



**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL STUDY SESSION
TUESDAY, SEPTEMBER 17, 2024**

**COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA**

AND

**REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
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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. REGULAR BUSINESS**
 - 3.A (6:10 PM) Receive City Manager's Presentation of 2025-2026 Proposed Budget, 90 Minutes**
- 4. COMMITTEE REPORTS - 7:40 PM**
- 5. ADJOURNMENT - 7:50 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.



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CITY OF
BAINBRIDGE ISLAND

City Council Study Session Agenda Bill

MEETING DATE: September 17, 2024

ESTIMATED TIME: 90 Minutes

AGENDA ITEM: (6:10 PM) Receive City Manager's Presentation of 2025-2026 Proposed Budget,

SUMMARY: The City Manager, Deputy City Manager, and Department Directors will present a summary of the 2025-2026 Proposed Budget and 2025-2030 Capital Improvement Plan (CIP). In spite of reduced revenues and increased costs, the General Fund proposed budget/expenditure plan is balanced without a draw on reserves. No layoffs are proposed, and no new positions are proposed. However, 3.5 approved positions are proposed to remain vacant during the budget period. The full proposed budget will be distributed and posted on Wednesday, September 17, after the Tuesday Study Session. October 8 is scheduled as the first of two Public Hearings and is the time the City Council is expected to provide feedback on the expenditure plan.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

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 7 (first Monday in October).
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 no later than December 2 (first Monday in December).
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 2025-2030 Capital Improvement Plan (CIP) included as part of this agenda item is an integral 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.

ATTACHMENTS:

FISCAL DETAILS: The total proposed biennial budget for 2025-26 including transfers is \$144.3 million which is about 1.5% less than the 2023-24 biennial budget. General Fund revenues are forecasted to be \$47,475,000 and General Fund expenses are forecasted to be \$47,329,000, for a budget \$146,000 to the good. The Proposed Budget will be posted to the City's website Wednesday, September 18th and a separate printed copy provided to each Councilmember after this evening's presentation.

Fund Name(s):

Coding: