375,643
Benefits	3,054,028	454,377	43,781	-	-	943,716	789,367	5,285,269
Supplies	709,361	224,310	2,000	-	-	354,313	12,815	1,302,798
Professional Services	2,290,515	243,060	380,000	-	-	372,860	139,800	3,426,235
Community Services	602,000	-	27,400	-	-	35,000	-	664,400
Other Services & Charges	3,153,654	811,749	2,500	-	-	2,384,150	266,830	6,618,882
Intergovernmental Services	873,500	1,500	-	-	-	1,088,500	-	1,963,500
TOTAL OPERATING EXPENDITURES	19,133,397	2,899,533	565,133	-	-	7,745,835	3,292,829	33,636,727
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	1,170,000	-	-	-	-	1,170,000
Capital Projects	-	-	-	-	10,127,191	17,039,619	-	27,166,810
Debt Service	-	-	-	1,629,490	-	1,339,742	-	2,969,232
TOTAL EXPENDITURES	19,133,397	2,899,533	1,735,133	1,629,490	10,127,191	26,125,196	3,292,829	64,942,769
OTHER USES								
To Other Funds and Sub-Funds	3,822,920	-	5,890,098	-	-	-	-	9,713,018
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	18,640,083	10,000	7,172,169	96,525	1,522,500	11,325,107	10,000	38,776,384
TOTAL USES	41,596,400	2,909,533	14,797,400	1,726,015	11,649,691	37,450,303	3,302,829	113,432,171

CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED BUDGET

	Water	Sewer	SSWM	Total 2023
BEGINNING FUND BALANCE	5,840,000	4,534,000	5,085,000	15,459,000
REVENUES				
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
TOTAL REVENUES	2,223,540	4,993,000	3,282,000	10,498,540
OTHER SOURCES				
Loans/Sale of Bonds	9,068,013	2,416,000	-	11,484,013
From other Funds and Sub-Funds	8,750	-	-	8,750
TOTAL RESOURCES	17,140,303	11,943,000	8,367,000	37,450,303
EXPENDITURES				
Salaries	702,100	1,124,281	740,916	2,567,297
Benefits	261,531	418,714	263,471	943,716
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	598,597	1,181,803	603,750	2,384,150
Intergovernmental Services	150,000	681,000	257,500	1,088,500
TOTAL OPERATING EXPENDITURES	2,029,600	3,654,648	2,061,587	7,745,835
NON-OPERATING EXPENDITURES				
Capital Projects	13,001,802	1,688,375	2,349,442	17,039,619
Debt Service	14,000	1,274,326	51,416	1,339,742
TOTAL EXPENDITURES	15,045,402	6,617,349	4,462,445	26,125,196
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	2,094,901	5,325,651	3,904,555	11,325,107
TOTAL USES	17,140,303	11,943,000	8,367,000	37,450,303

CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED BUDGET

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

CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED BUDGET

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

CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED BUDGET

SUMMARY BY FUND

		ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON-OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE
CITY FUNDS							
001	GENERAL FUND	19,967,000	21,565,400	64,000	19,133,397	3,822,920	18,640,083
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	-	2,064,000	-	-	2,064,000	-
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	2,029,600	13,015,802	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	2,400,858	3,904,555
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
	TOTAL CITY FUNDS	**47,449,000**	**44,786,140**	**21,197,031**	**33,636,727**	**41,019,060**	**38,776,384**

CITY OF BAINBRIDGE ISLAND - 2024 PROPOSED BUDGET

	General	Streets	Special Revenue & Internal Services	Bonds	Capital & LID Construction	Water, Sewer, & SSWM Utilities	Building & Development Services	Total for 2024
BEGINNING FUND BALANCE	18,640,083	10,000	7,172,169	96,525	1,522,500	11,325,107	10,000	38,776,384
REVENUES								
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
TOTAL REVENUES	22,208,400	932,000	7,862,455	-	735,000	10,579,500	2,235,700	44,553,055
OTHER SOURCES								
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
TOTAL RESOURCES	40,868,483	4,120,936	17,034,624	1,024,190	6,588,094	23,374,585	3,560,834	96,571,746
EXPENDITURES								
Salaries	9,139,088	1,301,544	120,475	-	-	2,847,002	2,273,948	15,682,057
Benefits	3,192,346	487,019	48,190	-	-	1,001,368	824,818	5,553,741
Supplies	728,838	227,586	2,000	-	-	360,150	11,466	1,330,040
Professional Services	1,842,496	108,060	2,380,000	-	-	274,440	141,800	4,746,796
Community Services	602,000	-	27,400	-	-	35,000	-	664,400
Other Services & Charges	3,808,730	1,985,227	2,500	-	-	2,624,115	298,803	8,719,374
Intergovernmental Services	918,300	1,500	-	-	-	1,143,000	-	2,062,800
TOTAL OPERATING EXPENDITURES	20,231,798	4,110,936	2,580,565	-	-	8,285,074	3,550,834	38,759,208
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	770,000	-	-	-	-	770,000
Capital Projects	-	-	-	-	5,065,596	3,523,488	-	8,589,084
Debt Service	-	-	-	927,665	-	2,223,412	-	3,151,077
TOTAL EXPENDITURES	20,231,798	4,110,936	3,350,565	927,665	5,065,596	14,031,974	3,550,834	51,269,369
OTHER USES								
To Other Funds and Sub-Funds	5,930,679	-	5,850,401	-	-	-	-	11,781,079
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	14,706,006	10,000	7,833,658	96,525	1,522,498	9,342,611	10,000	33,521,298
TOTAL USES	40,868,483	4,120,936	17,034,624	1,024,190	6,588,094	23,374,585	3,560,834	96,571,746

CITY OF BAINBRIDGE ISLAND - 2024 PROPOSED BUDGET

	Water	Sewer	SSWM	Total 2022
BEGINNING FUND BALANCE	2,094,901	5,325,651	3,904,555	11,325,107
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	7,211,555	23,374,585
EXPENDITURES				
Salaries	787,156	1,248,416	811,430	2,847,002
Benefits	282,912	449,134	269,322	1,001,368
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	742,369	1,247,914	633,831	2,624,115
Intergovernmental Services	160,000	718,000	265,000	1,143,000
TOTAL OPERATING EXPENDITURES	2,204,606	3,940,984	2,139,483	8,285,074
NON-OPERATING EXPENDITURES				
Capital Projects	585,571	1,159,524	1,778,392	3,523,488
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	3,242,517	9,342,611
TOTAL USES	5,509,379	10,653,651	7,211,555	23,374,585

CITY OF BAINBRIDGE ISLAND - 2024 PROPOSED 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 PROPOSED BUDGET

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

CITY OF BAINBRIDGE ISLAND - 2024 PROPOSED BUDGET

SUMMARY BY FUND

		ESTIMATED BEGINNING BALANCE	REVENUES	NON-REV & TRANSFERS	OPERATING EXPENDITURES	NON-OPERATING EXPENDITURES & TRANSFERS	ENDING BALANCE
CITY FUNDS							
001	GENERAL FUND	18,640,083	22,208,400	20,000	20,231,798	5,930,679	14,706,006
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	-	2,020,000	-	-	2,020,000	-
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	2,204,606	1,342,571	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	3,904,555	3,307,000	-	2,139,483	1,829,554	3,242,517
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
	TOTAL CITY FUNDS	**38,776,384**	**44,553,055**	**13,242,307**	**38,759,208**	**24,291,241**	**33,521,298**

CITY OF BAINBRIDGE ISLAND
2023 AND 2024 PROPOSED BUDGET
BUDGET COMPARISON - CITYWIDE

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
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	5,655,200	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	659,766	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	74,691	10,000	-	-
TOTAL REVENUES	39,862,831	41,930,213	44,786,140	44,553,055
OTHER SOURCES				
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	56,096,000	47,449,000	38,776,384
TOTAL RESOURCES	102,963,931	107,149,281	113,432,171	96,571,746
EXPENDITURES				
Salaries	11,600,291	14,188,788	14,375,643	15,682,057
Benefits	4,420,132	5,349,376	5,285,269	5,553,741
Supplies	1,497,431	2,186,374	1,302,798	1,330,040
Professional Services	2,648,786	5,077,408	3,426,235	4,746,796
Community Services	470,241	828,224	664,400	664,400
Other Services & Charges	4,775,480	6,058,196	6,618,882	8,719,374
Intergovernmental Services	1,708,286	1,905,750	1,963,500	2,062,800
TOTAL OPERATING EXPENDITURES	27,120,648	35,594,115	33,636,727	38,759,208
NON-OPERATING EXPENDITURES				
Capital Equipment	933,165	960,870	1,170,000	770,000
Capital Projects	4,437,626	23,502,178	27,166,810	8,589,084
Debt Service	6,005,773	2,924,535	2,969,232	3,151,077
Other Non-operating Expenditures	-	-	-	-
TOTAL EXPENDITURES	38,497,212	62,981,697	64,942,769	51,269,369
OTHER USES				
Interfund Loan Repayment/Impact Fees	-	-	-	-
To Other Funds and Sub-Funds	9,550,716	9,364,006	9,713,018	11,781,079
TOTAL USES	48,047,928	72,345,703	74,655,787	63,050,449

CITY OF BAINBRIDGE ISLAND
2023 & 2024 PROPOSED BUDGET
REVENUES BY FUND

TAX SUPPORTED REVENUES	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
GENERAL FUND				
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
TAXES	**18,179,136**	**18,518,500**	**19,329,000**	**20,126,000**
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
FEES & SERVICE CHARGES	**984,770**	**973,000**	**982,700**	**976,700**
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	-	-	-
INTERGOVERNMENT REVENUE	**773,394**	**435,200**	**612,200**	**458,200**
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
FINES & FORFEITS	**24,629**	**31,000**	**23,500**	**23,500**
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
MISCELLANEOUS	**132,527**	**77,000**	**103,000**	**108,000**
Interest	87,274	80,000	515,000	516,000
INVESTMENT REVENUE	**87,274**	**80,000**	**515,000**	**516,000**
Gain on Sale of Fixed Assets	30,261	10,000	-	-
OTHER EXTERNAL SOURCES	**30,261**	**10,000**	**-**	**-**
TOTAL GENERAL FUND	**20,211,992**	**20,124,700**	**21,565,400**	**22,208,400**

CITY OF BAINBRIDGE ISLAND
2023 & 2024 PROPOSED BUDGET
REVENUES BY FUND

TAX SUPPORTED REVENUES	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
STREETS FUND				
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
TOTAL STREETS FUND	**845,369**	**955,000**	**924,000**	**932,000**
BUILDING & DEV. SERVICES FUNDS				
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
TOTAL BUILDING & DEV. SERVICES FUNDS	**1,362,959**	**1,218,913**	**2,090,500**	**2,235,700**
SPECIAL REV. FUNDS				
REAL ESTATE EXCISE TAX FUND				
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
	4,230,391	**3,750,000**	**3,257,000**	**3,507,000**
CIVIC IMPROVEMENT FUND				
Hotel/Motel Tax	315,459	275,000	330,000	330,000
Interest on Investments & Other Rev - Hotel/Mot	1,267	-	11,000	11,000
	316,727	**275,000**	**341,000**	**341,000**
AFFORDABLE HOUSING FUND				
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
	46,787	**481,200**	**523,000**	**559,000**
FAR-PUBLIC AMENITIES				
Interest on Investments & Other Rev - FAR	665	100	7,000	7,250
	665	**100**	**7,000**	**7,250**
FAR-FARMLAND/AGRICULTURE				
Interest on Investments & Other Rev - FAR	1,819	1,000	12,000	12,205
	1,819	**1,000**	**12,000**	**12,205**
TRANSP BEN FUND				
Transportation Benefit	662,448	600,000	630,000	640,000
Interest	3,213	-	25,000	25,000
	665,662	**600,000**	**655,000**	**665,000**
TRANSPORTATION IMPACT FEE FUND				
Transportation Impact Fee	155,324	100,000	105,000	110,000
Interest on Investments	607	-	5,000	5,000
	155,931	**100,000**	**110,000**	**115,000**
TOTAL SPECIAL REVENUE	**5,417,981**	**5,207,300**	**4,905,000**	**5,206,455**

CITY OF BAINBRIDGE ISLAND
2023 & 2024 PROPOSED BUDGET
REVENUES BY FUND

TAX SUPPORTED REVENUES	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
BOND FUNDS				
GO BOND FUND				
Property Taxes - BOND LEVY	616,063	612,800	655,200	-
	616,063	**612,800**	**655,200**	**-**
LID BOND FUND				
LID Assessments	1,485	-	-	-
LID Special Assessments	24,639	-	-	-
	26,124	**-**	**-**	**-**
TOTAL BOND FUNDS	**642,187**	**612,800**	**655,200**	**-**
CAPITAL & LID CONSTRUCTION FUNDS				
CAPITAL CONSTRUCTION FUND				
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	-	-
	1,959,526	**1,310,000**	**1,522,500**	**735,000**
TOTAL CAPITAL & LID CONSTRUCTION FUNDS	**1,959,526**	**1,310,000**	**1,522,500**	**735,000**
TOTAL TAX SUPPORTED REVENUES	**30,440,013**	**29,428,713**	**31,662,600**	**31,317,555**

CITY OF BAINBRIDGE ISLAND
2023 & 2024 PROPOSED BUDGET
REVENUES BY FUND

UTILITY REVENUES	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
WATER, SEWER & SSWM UTILITIES FUNDS				
WATER OPERATING FUND				
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
	1,561,604	**1,407,500**	**2,223,540**	**1,944,500**
SEWER OPERATING FUND				
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
	4,562,502	**4,286,000**	**4,993,000**	**5,328,000**
STORM & SURFACE WATER FUND				
Storm Water Management Charges	2,751,032	2,843,000	3,100,000	3,200,000
Connections & All Others	73,287	-	75,000	-
Interest on Investments-Utility	11,108	15,000	107,000	107,000
	2,835,428	**2,858,000**	**3,282,000**	**3,307,000**
TOTAL WATER, SEWER & SSWM UTILITIES FUNDS	**8,959,533**	**8,551,500**	**10,498,540**	**10,579,500**
TOTAL UTILITY REVENUES	**8,959,533**	**8,551,500**	**10,498,540**	**10,579,500**
INTERNAL SERVICES				
EQUIPMENT RENTAL & REVOLVING				
Equipment & Vehicle	450,000	450,000	525,000	600,000
Interest on Investments	6,408	-	36,000	36,000
TOTAL INTERNAL SERVICES	**456,408**	**450,000**	**561,000**	**636,000**
ALL OTHER FUNDS				
ARPA FUND				
COVID-19 ARPA Grant	-	3,500,000	2,000,000	2,000,000
Interest on Investments	5,085	-	64,000	20,000
TOTAL ALL OTHER FUNDS	**5,085**	**3,500,000**	**2,064,000**	**2,020,000**
TOTAL REVENUE-ALL FUNDS	**39,861,039**	**41,930,213**	**44,786,140**	**44,553,055**

CITY OF BAINBRIDGE ISLAND
FY 2023 & 2024 PROPOSED BUDGET
GENERAL FUND

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
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	-	-
TOTAL REVENUES	20,211,992	20,124,700	21,565,400	22,208,400
OTHER SOURCES				
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	18,640,083
TOTAL RESOURCES	36,609,657	37,867,700	41,596,400	40,868,483
EXPENDITURES				
Salaries	6,655,472	8,406,515	8,450,339	9,139,088
Benefits	2,453,559	3,137,033	3,054,028	3,192,346
Supplies	841,446	1,656,279	709,361	728,838
Professional Services	1,590,543	2,676,223	2,290,515	1,842,496
Community Services	423,041	683,724	602,000	602,000
Other Services & Charges	1,971,296	2,437,808	3,153,654	3,808,730
Intergovernmental Services	751,743	914,250	873,500	918,300
TOTAL OPERATING EXPENDITURES	14,687,101	19,911,832	19,133,397	20,231,798
NON-OPERATING EXPENDITURES				
Capital Equipment	71,818	-	-	-
Capital Projects	-	318,348	-	-
Debt Service	546	1,200	-	-
TOTAL EXPENDITURES	14,759,466	20,231,380	19,133,397	20,231,798
OTHER USES				
To Other Funds and Sub-Funds	3,086,498	4,044,270	3,822,920	5,930,679
TOTAL USES	17,845,963	24,275,650	22,956,317	26,162,477

CITY OF BAINBRIDGE ISLAND
FY 2023 & 2024 PROPOSED BUDGET
STREET FUND

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
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	-	-	-
TOTAL REVENUES	845,369	955,000	924,000	932,000
OTHER SOURCES				
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
TOTAL RESOURCES	3,849,621	3,181,968	2,909,533	4,120,936
EXPENDITURES				
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	198,880	224,310	227,586
Professional Services	252,470	320,327	243,060	108,060
Other Services & Charges	1,201,649	1,368,809	811,749	1,985,227
Intergovernmental Services	220	-	1,500	1,500
TOTAL OPERATING EXPENDITURES	3,348,681	3,466,833	2,899,533	4,110,936
NON-OPERATING EXPENDITURES				
Capital Equipment	373,438	89,562	-	-
TOTAL EXPENDITURES	3,722,120	3,556,394	2,899,533	4,110,936
TOTAL USES	3,722,120	3,556,394	2,899,533	4,110,936

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Taxes	4,224,333	3,750,000	3,250,000	3,500,000
Investment Revenue	6,058	-	7,000	7,000
TOTAL REVENUES	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	6,877,248	7,211,000	4,652,000	5,710,160
OTHER USES				
To Other Funds and Sub-Funds	4,337,199	4,372,151	2,448,840	3,227,064
TOTAL USES	4,337,199	4,372,151	2,448,840	3,227,064

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

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

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
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
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
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
TOTAL EXPENDITURES	12,200	109,500	215,133	2,230,565
TOTAL USES	12,200	109,500	215,133	2,230,565

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

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

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

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

CITY OF BAINBRIDGE ISLAND
FY 2023 & 2024 PROPOSED BUDGET
TREE FUND

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Investment Revenue	3	-	-	-
TOTAL REVENUES	3	-	-	-
OTHER SOURCES				
Beginning Fund Balance	1,031	1,000	1,000	1,000
TOTAL RESOURCES	1,033	1,000	1,000	1,000

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Taxes	662,448	600,000	630,000	640,000
Investment Revenue	3,213	-	25,000	25,000
TOTAL REVENUES	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	1,856,394	1,934,000	1,969,000	1,256,742
EXPENDITURES				
Supplies	64,516	-	-	-
Professional Services	150	100,000	-	-
TOTAL OPERATING EXPENDITURES	64,666	100,000	-	-
TOTAL EXPENDITURES	64,666	100,000	-	-
OTHER USES				
To Other Funds and Sub-Funds	460,000	540,000	1,377,258	603,337
TOTAL USES	524,666	640,000	1,377,258	603,337

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Fees & Service Charges	155,324	100,000	105,000	110,000
Investment Revenue	607	-	5,000	5,000
TOTAL REVENUES	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	694,904	158,000	301,600	416,600
OTHER USES				
To Other Funds and Sub-Funds	607,072	-	-	-
TOTAL USES	607,072	-	-	-

CITY OF BAINBRIDGE ISLAND
FY 2023 & 2024 PROPOSED BUDGET
ARPA FUND

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Intergovernment Revenue	-	3,500,000	2,000,000	2,000,000
Investment Revenue	5,085	-	64,000	20,000
TOTAL REVENUES	5,085	3,500,000	2,064,000	2,020,000
OTHER SOURCES				
Beginning Fund Balance	-	3,537,000	-	-
TOTAL RESOURCES	5,085	7,037,000	2,064,000	2,020,000
OTHER USES				
To Other Funds and Sub-Funds	-	407,584	2,064,000	2,020,000
TOTAL USES	-	407,584	2,064,000	2,020,000

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Taxes	616,063	612,800	655,200	-
TOTAL REVENUES	616,063	612,800	655,200	-
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	1,563,656	1,564,535	1,598,015	935,265
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Debt Service	1,556,994	1,554,535	1,590,415	927,665
TOTAL EXPENDITURES	1,556,994	1,554,535	1,590,415	927,665
TOTAL USES	1,556,994	1,554,535	1,590,415	927,665

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

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

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
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	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	15,112,311	15,324,062	11,649,691	6,588,094
EXPENDITURES				
NON-OPERATING EXPENDITURES				
Capital Projects	2,966,097	15,979,825	10,127,191	5,065,596
TOTAL EXPENDITURES	2,966,097	15,979,825	10,127,191	5,065,596
OTHER USES				
To Other Funds and Sub-Funds	1,059,947	-	-	-
TOTAL USES	4,026,044	15,979,825	10,127,191	5,065,596

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
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
TOTAL REVENUES	1,561,604	1,407,500	2,223,540	1,944,500
OTHER SOURCES				
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
TOTAL RESOURCES	8,778,652	7,851,250	17,140,303	5,509,379
EXPENDITURES				
Salaries	501,086	543,096	702,100	787,156
Benefits	201,458	205,923	261,531	282,912
Supplies	90,626	120,800	97,513	99,419
Professional Services	108,539	291,608	184,860	97,750
Community Services	35,000	35,000	35,000	35,000
Other Services & Charges	218,430	402,768	598,597	742,369
Intergovernmental Services	129,496	140,000	150,000	160,000
TOTAL OPERATING EXPENDITURES	1,284,636	1,739,195	2,029,600	2,204,606
NON-OPERATING EXPENDITURES				
Capital Equipment	51,656	48,525	-	-
Capital Projects	732,560	3,028,006	13,001,802	585,571
Debt Service	-	-	14,000	757,000
TOTAL EXPENDITURES	2,068,851	4,815,725	15,045,402	3,547,178
TOTAL USES	2,068,851	4,815,725	15,045,402	3,547,178

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
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
TOTAL REVENUES	4,562,502	4,286,000	4,993,000	5,328,000
OTHER SOURCES				
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
TOTAL RESOURCES	13,689,939	9,368,699	11,943,000	10,653,651
EXPENDITURES				
Salaries	883,023	1,057,100	1,124,281	1,248,416
Benefits	338,115	404,643	418,714	449,134
Supplies	154,665	121,805	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
TOTAL OPERATING EXPENDITURES	3,021,623	3,610,400	3,654,648	3,940,984
NON-OPERATING EXPENDITURES				
Capital Equipment	51,503	11,881	-	-
Capital Projects	690,321	3,617,348	1,688,375	1,159,524
Debt Service	4,353,859	1,276,350	1,274,326	1,415,250
TOTAL EXPENDITURES	8,117,305	8,515,979	6,617,349	6,515,759
TOTAL USES	8,117,305	8,515,979	6,617,349	6,515,759

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
Intergovernment Revenue	72,610	-	75,000	-
Charges for Utility Services	2,751,032	2,843,000	3,100,000	3,200,000
Miscellaneous	677	-	-	-
Investment Revenue	11,108	15,000	107,000	107,000
Gain on Sale of Fixed Assets	1,790	-	-	-
TOTAL REVENUES	2,837,218	2,858,000	3,282,000	3,307,000
OTHER SOURCES				
From other Funds and Sub-Funds	50,000	-	-	-
Beginning Fund Balance	3,782,075	4,316,000	5,085,000	3,904,555
TOTAL RESOURCES	6,669,293	7,174,000	8,367,000	7,211,555
EXPENDITURES				
Salaries	673,029	829,808	740,916	811,430
Benefits	260,658	291,160	263,471	269,322
Supplies	69,248	73,950	88,000	90,951
Professional Services	98,730	534,405	107,950	68,950
Other Services & Charges	360,412	646,703	603,750	633,831
Intergovernmental Services	225,772	243,000	257,500	265,000
TOTAL OPERATING EXPENDITURES	1,687,849	2,619,027	2,061,587	2,139,483
NON-OPERATING EXPENDITURES				
Capital Equipment	127,134	10,886	-	-
Capital Projects	48,649	558,651	2,349,442	1,778,392
Debt Service	51,923	51,670	51,416	51,162
TOTAL EXPENDITURES	1,915,555	3,240,234	4,462,445	3,969,038
TOTAL USES	1,915,555	3,240,234	4,462,445	3,969,038

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
REVENUES				
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
TOTAL REVENUES	1,362,959	1,218,913	2,090,500	2,235,700
OTHER SOURCES				
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
TOTAL RESOURCES	2,836,395	3,610,267	3,302,829	3,560,834
EXPENDITURES				
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
TOTAL OPERATING EXPENDITURES	2,827,566	3,600,267	3,292,829	3,550,834
TOTAL EXPENDITURES	2,827,566	3,600,267	3,292,829	3,550,834
TOTAL USES	2,827,566	3,600,267	3,292,829	3,550,834

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

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

Community Services

EXECUTIVE DEPARTMENT

Executive Department-Community Services-General Fund Supported

	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Health Housing & Human Services:			
Community Funding	341,550	330,000	330,000
Facilitation: 2023-24 cycle	-	5,000	5,000
Subtotal	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	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	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	62,000	62,000	62,000
Public Art Spending			
AHB Administrative Support (General Fund Support)	24,000	12,000	12,000
Annual Conservation / Maintenance	10,000	10,000	10,000
Projects: Something New	38,327	-	-
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

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 PROPOSED	2024 PROPOSED
LEGISLATIVE DEPARTMENT			
Legislative - Outside Professional Services Tax Supported	6,500	25,000	25,000
Total Legislative Outside Professional Services	**6,500**	**25,000**	**25,000**
MUNICIPAL COURT			
Municipal Court - Outside Professional Services Tax Supported			
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
Total Municipal Court Outside Professional Services	**8,000**	**8,000**	**8,000**
EXECUTIVE DEPARTMENT			
Executive - Outside Professional Services-Tax Supported			
Legal - Outside Legal Services	65,000	140,000	140,000
Legal - Outside Attorney Labor Negotiations	25,000	25,000	25,000
Legal - Litigation	190,000	285,000	294,500
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	245,000	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
Subtotal General Executive Contracts	1,123,972	483,520	427,516
Total Executive Outside Professional Services	**1,600,972**	**1,119,120**	**1,076,396**
FINANCE DEPARTMENT			
Finance - Outside Professional Services-Tax Supported			
Financial Reporting	2,000	22,500	22,500
MUNIS/Crystal Report Development	5,000	9,000	9,000
Affordable Housing	-	30,000	30,000
Housing Resources Bainbridge Contribution (ARPA)	-	-	2,000,000
Subtotal Tax Supported	7,000	61,500	2,061,500
Finance - Outside Professional Services-Utility Supported			
Water/Sewer Administration	50,000	54,000	57,780
Subtotal Utility Supported	50,000	54,000	57,780
Total Finance Outside Professional Services	**57,000**	**115,500**	**2,119,280**
PUBLIC SAFETY			
Public Safety - Outside Professional Services-Tax Supported			
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
Total Public Safety Outside Professional Services	**84,000**	**86,700**	**91,500**

Outside Professional Services

	2022 REVISED	2023 PROPOSED	2024 PROPOSED
PLANNING & COMMUNITY DEVELOPMENT			
Planning & Community Development - Outside Professional Services-Tax Supported			
Comprehensive Plan Update	86,517	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	-	200,000	-
Natural Resource Damage Assessment Monitoring	97,716	-	-
Housing Action Plan	157,000	-	-
Postcard Notification Services	10,000	-	-
Total Planning & Community Development Outside Professional Services	**401,233**	**481,500**	**113,500**
PUBLIC WORKS			
Public Works - Outside Professional Services-Tax Supported			
Janitorial Contract	186,600	205,200	215,500
Eel Grass Survey and Mitigation	159,576	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	12,000
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	35,618	6,300	6,300
Miscellaneous Street Fund Prof. Svc repair projects	72,370	40,260	15,260
Park Maintenance Professional Services	1,000	1,800	1,800
Trails Maintenance Professional Services	126,000	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	34,772	-	-
Bridge Inspection	15,000	-	10,000
Public Works Yard Fuel System Upgrade	45,000	-	-
Shade Covenant	25,000	-	-
Roadway Planning: Americans with Disabilities Act Transition Plan	61,885	-	-
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
Subtotal Tax Supported	1,010,996	741,310	557,060

Outside Professional Services

	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Public Works - Outside Professional Services-Utility Supported			
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	42,050	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	1,296,145	300,360	197,660
Total Public Works Outside Professional Services	**2,307,141**	**1,041,670**	**754,720**
GENERAL GOVERNMENT			
General Government - Outside Professional Services Tax Supported			
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
Total General Government Outside Professional Services	**612,562**	**548,745**	**558,400**
CITYWIDE TOTAL OUTSIDE PROFESSIONAL SERVICES	**5,077,408**	**3,426,235**	**4,746,796**

Intergovernmental Services

	2022 REVISED	2023 PROPOSED	2024 PROPOSED
MUNICIPAL COURT			
Municipal Court - Intergovernmental Services-Tax Supported			
Kitsap County-Jury Panels	2,000	2,000	2,000
Total Municipal Intergovernmental Services	**2,000**	**2,000**	**2,000**
EXECUTIVE			
Executive-Intergovernmental Services-Tax Supported			
Recordings with County Auditor	1,000	1,000	1,000
BI allocation of County Records Management System project	40,000	-	-
Total Executive Intergovernmental Services	**41,000**	**1,000**	**1,000**
PUBLIC SAFETY			
Public Safety - Intergovernmental Services-Tax Supported			
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
Total Public Safety Intergovernmental Services	**473,000**	**463,300**	**497,000**
PUBLIC WORKS			
Public Works - Intergovernmental Services-Utility			
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
Total Public Works Intergovernmental Services	**309,000**	**327,500**	**339,500**
GENERAL GOVERNMENT			
General Government - Intergovernmental Services-Tax Supported			
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
Intergovernmental-Taxes and Assessments			
Puget Sound Clean Air Authority	30,000	30,000	30,000
Kitsap County-Detox Support	6,500	10,000	10,000
Interfund-Taxes and Assessments (Fire Flow)	112,200	112,200	112,200
Subtotal Tax Supported Intergovernmental & Interfund	148,700	152,200	152,200
Utilities Assessments			
Utilities External Taxes	159,000	196,500	208,000
Utilities Interfund Taxes and Assessments	545,500	591,000	624,100
Subtotal Utility Supported Intergovernmental Taxes	704,500	787,500	832,100
Total General Government Intergovernmental Services	**1,080,750**	**1,169,700**	**1,223,300**
TOTAL INTERGOVERNMENTAL SERVICES	**$ 1,905,750**	**$ 1,963,500**	**$ 2,062,800**

Section 4



Summary by Department

Section 4: Summary by Department

Total Expenditures by Department & Fund – 2023 & 2024 72

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General Government 140-144

CITY OF BAINBRIDGE ISLAND - 2023 PROPOSED & 2024 PROPOSED BUDGET

TOTAL EXPENDITURES BY DEPARTMENT AND FUND

	Legislative	Municipal Court	Executive	Finance, IT & Admin Services	Police	Planning & Community Development	Public Works	General Government	Total 2023 PROPOSED	Total 2024 PROPOSED	2023 to 2024	% Variance
GENERAL FUND	543,407	656,048	5,230,454	4,654,808	6,338,265	1,268,289	3,091,572	1,173,474	22,956,317	26,162,477	3,206,160	12.3 %
STREET FUND	-	-	196,982	145,908	-	-	2,363,609	193,034	2,899,533	4,110,936	1,211,403	29.5 %
REAL ESTATE EXCISE TAX FUND	-	-	-	2,448,840	-	-	-	-	2,448,840	3,227,064	778,223	24.1 %
CIVIC IMPROVEMENT FUND	-	-	-	-	-	-	-	350,000	350,000	350,000	-	- %
AFFORDABLE HOUSING FUND	-	-	27,400	187,733	-	-	-	-	215,133	2,230,565	2,015,432	90.4 %
TRANSP BEN FUND	-	-	-	1,377,258	-	-	-	-	1,377,258	603,337	(773,921)	(128.3%)
ARPA FUND	-	-	-	-	-	-	-	2,064,000	2,064,000	2,020,000	(44,000)	(2.2%)
GO BOND FUND	-	-	-	-	-	-	-	1,590,415	1,590,415	927,665	(662,750)	(71.4%)
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)	(99.9%)
BUILDING & DEVELOPMENT FUND	-	-	481,683	225,737	-	2,076,356	423,854	85,199	3,292,829	3,550,834	258,005	7.3 %
EQUIPMENT RENTAL & REVOLVING	-	-	-	-	-	-	1,170,000	-	1,170,000	770,000	(400,000)	(51.9%)
TAX SUPPORTED FUNDS	**543,407**	**656,048**	**5,936,519**	**9,040,284**	**6,338,265**	**3,344,645**	**17,176,227**	**5,495,197**	**48,530,591**	**49,018,474**	**487,883**	**(1.0%)**
WATER OPERATING FUND	-	-	124,147	139,362	-	2,816	14,445,758	333,318	15,045,402	3,547,178	(11,498,224)	(324.2%)
SEWER OPERATING FUND	-	-	139,301	150,045	-	2,816	4,377,820	1,947,368	6,617,349	6,515,759	(101,591)	(1.6%)
STORM & SURFACE WATER FUND	-	-	99,973	46,599	-	16,254	3,920,750	378,869	4,462,445	3,969,038	(493,407)	(12.4%)
UTILITY SUPPORTED FUNDS	**-**	**-**	**363,420**	**336,005**	**-**	**21,886**	**22,744,329**	**2,659,555**	**26,125,196**	**14,031,974**	**(12,093,222)**	**86.2 %**
OVERALL TOTALS	**543,407**	**656,048**	**6,299,940**	**9,376,289**	**6,338,265**	**3,366,531**	**39,920,555**	**8,154,752**	**74,655,787**	**63,050,449**	**(11,605,339)**	**18.4 %**

City Council

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	211,908	264,000	264,000	264,000
Benefits	16,566	20,217	23,907	23,914
Salaries & Benefits	**228,474**	**284,217**	**287,907**	**287,914**
Supplies	1,962	5,000	10,000	10,000
Supplies	**1,962**	**5,000**	**10,000**	**10,000**
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	-	135,000	200,000	200,000
Services & Charges	**18,279**	**161,000**	**245,500**	**245,500**
TOTAL EXPENDITURES	**248,715**	**450,217**	**543,407**	**543,414**

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

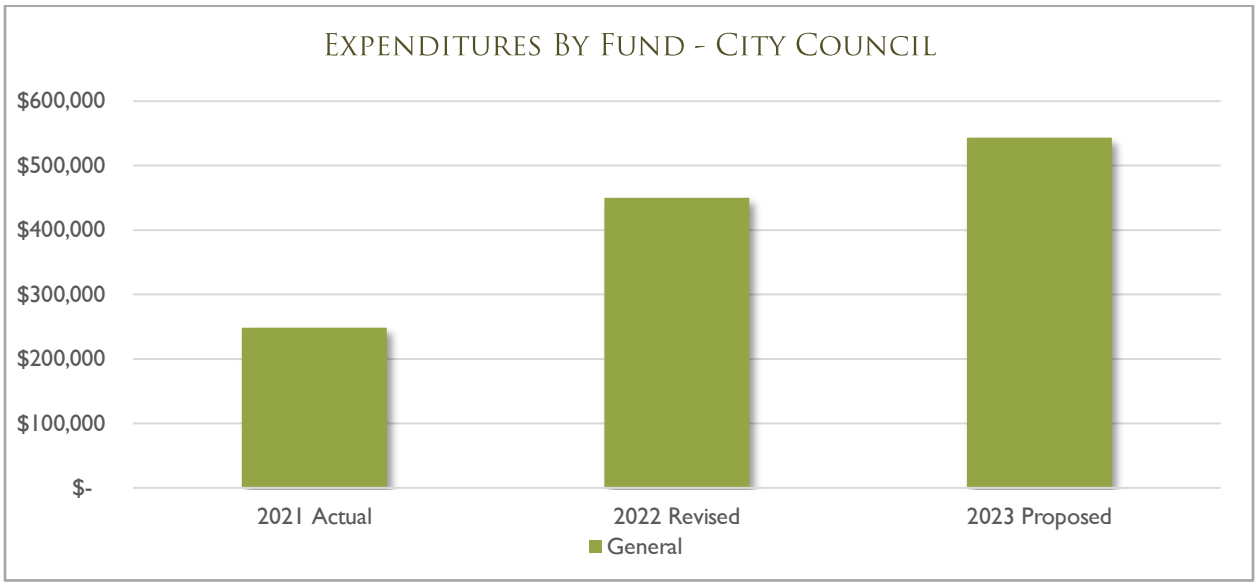
- Unspent portions of the $200,000 council contingency budget will be carried over into the second year of the biennium.
- Maintain training budget to $1,500 per council member, per 2022 policy.

DEPARTMENT SUMMARY – CITY COUNCIL



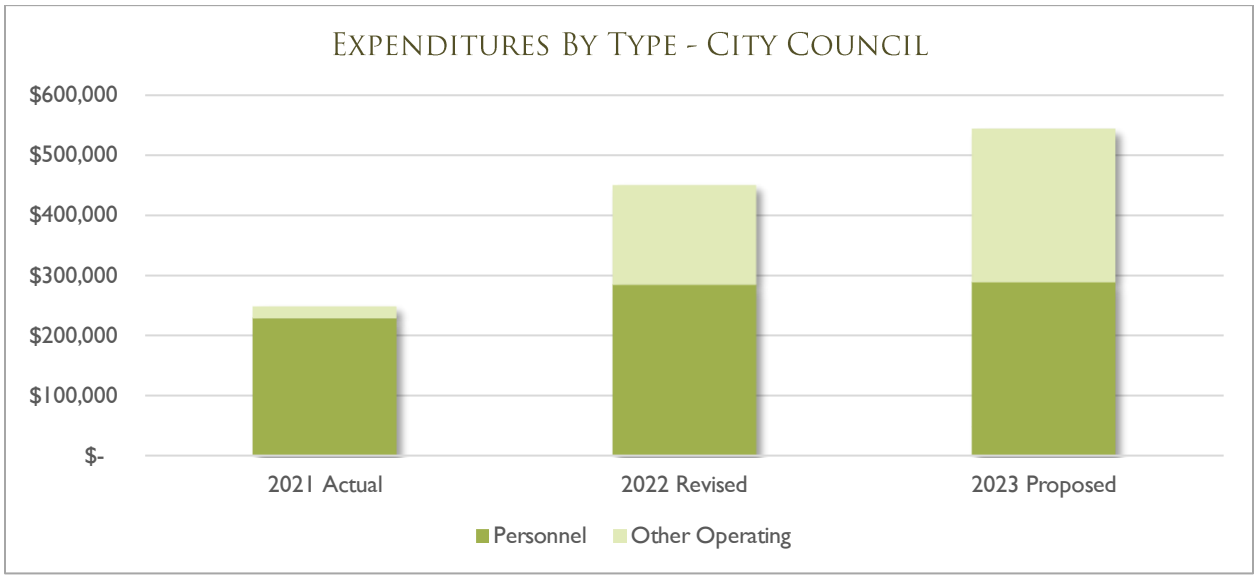
EXPENDITURES BY FUND – CITY COUNCIL

Fund	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
General	$ 248,715	$ 450,217	$ 543,407	$ 93,190
Streets	$ -	$ -	$ -	$ -
Building & Dev. Svcs.	$ -	$ -	$ -	$ -
Water Utility	$ -	$ -	$ -	$ -
Sewer Utility	$ -	$ -	$ -	$ -
SSWM Utility	$ -	$ -	$ -	$ -
Other Funds	$ -	$ -	$ -	$ -
Total Budget	**$ 248,715**	**$ 450,217**	**$ 543,407**	**$ 93,190**



EXPENDITURES BY TYPE – CITY COUNCIL

Category	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
Personnel	$ 228,474	$ 284,217	$ 287,907	$ 3,690
Other Operating	$ 20,241	$ 166,000	$ 255,500	$ 89,500
Capital	$ -	$ -	$ -	$ -
Other Non-Operating	$ -	$ -	$ -	$ -
Total Budget	**$ 248,715**	**$ 450,217**	**$ 543,407**	**$ 93,190**



Executive

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	1,672,305	2,223,324	2,515,402	2,667,783
Benefits	628,887	786,808	849,136	884,869
Salaries & Benefits	**2,301,192**	**3,010,132**	**3,364,538**	**3,552,652**
Supplies	100,764	642,873	80,600	77,112
Computer Equipment & Software	366,782	496,061	162,080	173,426
Supplies	**467,546**	**1,138,934**	**242,680**	**250,538**
Professional Services	981,842	1,600,972	1,119,120	1,076,396
Community Services	470,241	828,224	664,400	664,400
Communication	22,958	95,300	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	88,124	47,862	48,502
Insurance	296	-	-	-
Repair & Maintenance	174,408	120,300	690,980	725,849
All Other Miscellaneous	40,658	148,100	68,540	68,578
Services & Charges	**1,793,919**	**3,027,957**	**2,691,722**	**2,685,828**
Intergovernmental Services	1,049	41,000	1,000	1,000
Intergovernmental & Interfund	**1,049**	**41,000**	**1,000**	**1,000**
Capital Projects	15,550	318,348	-	-
Other Expenditures	**15,550**	**318,348**	**-**	**-**
TOTAL EXPENDITURES	**4,579,256**	**7,536,371**	**6,299,940**	**6,490,017**

Executive

BUDGET NOTES AND CHANGES – EXECUTIVE

- Increase of $152,000 for an added 1.0 FTE for an Equity and Inclusion Officer position. This position will address emerging requests for policy support from the City Manager and City Council, manage special projects and other support related to issues of diversity, equity, and inclusion. This position will provide policy staff support to the Race Equity Advisory Committee and may provide staff coordination to the ADA transition plan.
- Increase of $57,000 for an added 0.50 FTE for a Public Records Analyst. This position will support the City's compliance efforts regarding public record regulations and timelines.
- 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 2023-24 Proposed Budget includes ongoing funding to continue addressing climate change.
- 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 Police and Court outreach.
- Increase of $45,000 in 2023 and $40,000 in 2024 for additional software support for Munis 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.

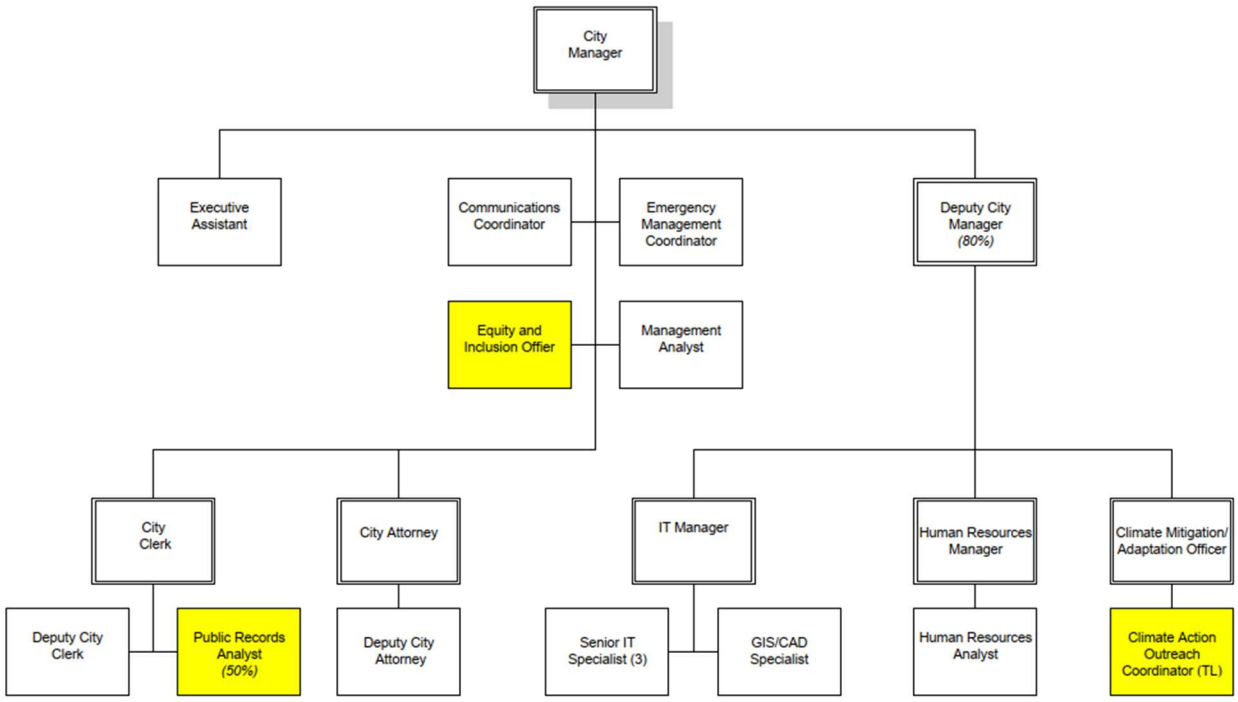
The Public Records function manages City responses to requests for public records, record retention and records management. This area also works to provide citywide guidance on policies and practices related to public records and ensures compliance with State training requirements.

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 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

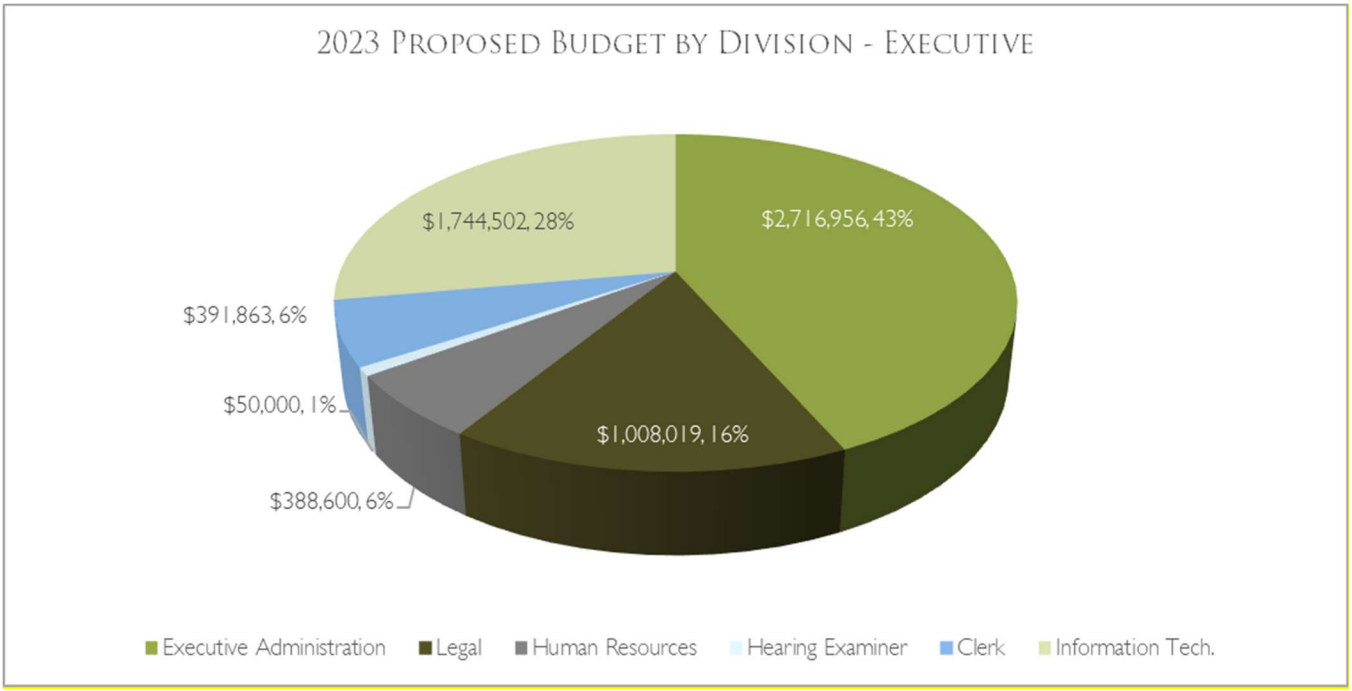
- Assist City Council in the development of the City's strategic goals and implement approved work programs.
- Manage the day-to-day operations of the City organization by directing and supervising all departments of the City.
- Oversee communication efforts citywide, to both internal and external audiences. 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

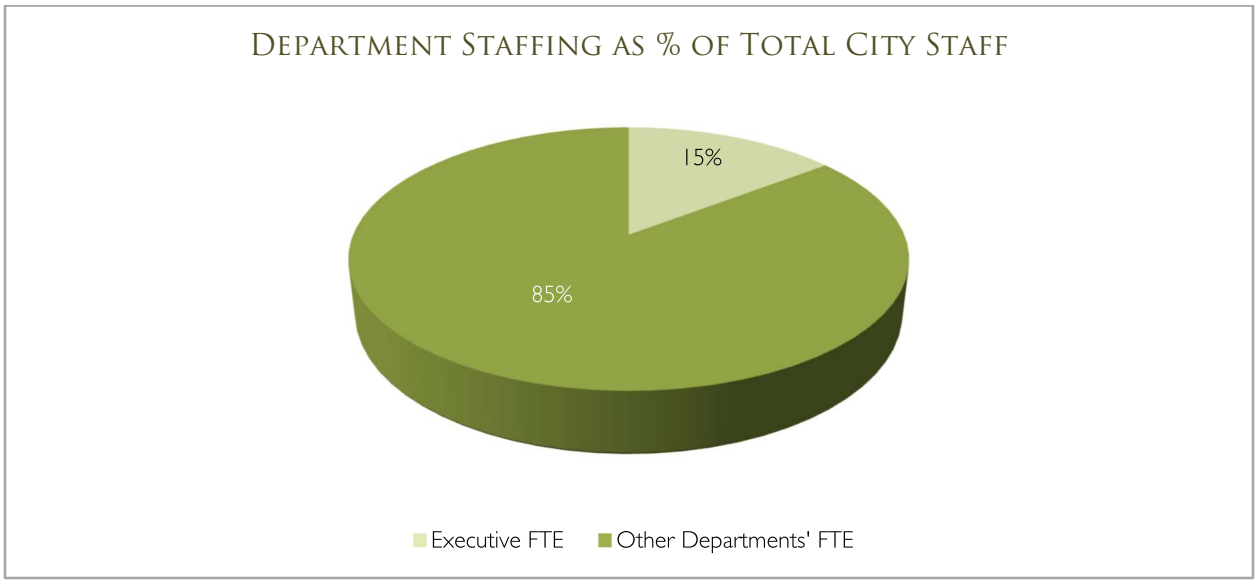
- Complete construction of and relocation to the new Police and Municipal Court facility.
- Expand diversity, equity, and inclusion activities.
- Support citywide efforts to respond to climate change.
- Expand community outreach and communications activities.
- Continue progress towards Council-established 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



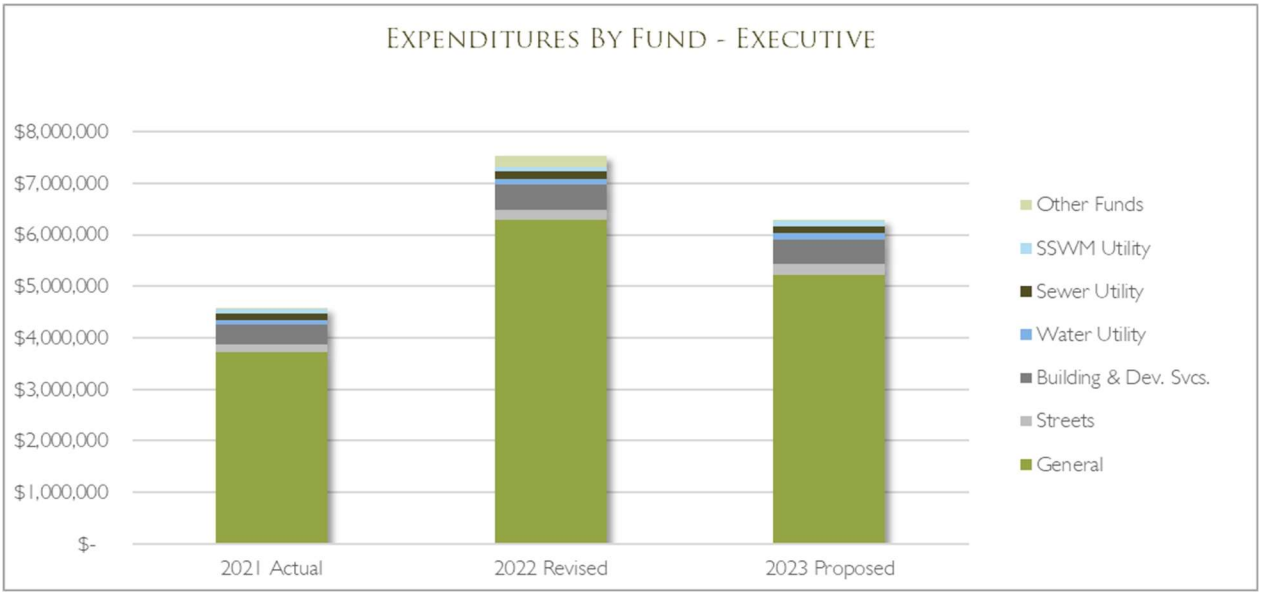
DEPARTMENT STAFFING – EXECUTIVE





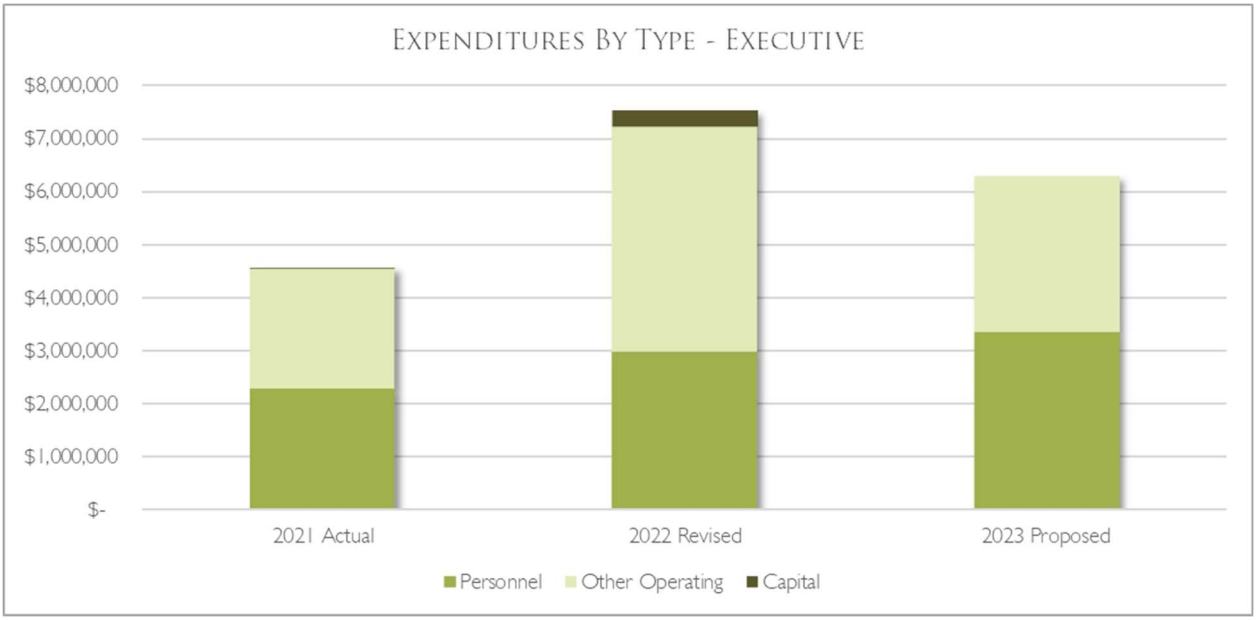
EXPENDITURES BY FUND – EXECUTIVE

Fund	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
General	$ 3,712,268	$ 6,295,001	$ 5,230,454	$ (1,064,547)
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	$ 27,400	$ (182,100)
Total Budget	**$ 4,579,256**	**$ 7,536,371**	**$ 6,299,940**	**$ (1,236,431)**



EXPENDITURES BY TYPE – EXECUTIVE

Category	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
Personnel	$ 2,301,192	$ 3,010,132	$ 3,364,538	$ 354,406
Other Operating	$ 2,262,514	$ 4,207,891	$ 2,935,402	$ (1,272,489)
Capital	$ 15,550	$ 318,348	$ -	$ (318,348)
Other Non-Operating	$ -	$ -	$ -	$ -
Total Budget	**$ 4,579,256**	**$ 7,536,371**	**$ 6,299,940**	**$ (1,236,431)**



Finance & Administrative Services

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	935,289	995,425	1,172,728	1,270,376
Benefits	359,636	444,090	404,043	432,043
Salaries & Benefits	**1,294,925**	**1,439,515**	**1,576,771**	**1,702,419**
Supplies	5,518	12,000	9,000	10,000
Supplies	**5,518**	**12,000**	**9,000**	**10,000**
Professional Services	59,102	57,000	115,500	2,119,280
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
Services & Charges	**79,579**	**87,000**	**141,500**	**2,145,280**
To Other Funds and Sub-Funds	9,550,716	8,956,422	7,649,018	9,761,079
Other Uses	**9,550,716**	**8,956,422**	**7,649,018**	**9,761,079**
TOTAL EXPENDITURES	**10,930,739**	**10,494,937**	**9,376,289**	**13,618,779**

Finance and Administrative Services

BUDGET NOTES AND CHANGES – FINANCE AND ADMINISTRATIVE SERVICES

- Increase professional services budget by $30,000 per year to fund affordable housing related 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.

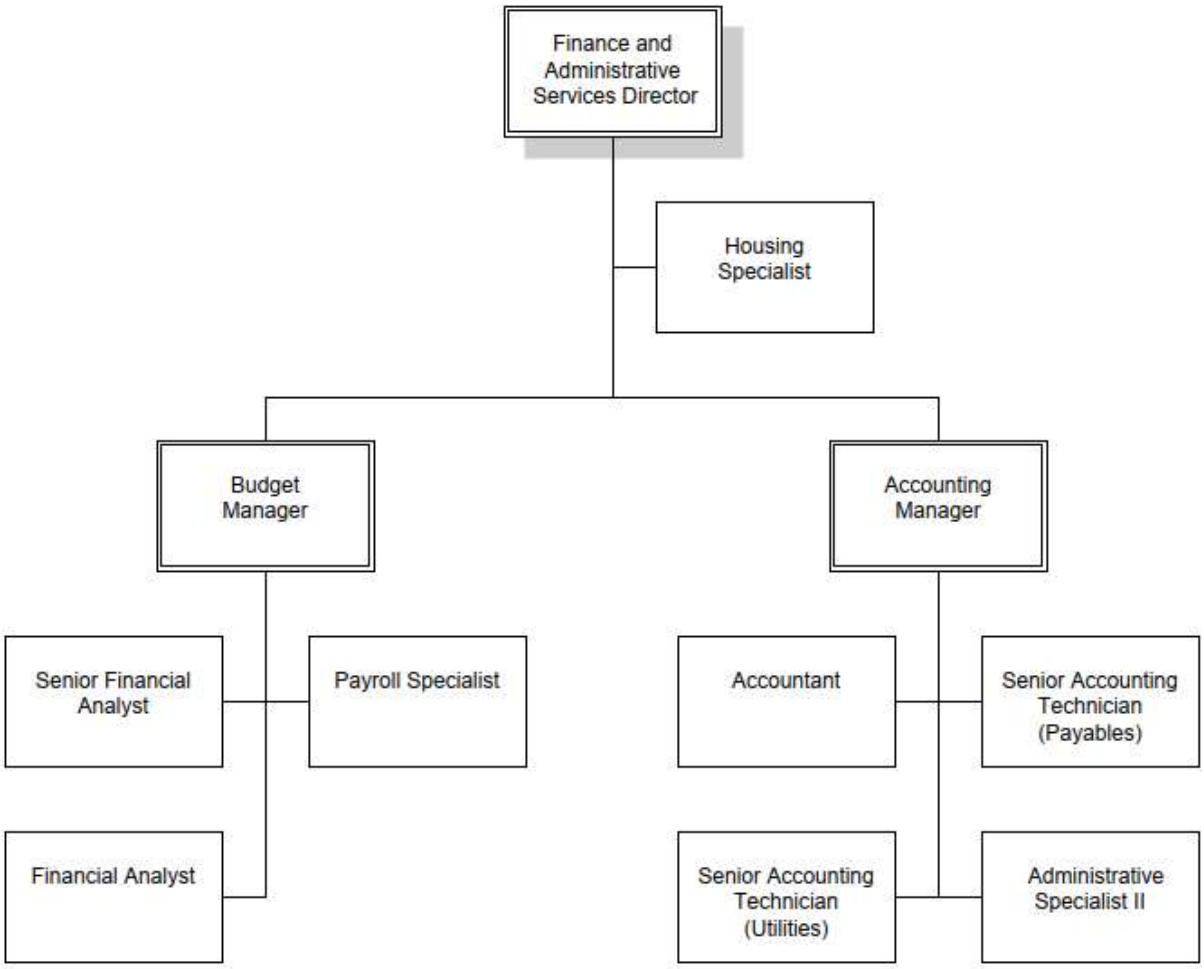
The Accounting Team complete all required financial reporting and audit functions. Accounting also provides front desk reception and cashiering services, processes payments for goods and services received by the City and collects money on behalf of the City through utility billing and accounts receivable.

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.

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.

ORGANIZATIONAL CHART – FINANCE AND ADMINISTRATIVE SERVICES



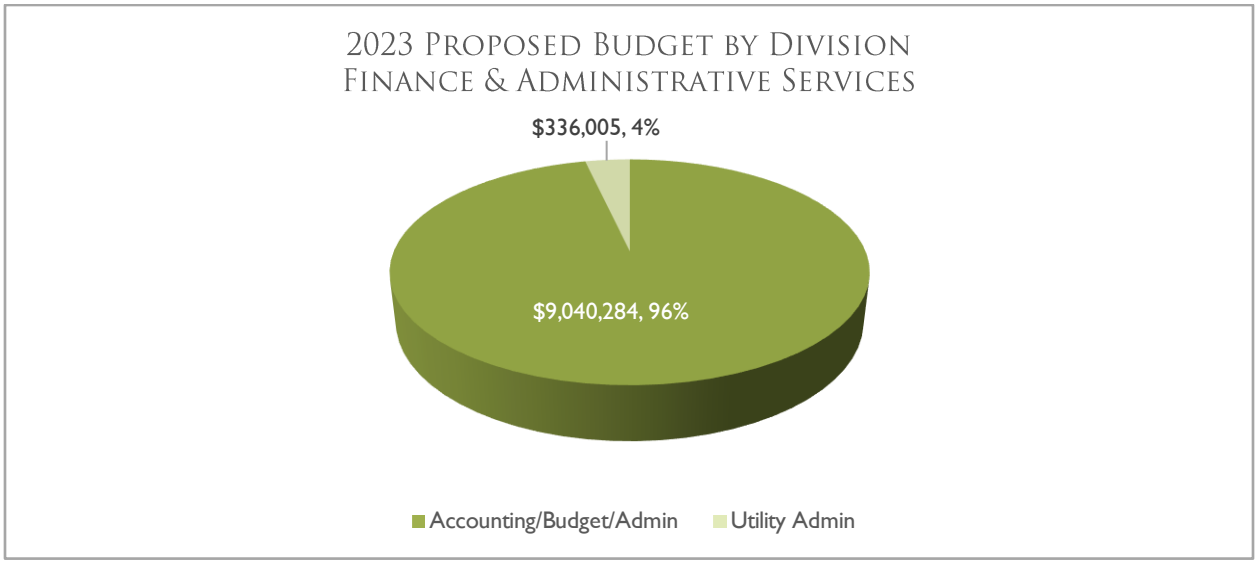
SERVICES PROVIDED – FINANCE AND ADMINISTRATIVE SERVICES

- 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.

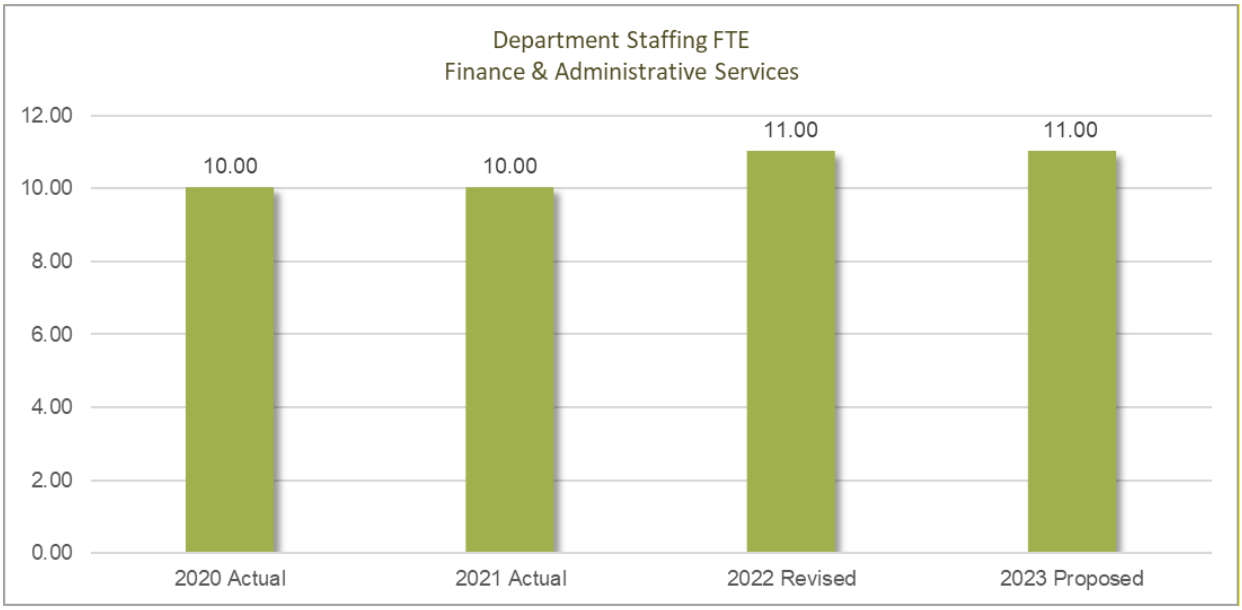
OBJECTIVES FOR 2023 – 2024 – FINANCE AND ADMINISTRATIVE SERVICES

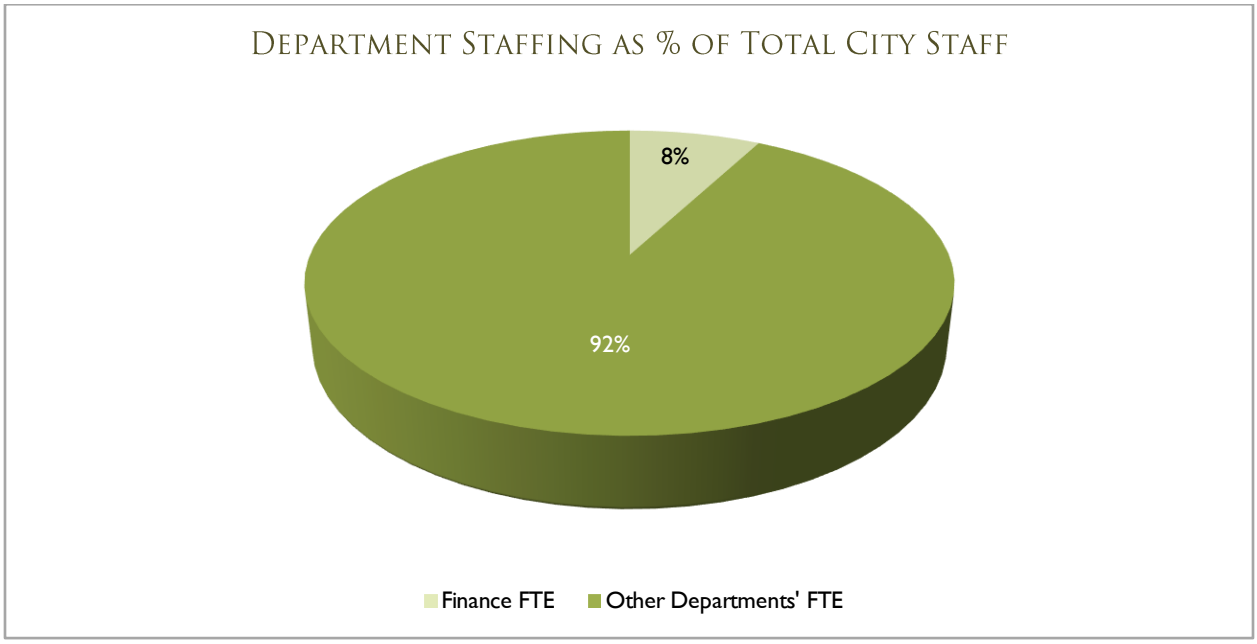
- Receive Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2022 and 2023 Annual Comprehensive Financial Report (ACFR).
- Receive Distinguished 2023-24 Budget Presentation Award from GFOA.
- Improve departmental reporting to support ongoing project planning and management.
- 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



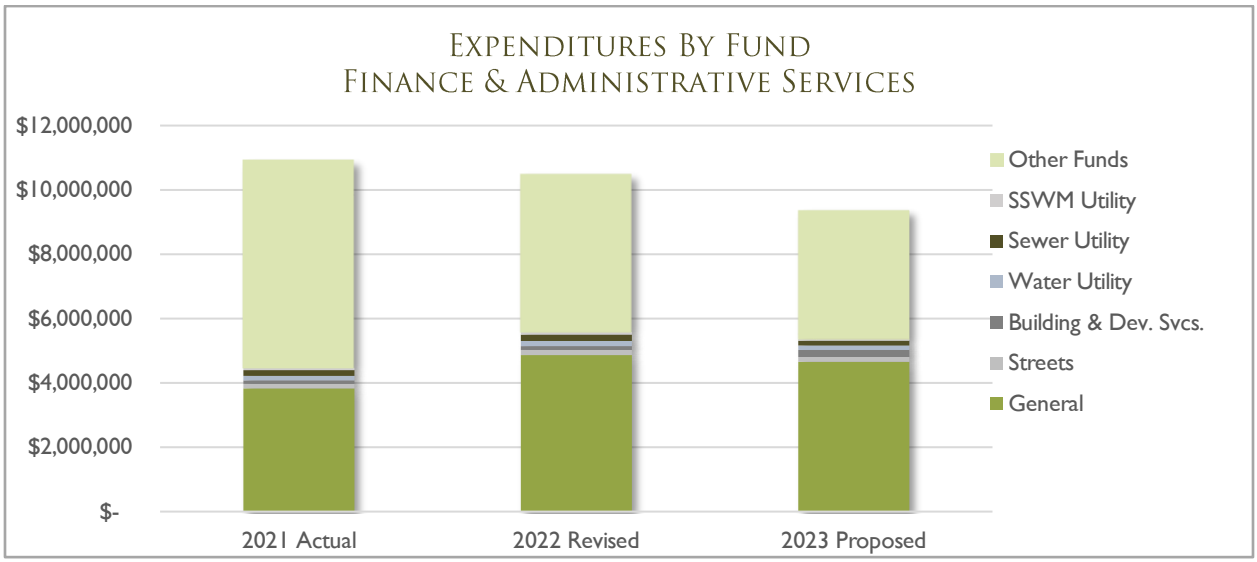
DEPARTMENT STAFFING – FINANCE AND ADMINISTRATIVE SERVICES





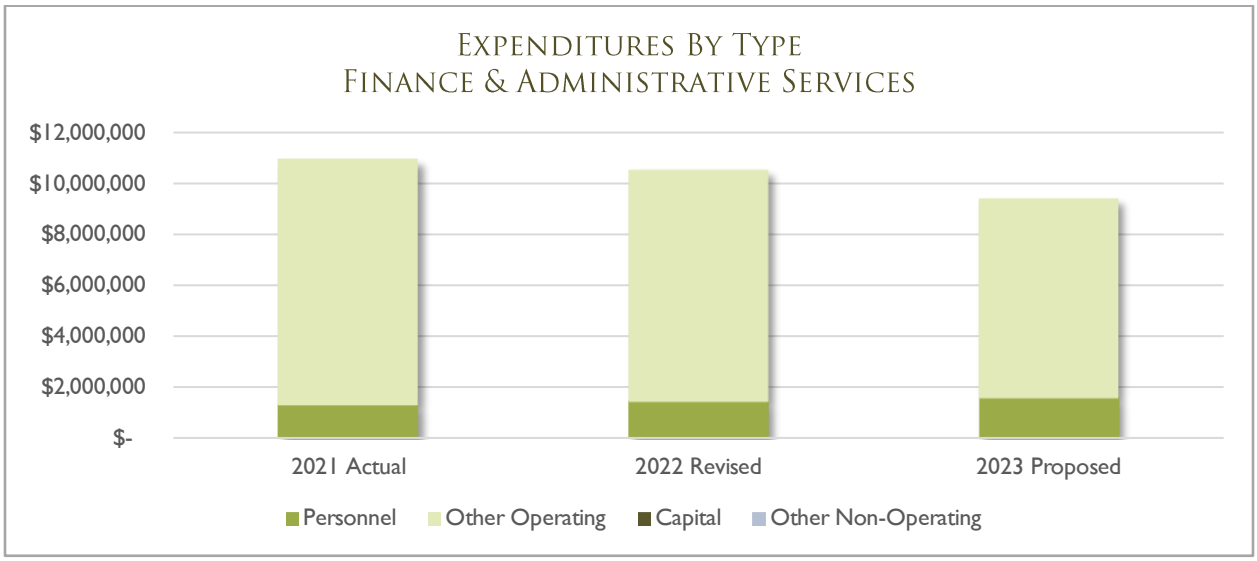
EXPENDITURES BY FUND – FINANCE AND ADMINISTRATIVE SERVICES

Fund	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
General	$ 3,829,982	$ 4,863,607	$ 4,654,807	$ (208,800)
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	$ 76,954	$ 46,599	$ (30,355)
Other Funds	$ 6,464,219	$ 4,912,151	$ 4,013,831	$ (898,320)
Total Budget	**$ 10,930,740**	**$ 10,494,936**	**$ 9,376,289**	**$ (1,118,647)**



EXPENDITURES BY TYPE – FINANCE AND ADMINISTRATIVE SERVICES

Category	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
Personnel	$ 1,294,925	$ 1,439,515	$ 1,576,771	$ 137,256
Other Operating	$ 9,635,814	$ 9,055,422	$ 7,799,518	$ (1,255,904)
Capital	$ -	$ -	$ -	$ -
Other Non-Operating	$ -	$ -	$ -	$ -
Total Budget	**$ 10,930,739**	**$ 10,494,937**	**$ 9,376,289**	**$ (1,118,648)**



Municipal Court

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	355,212	384,507	430,496	468,761
Benefits	127,326	173,620	130,752	134,213
Salaries & Benefits	**482,538**	**558,128**	**561,248**	**602,974**
Supplies	4,189	6,000	6,000	6,000
Computer Equipment & Software	327	-	-	-
Supplies	**4,516**	**6,000**	**6,000**	**6,000**
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
Services & Charges	**69,534**	**89,300**	**86,800**	**32,800**
Intergovernmental Services	-	2,000	2,000	2,000
Intergovernmental & Interfund	**-**	**2,000**	**2,000**	**2,000**
TOTAL EXPENDITURES	**556,588**	**655,428**	**656,048**	**643,774**

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

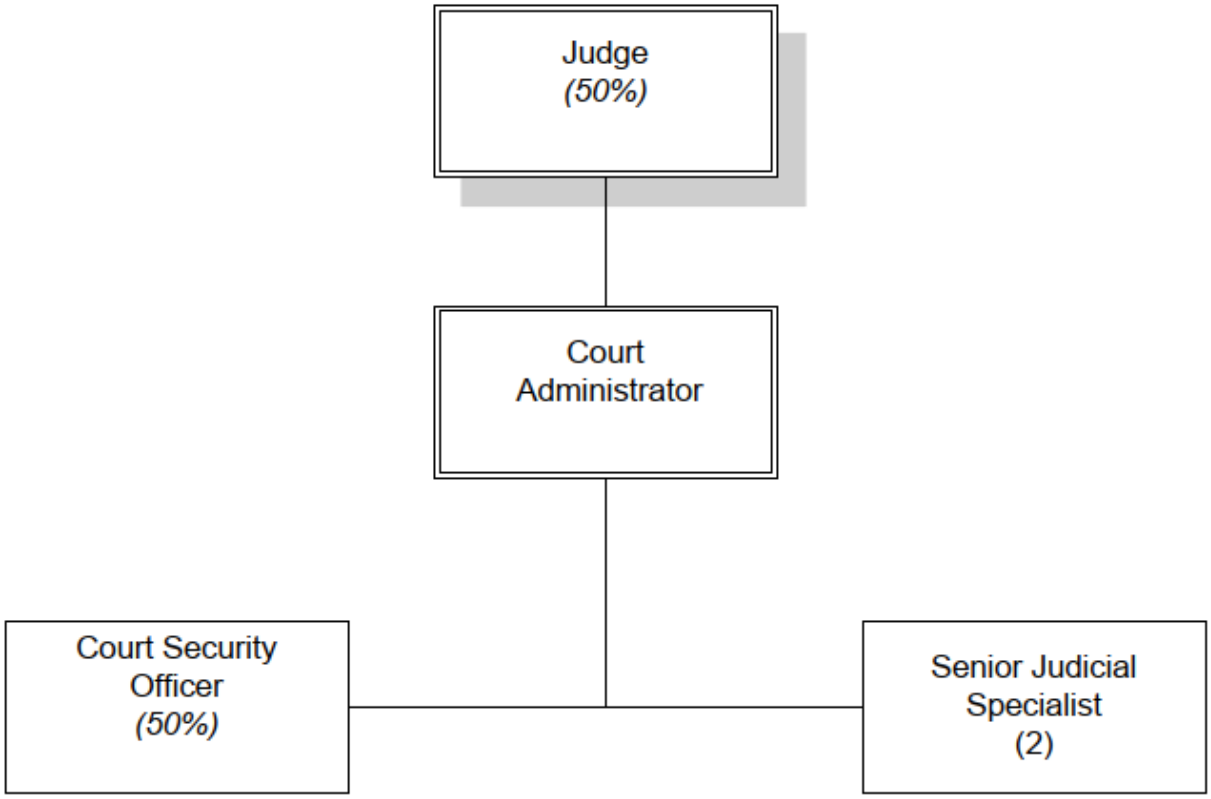
The Bainbridge Island Municipal Court provides a local forum for fair, accessible, and timely resolution of alleged violations of Washington State statutes and municipal ordinances that occur on Bainbridge Island.

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



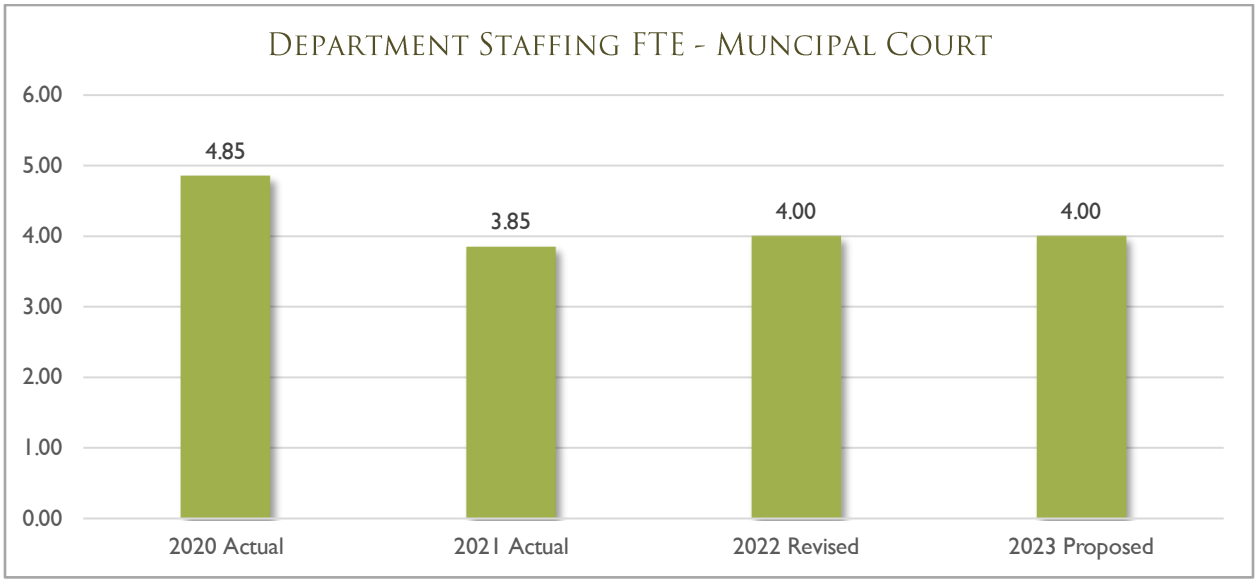
SERVICES PROVIDED – MUNICIPAL COURT

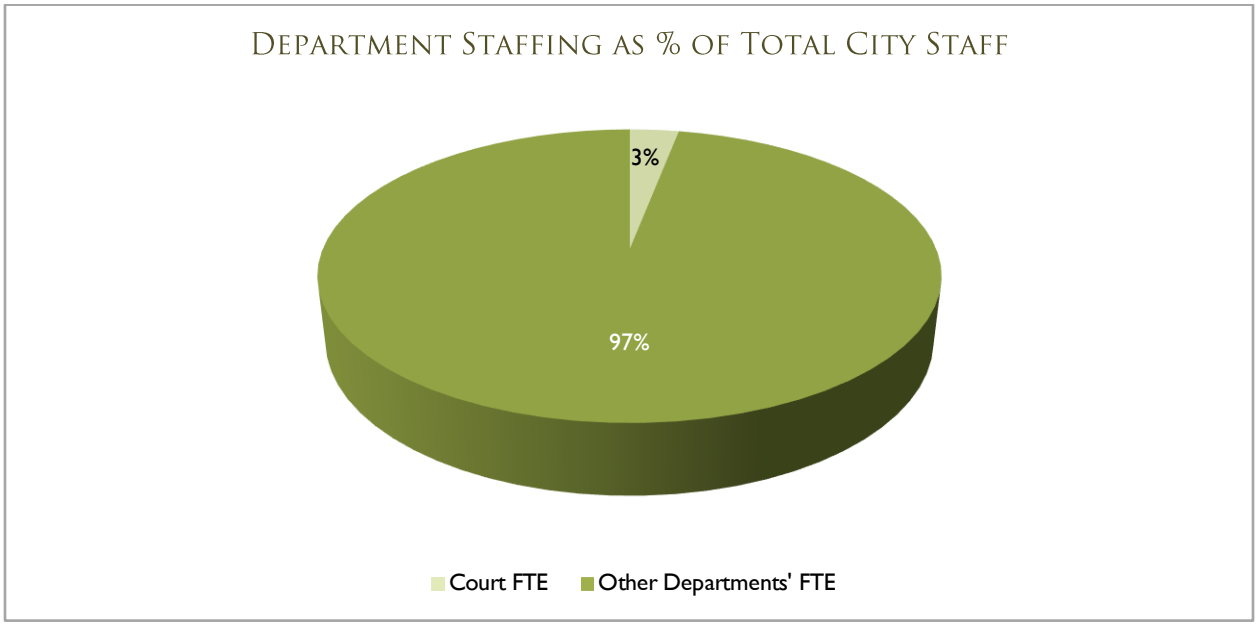
- Adjudication of criminal misdemeanor offenses such as domestic violence assault, driving under the influence of alcohol and drugs, hit and run, theft, and vehicle prowling.
- Mitigation and contested hearings for parking, traffic, animal control, and code violations.
- Probation monitoring for all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

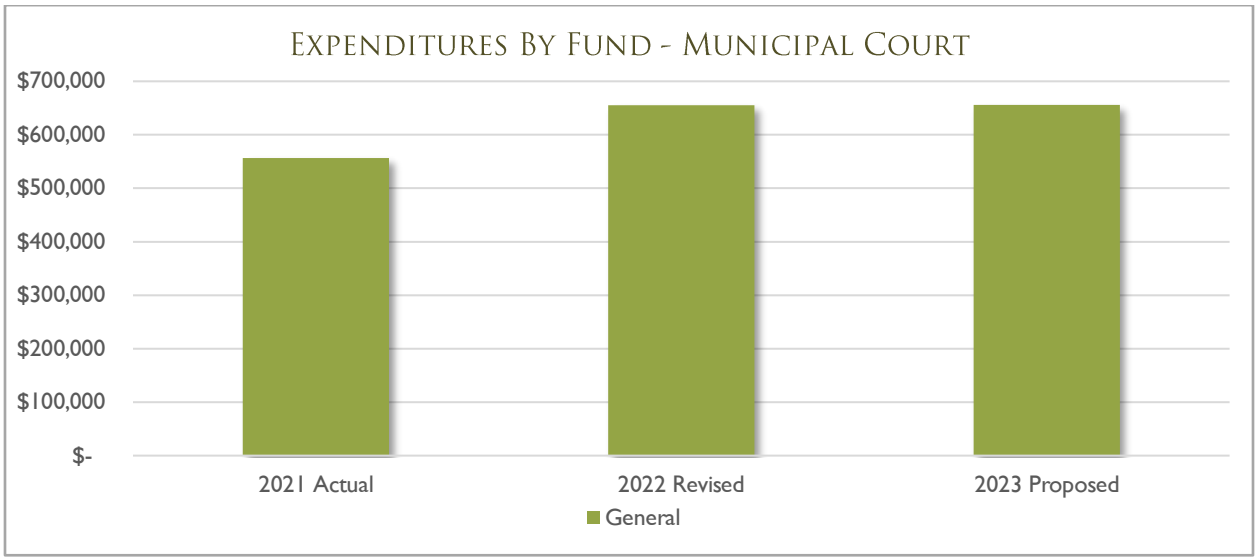
DEPARTMENT STAFFING – MUNICIPAL COURT





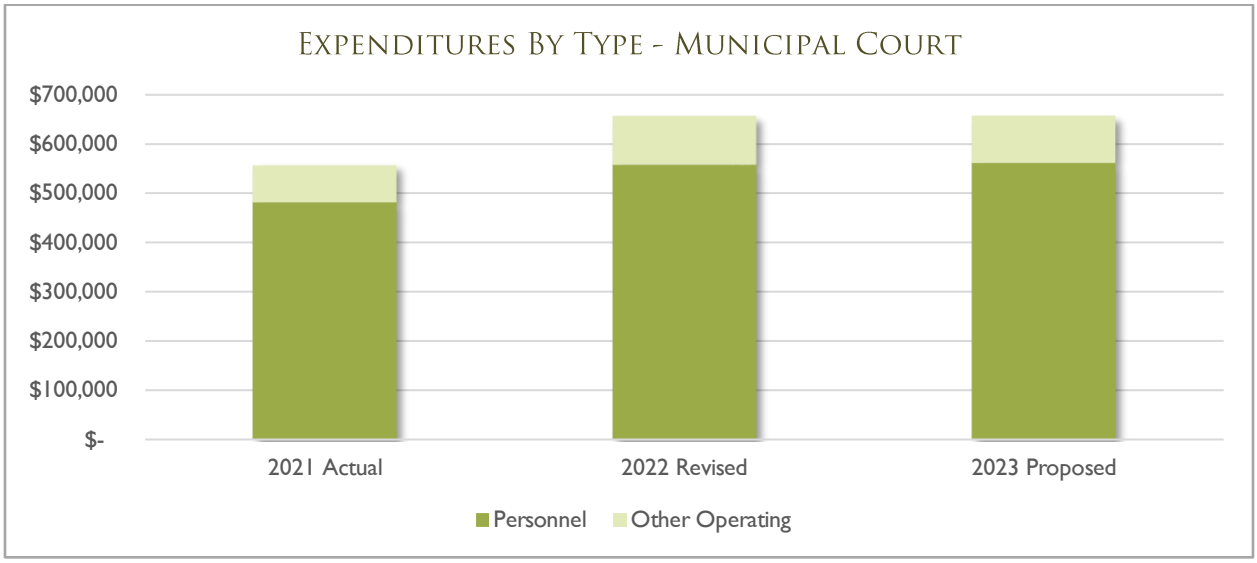
EXPENDITURES BY FUND – MUNICIPAL COURT

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



EXPENDITURES BY TYPE – MUNICIPAL COURT

Category	2021 Actual	2022 Revised	2023 Proposed	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	$ -	$ -	$ -	$ -
Total Budget	**$ 556,588**	**$ 655,428**	**$ 656,048**	**$ 620**



Planning & Community Development

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	1,609,985	2,042,862	2,038,280	2,234,052
Benefits	628,845	818,898	743,102	781,133
Salaries & Benefits	**2,238,829**	**2,861,760**	**2,781,382**	**3,015,185**
Supplies	10,422	20,000	16,900	15,500
Supplies	**10,422**	**20,000**	**16,900**	**15,500**
Professional Services	128,999	401,232	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
Services & Charges	**184,098**	**530,933**	**568,249**	**202,956**
TOTAL EXPENDITURES	**2,433,349**	**3,412,693**	**3,366,531**	**3,233,641**

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

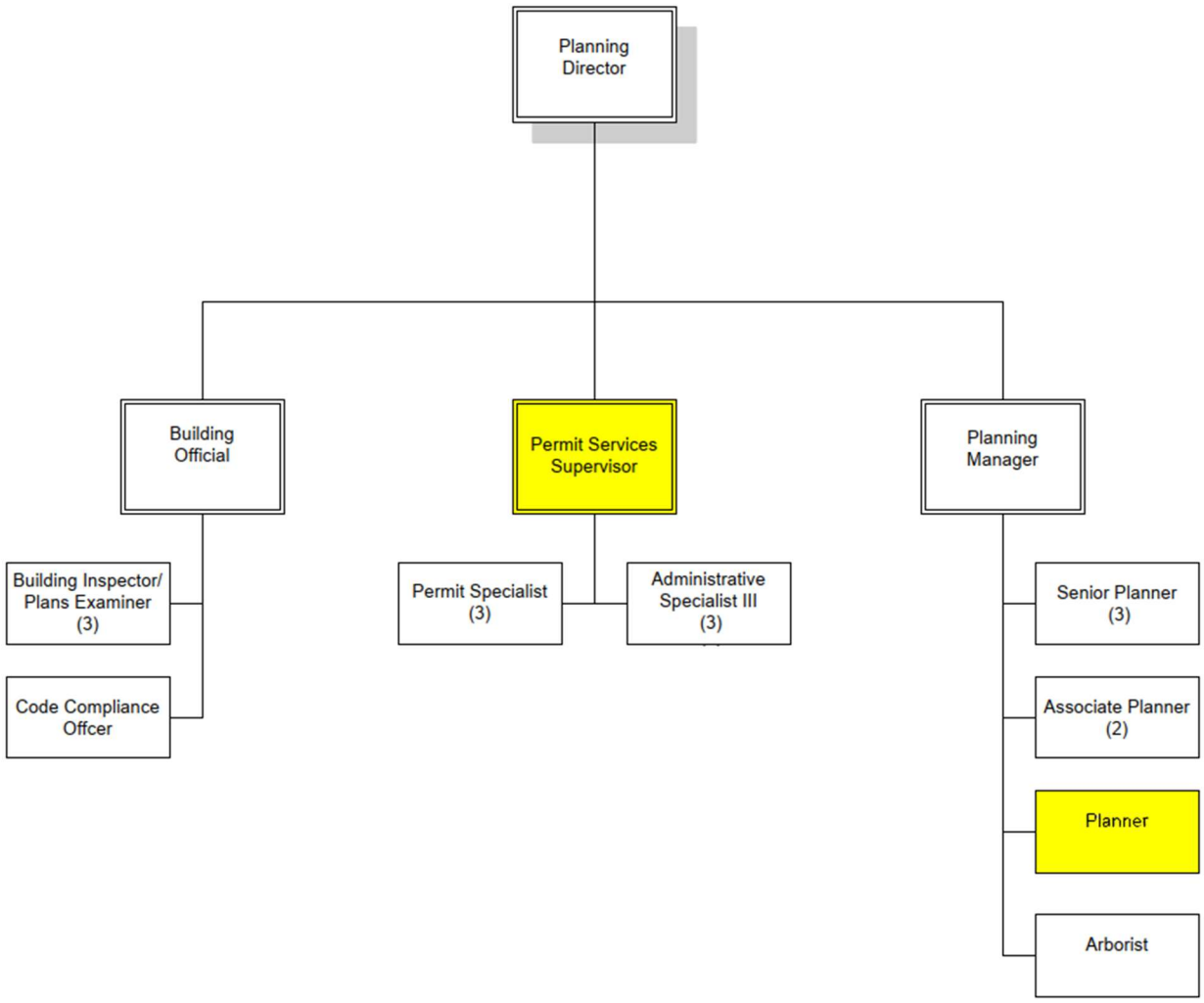
The Planning and Community Development Department oversees the City's Comprehensive Plan and implements its land use and environmental policies and regulations through planning and building permit review, ordinance development and code compliance. The department engages the public through a variety of 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

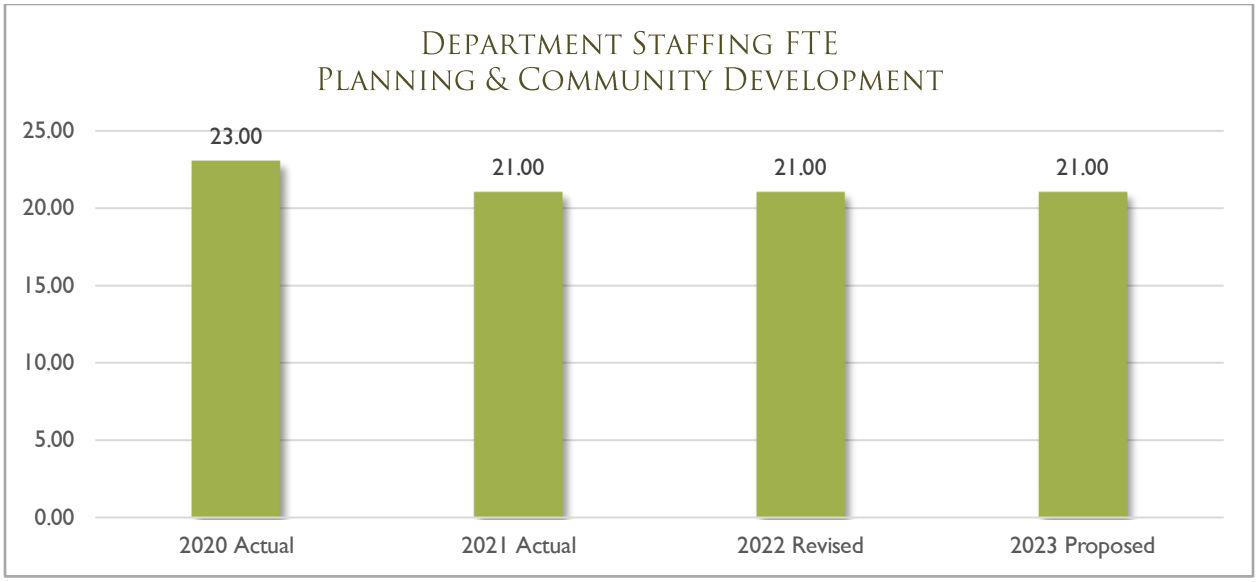
at area colleges and universities. These natural resource trainings will create and improve staff confidence in providing timely reviews of environmental reports without needing to access additional, outside parties, except in special circumstances.

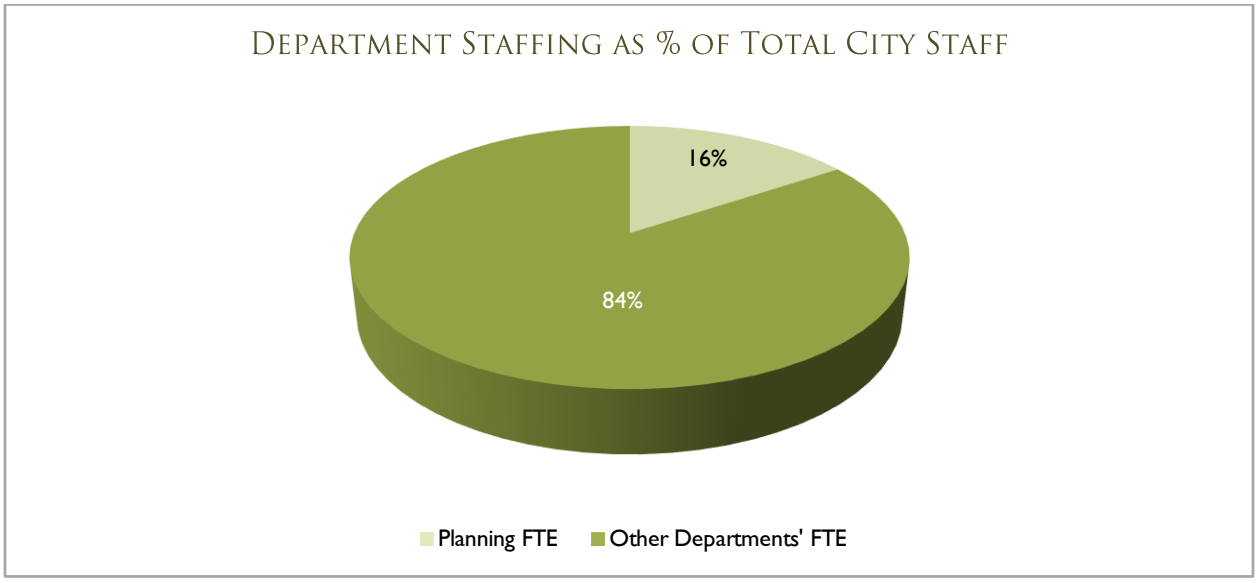
- Adopt the updated International Building Code which includes the Federal Emergency Management Agencies (FEMA) Flood Damage Prevention Ordinance as required by the National Flood Insurance Program (NFIP).
- Complete periodic review and update of the Shoreline Master Program.
- Complete the Winslow Subarea 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



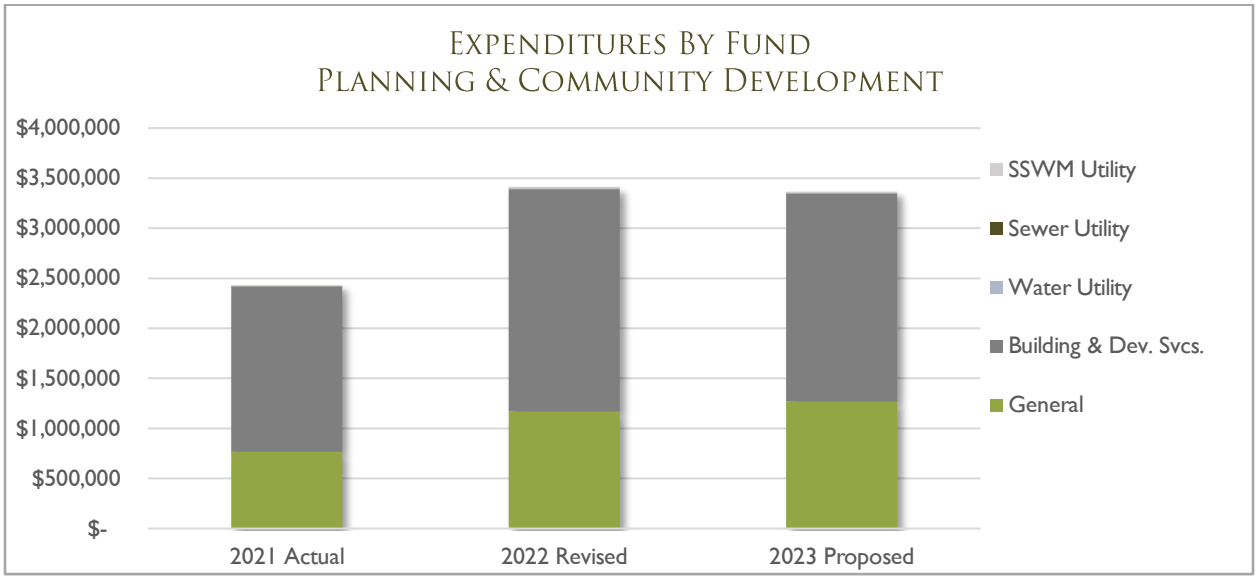
DEPARTMENT STAFFING – PLANNING & COMMUNITY DEVELOPMENT





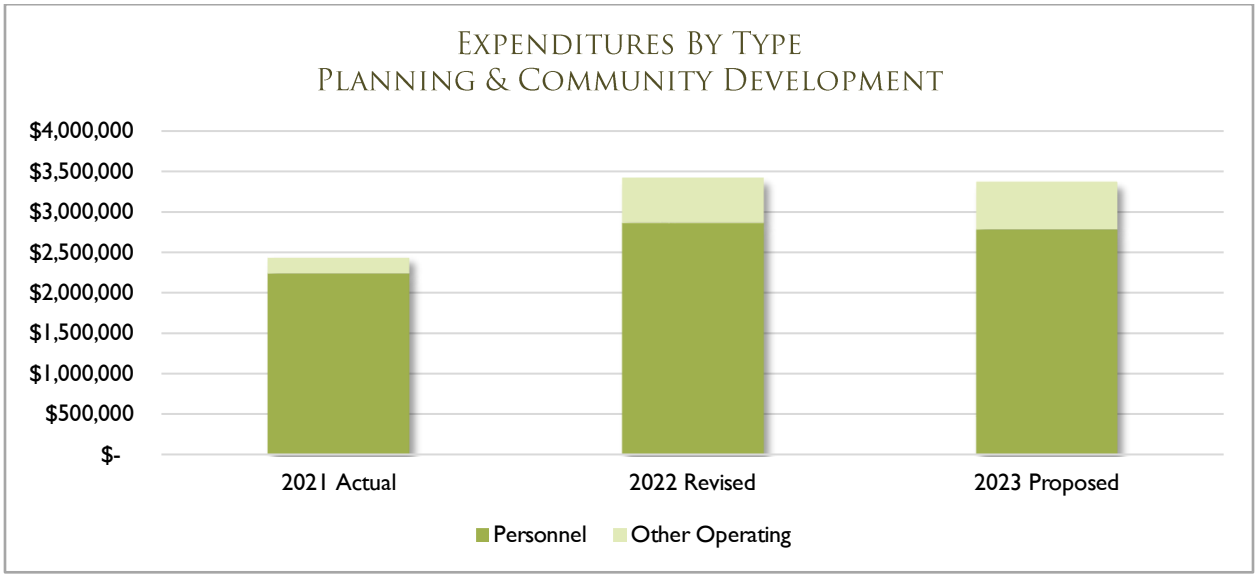
EXPENDITURES BY FUND – PLANNING & COMMUNITY DEVELOPMENT

Fund	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
General	$ 765,351	$ 1,169,964	$ 1,268,289	$ 98,325
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	$ -	$ -	$ -	$ -
Total Budget	**$ 2,433,350**	**$ 3,412,693**	**$ 3,366,531**	**$ (46,162)**



EXPENDITURES BY TYPE – PLANNING & COMMUNITY DEVELOPMENT

Category	2021 Actual	2022 Revised	2023 Proposed	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	$ -	$ -	$ -	$ -
Total Budget	**$ 2,433,349**	**$ 3,412,693**	**$ 3,366,531**	**$ (46,162)**



Public Safety

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
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
Salaries & Benefits	**4,217,812**	**4,964,607**	**5,070,954**	**5,400,371**
Supplies	90,678	162,850	177,200	193,400
Computer Equipment & Software	97,886	131,000	109,000	101,700
Supplies	**188,565**	**293,850**	**286,200**	**295,100**
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
Services & Charges	**303,870**	**477,190**	**517,811**	**561,177**
Intergovernmental Services	366,486	473,000	463,300	497,000
Intergovernmental & Interfund	**366,486**	**473,000**	**463,300**	**497,000**
Capital Equipment	71,818	-	-	-
Other Expenditures	**71,818**	**-**	**-**	**-**
TOTAL EXPENDITURES	**5,148,551**	**6,208,647**	**6,338,265**	**6,753,648**

Public Safety

BUDGET NOTES AND CHANGES – PUBLIC SAFETY

- No significant changes were made in the 2023-2024 Proposed 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.

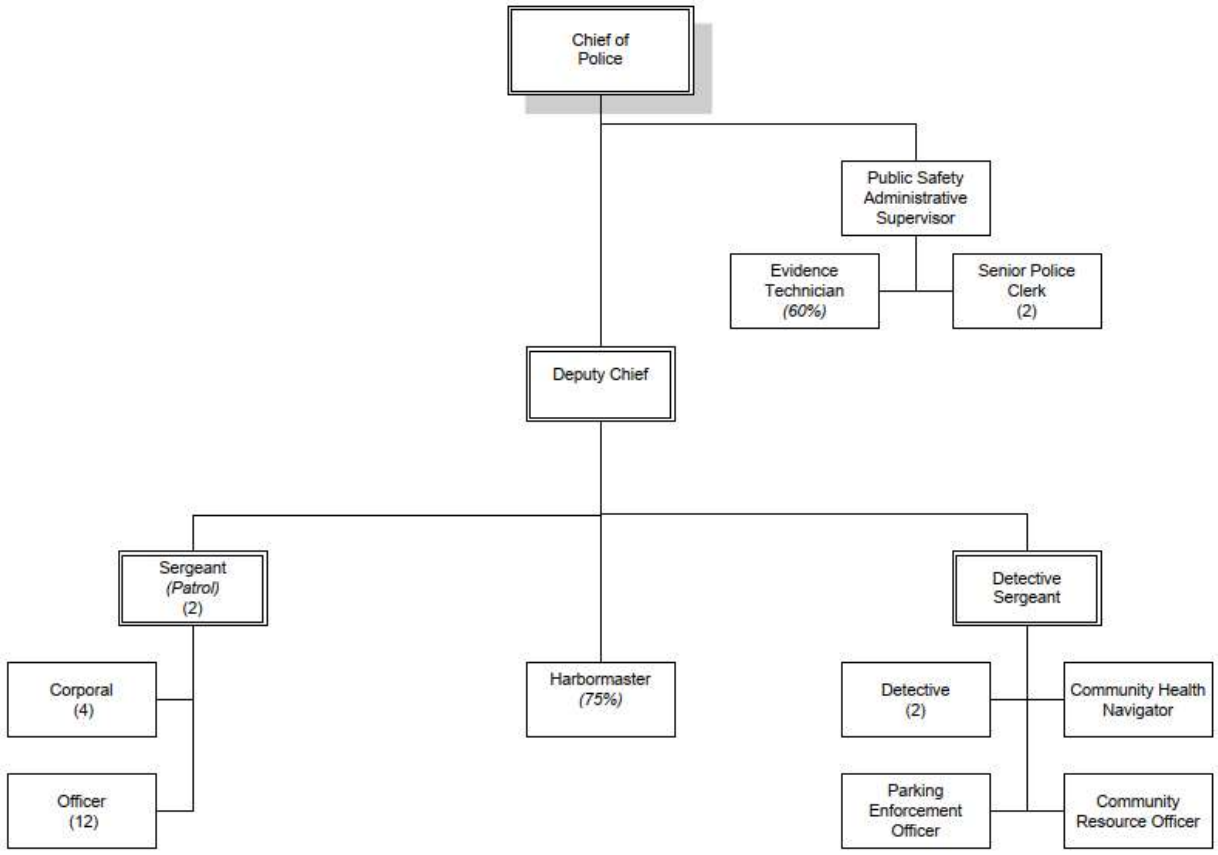
The Marine division provides enforcement and safety on the waters surrounding the Island. With 53 miles of Island shoreline the Marine division is a critical component of public safety. This division has several missions; namely the enforcement of marine laws, search and rescue calls for persons and 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



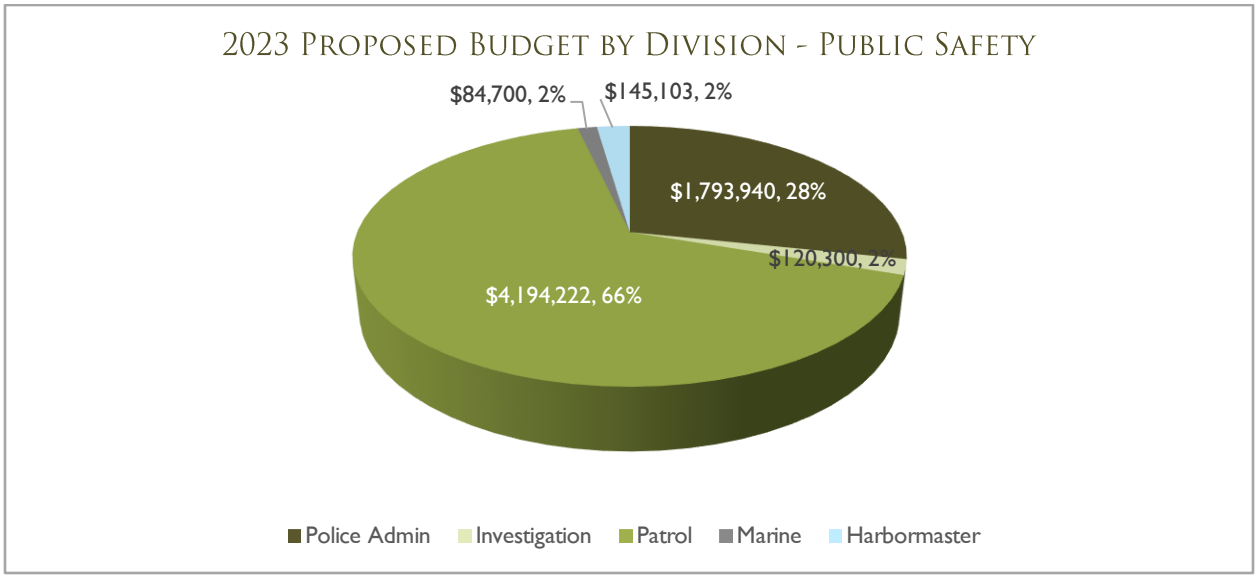
SERVICES PROVIDED – PUBLIC SAFETY

- 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

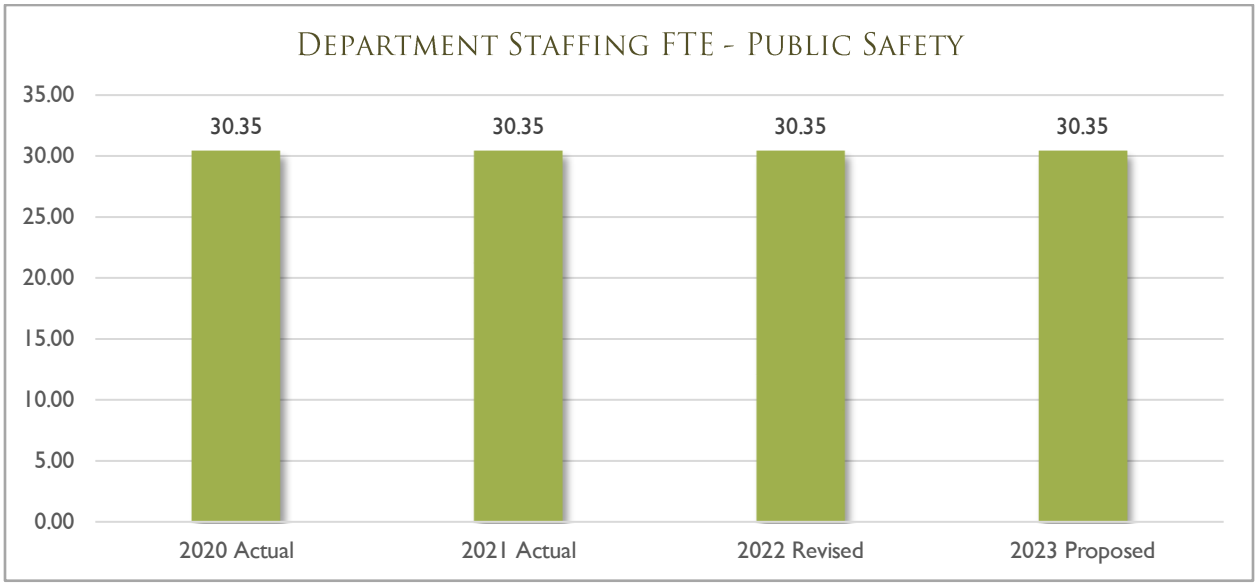
OBJECTIVES FOR 2023-2024 – PUBLIC SAFETY

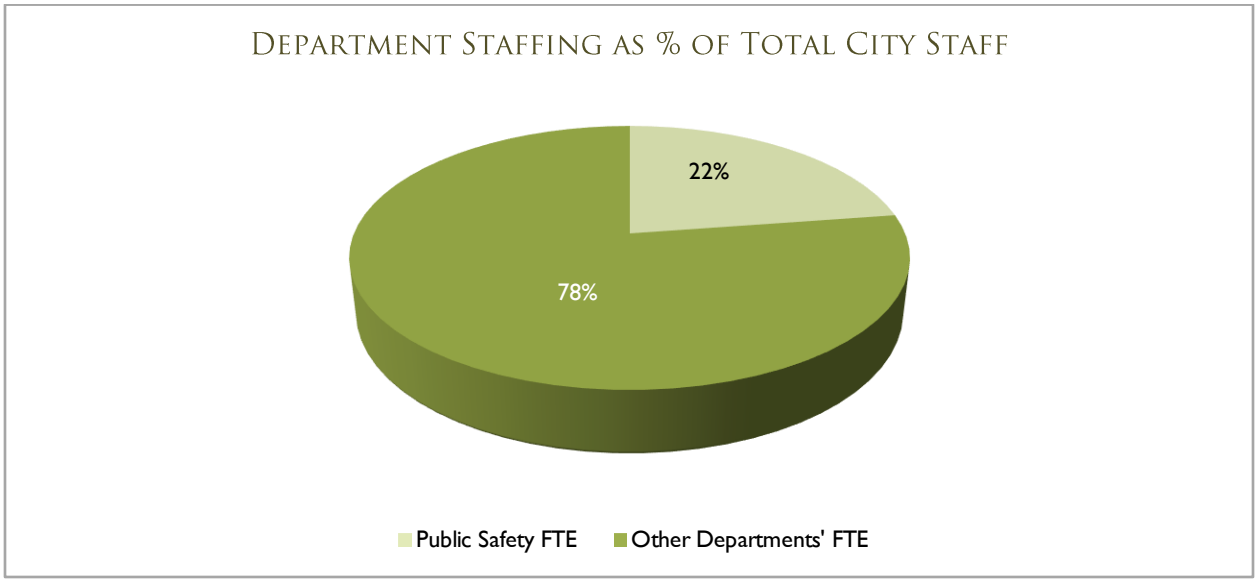
- Develop a comprehensive Strategic Plan with measurable results.
- Develop a community engagement plan.
- Develop traffic emphasis program to address speed and collision prone areas.
- Increase visibility of the Marine Patrol.
- Continue emphasis on officer training and professional development.
- Maintain 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



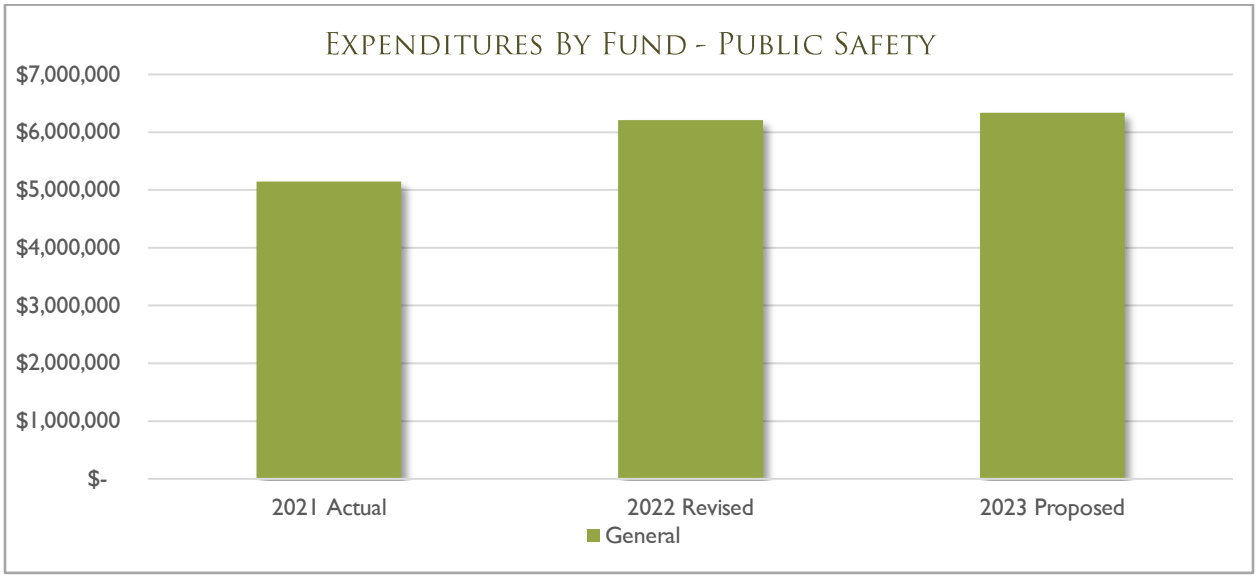
DEPARTMENT STAFFING – PUBLIC SAFETY





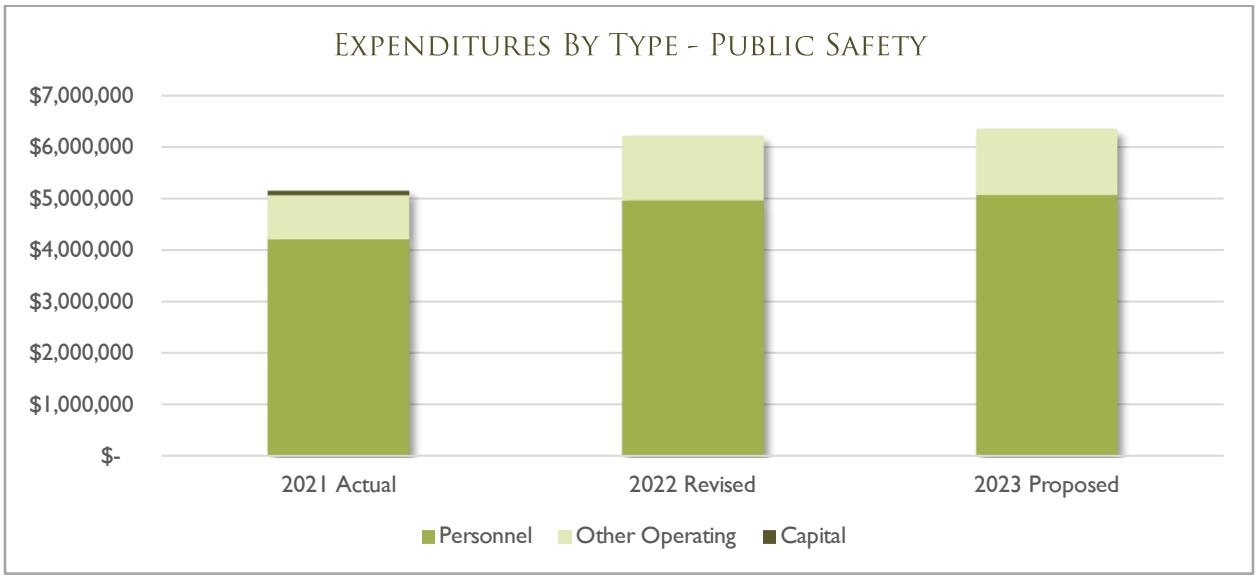
EXPENDITURES BY FUND – PUBLIC SAFETY

Fund	2021 Actual	2022 Revised	2023 Proposed	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	$ -	$ -	$ -	$ -
Total Budget	**$ 5,148,551**	**$ 6,208,647**	**$ 6,338,265**	**$ 129,618**



EXPENDITURES BY TYPE – PUBLIC SAFETY

Category	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
Personnel	$ 4,217,812	$ 4,964,607	$ 5,070,954	$ 106,347
Other Operating	$ 858,920	$ 1,244,040	$ 1,267,311	$ 23,271
Capital	$ 71,818	$ -	$ -	$ -
Other Non-Operating	$ -	$ -	$ -	$ -
Total Budget	**$ 5,148,550**	**$ 6,208,647**	**$ 6,338,265**	**$ 129,618**



Public Works

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	3,704,028	4,490,837	4,973,800	5,586,136
Benefits	1,483,162	1,676,869	1,748,819	1,868,174
Salaries & Benefits	**5,187,190**	**6,167,706**	**6,722,618**	**7,454,309**
Supplies	785,528	689,975	705,618	716,502
Computer Equipment & Software	303	15,615	19,900	19,900
Supplies	**785,831**	**705,590**	**725,518**	**736,402**
Professional Services	962,007	2,307,141	1,041,670	754,720
Communication	14,998	25,620	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	1,310	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	2,272,551	2,055,820	3,764,120
All Other Miscellaneous	28,884	36,302	69,730	69,730
Services & Charges	**3,362,629**	**5,232,134**	**3,808,109**	**5,285,809**
Intergovernmental Services	274,118	309,000	327,500	339,500
Intergovernmental & Interfund	**274,118**	**309,000**	**327,500**	**339,500**
Capital Equipment	861,346	960,870	1,170,000	770,000
Capital Projects	4,422,076	23,183,830	27,166,810	8,589,084
Other Expenditures	**5,283,423**	**24,144,700**	**28,336,810**	**9,359,084**
TOTAL EXPENDITURES	**14,893,190**	**36,559,129**	**39,920,555**	**23,175,105**

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 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 PROPOSED 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
Fletcher Bay well rehabilitation and pump replacement	200,000	-
Ventiltion system improvements (multiple locations)	60,000	-
Automatic valves and control maintenance	25,000	-
Sands Ave well rehab and pump replacement	-	300,000
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.

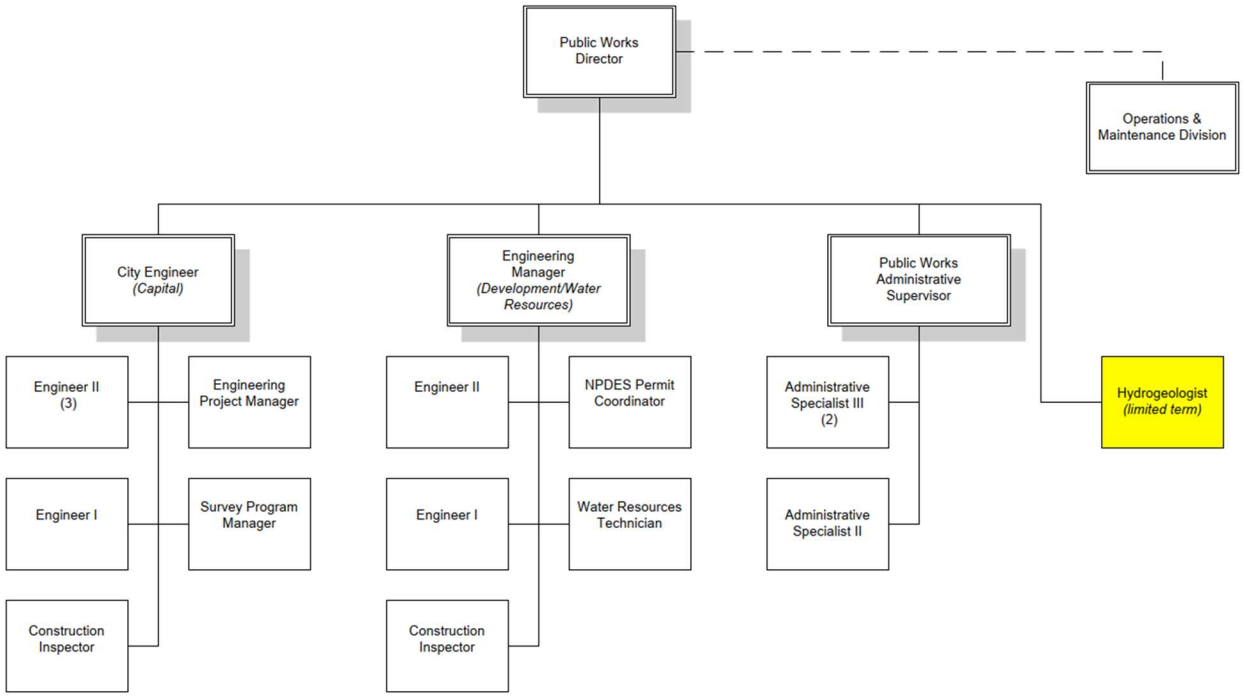
The Engineering Division oversees the pre-design, design and construction of all public improvements and implementation of the Capital Improvement Plan adopted by the City Council. This division also provides project management, professional services, survey, and construction management.

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.

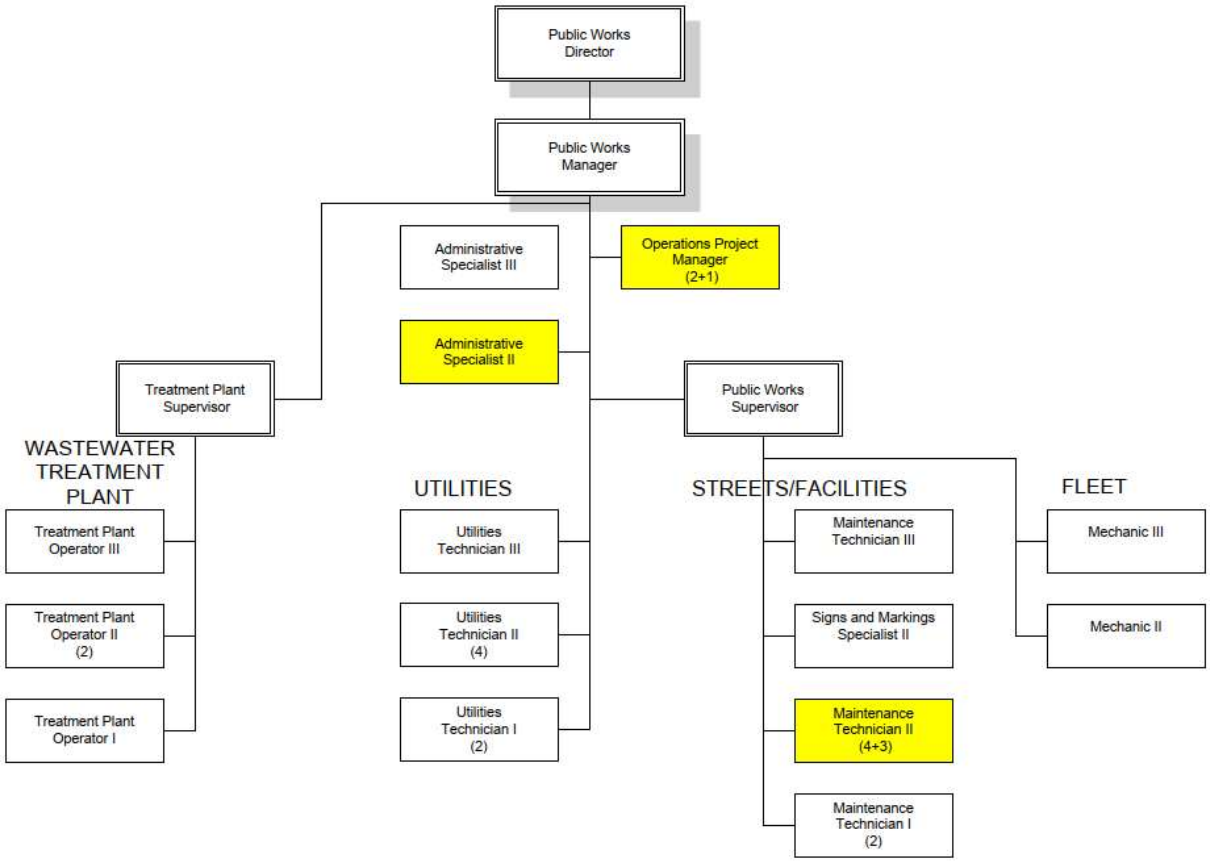
The Operations and Maintenance Division operates, repairs, and maintains the City's infrastructure, including streets, sidewalks, medians, green space, trails, buildings, water utility production, treatment and distribution, wastewater utility collection and treatment, and stormwater utility collection, 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.

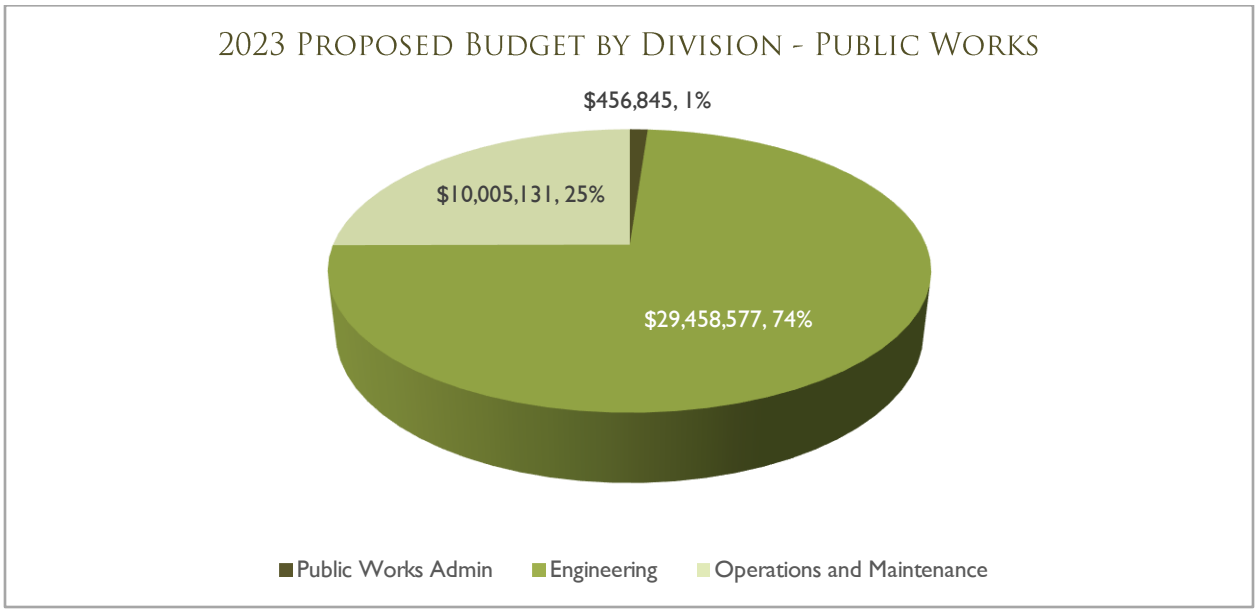
SERVICES PROVIDED – PUBLIC WORKS

- 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.

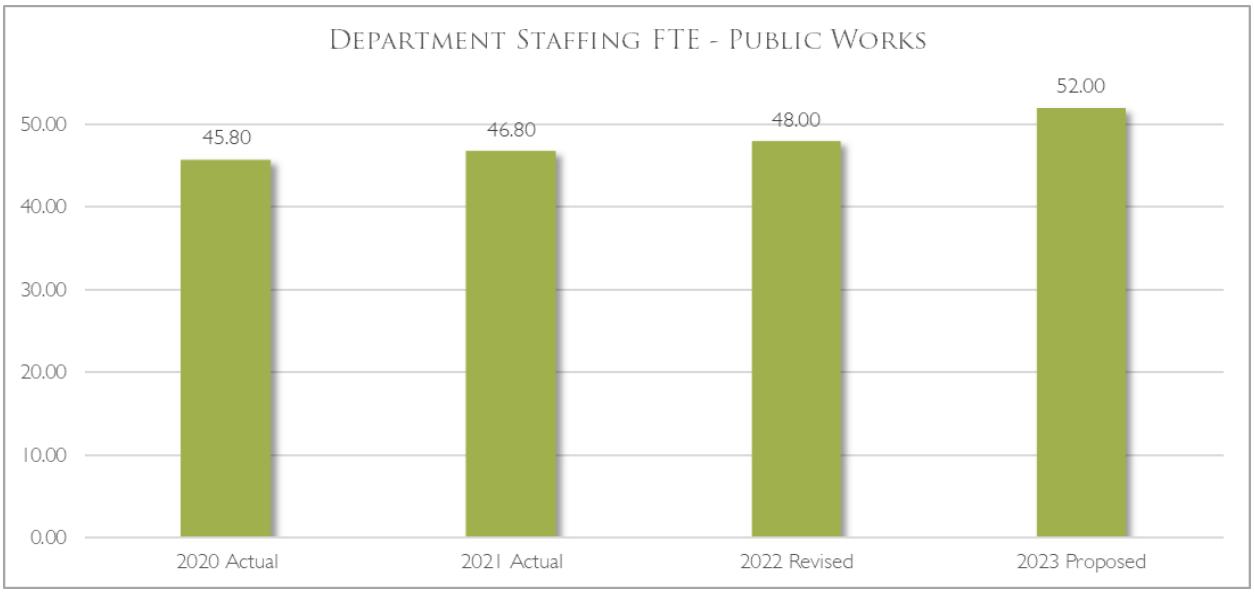
OBJECTIVES FOR 2023 – 2024 – PUBLIC WORKS

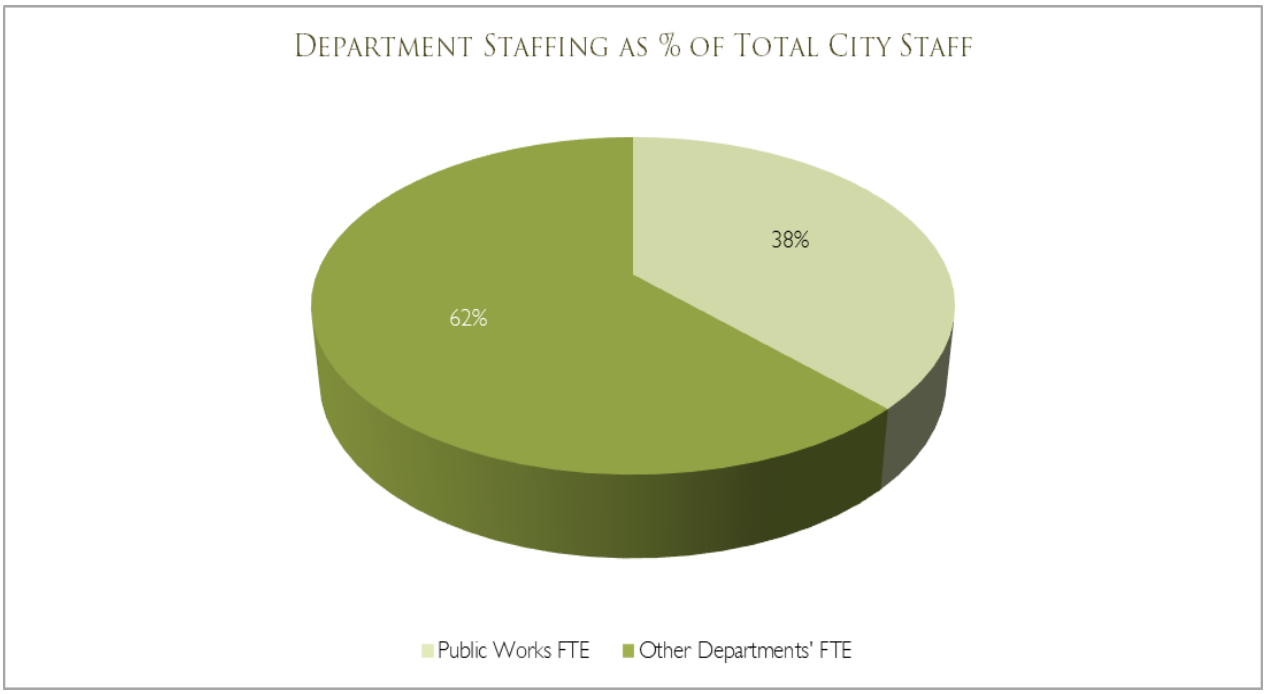
- Complete the construction of the Police and Court Facility on-time and on-budget, and successfully move both departments into the new space.
- Complete the construction of the Madison Avenue Sidewalk and Bike Lanes project.
- Complete the Country Club Road Reconstruction project, and the Yeomalt Neighborhood 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



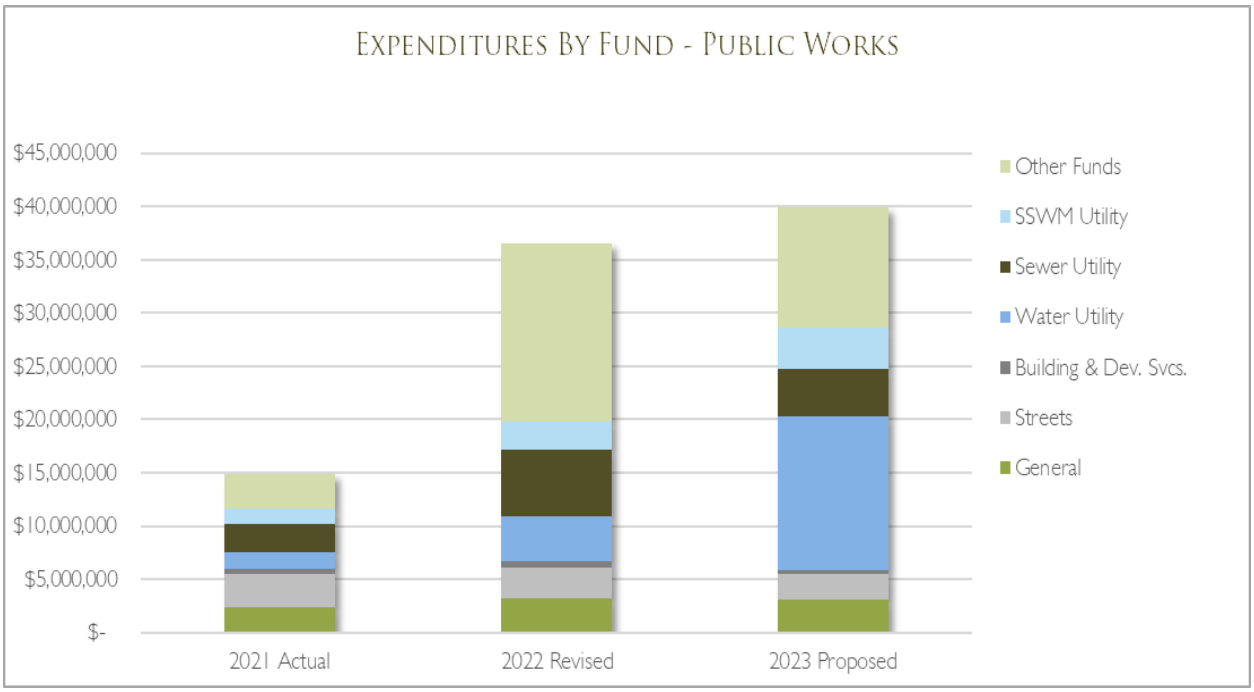
DEPARTMENT STAFFING – PUBLIC WORKS





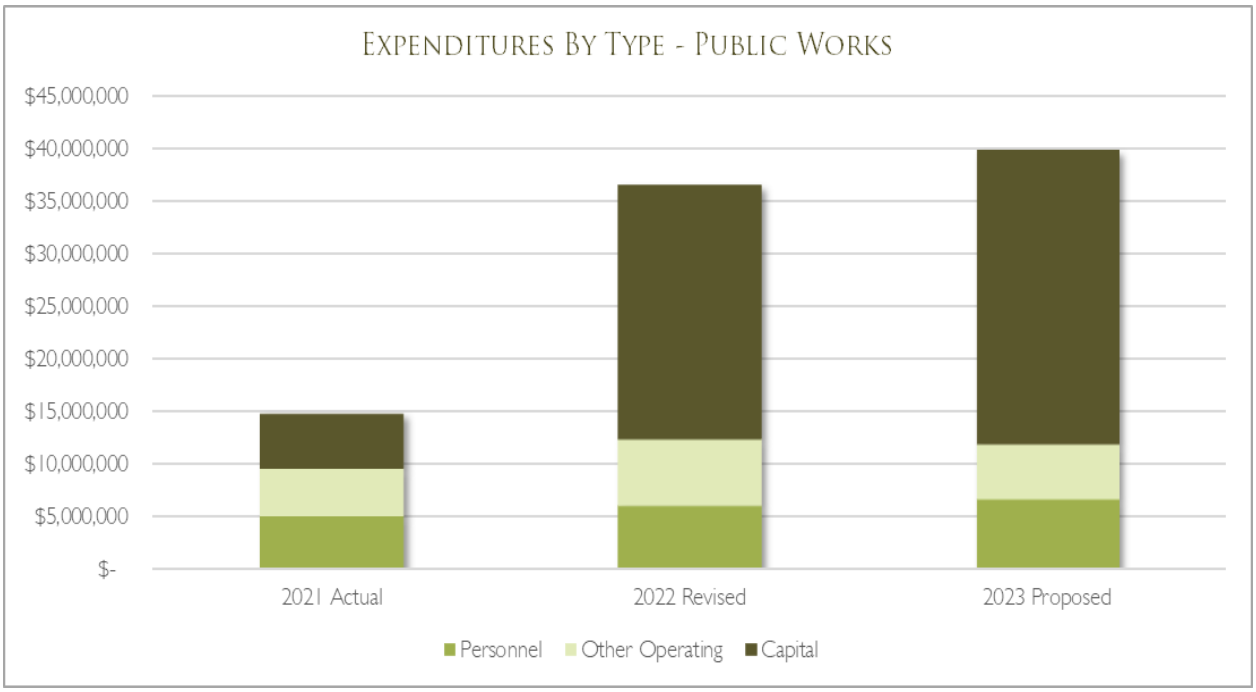
EXPENDITURES BY FUND – PUBLIC WORKS

Fund	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
General	$ 2,309,703	$ 3,174,537	$ 3,091,572	$ (82,965)
Streets	$ 3,226,135	$ 2,962,562	$ 2,363,609	$ (598,953)
Building & Dev. Svcs.	$ 492,614	$ 544,084	$ 423,854	$ (120,230)
Water Utility	$ 1,498,902	$ 4,205,964	$ 14,445,758	$ 10,239,794
Sewer Utility	$ 2,673,219	$ 6,233,576	$ 4,377,820	$ (1,855,756)
SSWM Utility	$ 1,419,938	$ 2,658,566	$ 3,920,750	$ 1,262,184
Other Funds	$ 3,272,679	$ 16,779,840	$ 11,297,191	$ (5,482,649)
Total Budget	**$ 14,893,190**	**$ 36,559,129**	**$ 39,920,554**	**$ 3,361,425**



EXPENDITURES BY TYPE – PUBLIC WORKS

Category	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
Personnel	$ 5,187,190	$ 6,167,706	$ 6,722,618	$ 554,912
Other Operating	$ 4,422,577	$ 6,246,723	$ 5,236,126	$ (1,010,597)
Capital	$ 5,283,423	$ 24,144,700	$ 27,961,810	$ 3,817,110
Other Non-Operating	$ -	$ -	$ -	$ -
Total Budget	**$ 14,893,190**	**$ 36,559,129**	**$ 39,920,554**	**$ 3,361,425**



General Government

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

	2021 ACTUAL	2022 REVISED	2023 PROPOSED	2024 PROPOSED
Salaries	26,017	74,000	(808,102)	(884,192)
Benefits	43,445	178,100	103,595	104,165
Salaries & Benefits	**69,461**	**252,100**	**(704,507)**	**(780,027)**
Supplies	33,073	5,000	6,500	6,500
Supplies	**33,073**	**5,000**	**6,500**	**6,500**
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	91,000	91,700	96,700
Services & Charges	**2,082,599**	**2,358,312**	**2,649,827**	**2,971,222**
Intergovernmental Services	217,543	227,550	230,000	239,000
Intergovernmental-Taxes and Assessments	211,776	195,500	236,500	250,100
Interfund - Taxes and Assessments	637,315	657,700	703,200	734,200
Intergovernmental & Interfund	**1,066,634**	**1,080,750**	**1,169,700**	**1,223,300**
Other Expenditures	**6,005,773**	**2,924,535**	**2,969,232**	**3,151,077**
To Other Funds and Sub-Funds	-	407,584	2,064,000	2,020,000
Other Uses	**-**	**407,584**	**2,064,000**	**2,020,000**
TOTAL EXPENDITURES	**9,257,540**	**7,028,281**	**8,154,752**	**8,592,071**

General Government

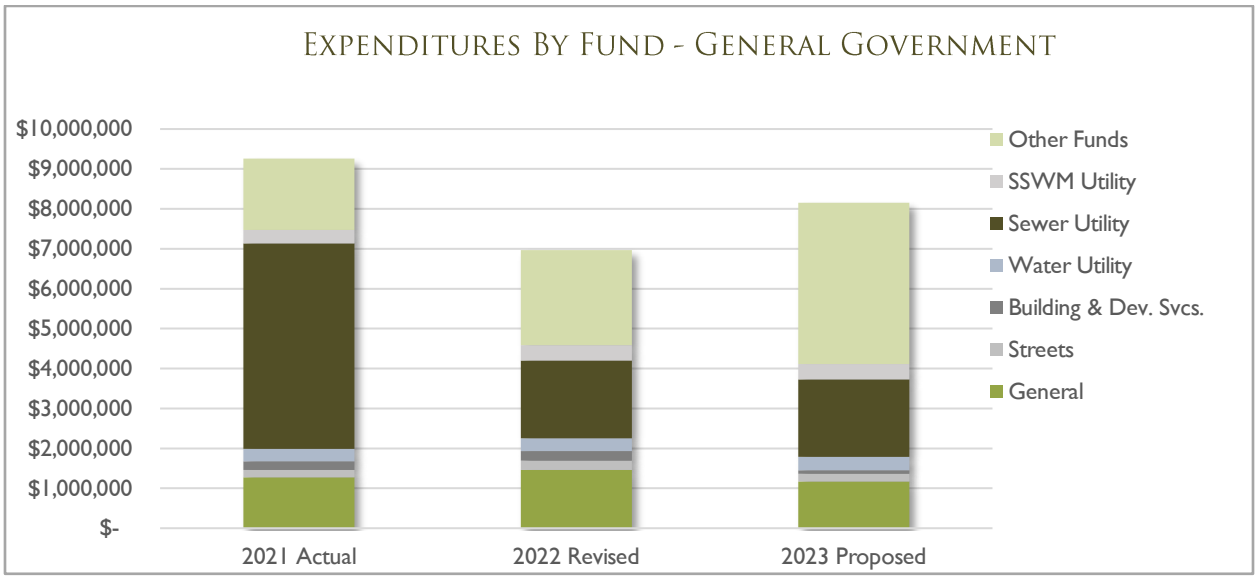
The purpose of the General Government budget is to pay certain citywide costs out of a central location, in order to track and manage citywide costs.

BUDGET NOTES AND CHANGES – GENERAL GOVERNMENT

- Addition of a 5% vacancy rate for staff citywide.
- 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.

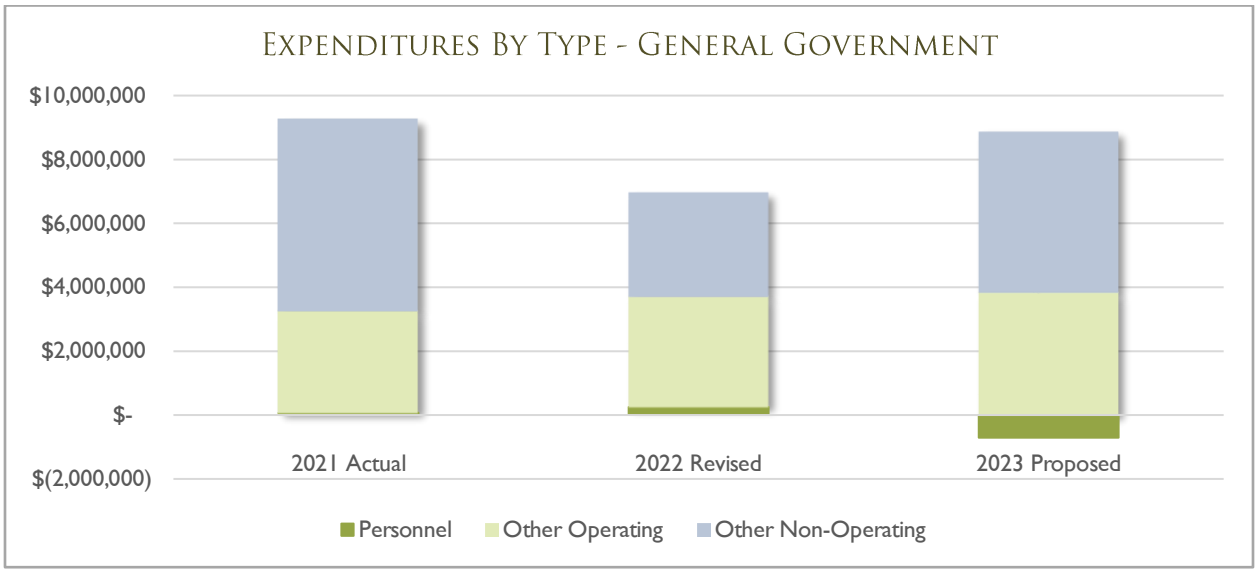
EXPENDITURES BY FUND – GENERAL GOVERNMENT

Fund	2021 Actual	2022 Revised	2023 Proposed	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	$ 387,170	$ 378,869	$ (8,301)
Other Funds	$ 1,785,770	$ 2,378,076	$ 4,043,490	$ 1,665,414
Total Budget	**$ 9,257,540**	**$ 6,966,396**	**$ 8,154,752**	**$ 1,188,356**



EXPENDITURES BY TYPE – GENERAL GOVERNMENT

Category	2021 Actual	2022 Revised	2023 Proposed	Change 2023 over 2022
Personnel	$ 69,461	$ 252,100	$ 259,100	$ 7,000
Vacancy	$ -	$ -	$ (963,607)	$ (963,607)
Total Personnel	$ 69,461	$ 252,100	$ (704,507)	$ (956,607)
Other Operating	$ 3,182,306	$ 3,444,062	$ 3,826,027	$ 381,965
Capital	$ -	$ -	$ -	$ -
Other Non-Operating	$ 6,005,773	$ 3,270,234	$ 5,033,232	$ 1,762,998
Total Budget	**$ 9,257,540**	**$ 6,966,396**	**$ 8,154,752**	**$ 1,188,356**



Section 5



Capital Improvement Plan

Section 5: Capital Improvement Plan

Capital Improvement Plan Summary 145-147

Transportation 148-153

Non-Motorized 154-159

Fleet and Equipment 160

Facilities 161-171

Water 172-178

Sewer 179-184

Stormwater 185-190

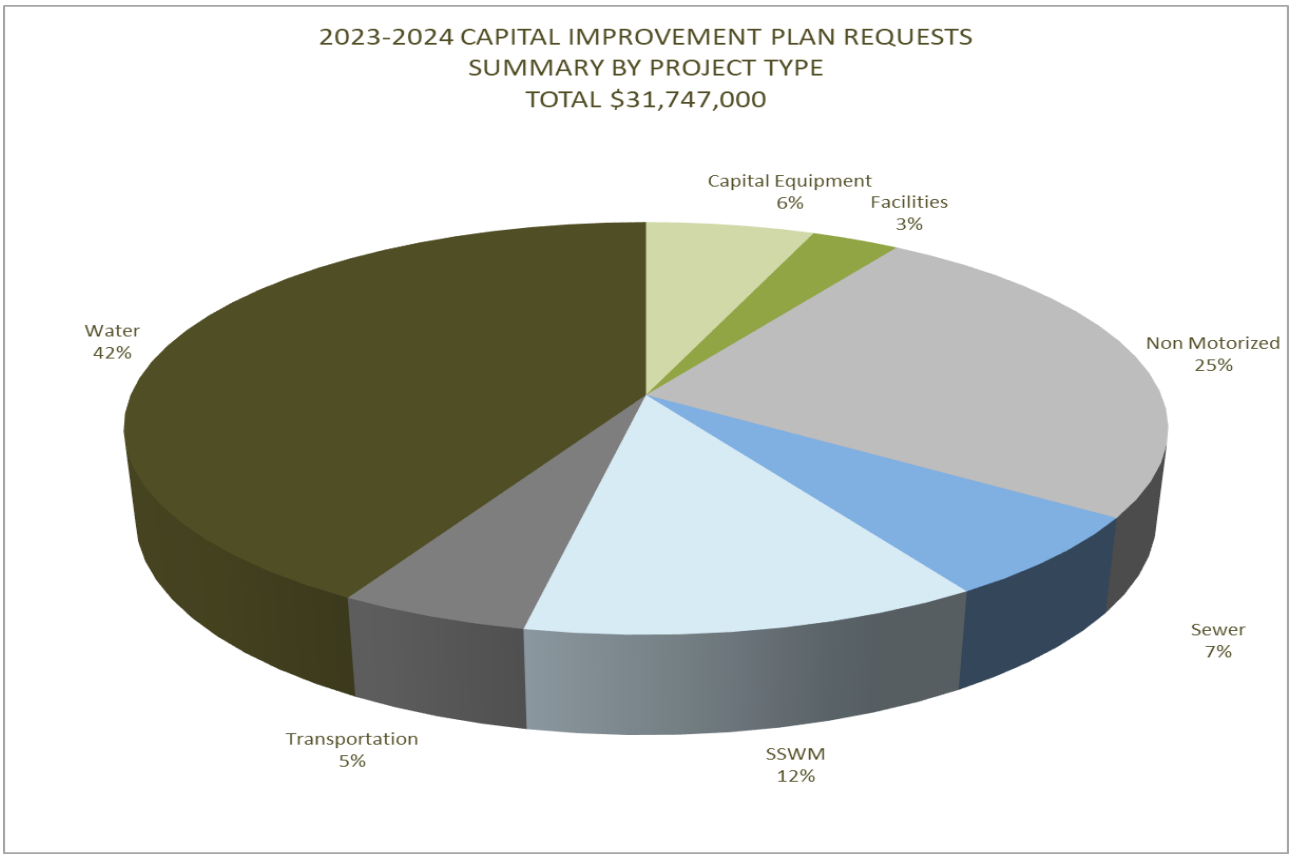
Capital Improvement Plan Summary

The Capital Improvement Plan (CIP) represents an important element in the City's long-range and strategic planning. The CIP is a multi-year planning tool used to identify needed capital projects for preservation and improvements to the City's owned and operated infrastructure, and to coordinate the financing and timing of these improvements. The CIP document is a roadmap for the next six years and is strategically implemented to meet the City's goals.

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

The 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 transportation projects. The Police and Municipal Court Building renovation is planned to be completed mid-year 2023.

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 "Level Zero", for each section, a "Level One" sheet lists the projects, estimated costs, and potential grant funding. There is an additional "Level Two" for capital projects that have spending authority this biennium, describing the project, its benefits, estimated schedule, funding sources and uses, and, where appropriate, estimates for the on-going annual impact on the operating budget.


2023-2024 CAPITAL IMPROVEMENT PLAN REQUESTS
SUMMARY BY PROJECT TYPE
TOTAL $31,747,000
Capital Equipment 6%
Facilities 3%
Non Motorized 25%
Sewer 7%
SSWM 12%
Transportation 5%
Water 42%

City of Bainbridge Island
Total CIP (2023 - 2028)
2023-2024 Proposed Budget

	Prior Years	2023	2024	2025	2026	2027	2028	2029 - 2042	**Total**
in (1000s)									
Transportation Projects	451	858	754	1,725	645	-	-	-	4,433
Transportation Grants	-	-	-	-	-	-	-	-	-
Non Motorized Projects	1,537	4,191	3,038	-	-	-	-	-	8,766
Non Motorized Grants	*1,485*	-	*735*	-	-	-	-	-	*2,220*
Fleet and Equipment	-	1,170	770	625	735	950	1,205	-	5,455
Facility Projects	20,974	478	539	80	-	-	-	-	22,071
Facility Grants	*273*	-	-	-	-	-	-	-	*273*
Water Projects	1,639	12,259	586	-	-	-	-	-	14,483
Water Grants	-	*400*	-	-	-	-	-	-	*400*
Sewer Projects	4,197	928	1,160	3,184	-	-	-	-	9,468
Sewer Grants	-	-	-	-	-	-	-	-	-
SSWM Projects	563	2,103	1,778	693	-	-	-	-	5,137
SSWM Grants	-	*85*	-	*1,000*	-	-	-	-	*1,085*
Utility Funding	6,399	15,205	3,523	2,877	-	-	-	-	28,004
General Govt Funding	21,204	5,527	3,596	1,805	645	-	-	-	32,777
Total Project Cost Less Grants	27,603	21,502	7,889	5,307	1,380	950	1,205	-	65,836
Grant Totals	1,758	485	735	1,000	-	-	-	-	3,978
TOTAL PROJECT COST	29,361	21,987	8,624	6,307	1,380	950	1,205	-	69,814

City of Bainbridge Island

Transportation CIP (2023 - 2028)

2023 - 2024 Proposed Budget

Project / Location	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	**Total**
TRANSPORTATION PROJECTS - 6-YEAR CIP																	
Country Club Bulkhead Reconstruction *at Seawall*			-		Y				15	-	667	-	-	-	-	-	682
Country Club Rd Reconstruction *Past Toe Jam to Seawall*			-		Y				386	599	-	-	-	-	-	-	985
Manitou Beach Rd & Bulkhead Repair *Manitou Beach Rd*			-		Y				-	259	-	1,075	-	-	-	-	1,334
Fort Street Extension *Tani Creek to Pleasant Beach*			-		Y				-	-	87	375	-	-	-	-	462
Springbrook Fish Passage *Fletcher Bay Rd*	X				Y				50			100					150
Winslow Way West *Parfitt to Grow Ave*			-		Y	Y			-	-	-	175	645	-	-	-	1,195
City Funding									451	858	754	1,725	645	-	-	-	4,433
Grant Totals									-	-	-	-	-	-	-	-	-
TOTALS									451	858	754	1,725	645	-	-	-	4,433

Amounts in thousands

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
FUNDING SOURCES (1000's)									
General Fund	-	-	667	-	-	-	-	-	667
REET	15	-	-	-	-	-	-	-	15
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**15**	**-**	**667**	**-**	**-**	**-**	**-**	**-**	**682**
FUNDING USES (1000's)									
Project Management	-	-	17	-	-	-	-	-	17
Design/Construction	15	-	650	-	-	-	-	-	665
Sub-total	**15**	**-**	**667**	**-**	**-**	**-**	**-**	**-**	**682**

Estimated Impact on Future Operating Budget

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

Project: Country Club Road Reconstruction **Number:** 00712

Location: Toe Jam Road to the Seawall

Project Description





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

Benefit: Roadway preservation.

Schedule: YR1: Design; YR2: Construction

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget

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

Project: Manitou Beach Rd and Bulkhead Stabilization **Number: 01226**
Location: Murden Cove - Falk

Project Description

PICTURE NOT AVAILABLE

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, YR2: Construction.

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget

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

Project: Fort Street Extension **Number: 01227**
Location: Tani Creek to Pleasant Beach

Project Description

PICTURE NOT AVAILABLE

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
FUNDING SOURCES (1000's)									
REET Fund	-	-	87	375	-	-	-	-	462
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**-**	**87**	**375**	**-**	**-**	**-**	**-**	**462**
FUNDING USES (1000's)									
Project Management	-	-	8	15	-	-	-	-	23
Design/construction	-	-	79	360	-	-	-	-	439
Sub-total	**-**	**-**	**87**	**375**	**-**	**-**	**-**	**-**	**462**

Estimated Impact on Future Operating Budget

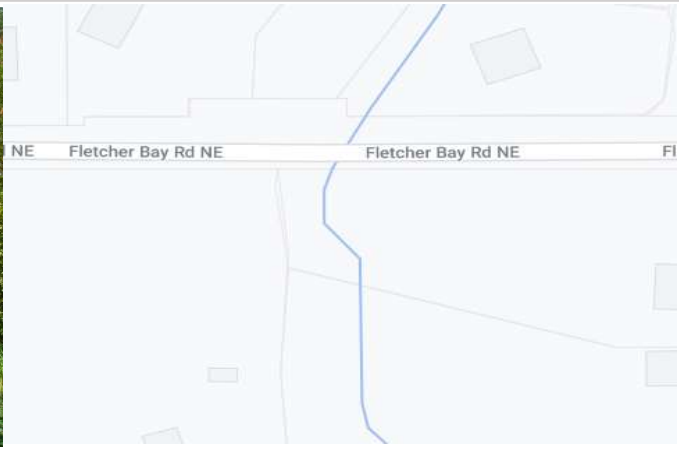
	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

Project: Springbrook Fish Passage **Number:** 01159

Location: Fletcher Bay Road west of New Brooklyn

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 1: 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	4	13	125	-	-	-	-	192
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	85	-	-	1,800	-	-	-	-	1,885
Sub-total	**185**	**4**	**13**	**2,025**	**-**	**-**	**-**	**-**	**2,227**
FUNDING USES (1000's)									
Project Management	4	3	13	25	-	-	-	-	45
Design/construction	181	1		2,000	-	-	-	-	2,182
Sub-total	**185**	**4**	**13**	**2,025**	**-**	**-**	**-**	**-**	**2,227**

Estimated Impact on Future Operating Budget

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

City of Bainbridge Island
Non-Motorized Transportation CIP (2021- 2026)
2022 Modifications

Project	Grant Eligible	Grant Awarded	Grant/Donations f	General Comp	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	**Total**
NON-MOTORIZED PROJECTS - 6-YEAR CIP																	
Madison Avenue Sidewalk Improvements	X	X	1,410		Y				2,375	3,365	-	-	-	-	-	-	5,740
Wyatt to High School																	
C40 Eagle Harbor Dr Phase I	X	X	735		Y				375	531	2,833	-	-	-	-	-	3,740
Wyatt to past Bucklin Hill																	
C40 - Bucklin Ph 2			-		Y				57	277	836	-	-	-	-	-	1,170
Blakely - Fletcher Bay																	
STO Long Range Plan			75		Y				215	17	8	-	-	-	-	-	241
Grow Avenue Traffic Calming	X				Y				-	-	95	-	-	-	-	-	95
City Project Funding									1,537	4,191	3,038	-	-	-	-	-	8,766
Grant Totals									1,485	-	735	-	-	-	-	-	2,220
TOTALS									3,022	4,191	3,773	-	-	-	-	-	10,986

Amounts in thousands

Project: Madison Avenue Non-Motorized and Street Improvements **Number:** 01088

Location: Winslow Way to New Brooklyn

Project Description





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

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
FUNDING SOURCES (1000's)									
General Fund	209	-	-	-	-	-	-	-	209
REET	731	505	-	-	-	-	-	-	1,236
TBD	25	860	-	-	-	-	-	-	885
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
ARPA	-	2,000	-	-	-	-	-	-	2,000
Federal Grant	1,410	-	-	-	-	-	-	-	1,410
Sub-total	**2,375**	**3,365**	**-**	**-**	**-**	**-**	**-**	**-**	**5,740**
FUNDING USES (1000's)									
Project Management	75	49							124
Design/construction	2,300	3,316							3,316
Sub-total	**2,375**	**3,365**	**-**	**-**	**-**	**-**	**-**	**-**	**5,740**

Estimated Impact on Future Operating Budget

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

Project: Connecting Centers: Eagle Harbor/Wyatt **Number:** 00968

Location: Wyatt to past Bucklin Hill

Project Description





Description: Project will include shoulder widening, separated bike lanes, refuge islands, intersection safety improvements and traffic calming along Wyatt Way from Nicholson west to the Head of the Bay and continuing on Eagle Harbor Drive along the shoreline.

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
FUNDING SOURCES (1000's)									
General Fund	4	-	-	-	-	-	-	-	4
REET	370	531	2,098	-	-	-	-	-	3,000
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	735	-	-	-	-	-	735
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**375**	**531**	**2,833**	**-**	**-**	**-**	**-**	**-**	**3,740**
FUNDING USES (1000's)									
Project Management	30	31	33	-	-	-	-	-	95
Design/construction	345	500	2,800	-	-	-	-	-	3,645
Sub-total	**375**	**531**	**2,833**	**-**	**-**	**-**	**-**	**-**	**3,740**

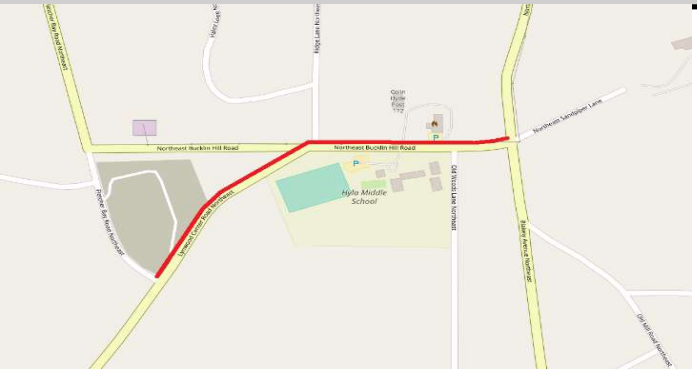
Estimated Impact on Future Operating Budget (1000's)

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

Project: Connecting Centers: Bucklin Hill **Number:** 00723
Location: Blakely to Fletcher

Project Description





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

Benefit: Safety and non-motorized transportation connectivity.
Schedule: YR1: Construction (in-house design)

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget

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

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
FUNDING SOURCES (1000's)									
TBD	140	17	8	-	-	-	-	-	166
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donation	75	-	-	-	-	-	-	-	75
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**215**	**17**	**8**	**-**	**-**	**-**	**-**	**-**	**241**
FUNDING USES (1000's)									
Project Management	-	17	8	-	-	-	-	-	26
Design	215	-	-	-	-	-	-	-	215
Sub-total	**215**	**17**	**8**	**-**	**-**	**-**	**-**	**-**	**241**

Estimated Impact on Future Operating Budget

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

Project: Grow Ave Traffic Calming **Number:** 01089
Location: Grow Ave

Project Description

PICTURE NOT AVAILABLE

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: YR1: 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	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**-**	**95**	**-**	**-**	**-**	**-**	**-**	**95**
FUNDING USES (1000's)									
Project Management	-	-	-	-	-	-	-	-	-
Design/construction	-	-	95	-	-	-	-	-	95
Sub-total	**-**	**-**	**95**	**-**	**-**	**-**	**-**	**-**	**95**

Estimated Impact on Future Operating Budget

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

City of Bainbridge Island

FLEET and EQUIPMENT CIP (2023 - 2028)

2023-2024 Proposed Budget

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

Amounts in thousands

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

Project	Grant Eligible	Grant Awarded	Grant/ Donations Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	**Total**
FACILITIES PROJECTS - 6-YEAR CIP																	
Police and Municipal Court Building				Y					20,270	-	-	-	-	-	-	-	20,270
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									20,974	478	539	80	-	-	-	-	22,072
Grant Totals									273	-	-	-	-	-	-	-	273
TOTALS									21,247	478	539	80	-	-	-	-	22,344

Amounts in thousands

Project: Police and Municipal Court Facility **Number:** 00724
Location: 8804 Madison

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
FUNDING SOURCES (1000's)									
General Fund	10,551	-	-	-	-	-	-	-	10,551
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
REET	1,719	-	-	-	-	-	-	-	1,719
Long-Term Debt	8,000	-	-	-	-	-	-	-	8,000
Sub-total	**20,270**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**20,270**
FUNDING USES (1000's)									
Project Management	200	-	-	-	-	-	-	-	200
Predesign	450	-	-	-	-	-	-	-	450
Acquisition	8,975	-	-	-	-	-	-	-	8,975
Design	672	-	-	-	-	-	-	-	672
Construction	9,973	-	-	-	-	-	-	-	9,973
Sub-total	**20,270**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**20,270**

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
Sub-total	**482**	**610**	**608**	**610**	**611**	**607**	**607**	**8,020**	**12,155**

Project: City Hall Parking Lot Retrofit **Number:** 01118

Location: City Hall

Project Description





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

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

Schedule: YR 1: Design and construction

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget (1000's)

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

Project: City Hall Security **Number:** 01092
Location: City Hall

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)

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

Estimated Impact on Future Operating Budget (1000's)

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

Project: Bainbridge Island Senior Center Renovations **Number:** 01050
Location: BISCC

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
FUNDING SOURCES (1000's)									
General Fund	62	-	-	-	-	-	-	-	62
REET	346	100	-	-	-	-	-	-	446
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donated	160	-	-	-	-	-	-	-	160
Sub-total	**568**	**100**	**-**	**-**	**-**	**-**	**-**	**-**	**668**
FUNDING USES (1000's)									
Project Management	58	16	-	-	-	-	-	-	74
Design/construction	510	84	-	-	-	-	-	-	594
Sub-total	**568**	**100**	**-**	**-**	**-**	**-**	**-**	**-**	**668**

Estimated Impact on Future Operating Budget (1000's)

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

Project: City Hall Map Room Enclosure **Number:** 01228
Location: City Hall

Project Description

PICTURE NOT AVAILABLE

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
FUNDING SOURCES (1000's)									
General Fund	-	260	-	-	-	-	-	-	260
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**260**	**-**	**-**	**-**	**-**	**-**	**-**	**260**
FUNDING USES (1000's)									
Project Management	-	6	-	-	-	-	-	-	6
Design/construction	-	254	-	-	-	-	-	-	254
Sub-total	**-**	**260**	**-**	**-**	**-**	**-**	**-**	**-**	**260**

Estimated Impact on Future Operating Budget (1000's)

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

Project: Public Works Inventory Storage Facility **Number:** 01229

Location: Hidden Cove PW Yard

Project Description

PICTURE NOT AVAILABLE

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	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**3**	**210**	**-**	**-**	**-**	**-**	**-**	**213**
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	204	-	-	-	-	-	204
Sub-total	**-**	**3**	**210**	**-**	**-**	**-**	**-**	**-**	**213**

Estimated Impact on Future Operating Budget (1000's)

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

Project: Public Works Truck Storage Pole Building **Number:** 01230
Location: Hidden Cove PW Yard

Project Description

PICTURE NOT AVAILABLE

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	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**3**	**110**	**-**	**-**	**-**	**-**	**-**	**113**
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	104	-	-	-	-	-	104
Sub-total	**-**	**3**	**110**	**-**	**-**	**-**	**-**	**-**	**113**

Estimated Impact on Future Operating Budget (1000's)

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

Project: Public Works Truck Hoist **Number:** 01231

Location: Hidden Cove PW Yard

Project Description

PICTURE NOT AVAILABLE

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
FUNDING SOURCES (1000's)									
General Fund	-	3	116	-	-	-	-	-	119
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**3**	**116**	**-**	**-**	**-**	**-**	**-**	**119**
FUNDING USES (1000's)									
Project Management	-	3	6	-	-	-	-	-	9
Design/construction	-	-	110	-	-	-	-	-	110
Sub-total	**-**	**3**	**116**	**-**	**-**	**-**	**-**	**-**	**119**

Estimated Impact on Future Operating Budget (1000's)

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

Project: Public Works Yard Security Gate **Number:** 01232
Location: Hidden Cove PW Yard

Project Description

PICTURE NOT AVAILABLE

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
FUNDING SOURCES (1000's)									
General Fund	-	1	89	-	-	-	-	-	91
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**1**	**89**	**-**	**-**	**-**	**-**	**-**	**91**
FUNDING USES (1000's)									
Project Management	-	1	4	-	-	-	-	-	6
Design/construction	-	-	85	-	-	-	-	-	85
Sub-total	**-**	**1**	**89**	**-**	**-**	**-**	**-**	**-**	**91**

Estimated Impact on Future Operating Budget (1000's)

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

Project: Electric Charging Stations **Number:** 01185

Location:

Project Description

PICTURE NOT AVAILABLE

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 1: Procurement/Construction

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget (1000's)

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

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

Project	Location	Grant/Loan Eligible	Tax Supported	Strts Comp	Wtr Comp	Swr Comp	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	**Total**
WATER PROJECTS - 6-YEAR CIP (1000s)																
Winslow Water Tank Replacement	New Brooklyn	x			Y			1,579	11,100	-	-	-	-	-	-	12,679
Fire Flow and Pipeline Improvements	Winslow				Y			-	169	431	-	-	-	-	-	600
Emergency Generator	Head of the Bay				Y			-	70	155	-	-	-	-	-	225
Ferncliff Main Extension	Ferncliff Ave	x			Y			60	776	-	-	-	-	-	-	836
Booster Pump Upgrade	Head of the Bay				Y			-	168	-	-	-	-	-	-	168
Sands Ave Well Rehabilitation	Sands Ave				Y			-	375	-	-	-	-	-	-	375
City Project Funding								1,639	12,259	586	-	-	-	-	-	14,483
Grant Totals								-	400	-	-	-	-	-	-	400
SUBTOTAL								**1,639**	**12,659**	**586**	**-**	**-**	**-**	**-**	**-**	**14,883**
UNFUNDED WATER PROJECTS - (1000s)																
Winslow Supply Well	TBD		Y		Y				208	17	840	-	-	-	-	1,065
Water Treatment Improvements	Head of the Bay				Y				-	415	1,015	-	-	-	-	1,430
Winslow Way West					Y				-	-	75	300	-	-	-	375
City Project Funding																
Grant Totals																
SUBTOTAL								**-**	**208**	**432**	**1,930**	**300**	**-**	**-**	**-**	**2,870**
TOTAL ALL WATER PROJECTS - (1000s)																
City Project Funding								1,639	12,467	1,017	1,930	300	-	-	-	17,353
Grant Totals								-	400	-	-	-	-	-	-	400
GRAND TOTAL								**1,639**	**12,867**	**1,017**	**1,930**	**300**	**-**	**-**	**-**	**17,753**

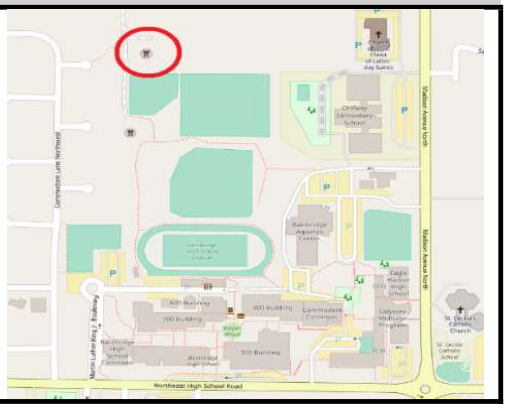
Amounts in thousands

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
FUNDING SOURCES (1000's)									
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
Sub-total	**1,579**	**11,100**	**-**	**-**	**-**	**-**	**-**	**-**	**12,679**
FUNDING USES (1000's)									
Project Management	79	28	-	-	-	-	-	-	107
Design/construction	1,500	11,072	-	-	-	-	-	-	12,572
Sub-total	**1,579**	**11,100**	**-**	**-**	**-**	**-**	**-**	**-**	**12,679**

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
Sub-total	-	9	731	731	731	731	731	9,503	13,167

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)

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

Estimated Impact on Future Operating Budget

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

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	70	155	-	-	-	-	-	225
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**70**	**155**	**-**	**-**	**-**	**-**	**-**	**225**
FUNDING USES (1000's)									
Project Management	**-**	7	11	-	-	-	-	-	18
Design/construction	-	63	144	-	-	-	-	-	
Sub-total	**-**	**70**	**155**	**-**	**-**	**-**	**-**	**-**	**225**

Estimated Impact on Future Operating Budget

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

Project: Ferncliff Main Extension **Number:** 01170
Location: Ferncliff Ave

Project Description

PICTURE NOT AVAILABLE

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	60	376	-	-	-	-	-	-	436
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Loan	-	400	-	-	-	-	-	-	400
Sub-total	**60**	**776**	**-**	**-**	**-**	**-**	**-**	**-**	**836**
FUNDING USES (1000's)									
Proj. Management	10	26	-	-	-	-	-	-	36
Design/construction	50	750	-	-	-	-	-	-	800
Sub-total	**60**	**776**	**-**	**-**	**-**	**-**	**-**	**-**	**836**

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
Sub-total	-	5	26	26	26	26	26	260	395

Project: Booster Pump Upgrade **Number:** 01233
Location: Head of the Bay

Project Description

PICTURE NOT AVAILABLE

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: YR1: Design/Construction

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget

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

Project: Sands Ave Rehabilitation **Number:** 01183
Location: Sands Ave

Project Description

PICTURE NOT AVAILABLE

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: YR1: Design/Construction

Capital Funding (1000's)

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

Estimated Impact on Future Operating Budget

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

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

Project	Location and/or Phase	Grant/Loan Awarded	Grant/Loan Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	**Total**
SEWER PROJECTS - 6-YEAR CIP (1000s)																
Rehabilitate Pumps	Sunday Cove	Y	-				Y		935	92	-	-	-	-	-	1,027
Pump Station & Force Main	Wood Ave	Y	-				Y		791	-	-	3,184	-	-	-	3,975
Rehabilitate Pump Station (Lower Lovell)	Lower Lovell	Y	-				Y		1,113	-	550	-	-	-	-	1,663
Village Basin /Madison Ave Reconstruction	Madison Ave						Y		792	15	-	-	-	-	-	807
Hawley Irene Grinders	Hawley/Irene						Y		396	-	-	-	-	-	-	396
WWTP Upgrades	WWTP						Y		170	820	610	-	-	-	-	1,600
City Total									4,197	928	1,160	3,184	-	-	-	9,468
Grant Total									-	-	-	-	-	-	-	-
SUBTOTALS									4,197	928	1,160	3,184	-	-	-	9,468
UNFUNDED SEWER PROJECTS - (1000s)																
Rehabilitate Pump Station (Wing Point)	Wing Point						Y		134	-	1,318	-	-	-	-	1,452
Hawley Pump	Lower Hawley						Y		124	-	640	-	-	-	-	764
North Town Woods Pump	NW Winslow						Y		114	4	527	-	-	-	-	645
Woodward Pump	NW Winslow						Y		133	-	-	635	-	-	-	768
Rehabilitate Pump Station (Island Terrace)	Island Terrace						Y		-	180	-	545	-	-	-	725
Install Gravity Sewers	Sunday Cove	Y	-				Y		1,010	4	11	600	-	-	-	1,625
Extend WWTP Outfall	Wing Point						Y		-	385	15	1,800	-	-	-	2,200
Ferncliff Ave Conveyance Upgrades	Ferncliff Ave						Y		-	-	250	1,000	-	-	-	1,250
Ferry Terminal Pump Station Relocation	Winslow						Y		-	-	-	-	-	150	700	850
City Total									1,515	572	2,762	4,580	-	150	700	10,279
Grant Total									-	-	-	-	-	-	-	-
SUBTOTALS									1,515	572.23	2,761.66	4,580	-	150	700	10,279
TOTAL ALL SEWER PROJECTS - (1000s)																
City Total									5,712	1,500	3,921	7,764	-	150	700	19,747
Grant Total									-	-	-	-	-	-	-	-
GRAND TOTALS									5,712	1,500	3,921	7,764	-	150	700	19,747

Amounts in thousands

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	935	92	-	-	-	-	-	-	1,027
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**935**	**92**	**-**	**-**	**-**	**-**	**-**	**-**	**1,027**
FUNDING USES (1000's)									
Project Management	62	12	-	-	-	-	-	-	74
Design/construction	873	80	-	-	-	-	-	-	953
Sub-total	**935**	**92**	**-**	**-**	**-**	**-**	**-**	**-**	**1,027**

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
Sub-total	-	0	22	22	22	22	22	291	402

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	791	-	-	3,184	-	-	-	-	3,975
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**791**	**-**	**-**	**3,184**	**-**	**-**	**-**	**-**	**3,975**
FUNDING USES (1000's)									
Project Management	41	-	-	54	-	-	-	-	95
Design/construction	750	-	-	3,130	-	-	-	-	3,880
Sub-total	**791**	**-**	**-**	**3,184**	**-**	**-**	**-**	**-**	**3,975**

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
Sub-total	-	0	89	89	89	89	89	1,162	1,610

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	1,113	-	550	-	-	-	-	-	1,663
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**1,113**	**-**	**550**	**-**	**-**	**-**	**-**	**-**	**1,663**
FUNDING USES (1000's)									
Project Management	60	-	20	-	-	-	-	-	80
Design/construction	1,053	-	530	-	-	-	-	-	1,583
Sub-total	**1,113**	**-**	**550**	**-**	**-**	**-**	**-**	**-**	**1,663**

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
Sub-total	-	0	37	37	37	37	37	484	671

Project: Village Basin**/** Madison Ave Reconstruction **Number:** 01100

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	792	15	-	-	-	-	-	-	807
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**792**	**15**	**-**	**-**	**-**	**-**	**-**	**-**	**807**
FUNDING USES (1000's)									
Project Management	42	15	-	-	-	-	-	-	57
Design/construction	750	-	-	-	-	-	-	-	750
Sub-total	**792**	**15**	**-**	**-**	**-**	**-**	**-**	**-**	**807**

Estimated Impact on Future Operating Budget

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

Project: WWTP Upgrades **Number:** 01187

Location: WWTP

Project Description

PICTURE NOT AVAILABLE

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	170	820	610	-	-	-	-	-	1,600
SSWM Fund	-	-	-	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**170**	**820**	**610**	**-**	**-**	**-**	**-**	**-**	**1,600**
FUNDING USES (1000's)									
Project Management	**-**	36	35	-	-	-	-	-	71
Design/construction	170	784	575	-	-	-	-	-	1,529
Sub-total	**170**	**820**	**610**	**-**	**-**	**-**	**-**	**-**	**1,600**

Estimated Impact on Future Operating Budget

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

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

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2023	2024	2025	2026	2027	2028	2029-2042	**Total**
STORMWATER PROJECTS - 6-YEAR CIP (1000s)																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	276	-	-	-	-	-	-	-	276
Yeomalt Area Drainage Improvements			-					Y	61	823	-	-	-	-	-	-	884
Springbrook Creek Restoration and Culvert Complex Replacement	x		-					Y	-	310	1,250	-	-	-	-	-	1,560
Springbrook Fish Passage	x		1,885	X				Y	185	4	13	2,025	-	-	-	-	2,227
Eagle Harbor Drive Cooper Creek Fish Passage	x		-					Y	126	966	515	-	-	-	-	-	1,608
Blakely Ave. Drainage Improvements			-					Y	-	-	-	468	-	-	-	-	468
City Funding									563	2,103	1,778	693	-	-	-	-	5,137
Grant Totals									85	-	-	1,800	-	-	-	-	1,885
TOTALS									648	2,103	1,778	2,493	-	-	-	-	7,022

Amounts in thousands

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	276	-	-	-	-	-	-	-	276
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**276**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**276**
FUNDING USES (1000's)									
Project Management	20	-	-	-	-	-	-	-	20
Design/construction	256	-	-	-	-	-	-	-	256
Sub-total	**276**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**276**

Estimated Impact on Future Operating Budget (1000's)

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

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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	61	823	-	-	-	-	-	-	884
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**61**	**823**	**-**	**-**	**-**	**-**	**-**	**-**	**884**
FUNDING USES (1000's)									
Project Management	1	21	-	-	-	-	-	-	22
Design/construction	60	802	-	-	-	-	-	-	862
Sub-total	**61**	**823**	**-**	**-**	**-**	**-**	**-**	**-**	**884**

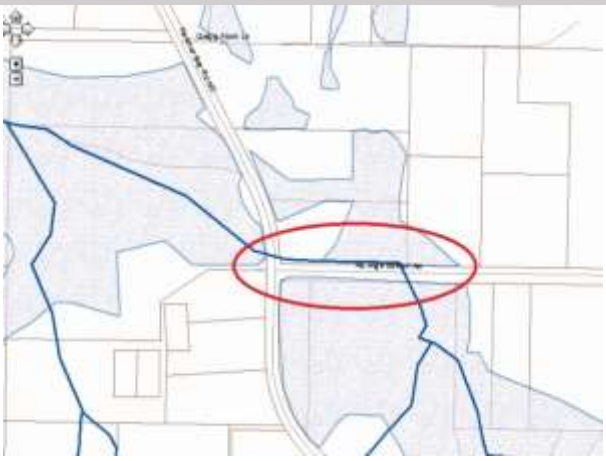
Estimated Impact on Future Operating Budget (1000's)

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

Project: Springbrook Creek Restoration and Culvert Complex Replacement 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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	310	1,250	-	-	-	-	-	1,560
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**-**	**310**	**1,250**	**-**	**-**	**-**	**-**	**-**	**1,560**
FUNDING USES (1000's)									
Project Management	-	10	38	-	-	-	-	-	48
Design/construction	-	300	1,212	-	-	-	-	-	1,512
Sub-total	**-**	**310**	**1,250**	**-**	**-**	**-**	**-**	**-**	**1,560**

Estimated Impact on Future Operating Budget

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

Project: Springbrook Fish Passage **Number:** 01159
Location: Fletcher Bay Road west of New Brooklyn

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
FUNDING SOURCES (1000's)									
General Fund	50	-	-	100	-	-	-	-	150
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	50	4	13	125	-	-	-	-	192
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	85	-	-	1,800	-	-	-	-	1,885
Sub-total	**185**	**4**	**13**	**2,025**	**-**	**-**	**-**	**-**	**2,227**
FUNDING USES (1000's)									
Project Management	4	3	13	25	-	-	-	-	45
Design/construction	181	1		2,000	-	-	-	-	2,182
Sub-total	**185**	**4**	**13**	**2,025**	**-**	**-**	**-**	**-**	**2,227**

Estimated Impact on Future Operating Budget

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

Project: Eagle Harbor Drive Cooper Creek Fish Passage **Number:** 1107
Location: Head of the Bay North of Green Light Automotive

Project Description





Description: Replace existing undersized culvert with a fish passage box culvert wide enough to accomodate 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
FUNDING SOURCES (1000's)									
General Fund	-	-	-	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	126	966	515	-	-	-	-	-	1,608
Federal Grant	-	-	-	-	-	-	-	-	-
State Grant	-	-	-	-	-	-	-	-	-
Sub-total	**126**	**966**	**515**	**-**	**-**	**-**	**-**	**-**	**1,608**
FUNDING USES (1000's)									
Proj. Management	31	16	15	-	-	-	-	-	63
Design/construction	95	950	500	-	-	-	-	-	1,545
Sub-total	**126**	**966**	**515**	**-**	**-**	**-**	**-**	**-**	**1,608**

Estimated Impact on Future Operating Budget

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

Section 6



Appendix

Section 6: Appendix

Budget Development Activities & Schedule 191

Resolution 2022-07 (Financial and Budget Policies) 192-200

Resolution 2022-08 (Debt Management Procedures & Policies) 201-213

Resolution 2022-09 (Investment Policy) 214-226

Resolution 2022-10 (Facilities Maintenance, Replacement, & Reconstruction Policy) 227-232

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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, passed by Council on April 12, 2022
Establish City Facilities Maintenance Capital Replacement and Reconstruction Policy	Tuesday, April 12, 2022	Resolution 2022-10, passed 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 requests 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 First Public Hearing for 2023-2024 Biennial Budget	Tuesday, September 13, 2022	Ordinance 2022-19
Proposed Budget delivered to Public and City Council	Tuesday, September 27, 2022	Presentation to Council
City Council deliberations	October-November	
1st Reading 2023-2028 Capital Improvement Plan	Tuesday, October 11, 2022	Ordinance 2022-20
1st Reading 2023-2024 Biennial Budget	Tuesday, October 11, 2022	Ordinance 2022-19
Public Hearing on the 2023-2024 Biennieal Budget	Tuesday, October 11, 2022	Ordinance 2022-19 and schedule second Public Hearing
Public Hearing of 2023 Property Tax Levy	Tuesday, October 11, 2022	Ordinance 2022-18 and Planned Adoption
2nd Reading of 2023-2028 Capital Improvement Plan	Tuesday, October 25, 2022	Ordinance 2022-20 and Planned Adoption
Second Public Hearing of 2023-2024 Biennial Budget	Tuesday, November 8, 2022	Ordinance 2022-19 and Planned Adoption

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 12th day of April 2022.

APPROVED by the Mayor this 12th 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.

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.

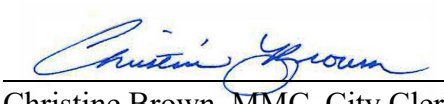
Section 2. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this 12th day of April 2022.

APPROVED by the Mayor this 12th 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. 2022-08

Exhibit A – Debt Policy

CITY OF
BAINBRIDGE ISLAND

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.

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.

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,

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

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.

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.

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).

- **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.

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.

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 12th day of April, 2022.

APPROVED by the Mayor this 12th 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:

1. *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

1. *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.

NATIONALLLY 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 COMMISION (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.

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 12th day of April 2022.

APPROVED by the Mayor this this 12th 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 OF
BAINBRIDGE ISLAND

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:

- 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)

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.

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.

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

2022 IAM Salary Pay Scale & Step Increases

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

		Steps								
Range	Title	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

		Steps								
Range	**Title**	**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	89,630.88	92,214.96	94,862.40	97,585.44	100,371.60	103,258.08	106,220.88	109,258.80	112,385.04
	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

**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.*

2022 Unrepresented Pay Scale & Step Increases

Range	Title	Steps 1	2	3	4	5	6	7	8	9
14	Harbormaster	67,344	69,282	71,268	73,312	75,407	77,582	79,805	82,098	84,486
	Monthly	5,612	5,774	5,939	6,109	6,284	6,465	6,650	6,842	7,041
15	Executive Assistant*, HR Analyst	74,082	76,211	78,386	80,632	82,950	85,338	87,797	90,304	92,904
	Monthly	6,174	6,351	6,532	6,719	6,912	7,111	7,316	7,525	7,742
16		81,484	83,824	86,236	88,696	91,249	93,874	96,570	99,336	102,197
	Monthly	6,790	6,985	7,186	7,391	7,604	7,823	8,047	8,278	8,516
17	Climate Mitigation/Adaptation Officer, Court Administrator, Communications Coordinator, Senior Financial Analyst, Public Works Administrative Supervisor, Public Safety Administrative Supervisor	89,641	92,219	94,853	97,586	100,376	103,261	106,217	109,268	112,412
	Monthly	7,470	7,685	7,904	8,132	8,365	8,605	8,851	9,106	9,368
18	City Clerk, Deputy City Attorney, Emergency Management Coordinator, Public Works Supervisor	98,603	101,426	104,349	107,328	110,426	113,595	116,844	120,192	123,644
	Monthly	8,217	8,452	8,696	8,944	9,202	9,466	9,737	10,016	10,304
19	Accounting Manager, Budget Manager, Engineering Manager, Current Planning Manager, Building Offical, IT Manager, HR Manager, Project Executive	108,459	111,572	114,774	118,068	121,456	124,942	128,528	132,217	136,012
	Monthly	9,038	9,298	9,564	9,839	10,121	10,412	10,711	11,018	11,334
20	Public Works Manager	119,304	122,730	126,251	129,875	133,602	137,436	141,381	145,439	149,613
	Monthly	9,942	10,227	10,521	10,823	11,133	11,453	11,782	12,120	12,468
21	Deputy Police Chief	126,792	130,405	134,122	137,945	141,877	145,919	150,078	154,355	159,016
	Monthly	10,566	10,867	11,177	11,495	11,823	12,160	12,506	12,863	13,251

2022 Unrepresented Pay Scale & Step Increases

		Steps								
Range	Title	1	2	3	4	5	6	7	8	9
22	City Attorney, Police Chief, Finance & Administrative Services Director, Public Works Director, Planning & Community Development Director	139,488	143,463	147,552	151,758	156,082	160,532	165,107	169,812	174,907
	Monthly	11,624	11,955	12,296	12,646	13,007	13,378	13,759	14,151	14,576
23	Deputy City Manager	153,437	157,810	162,307	166,933	171,691	176,585	181,617	186,794	192,397
	Monthly	12,786	13,151	13,526	13,911	14,308	14,715	15,135	15,566	16,033
25	City Manager	202,279								
	Monthly	16,857								

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 – Finance, Accounting and Municipal Debt

Acceleration – A remedy for default that allows the bondholder or lender to declare the unpaid balance immediately due and payable.

Accrual Basis – The basis of accounting under which transactions are recognized when incurred regardless of the timing of related cash receipts and disbursements. This is the basis of accounting used by most large private corporations. The City uses the accrual basis to account for year-end accounting and reporting of Proprietary Funds such as the City's utility funds and for the Government-wide Financial Statements required by GASB Statement No. 34.

Acquired Purpose Obligations – A term used in IRS regulations to describe loans taken out to meet a municipality's governmental obligations.

***Ad Valorem* Tax** – Property tax.

Additional Bonds Test – A covenant that an issuer will not issue new additional bonds that will have a claim to revenues already pledged to outstanding bonds, unless certain financial or other requirements are met.

Advance Refunding – Issuance of new bonds to repay an outstanding bond issue prior to its first call date in order to capture savings (in the form of a lower interest rate), or to change covenants or other provisions. Generally, the proceeds of the new issue are invested in government securities, which are placed in escrow. The trustee or escrow agent uses these maturing government securities to pay interest the old issue until its first call date, at which point it is called and repaid.

Agreement Among Underwriters (AAU) – The contract set up between members of an underwriting syndicate, stipulating the activities of each member.

Amortization Schedule – The schedule of principal and interest payments for the elimination of debt.

Any Interest Date Call – A call feature under which an issuer can redeem outstanding securities on any interest payment date, after the first call date.

Appropriation – An authorization by a legislative body to set aside cash for a specific purpose.

Arbitrage – The practice of buying and selling in different markets to profit from a spread in prices or yields resulting from market conditions. Except in limited circumstances, municipal issuers are generally prohibited from selling bonds in the tax-exempt market, and turning around to invest the proceeds in higher-yielding taxable market in order to earn profits. Any such arbitrage profits must be rebated to the U.S. Treasury.

Artifice or Device – A term used in section 103 of the IRS code to describe a transaction that enables the issuer to gain arbitrage profits.

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

Assessment – The valuation placed on property for the purposes of taxation. Also used as the charges made against properties included in a local improvement district, generally called special assessments.

Assessment Bonds (or **Local Improvement District Bonds**) – Bonds the repayment of which is secured by special assessments paid by property owners whose property receives a special benefit from the bond-financed improvement.

Auction Rate Securities (ARS) – Variable rate securities in which the interest rate is reset periodically (daily, weekly or monthly), based on the results of a dutch auction.

Authority – A unit or agency of a municipality established to perform a

single function or group of functions, usually supported by user fees.

Authorization Ordinance – A law that allows a municipality to sell a specific bond issue or finance a specific project.

Average Annual Debt Service (AADS) – The average amount of total debt service due in each year over the life of the bonds.

Average Effective Interest Cost – The average interest rate on a bond issue, including all issuance costs, expressed as either net interest cost or true interest cost.

Average Life – The average length of time an issue of bonds with mandatory sinking funds is expected to remain outstanding.

Baby Bond – A denomination issued in less than $1,000, also known as a mini-bond.

Balloon Maturity or **Balloon Payment**– A large proportion of bond principal maturing in a single year.

Back-Loaded Debt – A debt service structure in which total debt service payments are lower in the early years and increase toward the final maturity. This is typically accomplished with smaller principal maturities in the early years, balloon payments, "zero-coupon" bonds or capitalized interest bonds.

Balanced Budget – Estimated expenditures for the fiscal year shall not exceed the total of the estimated revenues for the fiscal year plus the expected fund balance at the close of the preceding fiscal year. Loan proceeds are not used to balance the budget.

Bank Qualified (BQ) – Bonds issued by municipalities that anticipate selling less than $10 million in bonds in a given calendar year. Certain financial institutions that buy these securities are allowed to deduct 80 percent of the interest expense incurred to buy them.

Basis of Accounting – The structure used to determine when financial transactions are recognized. The primary methods used by municipalities are cash basis, modified accrual and full accrual basis.

Basis point – One one-hundredth of a percent (0.01%). One hundred basis points equal 1 percent. Used in discussing the pricing and yields of bond issues.

Benefits Employee benefits including employer taxes (social security, medicare, and worker's compensation) and City-paid benefits such as health insurance, life insurance, uniform cleaning/replacement and State-mandated retirement contributions.

Bid – The price offered by prospective purchasers of securities.

Bid Wanted – A listing of securities put out by a dealer asking for bids on part or all of them.

Black-box Deal – Term to describe a variety of abusive bond issues sold in the 1980s in which the proceeds were used to earn arbitrage profits and nothing more.

Blind Pool – A bond issue sold without the specific borrowers or projects they wish to finance known in advance.

Block – A large amount of bonds trading in the market, generally speaking, $100,000 or more.

Blue List – A daily publication by Standard & Poor's, printed on distinctive blue paper, showing what dealers are offering for sale from their inventory in the so called secondary market. The *Blue List* volume is the total par value of all bonds offered for sale in the publication, properly entitled *The Blue List of Current Municipal and Corporate Offerings.*

Blue Sky Law –A term referring to various state laws enacted to protect the public against securities fraud.

Boilerplate – Commonly repeated legal sections of an official statement, which vary little from transaction to transaction.

Bond – A promise by an issuer to repay a stated principal amount, which obligation will accrue interest at a stated rate. Bonds typically have an average life of 3 years or more. Securities with shorter maturities are termed notes (3 years or less) or commercial paper (12 months or less).

Bond Anticipation Note (BAN) – A short-term borrowing (usually 3 years or less) that the issuer anticipates retiring with

the proceeds of a bond sale. Typically used during a construction period before final costs are known. *See also Tax Anticipation Note (TAN), Revenue Anticipation Note (RAN), Tax and Revenue Anticipation Note (TRAN), Grant Anticipation Note (GAN).*

Bond Bank – State bond banks bundle debt offerings from small issuers into larger offerings, to create advantages of scale.

Bond Buyer, The – The daily, and only, newspaper of record of the municipal market, published since 1891. The paper was known first as *The Daily Bond Buyer* and changed its name to the current one in 1987.

Bond Buyer Index – Generally used in reference to The Bond Buyer 20-bond general obligation (GO) bond index, which is calculated weekly using 20 GO bonds maturing in 20 years. The index has a rating roughly equivalent to a double-A. Eleven of the same bonds are also used to calculate an index equivalent to a double-A-plus.
The 20- and 11-dond indexes were compiled monthly from 1917 to 1946; they are now compiled weekly. The record high for the 20-bond index was 13.44 percent, which it hit on January 14, 1982. The record low was 1.29 percent; which it posted on February 14, 1946. The record high for the 11-bond index was 13.05 percent; the record low 1.04 percent. *The Bond Buyer* started a weekly revenue bond index in 1979, comprising 25 revenue bonds maturing in 30 years, with an average rating of A-plus. Its high was 14.32 percent, also reached in January 1982. In 1989 the newspaper also started a short-term tax exempt note index calculating using 10 various note issuers. The bond issuers used in the calculation of all of the indexes change from time to time, as their fortunes rise or fall.

Bond Buyer Municipal Bond Index – An index of bond prices designed by the Chicago Board of Trade used in trading municipal bond futures, and sometimes used by observers as a benchmark in assessing the state of the municipal market.

Bond Contract – Terms of the agreement between issuer and buyer, typically including the bond resolution, trust indenture, and various security provisions.

Bond Counsel – A lawyer who typically represents the bond issuer, reviews the transaction, and writes an opinion on its legality, security, and tax status.

Bond Election – The process by which voters approve or reject the sale of unlimited tax general obligation (UTGO) bonds.

Bond Fund – An issuer's debt service repayment fund, into which all money collected for the repayment of bonds is deposited.

Bond Insurance – A policy written by a mono-line insurance company that guarantees payment to bondholders of principal and interest payments when due, resulting in a higher credit rating, lower borrowing cost, or enhanced marketability for the bonds.

Bond Ordinance or **Bond Resolution** – A legal document describing the terms and conditions of the offering, the rights of the bondholder, and the obligations of the issuer.

Bond Proceeds – The amount of money received by the issuer in exchange for an issue of bonds.

Bond Purchase Agreement (BPA) or **Bond Purchase Contract (BPC)** – The contract between the issuer and the underwriter setting the terms, prices, and conditions of the sale.

Bond Rating – The series of letters, numbers, and symbols used by rating agencies to designate the credit quality of an issuer's securities.

Bond Register – A record, kept by a transfer agent or bond registrar on behalf of an issuer, of the names and addresses of registered bond owners.

Bond Registrar – The person or entity who maintains the bond register. In Washington, typically the State's Fiscal Agent (currently The Bank of New York) acts as registrar for most governmental

issuers. A trustee, treasurer or finance officer may alternatively be appointed as bond registrar.

Bond Transcript – The legal documents associated with a bond offering.

Bond Year – $1,000 of debt outstanding for one year. The number of bond years in an issue is the number of bonds times the number of years from the dated date to maturity. The number of bond years is used in calculating the average life of an issue and its net interest cost.

Bonded Debt – The portion of an issuer's total indebtedness as represented by outstanding bonds.

Book – Presale orders for a new bond issue, based on preliminary price levels. The syndicate member who keeps track of orders is said to be the senior book running manager.

Book-Entry – Securities in the form of entries in the issuer's or a clearing house's books, rather than in the form of paper certificates with coupons. All but the smallest bond issues are sold in book-entry format.

Broker – An agent between buyers and sellers of securities. Brokers' brokers handle inter-dealer transactions.

Budget – The City's plan for financial operations during the coming year as approved by ordinance of the City Council. Also refers to the published document containing that plan.

Budget Amendment – A change to a budget adopted in accordance with State law. A budget may be amended by ordinance when unanticipated revenues or expenditures occur. The City Manager is authorized to amend budget expenditures within a single fund without City Council approval provided overall expenditures for the fund are not increased.

Budgetary Basis – The basis of accounting under which the City's budget is prepared. The City budgets are prepared using the modified accrual basis of accounting and include the assumption that all budgeted activities will be completed in the budget year except where indicated otherwise. Some expenditures are not budgeted such as the recognition of depreciation in the City's Utility Funds. Capital asset purchases are recognized for budget purposes as expenditures in the year the cash outlay occurs.

Budgeting, Accounting & Reporting System (BARS) – The chart of accounts established by the State Auditor's Office and required to be used by all governments within the State.

Calendar – The list of upcoming bond sales.

Call – Redemption of a bond prior to maturity. The first call is usually 10 years away, at par, although most issuers allow for earlier calls at a premium of 101 or 102.

Call Provision – A provision permitting an issuer to redeem a bond prior to its stated maturity date.

Call Premium – An amount, usually stated as a percentage of the principal amount, paid as a "penalty" or a "premium" for the exercise of a call provision.

Callable Bonds – Bonds that may be redeemed by the issuer prior to the stated maturity date. Typically, a first call date is 10 years from issuance, at a price of par plus interest accrued to the call date. Other call provisions (and premiums) can be negotiated.

Canadian Interest Cost (CIC) – A method of calculating the interest cost, as a percentage, of a bond issue. Not used as often as the net interest cost (NIC) method.

Capital Appreciation Bond (CAB) – A bond purchased at a deep discount to face value, for which principal and all interest are due at maturity. Also called a capitalized interest bond or compound interest bond.

Capital Expenditures – Expenditures for acquisition of or improvement to assets with a fixed or permanent character such as land and buildings.

Cash Basis – The basis of accounting under which transactions are recognized when cash is received or disbursed.

Closing – The point in the sale at which an issuer delivers securities to the underwriters, and receives the proceeds.

Competitive Sale or **Competitive Bid** – The sale of bonds to a purchaser based on bids submitted electronically at a specified time.

Comprehensive Plan (Comp Plan) – Plan required by the Growth Management Act to accommodate the population growth anticipated over the next 20 years. The Plan must show what public facilities are needed and how the local government plans to pay for those facilities during the first six years of the period. Projects in the City's annual budget are required to conform to the City's Plan.

Conduit Financing – A financing structure in which an issuer sells bonds and then lends the proceeds, pursuant to a loan agreement, to a borrower. The bond issuer promises to repay the bonds using the loan repayment amounts received from the borrower.

Contingent Loan Agreement – A form of credit enhancement whereby an entity independent of the issuer agrees to provide credit enhancement to an issuer in the form of one or more loans. For example, a public development authority (PDA) may obtain a guarantee from the city that created it that if the PDA is unable to make debt service payments, the city will provide additional funds to the PDA to be used for that purpose. See also *Guaranty Agreement.*

Continuing Disclosure – An issuer's obligation to provide ongoing updates of information regarding the issuer's financial condition, pursuant to a written Undertaking to Provide Continuing Disclosure, to the NRMSIRs and other specified market participants.

Core Services Expected level of traditional and community-driven services delivered by the City to its citizens.

Councilmanic Debt – Bonds authorized to be issued by a City Council (or other local governing body) without a vote of the people.

Coupon – The rate of interest to be paid by the issuer. Formerly, physical coupons were attached to bond certificates. They would literally be clipped and brought to a bank or paying agent and presented for payment. Such certificated bonds are very rare today.

Covenant – A legally binding commitment by the issuer to the bondholder.

Cover Bid – The second-best bid received at a competitive sale.

Coverage – A ratio of the amount of project or utility revenues to the expected debt service requirements during a given 12-month period. Typically expressed in a covenant as a promise, e.g., to keep utility rates high enough to produce 1.25 times average annual debt service.

Credit Enhancement (or Credit Support) – Additional security provided for an issue of bonds. Examples of credit enhancement include bond insurance, guarantee agreements, contingent loan agreements, and letters of credit.

Dated Date – The date from which interest on a bond will accrue, usually the issue date.

Debt Per Capita – The ratio of bonded debt divided by population.

Debt Service Reserve Fund (DSRF) – A separate fund established in revenue bond issues as a reserve for the payment of debt service, into which an issuer may typically deposit cash, securities or reserve sureties. *See Reserve Requirement.*

Default – Failure to comply with terms of a bond issue, which may include making timely payment of principal and interest and other covenants.

Defeasance – Placement of cash or securities into an escrow or trust account to be used by the escrow agent or trustee for the payment of principal of and interest on bonds when due. Defeased bonds are no longer treated as "outstanding" debt.

Deficit – The excess of liabilities of a fund over its assets or the excess of expenditure over revenues during the accounting period. As used in State law relative to the budget, a deficit only occurs when expenditures exceed the sum of revenues and beginning cash balances.

Denomination – The face or par amount that the issuer promises to pay at a specific bond or note maturity.

Depository – A business that provides immobilization, safekeeping, and book-entry settlement services to its customers.

Designated Order – When a buyer gives credit to a certain dealer or dealers in an underwriting group.

Direct Debt – The debt that a municipality incurs in its own name.

Discount Bonds – A bonds initially sold at a price that is less than par, meaning that the issuer receives less in payment than the stated face value of the bonds. The amount of premium is usually described as a percentage below par. (For example, a $100,000 face value bond might sell for 99% or $99,000.) A purchaser buying discount bonds must consult their tax advisor regarding the tax treatment of discount bonds.

Dollar Bonds – Bonds that are quoted in terms of price rather than yield. These are the biggest and most common issues in the market and trade relatively frequently.

Double-Barreled Bond – A bond with two distinct revenue sources pledged to repayment, most typically a specific (but often narrow and subject to fluctuation) revenue stream and a broader stream such as a general obligation pledge.

Downgrade – A reduction in a bond rating.

Due Diligence – The investigation of a bond issue, by underwriter's and issuer's counsel, to ensure that all material facts related to the issue have been disclosed to potential buyers in the official statement (OS).

Duration – The sum of the present values of each of the principal and interest payments of a security, weighted gy the time to receipt of each payment, divided by the total of the present values of the payments. Unlike average life or average maturity, duration takes into account the timing of both principal and interest payments.

Dutch Auction – An auction at which purchasers submit bids stating the lowest interest rate they will accept for a stated amount of bonds, and bonds are distributed among the purchasers, beginning with the lowest bidder, at the price bid by the last bidder to receive an allocation (the "clearing price"). Bids will be filled from the lowest yield (price offering the highest premium) until the entire issue has been allocated.

Encumbrance – The commitment of funds for a specific purchase of goods or services which reserves part of the appropriation (budget) of the department making the commitment. Used as a tool to prevent spending the same amount twice.

Enterprise Fund – A fund established to account for operations financed in a manner similar to a private business enterprise. In an Enterprise Fund, the cost of providing goods or services is fully recovered through user charges. The City's Enterprise Funds are the Water, Sewer, SSWM and Building & Development Services funds.

Escrow Account – A trust account established for a particular purpose, typically in conjunction with a refunding or defeasance of bonds.

Expenditures – Decreases in net current assets. Expenditures include debt service, capital outlays and those current operating costs which require the use of current assets.

Face Amount – The principal amount stated on a bond. *See also Par Value.*

Feasibility Study – A report by an independent expert on the economic need and practicality of a proposed program.

Federal Tax Code (or **Code**) – The Internal Revenue Code of 1954, as amended, and related interpretations.

Fiduciary Fund – Funds used to report assets held in a trustee or agency capacity for others and which cannot be used to support the government's own programs. The fiduciary fund category includes pension and other employee benefit trust

funds, investment trust funds, private-purpose trust funds and agency funds.

Financial Adviser (FA) – A finance professional hired to advise an issuer on finance matters including structuring of a proposed transaction, appropriateness of issuing debt and related issues.

Financial Capacity Analysis – An analysis of the community's ability to pay for capital facilities (roads, schools, parks, utilities, etc.) which would be required to provide service to its expected population over the six year planning horizon required by the State of Washington as part of the Comprehensive Planning Process

Fiscal year – A 12-month period not necessarily corresponding to the calendar year.

Floating Rate Bond or **Floater** – An obligation bearing interest at a variable rate that is reset periodically, ranging from daily to annually.

Flow of Funds – Typically a covenant requiring amounts to be paid into and out of specific funds in a particular order, ensuring that available money is applied first to the highest priority uses.

Full Faith and Credit – A pledge of any and all resources available to an issuer, including general taxing power, to repay its debt obligations.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

In governmental accounting, funds are classified into three categories and seven generic fund types:

- *Governmental Funds*
  - General Fund
  - Special Revenue Funds
  - Debt Service Funds
  - Capital Projects Funds
- *Proprietary Funds*
  - Enterprise Funds
  - Internal Service Funds (accounts for services provided by one department to another)
- *Fiduciary Funds*

Fund Balance – The difference between assets and liabilities reported in a governmental fund.

GASB 34 – Governmental Accounting Standards Board (GASB) Statement No. 34 which dictates how governments structure their financial reporting. The standard requires that Government-wide financial statements be prepared using accrual basis accounting and incorporate all of a government's governmental and business-type activities, as well as its non-fiduciary component units.

General Obligation (GO) – A security backed by the full faith and credit of a municipality. General obligation debt is typically thought of as being backed by *ad valorem* property taxes. *See also Limited Tax General Obligation and Unlimited Tax General Obligation.*

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and reporting used to provide a consistent standard by which to measure financial presentations. The City of Bainbridge Island prepares its annual reports in accordance with GAAP (except as noted in the reports); however, GAAP is not used in the preparation of the City's annual budgets.

Global Certificate – A single certificate representing an entire issue, kept at a depository or book-entry agent.

Good Faith Deposit – A sum of money, usually 2 percent of par value, given by bidders to issuers when they bid for competitive deals. The sum, usually given as a cashier's or certified check, is returned to the bidder if the bid is rejected.

Grant Anticipation Note (GAN) – Short-term debt (usually three years or less) that is issued in anticipation of receiving a grant and is secured by those grant funds.

Grants – Assets, usually cash, given by one organization to another. The recipient is

the City and the grantor (donor) is usually the State or Federal government. It is illegal for Washington cities to make grants to private parties, including charities.

Gross Revenues – Typically includes all revenues received by a project (or an issuer) before payment of expenses for operation, maintenance or debt service.

Group Net Order – An order confirmed to the buyer where the sales credits benefit all members of the underwriting group.

Growth Management Act (GMA) – Legislation passed by the Washington State Legislature in 1990 which requires that certain cities and counties plan for population growth and to identify funding alternatives for the facilities needed by the increased population. The resulting plan is called the Comprehensive Plan.

Guaranteed Investment Contract (GIC) – An investment vehicle in which a financial institution guarantees a specified rate of return on investment. In Washington, true GICs are rare, and more commonly issuers invest bond proceeds in repurchase agreements (or "repos") in which a financial institution sells investment securities to the issuer and promises to repurchase those securities at a definite time in the future for a stated price.

Guaranty (Guarantee) Agreement – A form of credit enhancement whereby an entity independent of the issuer agrees to provide credit enhancement to an issuer. For example, a public development authority (PDA) may obtain a guarantee from the city that created it that if the PDA is unable to make debt service payments, the city will provide additional funds to the PDA to be used for that purpose. See also *Contingent Loan Agreement*.

High-grade Bonds – Top-rated bonds, usually triple-A.

Hospital Revenue Bonds – Bonds sold by a state or local agency to finance construction of a hospital or nursing home, which is then operated under lease by a corporation.

Housing Bonds – Bonds issued by a state or local agency to finance construction of housing, and secured by mortgages. There are two types: single-family bonds, sold to provide residential mortgages, and multi-family, bonds sold to construct apartment buildings.

Impact Fees – Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development (e.g., parks, sidewalks).

Indenture or **Trust Indenture** – A legal document creating a "trust estate" comprising the security for repayment of bonds. The indenture describes the terms and conditions of a bond offering, the rights of the bondholder, and the obligations of the issuer to the bondholder. Typically used in revenue transactions, and replaced by a bond ordinance or bond resolution for most general obligation bonds.

Industrial Development Bond (IDB) (or **Industrial Revenue Bond (IRB))** – Tax-exempt securities sold by a public agency to finance qualifying facilities for private enterprises, such as water and air pollution control, ports, airports, resource recovery plants, and housing. The bonds are usually repaid by revenues from the corporate beneficiary.

Interest Rate Swap – An agreement between two parties to exchange future flows of interest payments. One party agrees to pay the other a fixed rate; the other pays the first party an variable rate usually tied to a short-term index.

Interfund Transactions – Transactions between funds including interfund loans, services provided and/or used, transfers & reimbursements.

Inverted Yield Curve – A market environment when short-term interest rates are higher than long-term rates. A typical yield curve shows lower short-term interest rates and higher long-term rates.

Investment Grade – Designation given by a rating agency to a security in one of its

top four categories, ranging from triple-A to BBB and Baa.

Joint and Several Obligation – A form of contract in which each of the signers is obligated for the full contract amount if other signers should default.

Junior Lien Bonds – Bonds issued with a subordinate claim against pledged revenues. Not associated with general obligation bonds.

Junk Bonds – Bonds rated lower than Baa by Moody's and BBB by Standard & Poor's.

Lease Financings – A financing structure in which an issuer enters into a lease for equipment and/or facilities that it typically will acquire at the end of a stipulated period.

Legal Opinion – The written conclusion of a lawyer about a bond's security, legality, and tax status.

Letter of Credit (LOC) – A form of security that provides liquidity and credit support, primarily for variable rate transactions. A financial institution promises to make cash available under certain conditions for debt service payments on behalf of the issuer or to be drawn during a remarketing or mode reset of variable rate demand obligations.

Level Debt Service – A debt service structure in which total principal and interest payments are approximately equal in each year over the life of the debt.

Levy Rate – The amount of taxes stated in terms of tax dollars per $1,000 of assessed valuation of real or personal property for the determination of property taxes.

Liability – Debt or other obligations.

Limited Tax General Obligation Bonds (LTGOs) – A general obligation bond that is secured by the pledge of the full faith and credit of an issuer, including *ad valorem* tax revenues, all within the property tax limits under the state constitution and state law without a vote. *See also Councilmanic Debt or Nonvoted Debt.*

Line of Credit – A type of debt instrument in which a borrower may draw funds, up to a maximum amount, and repay the principal plus interest, which is usually a variable rate that is set at the time a draw is made. Frequently used for short-term notes and during construction periods.

Local Improvement District (LID) – An area in which property owners are subject to compulsory special levies to pay for part or all of the cost of specific improvements deemed to benefit those specific properties.

Level of Service (LOS) – A standard or goal specifying the amount and/or quality of service to be provided in a particular area.

Managers – The chief members of an underwriting syndicate. The senior or book-running manager handles both the administration and allotment of the transaction.

Mandatory Redemption – A required redemption of bonds or a portion of a maturity of bonds, prior to the stated maturity. Used with term bonds or under extraordinary circumstances such as a default or sale of bond-financed property.

Mark to Market – Taking the actual, market value of a portfolio of securities.

Market Maker – A bank or underwriting firm that stands ready at any time to make a bid or an offer on a security.

Maturity – The date on which the principal amount of a security is due and payable.

Maximum Annual Debt Service (MADS) – The highest total debt service due in any given year over the life of a bond issue.

Mode or **Interest Rate Mode –** Provision in bond documents permitting a change in how interest is calculated, permitting changes between fixed rate and variable rate options, under specified circumstances.

Modified Accrual Basis – The accrual basis of accounting adapted to the governmental fund spending measurement focus. Under this basis, revenues are recognized when they become both measurable and available to finance expenditures of the current period. The City uses this basis in

accounting for all funds when preparing and reporting budgetary information.

Moral Obligation Bond – A municipal bond that is not backed by the full faith and credit of an issuer. The issuer has no legally enforceable obligation to pay.

MSRB – The Municipal Securities Rulemaking Board.

Multi-Modal Bonds – A bond issue in which the method of calculating interest may be changed from one interest rate mode to another under specified circumstances.

Municipal Research & Services Center – An organization funded by the State of Washington that provides advice to cities and counties at no cost. The advice includes legal advice, policy guidance and technical help. The organization also maintains a library of materials relevant to local governments.

Negotiated Sale – The sale of bonds to an underwriter selected by the issuer before the sale date.

Net Interest Cost (NIC) –Represents the average coupon rate of a bond issue, weighted to reflect the term of the bonds and adjusted for the premium or discount. It does not consider the time value of money, as does true interest cost (TIC). [NIC = (total coupon interest +(-) discount (premium)) / bond years]

Net Revenues – Typically defined as gross revenues less operating and maintenance expenses.

Notes – Short-term borrowings, usually maturing in less than three years. Used to cover seasonal cash flow needs or interim financing.

NRMSIR – A nationally recognized municipal securities information repository designated by the SEC.

Official Statement (OS) – A document prepared to provide potential bond purchasers with all material information about a bond issue, the security and sources of repayment for the bonds, the issuer and its financial condition. The SEC requires that an underwriter obtain from the issuer an OS for any publicly marketed bond issue of over $1 million.

Operating Expenditures – Ongoing current expenditures to pay for the normal, recurring costs of the City.

Ordinance – A law passed by a local government.

Original Issue Discount (OID) / **Original Issue Premium (OIP)** – The discount (or premium) below (or above) the stated par amount of a bond that the initial purchaser pays to the issuer of a bond. For example, the *coupon* may be 4.00%, but the initial purchaser may offer to pay a price of 4.05% or 3.95%. The IRS has detailed rules on how bond purchasers must treat OID or OIP for income tax purposes.

Overlapping Debt – The proportionate share of debt issued by overlapping taxing jurisdictions (such as a park district or school district), in addition to an issuer's own direct debt obligations, for which the issuer's taxpayers may also be responsible. Used as a measure by bond rating agencies and potential purchasers to gauge the taxpayers' overall debt burden and their ability to repay.

Parity Bonds – More than one series of bonds, which may be issued at different times, but are payable from the same source of pledged funds and hold the same lien position against those funds.

Paying Agent – A bank or trust company appointed by an issuer to receive the money necessary for principal and interest payments from the issuer and distribute those payments to bondholders.

Pay-As-You-Go Basis – A financial policy that states that capital outlays will be paid from current revenues rather than from borrowing.

Pledge – The legal term for the promise of repayment, specifying the sources of repayment and any repayment-related covenants.

Pledged Revenues or **Pledged Funds** – The money set aside or revenue stream promised to be used solely for the payment of debt service and to provide security for payment of debt service, as specified in the bond documents.

Point – One percent of par value. Because bond prices are quoted as a percentage of $1,000, a point is worth $10, regardless of the actual denomination of the security.

Preliminary Official Statement (POS) – A version of the Official Statement that is often used by analysts and potential purchasers to form preliminary assessments of creditworthiness. The POS is "deemed final" by the issuer, and contains all material information about the bond issue except for pricing, yield and maturity information (and details related to pricing, yield and matrurity). It contains a "red herring" disclaimer, printed in red ink, prominently displayed along the edge of the cover, stating that orders may not be taken based on the document.

Premium Bonds – A bonds initially sold at a price that is above par, meaning that the issuer receives more in payment than the stated face value of the bonds. The amount of premium is usually described as a percentage above par. (For example, a $100,000 face value bond might sell for 101% or $101,000, producing $1,000 of premium for the issuer.) A purchaser buying premium bonds must consult their tax advisor regarding the tax treatment of premium bonds.

Present Value – The current value of a cash payment or revenue stream to be received in the future, calculated using an assumed rate of inflation or interest that could otherwise be earned, had that cash been received today.

Principal – The amount borrowed on a loan, or the par value (face amount) of a bond. A principal payment is also referred to as a "maturity" of bonds.

Private Activity Bonds – Bonds the proceeds of which will be used in a private trade or business ("private use") and will be repaid with funds received from a private trade or business ("private payments"). A minimal amount of private use and private payment may not cause an issue of bonds to be treated as private activity bonds. Private activity bonds may not be issued as tax-exempt bonds unless they meet the requirements under the Federal Tax Code for "qualified" private activity bonds, which may include receiving an allocation of volume cap.

Private Placement – An issue of bonds that is sold directly to one or more investors. Many private placements are sold as a single bond or note held by a bank and structured very similarly to a commercial loan. Other private placements may involve sophisticated security structures and may be sold to sophisticated investors. Most private placements may not be sold or remarketed by the initial purchaser to future bondholders.

Purchase of Development Rights (PDR) – Process by which the right to develop real estate is purchased by the City in order to preserve open space or agricultural property. See also Transfer of Development Rights (TDR)

Qualified 501(c)(3) Bonds – Bonds issued by a nonprofit 501(c)(3) organization that may be treated as tax-exempt under the Federal Tax Code.

Qualified Management Contract – A contract for management of a bond-financed facility that meets requirements under the Federal Tax Code relating to private activity bonds. Typical management contracts are entered into for management of golf course facilities, restaurants and food service, or parking facilities. A management contract that is not "qualified" risks tainting an entire issue of tax-exempt bonds.

Rate Covenant – A provision common to utility (and similar enterprise) revenue bonds, in which the issuer pledges to maintain utility rates (or other income streams that are necessary for bond repayment or for operations and maintenance of the bond-financed facilities) at the levels that are necessary to meet annual debt service requirements.

Ratings – An evaluation performed by an independent rating service indicating the

credit quality of an issue of bonds. Ratings for municipal bonds are not necessarily equivalent to ratings on corporate bonds, and potential investors should understand the bond market before making such comparisons. There are currently three major rating companies that provide ratings on municipal bonds: Moody's, Standard & Poors, and Fitch.

Red Book –Formally known as The Bond Buyer's Municipal Marketplace, this is the standard directory of underwriters, bond counsel, financial advisers, rating agencies, credit enhancement firms, and providers of derivatives and investment products.

Redemption – The exchange by the issuer of cash for outstanding bonds, upon which the bonds are no longer outstanding. Early redemption refers to a redemption prior to the original stated maturity date, pursuant to mandatory or optional redemption provisions. Redemption provisions are also referred to as "call" provisions.

Refunding – A method of refinancing debt by selling a new bond issue to raise cash to for the redemption or defeasance of an outstanding bond issue. Refundings may be referred to as *current refundings* or *advance refundings.*

- *Current Refunding* – A refunding of bonds that are subject to redemption within 90 days of the issuance of the new (refunding) bonds.
- *Advance Refunding* – A refunding of bonds that are not subject to redemption with 90 days of the issuance of the new (refunding) bonds, requiring the establishment of a defeasance trust or escrow for the payment of principal of and interest on the bonds until their first call (redemption) date.

Reimbursement Agreement – An agreement to reimburse a provider of credit enhancement for any funds provided pursuant to that credit enhancement.

Remarketing Agent – A financial institution that agrees to periodically remarket (and thus set a new interest rate for) variable rate demand obligations.

Remarketing Agreement – The agreement with a remarketing agent regarding its responsibilities in remarketing an issue of variable rate demand obligations.

Reserve Requirement – A covenant by an issuer to maintain a debt service reserve fund or account sufficient to meet upcoming debt service requirements in the event that revenues pledged to a bond issue should be insufficient. A reasonably required reserve, under the Federal Tax Code, is equal to the lesser of: maximum annual debt service, 125% of average annual debt service, or 10% of the proceeds of a bond issue.

Revenue Bonds – Bonds payable solely from a stated revenue stream or revenue source, and not backed by the full faith and credit of the issuer.

Revised Code of Washington (RCW) – Washington State law.

SEC – The United States Securities and Exchange Commission.

State Environmental Policy Act (**SEPA)** – Washington law which requires a review of new development projects or master plans (including the City's Comprehensive Plan) for conformity with environmental protections.

Sinking Fund – A fund established for the deposit of money available for repayment of bonds at or prior to maturity.

SLGS (pronounced "slugs") – Securities issued by the U.S. Treasury, called the State and Local Government Series, that provide a stated rate of interest. They are typically purchased for deposit into a refunding escrow to carry out a refunding of bonds.

Special Revenue Fund – A fund used to account for money received from specific sources which restricts the spending of the money to specific purposes. GAAP only require the use of special revenue funds when the restriction is a legal requirement.

Status Quo – As used in this budget, status quo refers to a budget that provides the

same level of service in the current year as was provided in the previous last year.

Syndicate – A group of investment banks that join to bid on a new bond issue.

Tax Exempt Note Rate – Bankers Trust's weekly TENR is frequently used to peg the rates on variable rate bonds.

Tax–Exempt Bonds – Bonds whose owners may treat the interest income as exempt from federal income tax. Most municipal bonds are issued as tax-exempt.

Tax Increment Bond – Bonds whose repayment is secured by special assessments on landowners whose property stands to benefit from development or redevelopment.

Tax and Non-Arbitrage Certificate – A certificate of the issuer stating the issuer's assumptions and expectations that establish the basis for concluding that a bond issue may be treated as tax-exempt. This document describes expectations about the use of proceeds, the rate and which proceeds will be spent, and the restrictions on investment of proceeds. It also describes certain actions that an issuer may need to take in the future to maintain the tax-exempt status of the bond issue.

Taxable Bonds – Bonds whose owners may treat not the interest income as exempt from federal income tax. Municipal issuers may issue taxable bonds for portions of projects that do not otherwise qualify for tax-exemption.

TEFRA – Stands for the federal Tax Equity and Fiscal Responsibility Act of 1982. Shorthand for certain public hearing requirements applicable to tax-exempt private activity bonds under the Federal Tax Code.

Term Bonds – Bonds that are payable in mandatory redemption amounts prior to the stated maturity date. For example, $1,000,000 of term bonds maturing in 2020 may be due and payable in mandatory redemption amounts of $300,000 in 2018, $300,000 in 2019 and $400,000 in 2020.

Transfer of Development Rights (TDR) – Process by which the right to develop real estate is split from the real estate itself and sold separately. Allows growth to be concentrated and open space to be preserved without down-zoning. See also Purchase of Development Rights (PDR)

True Interest Cost (TIC) – A method of calculating interest cost while taking into account the time value of money.

Unlimited Tax General Obligation Bond (UTGO) – An issue of voted general obligation bonds by a Washington issuer, to which the issuer has pledged its full faith credit and taxing power, including a voter-approved excess property tax levy dedicated solely to repayment of the bonds and is not subject to otherwise applicable tax limitations.

Variable Rate – An interest rate that is not fixed at a particular rate at issuance, but may change during the life of the bonds in accordance with a specified index or procedure for establishing a new interest rate.

Variable Rate Demand Obligation (VRDO) – Variable rate bonds that give a bondholder the right to put (sell) their bonds back to a financial institution at certain specified periods, usually at rate reset dates or interest rate mode change dates, allowing bondholders to decide whether to continue to hold the bonds when a new interest rate is established.

Visible Supply – The total dollar value of bonds expected to be offered over the next 30 days. A number of organizations attempt to calculate the figure, which fluctuates as issuers decide whether or not to come to market.

Volume Cap – An allocation of private activity bond volume authorized to be issued by a particular bond issuer.

Warrant – A certificate giving the holder the right to purchase a bond at a specific price during a certain time period.

Yield To Maturity – The total return on a bond, taking into consideration its coupon, length of maturity, and dollar price.

Zero-Coupon Bonds – Bonds sold at a deep discount, and without a coupon, appreciating to full value at maturity. Also known as capital appreciation bonds or compound interest bonds.

Acronyms

ADA	Americans with Disabilities Act
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
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFE	Capital Facilities Element
CFP	Capital Facilities Plan
CLID	Consolidated Local Improvement District
DEM	Department of Emergency Management
EIS	Environmental Impact Statement
EM	Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESA	Endangered Species Act
FAR	Floor Area Ratio
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GMA	Growth Management Act
GO	General Obligation
ICS	Incident Command System
ISTEA	Intermodal Surface Transportation Efficiency Act
KRCC	Kitsap Regional Coordinating Council
LID	Local Improvement District
LOS	Level of Service
LTGO	Limited Tax General Obligation
MRSC	Municipal Research Services Center
NMTP	Non-Motorized Transportation Plan

NPDES	National Pollution Discharge Elimination System
PBB	Priority-Based Budgeting
PDR	Purchase of Development Rights
PEG	Public Education and Government
PSRC	Puget Sound Regional Council
PUD	Public Utilities District
PWTF	Public Works Trust Fund
RCW	Revised Code of Washington
ROW	Right-of-Way
SEPA	State of Washington Environmental Policy Act
SR	State Route
SRF	State Revolving Fund
SSWM	Storm & Surface Water Management
TIB	Transportation Improvement Board
TIS	Traveler Information System
TDR	Transfer of Development Rights
UATA	Urban Arterial Trust Account
WMP	Winslow Master Plan
WSDOT	Washington State Department of Transportation
WWTP	Wastewater Treatment Plant

Bainbridge Island City Government

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Bainbridge Island, WA 98110
City Hall Main Line: 206-780-8591
Hours: Monday-Friday 8am-4pm (excluding major holidays)
www.bainbridgewa.gov

City Manager: Blair King

Email: bking@bainbridgewa.gov

2022 Council Members				
Name	**Ward/Position**	**Term Ends**	**Email**	**Phone**
Kirsten Hytopoulos	At Large Position No. 1	12/31/2023	khytopoulos@bainbridgewa.gov	(206) 482-4958
Brenda Fantroy-Johnson	North Ward Position No. 2	12/31/2023	bfantroyjohnson@bainbridgewa.gov	(206) 498-4294
Joe Deets, Mayor 2022	North Ward Position No. 3	12/31/2025	jdeets@bainbridgewa.gov	(206) 473-1864
Leslie Schneider	Central Ward Position No. 4	12/31/2023	lschneider@bainbridgewa.gov	(206) 200-4502
Clarence Moriwaki, Deputy Mayor	Central Ward Position No. 5	12/31/2025	cmoriwaki@bainbridgewa.gov	(206) 300-6181
Michael Pollock	South Ward Position No. 6	12/31/2023	mpollock@bainbridgewa.gov	(206) 475-1814
Jon Quitslund	South Ward Position No. 7	12/31/2025	jquitslund@bainbridgewa.gov	(206) 450-6218
To contact all Council members as a group please email: council@bainbridgewa.gov Or via USPS at: 280 Madison Avenue North, Bainbridge Island, WA 98110				

Key City Contacts:

City Clerk:	Christine Brown	cbrown@bainbridgewa.gov	(206) 780-8618
Court Administrator:	Jerrie Davies	jdavies@bainbridgewa.gov	(206) 780-3805
Finance Director:	DeWayne Pitts	dpitts@bainbridgewa.gov	(206) 780-8626
Planning Director:	Patty Charnas	pcharnas@bainbridgewa.gov	(206) 780-3754
Police Chief:	Joe Clark	jclark@bainbridgewa.gov	(206) 780-4686
Public Works Director:	Chris Wierzbicki	cwierzbicki@bainbridgewa.gov	(206) 780-3718
Public Works/Operations and Maintenance:		pwom@bainbridgewa.gov	(206) 842-1212

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: September 27, 2022 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (8:45 PM) Concur with the Execution of a Letter Expressing the Need for Temporary Expansion of Kitsap Transit Passenger-Only Ferry Service by Mayor Deets and Councilmember Schneider,

SUMMARY: Mayor Deets and Councilmember Schneider, Kitsap Transit Board members, were asked to sign the attached letter expressing the need for temporary expansion of Kitsap Transit passenger-only ferry service. Due to the timing of the letter, they were not able to seek full Council approval prior to signing. Council is asked to concur with their execution of the attached letter.

AGENDA CATEGORY: Letter **PROPOSED BY:** City Council

RECOMMENDED MOTION: I move to concur with the execution of a letter expressing the need for temporary expansion of Kitsap Transit passenger-only ferry service by Mayor Deets and Councilmember Schneider.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

Kitsap Transit expansion of POF service - Bremerton-Bainbridge.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BREMERTON
THE CITY OF PRIDE AND OPPORTUNITY

Mayor Greg Wheeler

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Tel 360-473-5266
Fax 360-473-5883
345 6th Street, Suite 100
Bremerton, WA 98337-1873

September 15, 2022

Governor Jay Inslee
P.O. Box 40002
Olympia, WA 98504-0002

Dear Governor Inslee:

We are writing to express the need for the temporary expansion of Kitsap Transit passenger-only ferry service on the current Washington State Ferry (WSF) Bremerton-Seattle route. The Mayor of Bremerton and part of the Board of Commissioners for Kitsap Transit raised the topic on this possibility at the Kitsap Transit September Board meeting. The Board has representation from Kitsap County and all of the cities. Verbal support and encouragement was received from all Board members to bring this matter to your attention.

For seven decades, WSF has provided essential access to connect communities, including the City of Bremerton. WSF states on its website that "our routes act as a marine highway." Ferries serve as an indispensable transportation link in the state's highway system and cross spans of waterways as alternatives to miles of bridges and tunnels across Puget Sound. The Federal Highway Administration also recognizes the WSF in this capacity, recently awarding millions of dollars in distribution in funding to the agency.

Kitsap County has 250 miles of saltwater coastline and relies on state ferry routes as crucial marine highways to support the free flow of people, goods, and services between our local communities and the major economic center of Washington state. Having full WSF ferry operations is essential to our economy as well as the quality of life of our citizens.

We have seen an increase in WSF service cuts due to a lack of workers, increased retirements, vessel maintenance, among other issues. While the reductions have had a significant impact on our communities, the Bremerton route is located in an urban area that serves areas of persistent poverty and has fewer transportation opportunities. The Bremerton ferry faces hours-long gaps between sailings, which is expected to continue until at least 2023. Hundreds of thousands of passengers that depend on a stable and reliable WSF Bremerton marine highway are encountering serious hardship and financial impacts due to reduced service levels. We agree a pressing need exists to address this issue for residents.

We are in a moment that offers the State of Washington an opportunity to meet the urgent need and provide some relief for Bremerton and surrounding communities. Together, we support a request to the state to fund an increase in Kitsap Transit passenger-only ferry (POF) sailings on an interim basis to assist WSF with their current Bremerton-Seattle schedule until it can be fully restored. We support a temporary alternative for the following reasons:

The WSF Bremerton region remains under-served. We are encouraged by WSF's recent focus on restoring full service to Kitsap County ferry routes. However, the Bremerton route has been one of the hardest hit by significant reductions to service and WSF has indicated these levels are expected to persist until Spring 2023. Service cuts to the route have gone beyond a major inconvenience and have rendered the system unusable to numerous residents. Many have few options to work remotely and must commute to their jobs in health care, construction, equipment repair and other essential employment in the Seattle region. They face increased job losses, financial costs and less time with their families because of time spent in traffic "driving around" to Seattle or waiting hours in a terminal to get home because of WSF's current schedule. In addition, medical patients are confronting more travel time and stress to attend appointments or receive treatment. Small businesses still in economic recovery are also experiencing higher costs and lost productivity due to reduced operations on WSF's Bremerton marine highway route. With diminished service in place for an extended period, we anticipate the burden and impacts on individuals, families and businesses will only increase over time.

WSF ferry routes in Kitsap County are still under strain. While service has improved in areas, several WSF ferry routes in Kitsap County continue to experience delays due to high demand and ferry service disruptions. One-boat service on the Bremerton route has also resulted in long intervals between sailings. In some instances, there have been additional delays and sudden cancellations that have complicated commutes and left few transportation alternatives for passengers. Increased POF service by Kitsap Transit would help ease the burden, increase access and add reliability for Bremerton-area residents who need alternatives to already busy Kitsap County ferry routes and Bremerton's one-boat ferry service to get to work or have other obligations.

As part of the state's highway system, the WSF Bremerton marine highway route serves a critical role by supporting the free flow of commerce and providing vital access for work, doctor's appointments, and other essential travel. We believe that the current level of WSF ferry service will not be able to support existing needs of the Bremerton community for an extended period. Adding temporary Kitsap Transit passenger-only trips would add capacity, improve access, support livelihoods, and assist in strengthening the local economy.

Sincerely,

Greg Wheeler
Mayor, City of Bremerton

Sen. Christine Rolfes, 23rd Legislative District

John Clauson
Executive Director, Kitsap Transit

Sen. Emily Randall, 26th Legislative District

Becky Ericksen
Mayor, City of Poulsbo

Rep. Tarra Simmons, 23rd Legislative District

Rob Putaansuu
Mayor, City of Port Orchard

Rep. Drew Hansen, 23rd Legislative District

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Edward Wolfe
Kitsap County Commissioner

Robert Gelder
Kitsap County Commissioner

Charlotte Garrido
Kitsap County Commissioner

Councilmember Leslie Schneider
Bainbridge Island