CITY OF
BAINBRIDGE ISLAND

STUDY SESSION

TUESDAY, SEPTEMBER 20, 2016

LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON

AGENDA
(TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

1. **CALL TO ORDER / ROLL CALL**

   7:00 PM

Mayor:	Val Tollefson	
Deputy Mayor:	Kol Medina	
Councilmembers:	Sarah Blossom	Michael Scott
	Ron Peltier	Roger Townsend
	Wayne Roth	

2. **ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

3. **PUBLIC COMMENT ON AGENDA ITEMS**

   7:05 PM

4. **NEW BUSINESS**

   A. 7:15 PM 2017-2018 Preliminary Biennial Budget, AB 16-109 - Finance

   B. 7:45 PM Council Governance and Procedures, AB 16-137 - Mayor Tollefson

   C. 8:15 PM Review Draft Agenda for City Council Retreat - Executive

5. **FOR THE GOOD OF THE ORDER**

   8:25 PM

6. **ADJOURNMENT**

   8:30 PM

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

City of Bainbridge Island
City Council Agenda Bill

PROCESS INFORMATION	
Subject: 7:15 PM 2017-2018 Preliminary Biennial Budget, AB 16-109 - Finance	Date: 9/20/2016
Agenda Item: NEW BUSINESS	Bill No.: AB 16-109
Proposed By: Ellen Schroer, Director of Finance and Administrative Services	Referrals(s):

BUDGET INFORMATION		
Department: Finance	Fund: all	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

The City of Bainbridge Island prepares a biennial budget. This fall the City Council will adopt a budget for 2017 and 2018. This two-year budget provides a financial plan for both years, allowing both the Council and City administration to set longer-term priorities and plans.

The City Manager proposes a budget for 2017 and 2018 at the September 20 Council meeting. Over the next two months, there is time at each Council meeting for Council review and discussion, community comment, and, if requested, staff presentation of additional information.

At this meeting, Council will receive the budget and supporting materials, all of which will be posted to the City website on the following day.

RECOMMENDED ACTION/MOTION

Information only

ATTACHMENTS:

Description	Type
Presentation	Backup Material

Initial Presentation to City Council and the Community

2017-2018 Proposed Budget

September 20, 2016

CITY OF BAINBRIDGE ISLAND

2017-2018 Proposed Budget

Budget materials

- Budget document
- Summary handout
- Web resources

2017-2018 Proposed Budget

Current Financial Context

- Financial performance has stabilized, forecasts show continued improvement

- General Fund balance has increased each year since 2010

2017-2018 Proposed Budget

Current Financial Context

- Continue close monitoring of expenditures
- Focus on timely and accessible reporting
- All policy reserves are funded

2017-2018 Proposed Budget - Highlights

- Reserves
- Capital investment
- Staffing changes
- Rate increase (SSWM utility)

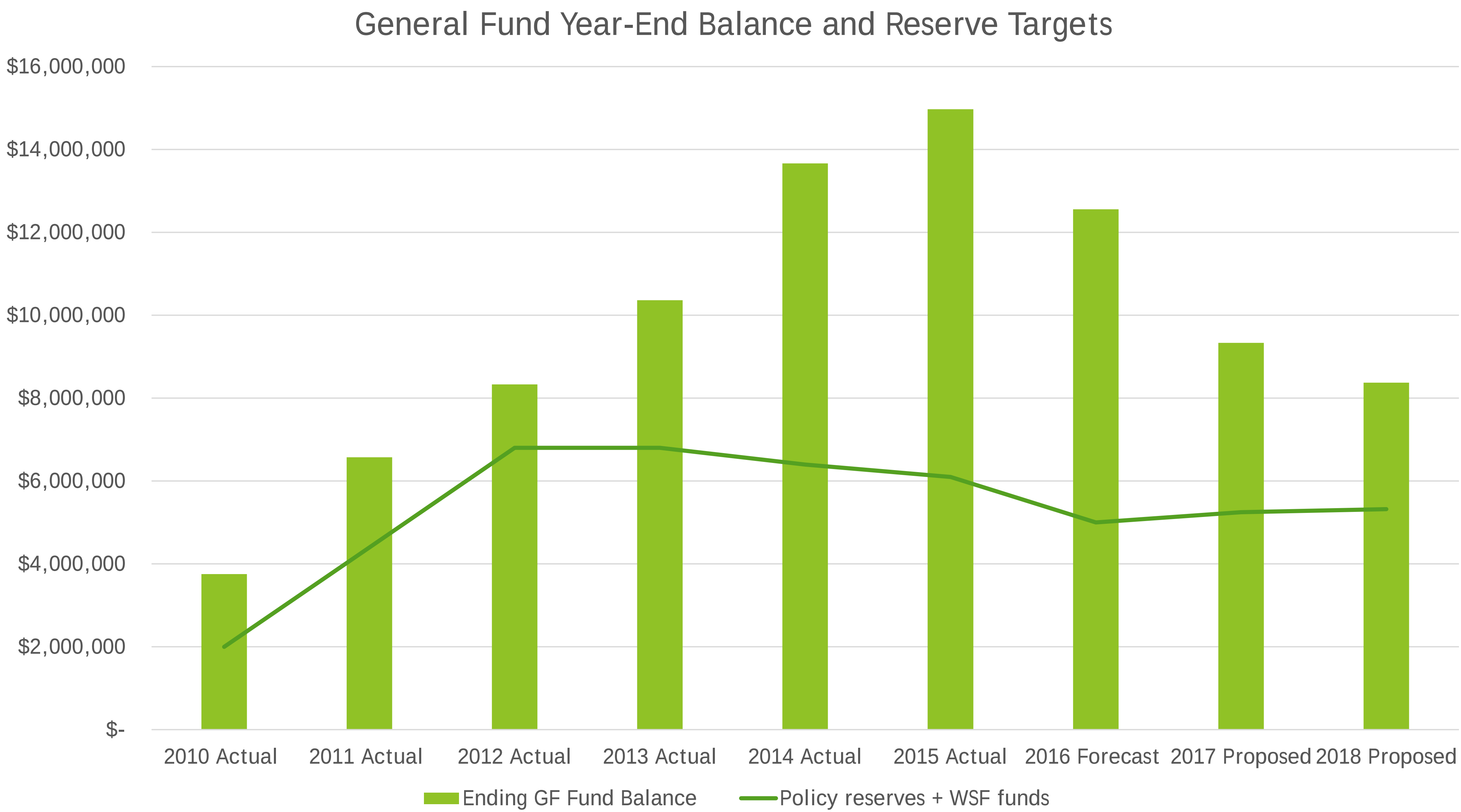
Policy Reserves

2017-2018 Proposed Budget

2017-2018 Proposed Budget – General Fund Reserves

- ***All General Fund targets met for 2017 and 2018***

General Fund Reserve Category	2017	2018
Emergency Reserve	$1,000,000	$1,000,000
General Fund Stability Reserve Minimum	$4,058,000	$4,139,000
Other specially-tracked General Fund Monies	$133,000	$133,000
Reserve for 2019-2020 CIP		$2,518,000
Total policy reserves/tracked funds	**$5,191,000**	**$7,790,000**
ENDING FUND BALANCE	**$9,354,000**	**$8,385,000**


General Fund Year-End Balance and Reserve Targets
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$-
2010 Actual
2011 Actual
2012 Actual
2013 Actual
2014 Actual
2015 Actual
2016 Forecast
2017 Proposed
2018 Proposed
Ending GF Fund Balance
Policy reserves + WSF funds

Capital Improvement Plan

2017-2018 Proposed Budget

2017-2018 Proposed Budget - CIP

- Budget includes funding for all 2017-2018 projects
- Funding identified for all 2019-2020 projects
- Reviewed with Council, Planning Commission and UAC this summer

CIP – Transportation Projects (2017-2018)

Project Name	City Funding	Grant Funding	Total
Wyatt Way Reconstruction	$1.2 million	$2.5 million	$3.7 million
Sportsman's Club Road Improvements (2017-19)	$845,000	$155,000	$1.0 million
Wardwell Road Reconstruction and Drainage	$510,000	N/A	$510,000
Total	**$2.6 million**	**$2.7 million**	

CIP – Non-Motorized Projects (2017-2018)

Project Name	City Funding	Grant Funding	Total
STO Phase 3 (Bridge across Highway 305)	$1.0 million	$2.1 million	$3.1 million
Connecting pathways	$25,000	N/A	$25,000
Spot improvements	$50,000	N/A	$50,000
Core 40 Miller Bay Road	$349,000	$751,000	$1.1 million
Total	**$1.4 million**	**$2.9 million**	

CIP – Law and Justice Center

	Prior Years	2017	2018
Design/Land Acquisition	$500,000	$2.6 million	
Construction	0	0	$8.0 million

- Budget assumes $3 million in City funding from current funds
- Budget assumes long-term debt of $8 million
  - Issued in 2017
  - Debt service begins in 2018

CIP – Utility Projects

Project Name	City Funding
Water Tank Storage Improvements	$580,000
Emergency Generator (Water Utility, Head of the Bay)	$150,000
Water Treatment Improvements	$580,000
Rockaway Intertie (Water Utility)	$250,000
Total	**$1.6 million**

CIP – Utility Projects

Project Name	City Funding
Rehabilitate Pump Station (Sewer Utility, Village Pump Station)	$900,000
Rehabilitate Pump Station (Sewer Utility, Wing Point Pump Station)	$550,000
Replace Beach Sewer Main (Sewer Utility, Lower Lovell)	$1.2 million
Total	**$2.7 million**

CIP – Utility Projects

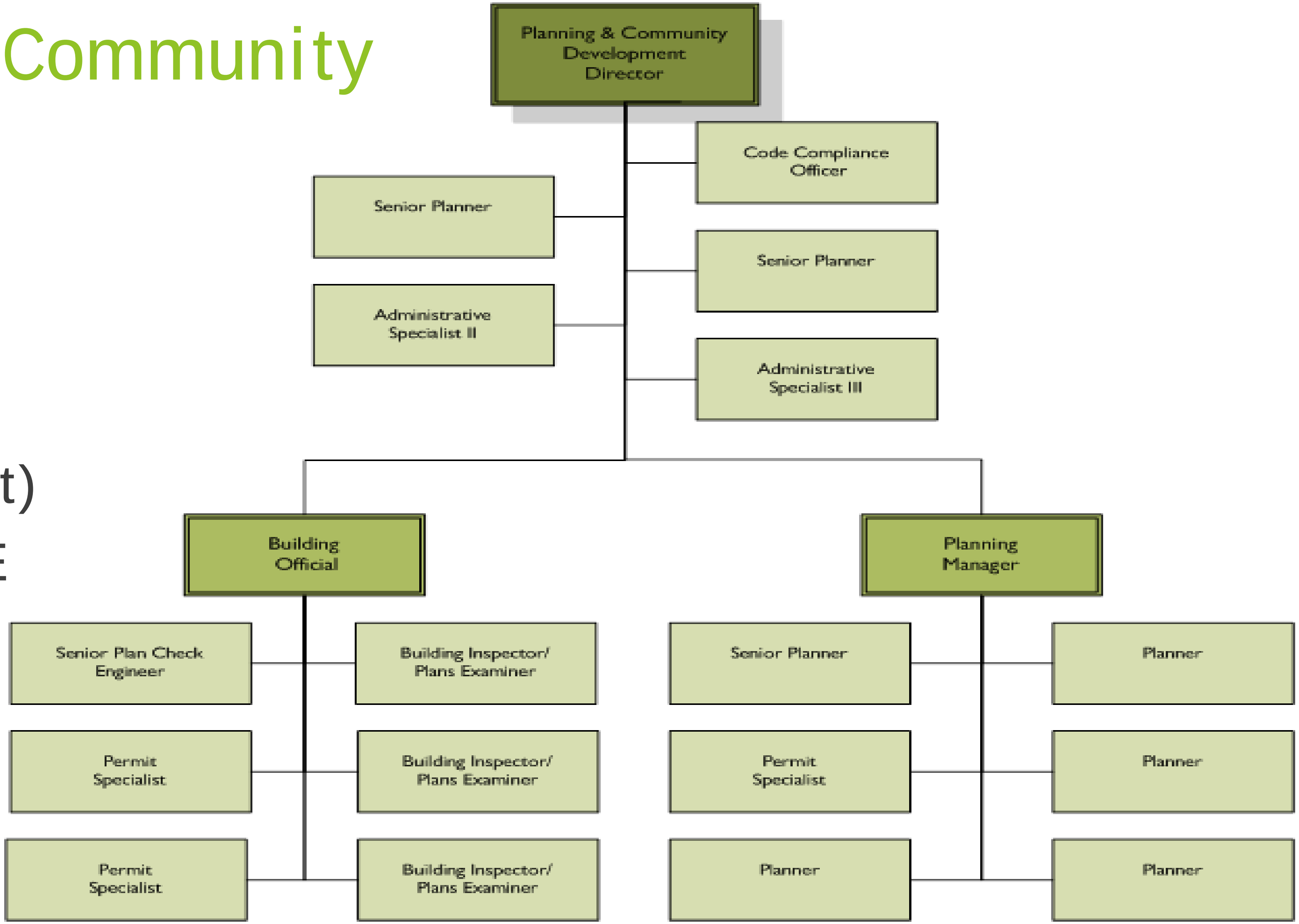
Project Name	City Funding
Ravine Creek Outfall (SSWM)	$170,000
Eagle Harbor Drive @ McDonald Creek (SSWM)	$200,000
Wardwell Road @ Woodward Creek (SSWM)	$245,000
Total	**$615,000**

Staffing Changes

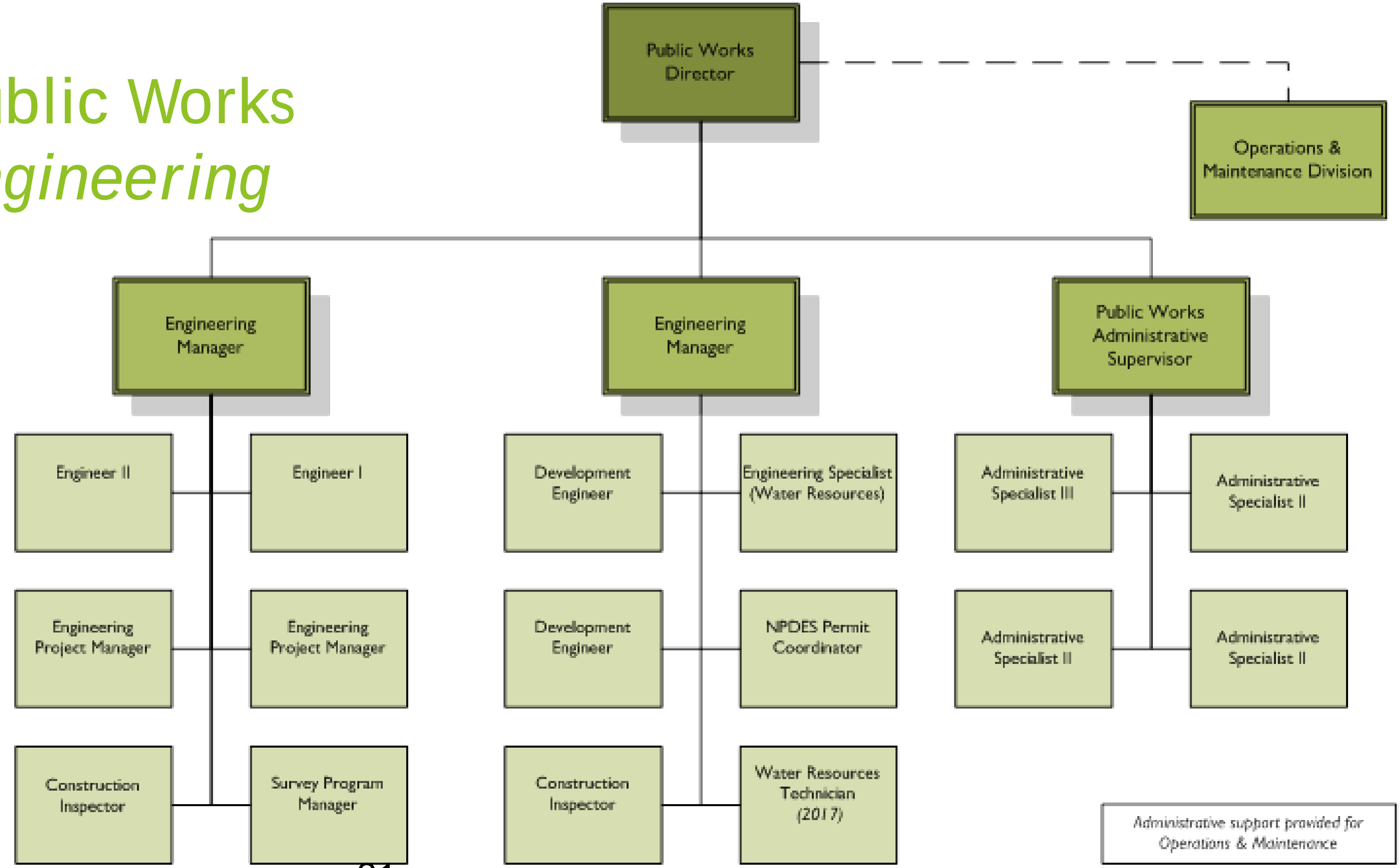
2017-2018 Proposed Budget

Planning and Community Development

- Add 1.0 FTE Planner (Long-Range)
- Add 1.0 FTE Planner (Current)
- Transfer 2.0 FTE Development Engineers to Public Works

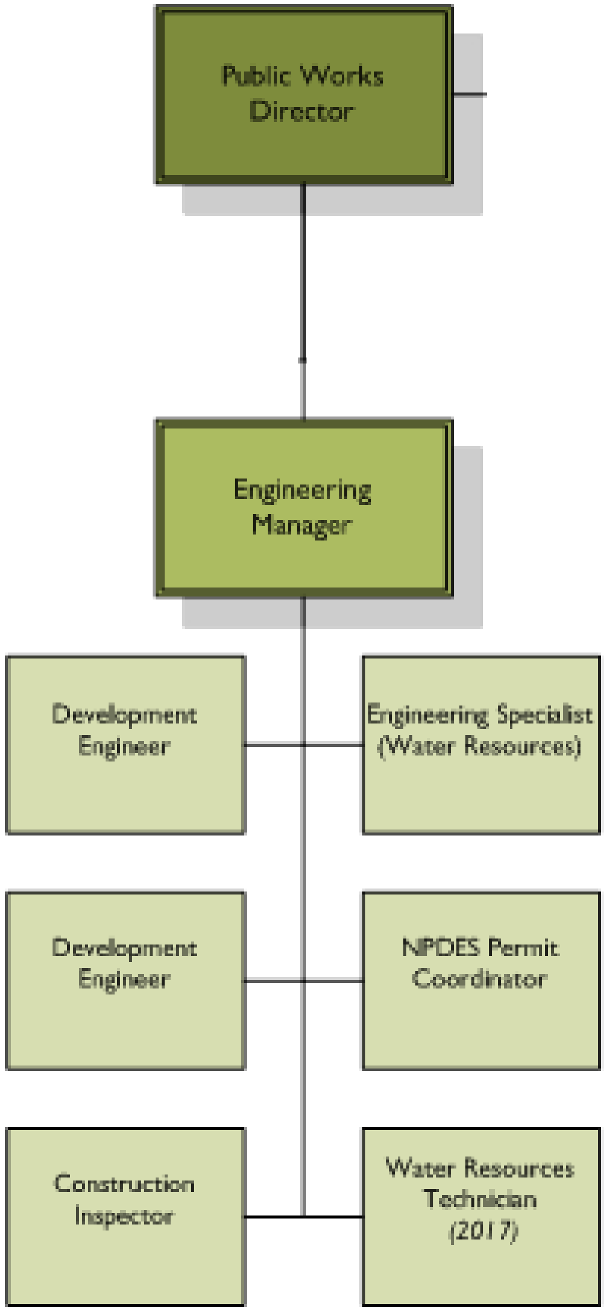


Public Works *Engineering*



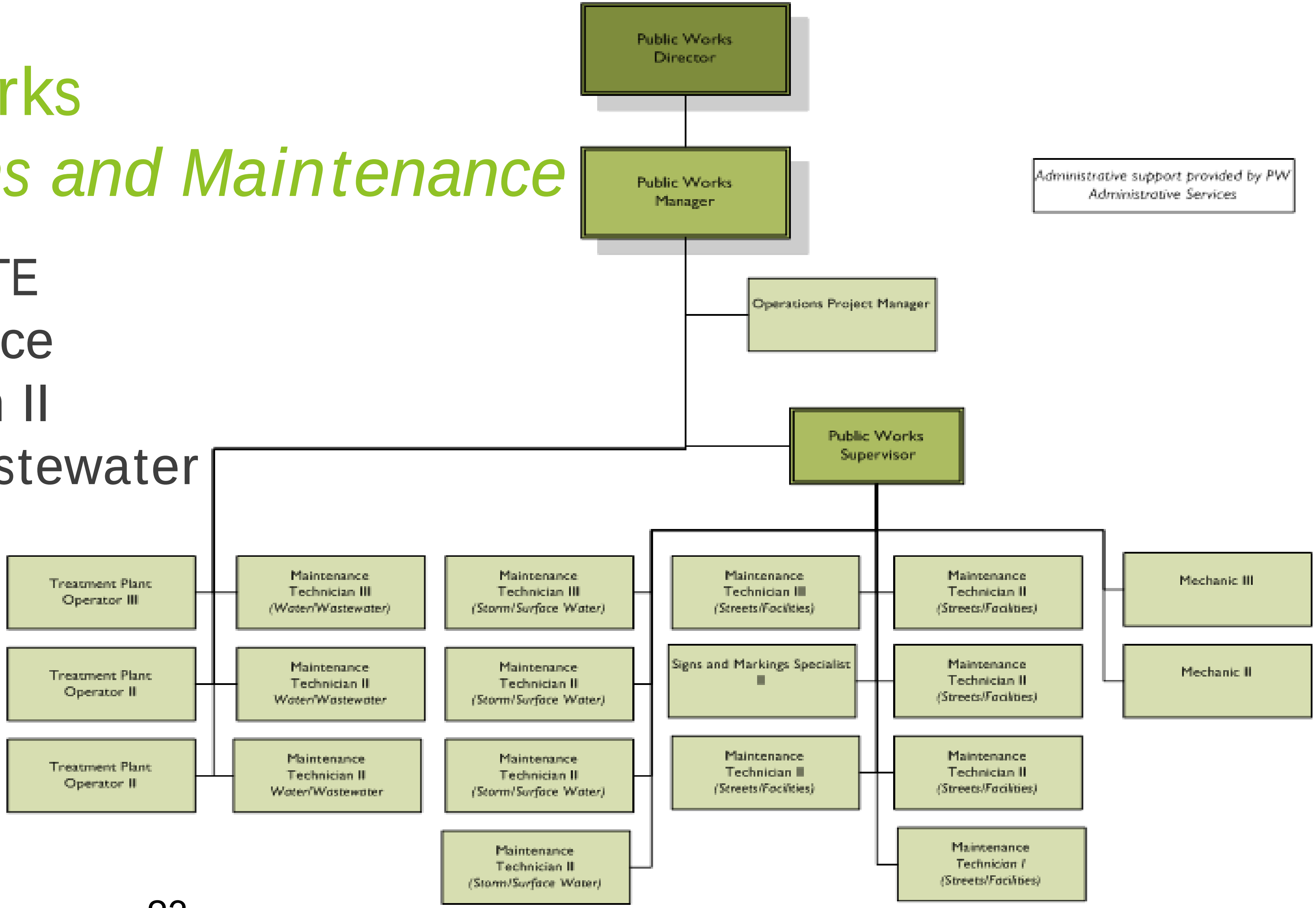
Public Works

- Transfer 2.0 FTE Development Engineers from PCD
- Add 1.0 FTE Engineering Manager
- Add 1.0 FTE Construction Inspector
- Extend 1.0 FTE Water Resources Technician for 2017



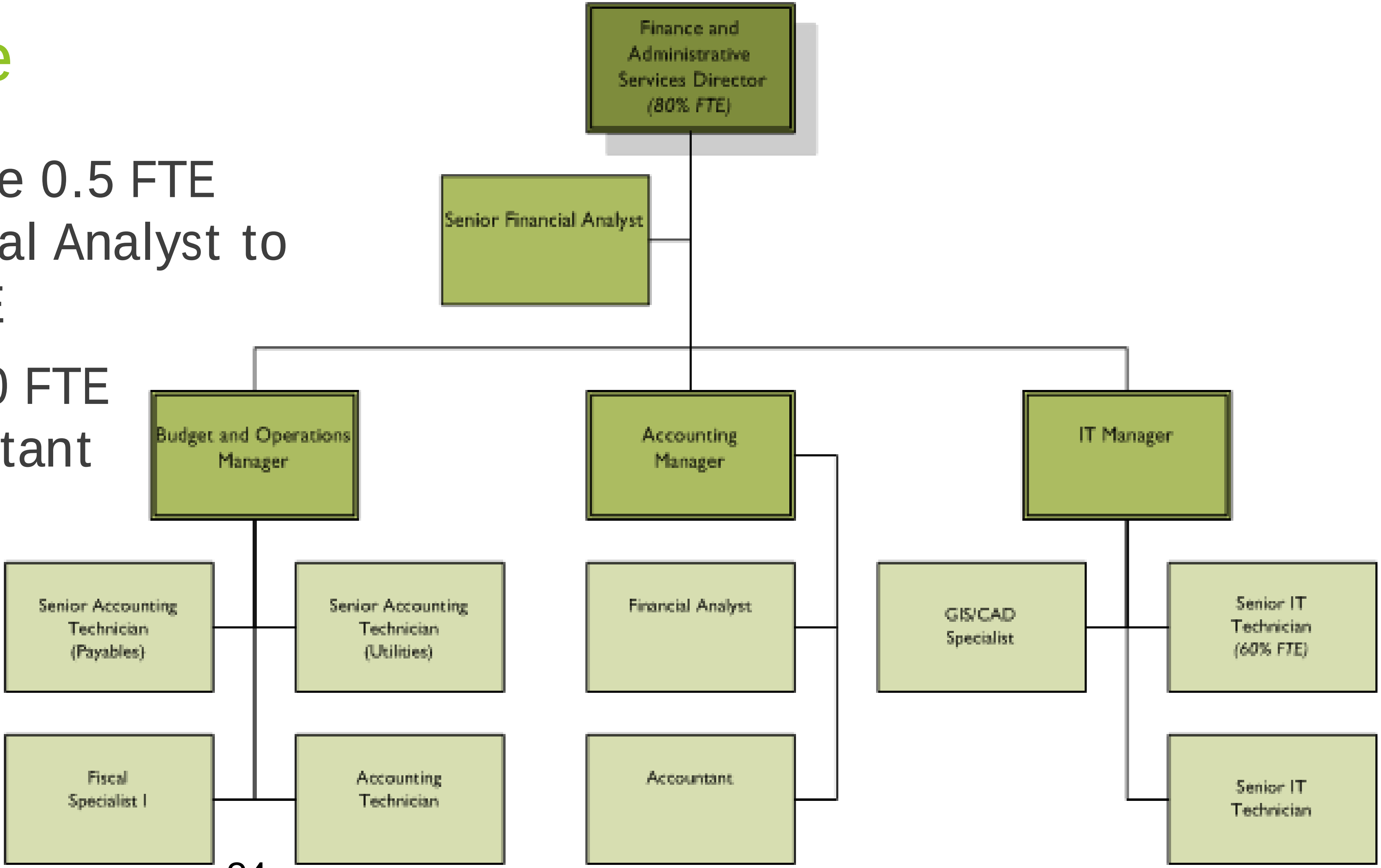
Public Works
Operations and Maintenance

- Add 1.0 FTE Maintenance Technician II Water/Wastewater



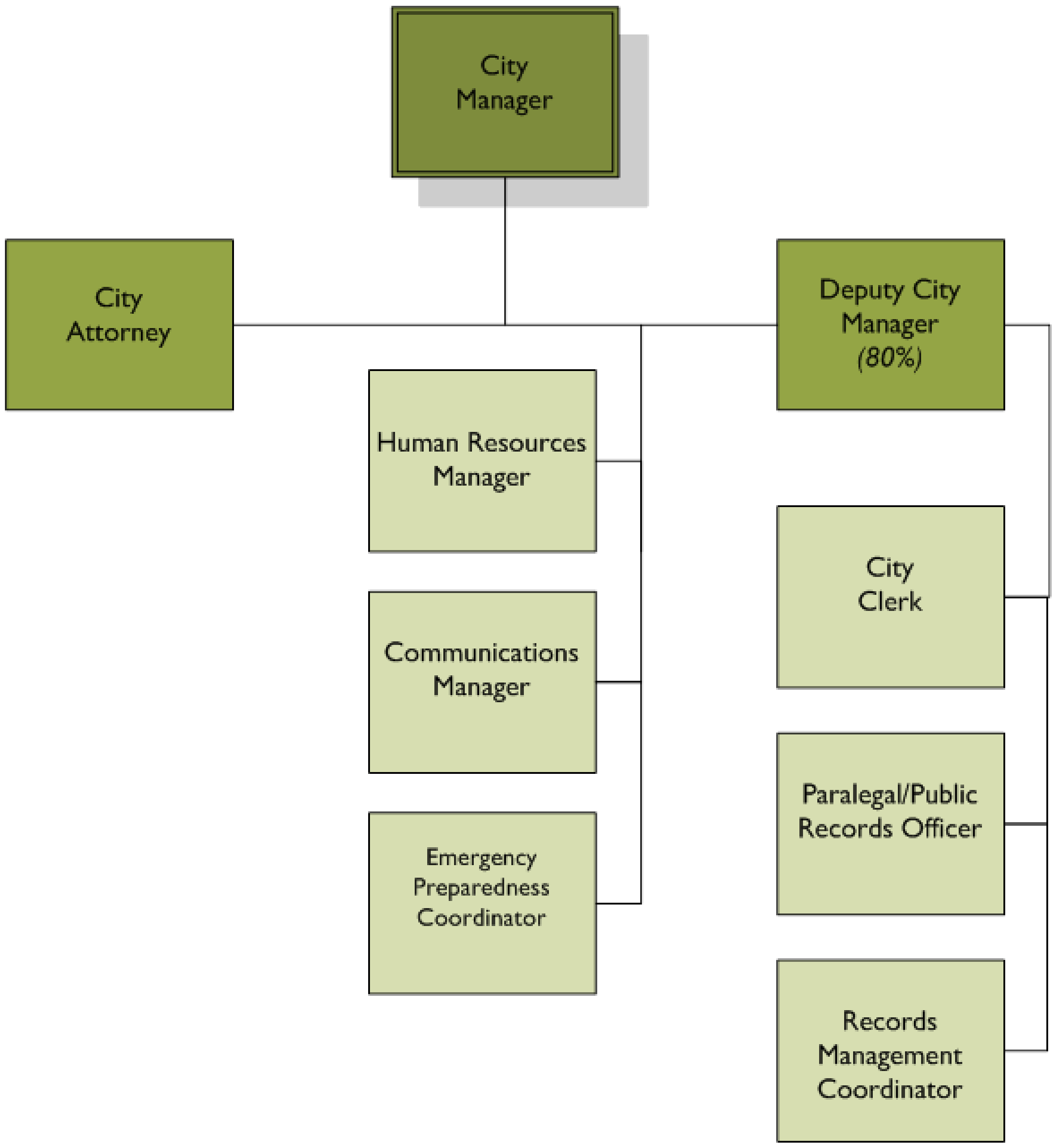
Finance

- Increase 0.5 FTE Financial Analyst to 1.0 FTE
- Add 1.0 FTE Accountant



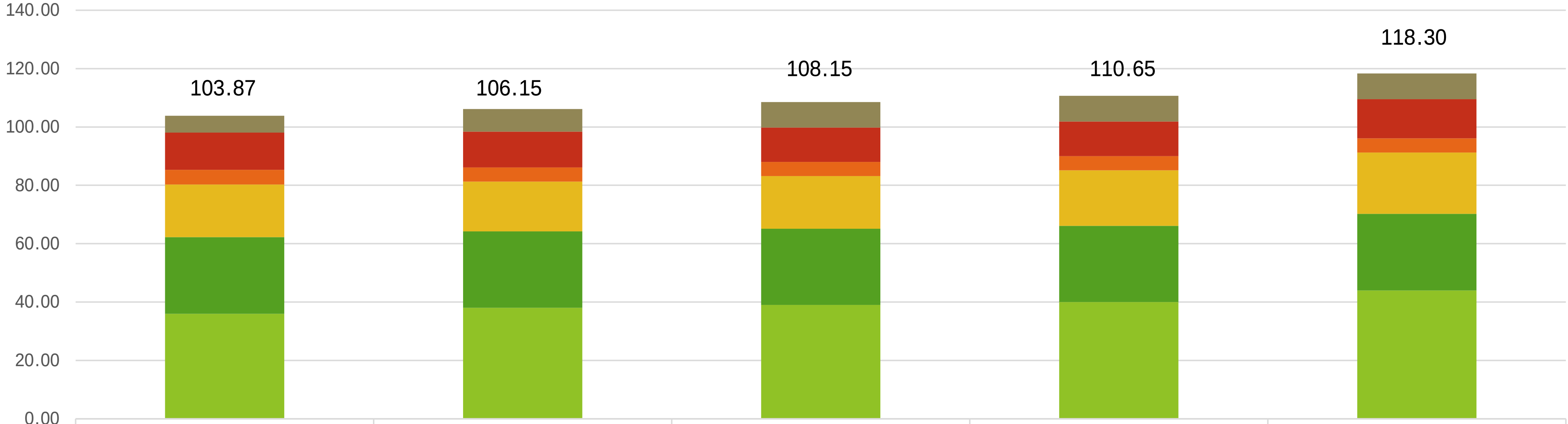
Executive

- Retitle existing position to Emergency Preparedness Coordinator
- Re-assign existing staff to report to Deputy City Manager
- Increase 0.75 FTE Deputy City Manager to 0.80 FTE



2017-2018 Proposed Staffing

City Department FTE
2013 - 2017 Proposed

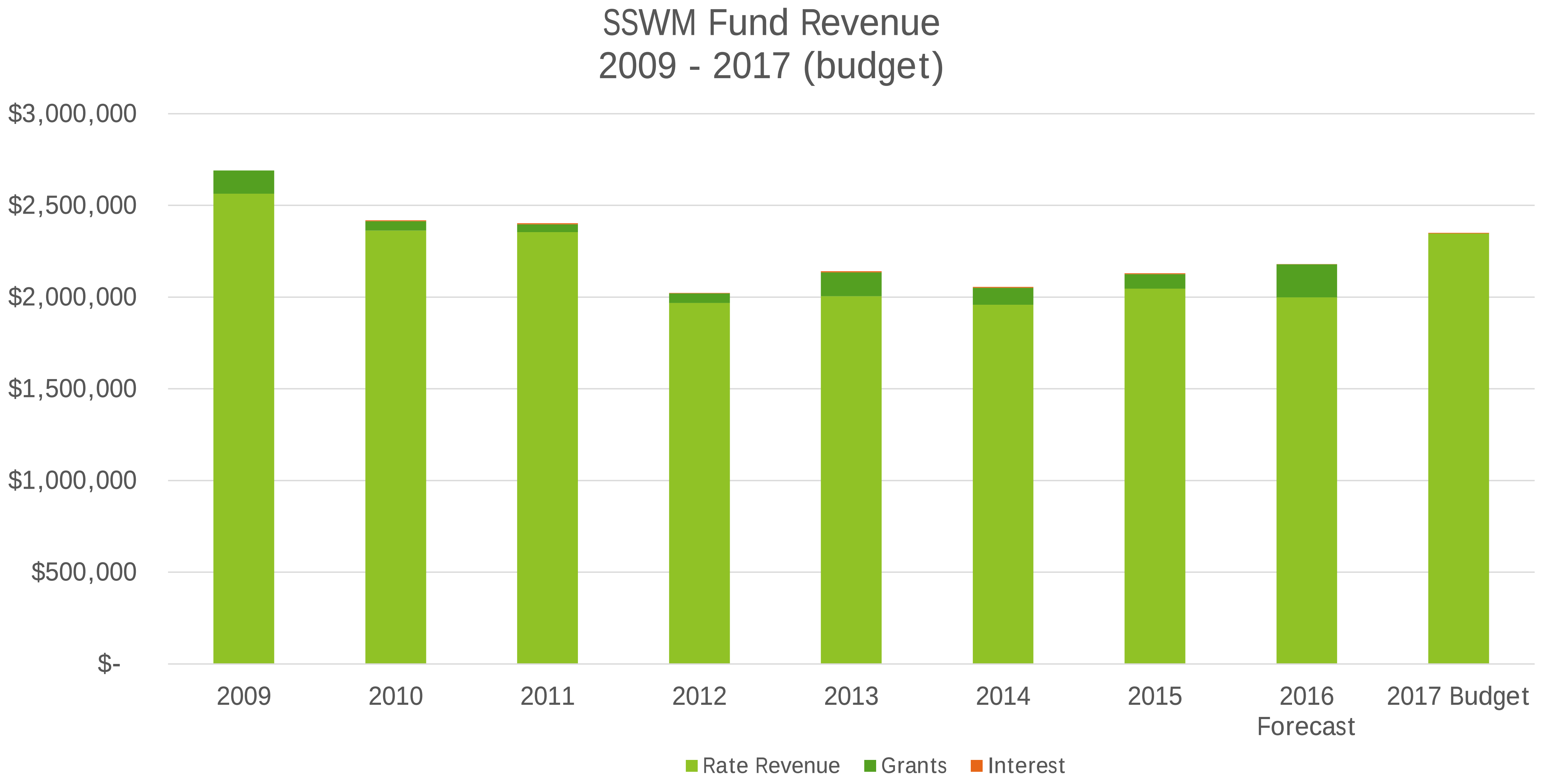


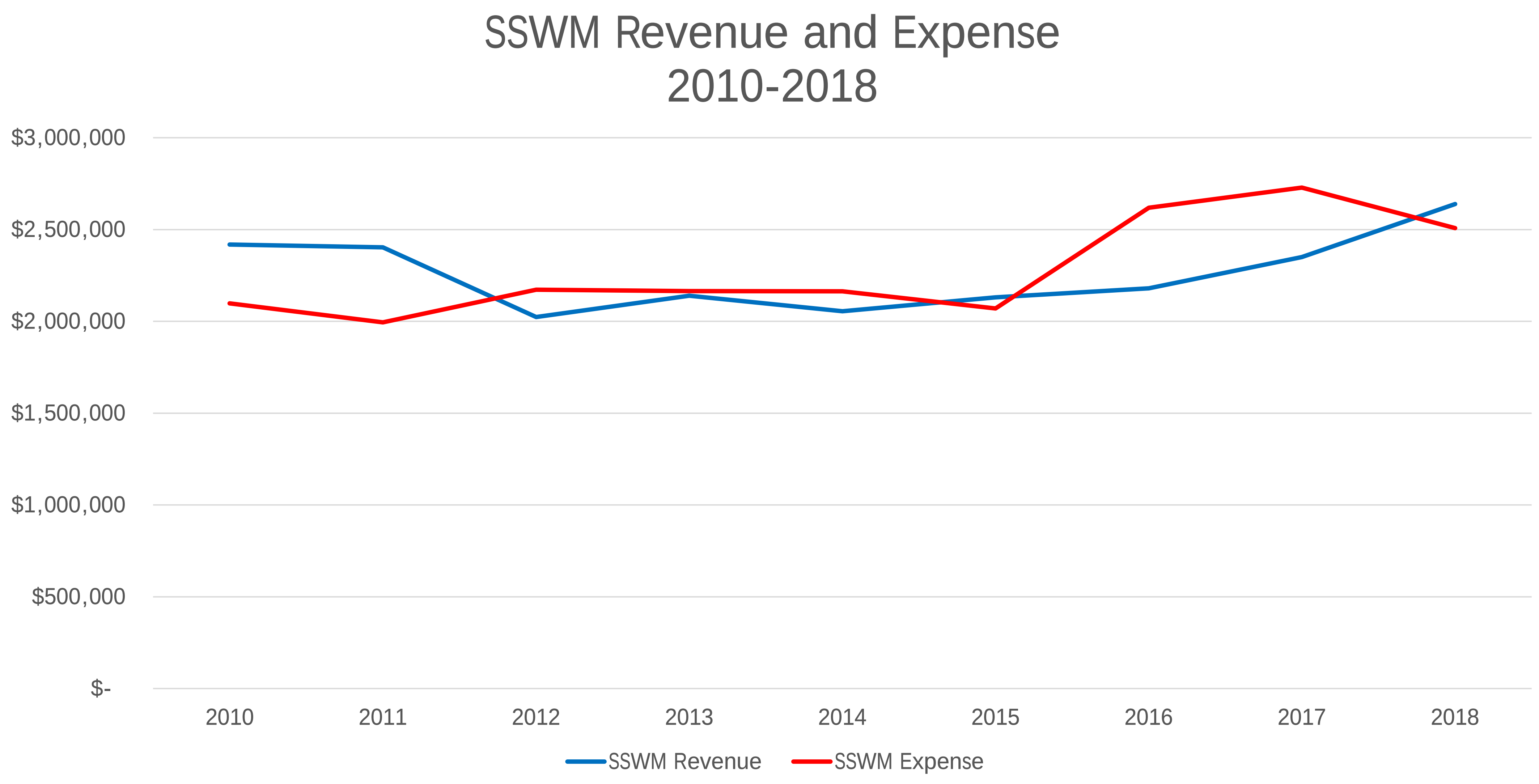
	2013	2014	2015	2016	2017
Executive	5.80	7.75	8.75	8.75	8.80
Finance	12.80	12.30	11.80	11.90	13.40
Municipal Court	5.02	4.85	4.85	4.85	4.85
PCD	18.00	17.00	18.00	19.00	21.00
Public Safety	26.25	26.25	26.15	26.15	26.25
Public Works	36.00	38.00	39.00	40.00	44.00

2017 Proposed Staffing is 22% lower than City staffing of 152 FTE in 2008.

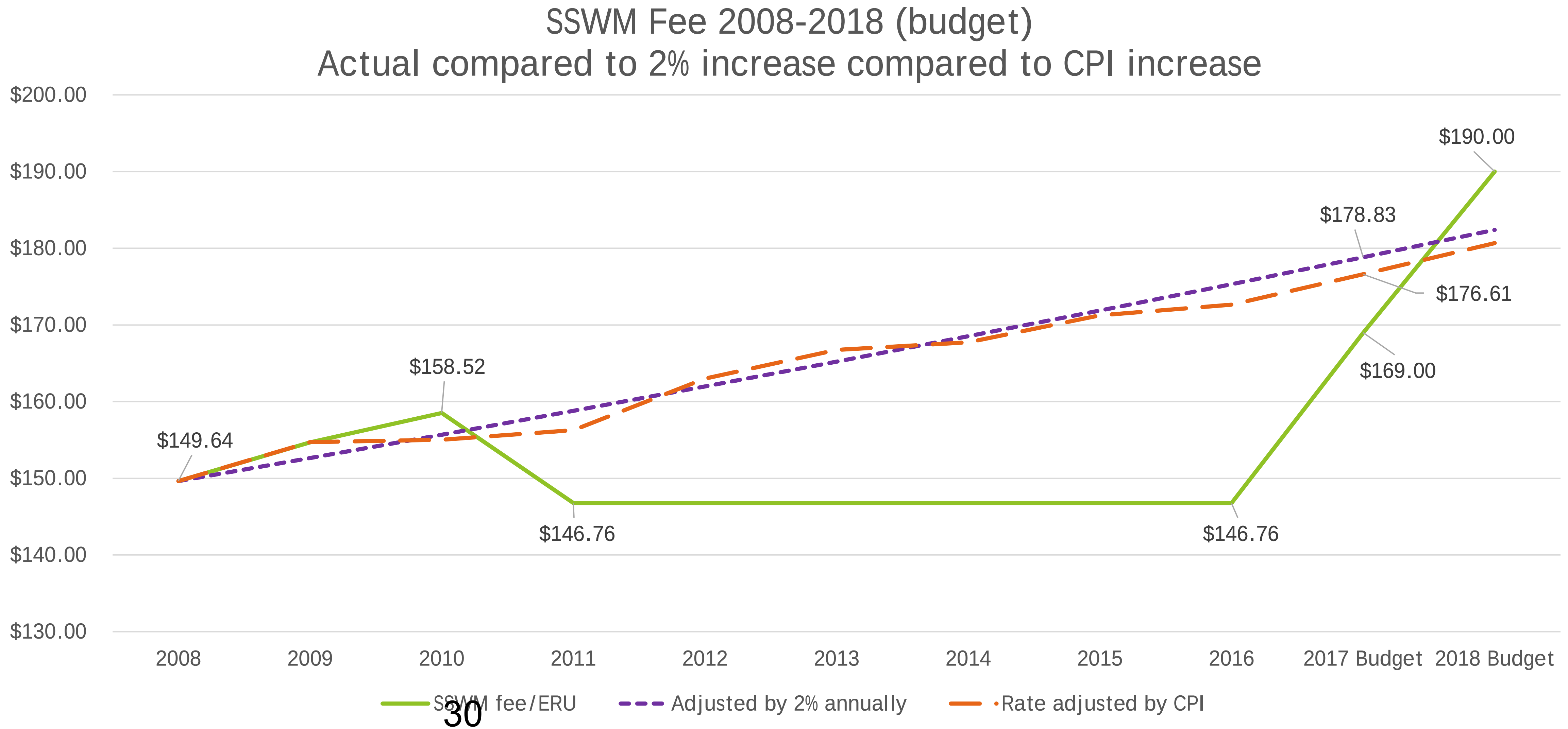
SSWM Rate Change

2017-2018 Proposed Budget

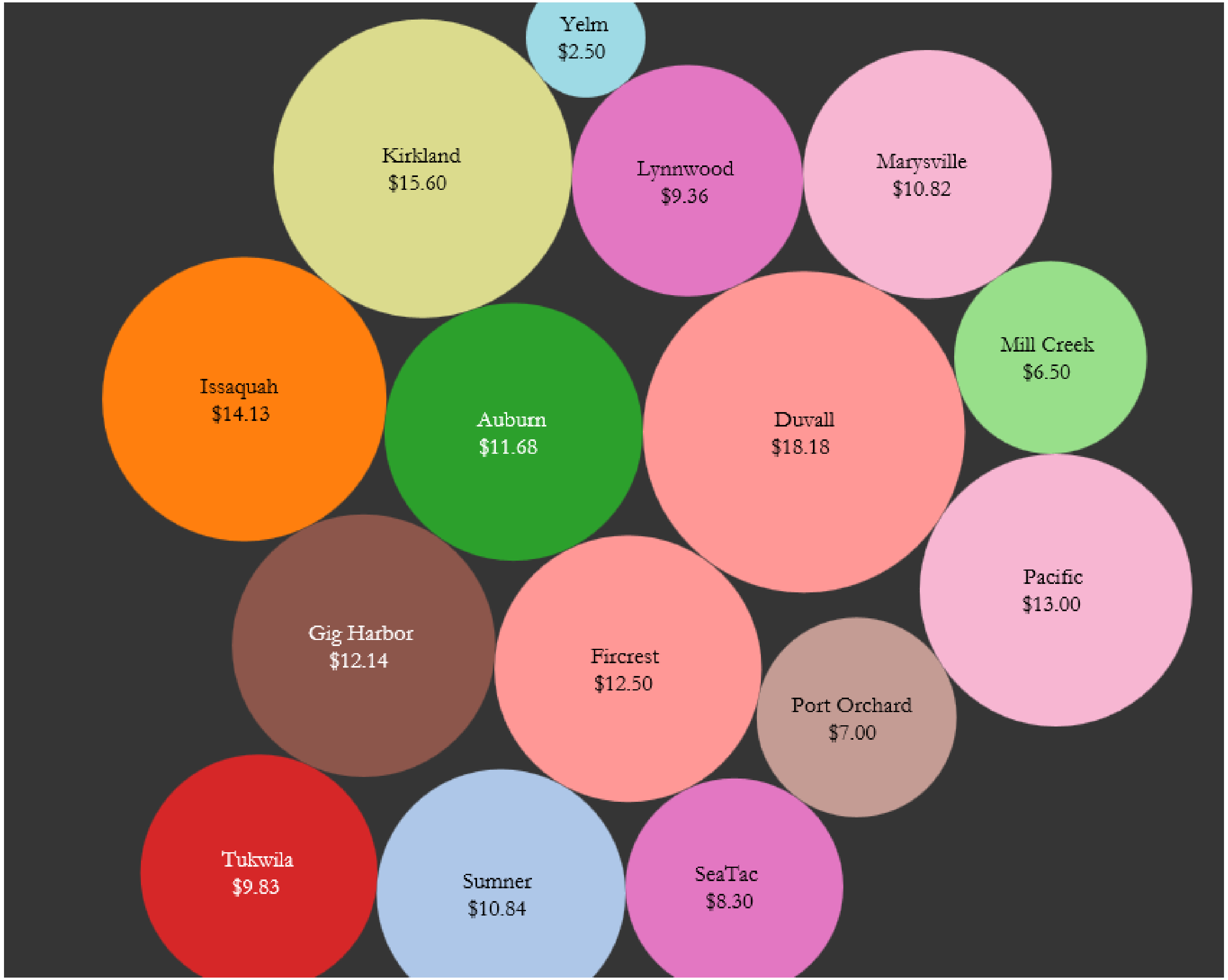

SSWM Fund Revenue
2009 - 2017 (budget)
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
2009
2010
2011
2012
2013
2014
2015
2016 Forecast
2017 Budget
Rate Revenue
Grants
Interest


SSWM Revenue and Expense
2010-2018
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
2010
2011
2012
2013
2014
2015
2016
2017
2018
SSWM Revenue
SSWM Expense

2017-2018 Proposed SSWM Rate



- 2016 City of Bainbridge Island monthly SSWM rate is $12.23, or $146.76
- 2017 Proposed rate is $169/year, or $14.08/month



https://public.tableau.com/profile/johnm.awc#!/vizhome/ratecomparisontool/Story1

From Association of Washington Cities, 2015 Rate Survey

Proposed Process

2017-2018 Proposed Budget

2017-2018 Proposed Budget – Next Steps

- September 20 – Council meeting presentation
- September 30 - Council retreat, including budget and work plan discussions

2017-2018 Proposed Budget – Next Steps

- October 4 –
  - Social Media Budget Town Hall – noon to 2:00 PM
  - Council meeting: Budget discussions, planned focus Public Works and maintenance spending
- October 11 - Budget discussions, planned focus Planning and Community Development and Police department budgets.
- October 18 - Budget discussions, planned focus Finance and Executive Department budgets

2017-2018 Proposed Budget – Next Steps

- Time reserved on all October and November Council meeting agendas
- Ordinances for Budget, CIP, Utility rates, Property Tax
- Public Hearings

2017-2018 Proposed Budget – Next Steps

- Council Questions
- Budget Background Information
- Web Location: City website http://www.bainbridgewa.gov/213/Budget-Financial-Reports

City of Bainbridge Island
City Council Agenda Bill

PROCESS INFORMATION	
Subject: 7:45 PM Council Governance and Procedures, AB 16-137 - Mayor Tollefson	Date: 9/20/2016
Agenda Item: NEW BUSINESS	Bill No.: 16-137
Proposed By: Mayor Tollefson	Referrals(s):

BUDGET INFORMATION		
Department: Council	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Council will have a free-ranging discussion centered on its experience this year with regard to the Governance Manual, and with regard to Council's proper role with respect to City management, City staff, City Boards and Commissions, and Council Advisory Committees. The discussion may continue to the Council retreat on September 30, and may result in changes or additions to the Governance Manual, or other changes to Council procedures.

Council members are encouraged to come to this Study Session with pertinent questions, concerns and suggestions.

RECOMMENDED ACTION/MOTION

Discussion only.

City of Bainbridge Island
City Council Agenda Bill

PROCESS INFORMATION	
Subject: 8:15 PM Review Draft Agenda for City Council Retreat - Executive	Date: 9/20/2016
Agenda Item: NEW BUSINESS	Bill No.:
Proposed By: Doug Schulze	Referrals(s):

BUDGET INFORMATION		
Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW		
:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Review draft agenda for City Council Retreat to be held Friday, September 30, 2016.

RECOMMENDED ACTION/MOTION

Information only.

ATTACHMENTS:

	Description	Type
🗋	Agenda	Backup Material

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL RETREAT
FRIDAY, SEPTEMBER 30, 2016

LOCATION: BAINBRIDGE ISLAND MUSEUM OF ART
550 WINSLOW WAY EAST., BAINBRIDGE ISLAND, WASHINGTON

AGENDA
(TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

1. **CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**
   8:00 AM

Mayor:	Val Tollefson	
Deputy Mayor:	Kol Medina	Wayne Roth
	Sarah Blossom	Michael Scott
	Ron Peltier	Roger Townsend

2. **ACCEPTANCE OR MODIFICATION OF AGENDA**

3. **CITY MANAGER OPENING REMARKS**
   8:05 AM

4. **DEPARTMENT DIRECTOR REPORTS ON 2016 PROGRESS AND POTENTIAL 2017 PLANS**
   8:15 AM
   A. Planning and Community Development – Gary Christensen
   B. Police – Chief Hamner
   C. Public Works – Barry Loveless
   D. Finance and Administration – Ellen Schroer
   E. Executive – Doug Schulze

5. **COUNCIL DISCUSSION**
   9:30 AM
   A. Discussion and Feedback to Staff by Department
   B. Continue September 20, 2016 Discussion of Governance and Procedures Issues
   C. For the Good of the Order

6. **PUBLIC COMMENT**
   11:45 AM

7. **ADJOURNMENT**
   12:00 PM

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