CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING**
**WEDNESDAY, NOVEMBER 04, 2020**

REMOTE MEETING ON ZOOM

LINK TO JOIN WEBINAR
HTTPS://BAINBRIDGEWA.ZOOM.US/J/93313900470
OR IPHONE ONE-TAP :
US: +12532158782,,92752441284# OR +13462487799,,92752441284#
OR TELEPHONE:
DIAL: US: +1 253 215 8782
WEBINAR ID: 933 1390 0470

**AGENDA**

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

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

3. **FUTURE COUNCIL AGENDAS**

   **3.A** **(6:10 PM) Future Council Agendas,** 10 Minutes
   November 10 City Council Regular Business Meeting.pdf
   November 17 City Council Study Session.pdf
   November 24 City Council Regular Business Meeting.pdf

4. **BUDGET DELIBERATIONS**

   **4.A** **(6:20 PM) Budget Discussion #6,** 2 Hours
   2021-22 Transmittal for CC 11042020 w supplemental materials
   Budget Motion Responses
   2021-22 PW Supplemental Memo Regarding Project Proposals

5. **FOR THE GOOD OF THE ORDER - 8:20 PM**

6. **ADJOURNMENT - 8:30 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.

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CITY OF BAINBRIDGE ISLAND

# Special City Council Meeting Agenda Bill

**MEETING DATE:** November 4, 2020 **ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:10 PM) Future Council Agendas,

**SUMMARY:** Council will review future Council agendas.

**AGENDA CATEGORY:** Discussion **PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

November 10 City Council Regular Business Meeting.pdf

November 17 City Council Study Session.pdf

November 24 City Council Regular Business Meeting.pdf

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING**
**TUESDAY, NOVEMBER 10, 2020**

REMOTE MEETING ON ZOOM

**AGENDA**

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

2. **EXECUTIVE SESSION**

3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

4. **PUBLIC COMMENT**

5. **MAYOR'S REPORT**

6. **CITY MANAGER'S REPORT**

7. **PRESENTATION(S)**

    **7.A** **Recognition of Service of Councilmember Medina - Mayor Schneider,** 20 Minutes

    **7.B** **(x PM) Proclamation Honoring Veterans Day on November 11, 2020 - Mayor Schneider,** 5 Minutes

8. **FUTURE COUNCIL AGENDAS**

9. **BUDGET DELIBERATIONS**

    **9.A** **Budget discussion #8** 30 Minutes

10. **UNFINISHED BUSINESS**

    **10.A** **City Manager Search Process - Mayor Schneider,** 30 Minutes

    **10.B** **Approval of Climate Action Plan** 30 Minutes
    Draft Climate Action Plan for Consideration of Approval

**10.C** **Sustainable Transportation Goals and Objectives Discussion - Public Works,** 20 Minutes

**10.D** **(x PM) Ordinance No. 2020-34 Prohibiting New Self-Service Storage Uses, Adoption - Planning,** 20 Minutes

20201029 Public Hearing DRAFT Ordinance No. 2020-34 Self-Service Storage Facilities.docx
Exhibit A to Ordinance 2020-34.docx
Ordinance No. 2020-12 Extending Moratorium on Self-Service Storage Facilities Approved 051220.pdf

**10.E** **(x PM) Ordinance No. 2020-30 Relating to Property Tax Levy for Collection in 2021 - Finance,** 10 Minutes

Ordinance No. 2020-30 Relating to the Levy of Property Taxes for Collection in 2021.docx
City of Bainbridge Island Levy Limit 9 28 2020 TY2021.docx
Property_Tax_Ordinance_Presentation_CC_102720_FInal.pdf

**10.F** **(x PM) Revisions to City's Ethics Program - Council,** 30 Minutes

Ethics Board Operating Rules - Revised and Adopted 10-19-2020

## 11. PUBLIC HEARING(S)

**11.A** **Public Hearing on Self-Service Storage Moratorium Extension - Planning,** 10 Minutes

**11.B** **Final Public Hearing for Ordinance No. 2020-31 Relating to the 2021-22 Biennial Budget - Finance,** 10 Minutes

## 12. NEW BUSINESS

**12.A** **Robert Stevenson Memorial Bench Donation Agreement - Public Works,** 5 Minutes

Agreement -Sanders bench.docx
Attachment A_bench_CA-2_series.pdf
Attachment B_ aerial location.pdf
Attachment B_context location.pdf

**12.B** **(x PM) Appointments to the Lodging Tax Advisory Committee - Mayor Schneider,** 10 Minutes

**12.C** **Cancellation of Professional Services Agreement with Olympic Property Group for development of City-owned "Suzuki" site at New Brooklyn and Sportsman Club Roads** 10 Minutes

## 13. COUNCIL DISCUSSION

**13.A** **Process and Schedule to Fill North Ward Council Vacancy - Mayor Schneider,** 15 Minutes

## 14. CONSENT AGENDA

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

**14.B** **Accounts Payable and Payroll**

**14.C** **Regular City Council Meeting Minutes, October 27, 2020**

**14.D** **Contract Amendment, 100% Cost Recovery Fee Study PCD - Planning,** 5 Minutes
Amendment No 1 to PSA with FCS Group for Fee Study
Fully Executed FCS Group PSA Contract Signed 122019.pdf
Consultant Request for Budget Adjustment

**14.E** **Resolution No. 2020-17, Old Mill Road Speed Limit Change - Public Works,** 5 Minutes
Old Mill Road Speed Limit Recommendation 102720.pdf
Resolution No 2020-17 Old Mill Road Speed Limit Change.docx

**14.F** **City Hall Solar System Acquisition - Public Works,** 5 Minutes
Solar Purchase Agreement Draft - Bainbridge Island - 10-23-20.PDF
COBI Solar FMV Analysis from UMC.pdf
Memo from A. Snyder to City of Bainbridge Island - 10-23-20.pdf
Memo from Public Works Director regarding City Hall Solar System FMV Analysis 102320.pdf
2019 Bainbridge City Hall Estimate from Sunergy Systems for New Solar System.pdf
Bainbridge City Hall Solar System Layout - 297 modules.pdf

**14.G** **City Hall Solar Facility Budget Adjustment - Public Works,** 5 Minutes

**14.H** **2020 Road Preservation Project Change Order No. 2 – Public Works,** 5 Minutes
Change Order 2-rev(3).xlsx

**14.I** **Agreement with Kitsap County Regarding Jury Panels for Municipal Court - Executive,** 5 Minutes
Kitsap County Clerk's Office (Agreement Regarding Jury Panels for Municipal Court).pdf

**14.J** **Agreement with Kitsap Humane Society for Animal Control Services for 2021-23 - Executive,** 5 Minutes
2021-23 PSA with Kitsap Humane Society

**14.K** **Third Amendment to the Agreement for Incarceration of City Prisoners - Police,** 5 Minutes
2021 Jail Amendment.docx

**15. COMMITTEE REPORTS**

**16. FOR THE GOOD OF THE ORDER**

**17. ADJOURNMENT**

## GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION**
**TUESDAY, NOVEMBER 17, 2020**

REMOTE MEETING ON ZOOM

**AGENDA**

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

2. **EXECUTIVE SESSION**

3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

4. **MAYOR'S REPORT**

5. **FUTURE COUNCIL AGENDAS**

6. **BUDGET DELIBERATIONS**

   **6.A** **(x:xx PM) Ordinance No. 2020-25 Adopting the 2021-2026 Capital Improvement Plan (CIP) - Public Works,** 10 Minutes
   Presentation_-_2021-26_CIP_Discussion 101320.pdf
   2021_2026_CIP_Combined.pdf

   **6.B** **Budget discussion #9** 30 Minutes

7. **PRESENTATIONS**

8. **UNFINISHED BUSINESS**

   **8.A** **Sustainable Transportation Plan Update - Decision-making Framework Discussion** 60 Minutes

   **8.B** **Green Building Code - Update and Next Steps** 10 Minutes

   **8.C** **(x PM) Consider Planning Commission Recommendations Prior to Scheduling a Public Hearing on Bonus Floor Area Ratio Options, BIMC 18.12.030.E. - Planning,** 45 Minutes
   20201008 PC Cover Letter to CC on Bonus FAR Revisions.docx
   DRAFT Ordinance No. 2020-16.docx
   Exhibit A Excerpt BIMC Table 18.12.020-3.docx

20200924 PC Staff Memo.pdf
MUTC and HS Rd Map.pdf
WMP Goals & Policies Related to FAR.pdf
ORD NO. 2020-20 EXTENDING INTERIM ZONING CONTROL RELATED TO BONUS DENSITY.pdf
June 11 2020 Planning Commission Meeting Minutes.pdf
July 9 2020 Planning Commission Meeting.pdf
August 27 2020 PLANNING COMMISSION MINUTES.pdf
September 10 2020 PLANNING COMMISSION MINUTES.pdf
September 24 2020 PLANNING COMMISSION MINUTES.pdf

**8.D** **(x PM) Update from Joint City Council and Planning Commission Land Use Subcommittee - Councilmembers Carr, Hytopoulos, and Pollock,** 10 Minutes

## 9. NEW BUSINESS

**9.A** **Council direction to Design Review Board on Flexibility for Affordable Housing Projects - Mayor Schneider** 15 Minutes

## 10. CITY COUNCIL DISCUSSION

**10.A** **Reconsideration of Legislative Review of Land Use Regulations related to the Triangle Property, to Consider Creating Specific Standards for a Composting Facility - Mayor Schneider,** 10 Minutes

## 11. FOR THE GOOD OF THE ORDER

## 12. ADJOURNMENT

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CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING**
**TUESDAY, NOVEMBER 24, 2020**

REMOTE MEETING ON ZOOM

**AGENDA**

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

2. **EXECUTIVE SESSION**

3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

4. **PUBLIC COMMENT**

5. **FUTURE COUNCIL AGENDAS**

6. **MAYOR'S REPORT**

7. **CITY MANAGER'S REPORT**

8. **BUDGET DELIBERATIONS**

9. **PRESENTATION(S)**

10. **PUBLIC HEARING(S)**

11. **UNFINISHED BUSINESS**

**11.A** **(x PM) Ordinance No. 2020-31 Relating to the 2021-22 Biennial Budget - Finance,** 15 Minutes
Ordinance No. 2020-31 Adopting Biennial Budget for FY 2021-22.docx
2021_ Exhibit A.pdf
2022_ Exhibit B.pdf

**11.B** **(x:xx PM) Set the Public Hearing for Ordinance No. 2020-35 Amending BIMC 18.09.030.G.3, excluding two lots commonly known as the "Triangle Property" from a 500' setback that applies to waste transfer facilities, and creating a provision for greater lot coverage.** 15 Minutes
FOR BACKGROUND October 6, 2020 Memorandum to Council
FOR BACKGROUND Attachment A Planning Commission Review Summary and Memorandums
FOR BACKGROUND Attachment B Planning Commission Recorded Motion

**11.C** **(x PM) Set Public Hearing on Ordinance No. 2020-37 Extending the Landmark Tree Ordinance - Planning,** 10 Minutes

Ordinance No. 2019-39
Exhibit A (Work Plan) to Ordinance No. 2019-39
Public Hearing Draft of Ordinance No. 2019-39 Extending Landmark Tree Regulations as Amended at 111219 Meeting

**11.D** **(x PM) Expectations for Council Liaisons - Mayor Schneider,** 20 Minutes

## 12. NEW BUSINESS

**12.A** **Ordinance No. 2020-XX, Relating to 2020 4th Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,** 5 Minutes

**12.B** **Interlocal Agreement with Kitsap Conservation District for Agricultural Technical Assistance and Services - Public Works - Public Works,** 10 Minutes
2021-2022 KC Conservation District ILA.docx
2018 KCD and Bainbridge ILA Annual Report.pdf
2019 KCD and Bainbridge ILA Annual Report.pdf

**12.C** **Chlorine Generator Replacement Contract - Public Works,** 5 Minutes

**12.D** **Dump Truck Cab & Chassis Procurement** 10 Minutes

## 13. CONSENT AGENDA

## 14. COMMITTEE REPORTS

## 15. FOR THE GOOD OF THE ORDER

## 16. ADJOURNMENT

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# Special City Council Meeting Agenda Bill

CITY OF BAINBRIDGE ISLAND

**MEETING DATE:** November 4, 2020 **ESTIMATED TIME:** 2 Hours

**AGENDA ITEM:** (6:20 PM) Budget Discussion #6,

**SUMMARY:** Continued discussion on the 2021-2022 Proposed Budget and 2021-2026 Capital Improvement Plan. The discussion will focus on specific budget motions made by Council members at earlier meetings.

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

**RECOMMENDED MOTION:** Continued budget discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:** Please see the attached background materials.

The transmittal memo includes summary financial Information

- o Difference between recurring revenue and recurring expenditure forecasts
- o Difference between estimated ending fund balance and the reserve targets
- o CIP Project Summary
- o Summary of Changes in the Proposed Budget

All Budget Motions are included in the transmittal memo and detailed context materials are also provided.

**ATTACHMENTS:**

[2021-22 Transmittal for CC 11042020 w supplemental materials]

[Budget Motion Responses]

[2021-22 PW Supplemental Memo Regarding Project Proposals]

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# 2021-2022 PROPOSED BUDGET

# Budget Deliberations Transmittal Memo

Date: November 4, 2020

From: Ellen Schroer, Deputy City Manager

Re: October 27th Budget Discussion Follow Up and November 4 Preparation

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The purpose of this memo is to provide a framework for the budget materials included in the agenda packet. The meeting on November 4th includes a significant amount of time for budget discussions. This memo supports the discussion by providing summary information requested by councilmembers; it also serves as a cover memo for written responses to budget motions made in prior meetings.

The memo presents information in two sections. The written responses follow as attachments.

- Summary Financial Information
  - Difference between recurring revenue and recurring expenditure forecasts
  - Difference between estimated ending fund balance and the reserve targets
  - CIP Project Summary
  - Summary of Changes in the Proposed Budget
- Budget Motion Summary

## Section One: Summary Financial Information

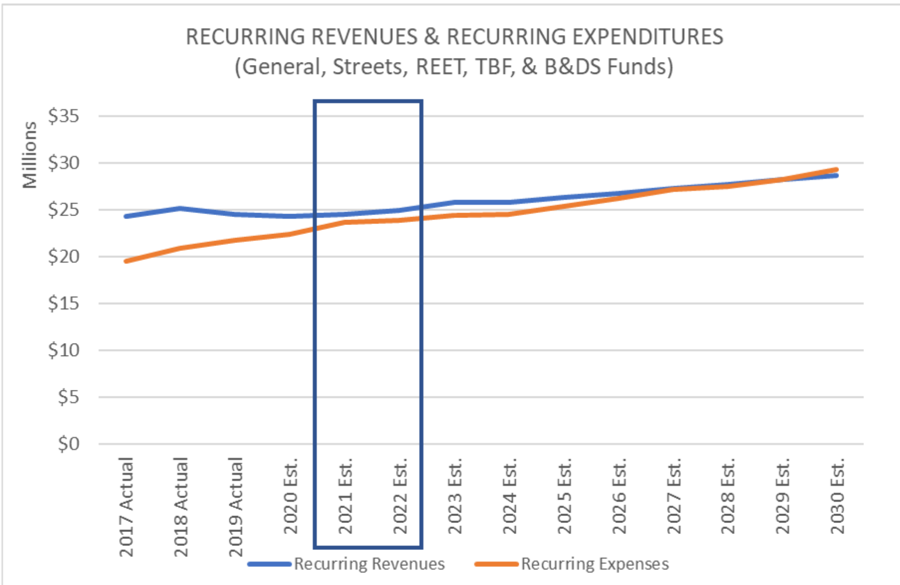
The 2021-2022 Proposed Budget meets all financial and reserve policies through the coming biennium; it does not meet the 10-year sustainability tests which the City has used in recent budget cycles to support its financial goals.

### *Recurring revenue/expenditure forecasts*

With the Transportation Benefit Fund revenue, we now expect due to the I-976 ruling, the budget meets the tests for Recurring Revenues/Recurring Expenditures for 9 years, through 2029. See Chart and Table 1.

The charts on the following pages show that recurring revenues for tax-supported funds are greater than recurring expenditures through 2029. The blue line (revenue) is higher than the orange line (expenditure) for the years 2017 - 2029. The table below the chart shows the numbers plotted by the lines, with the final line on the table showing the difference between the revenues on the top line and the expenditures on the second line. The numbers in 2030 are red and in brackets, showing that the estimated expenditures are greater than estimated revenues by $591,453.

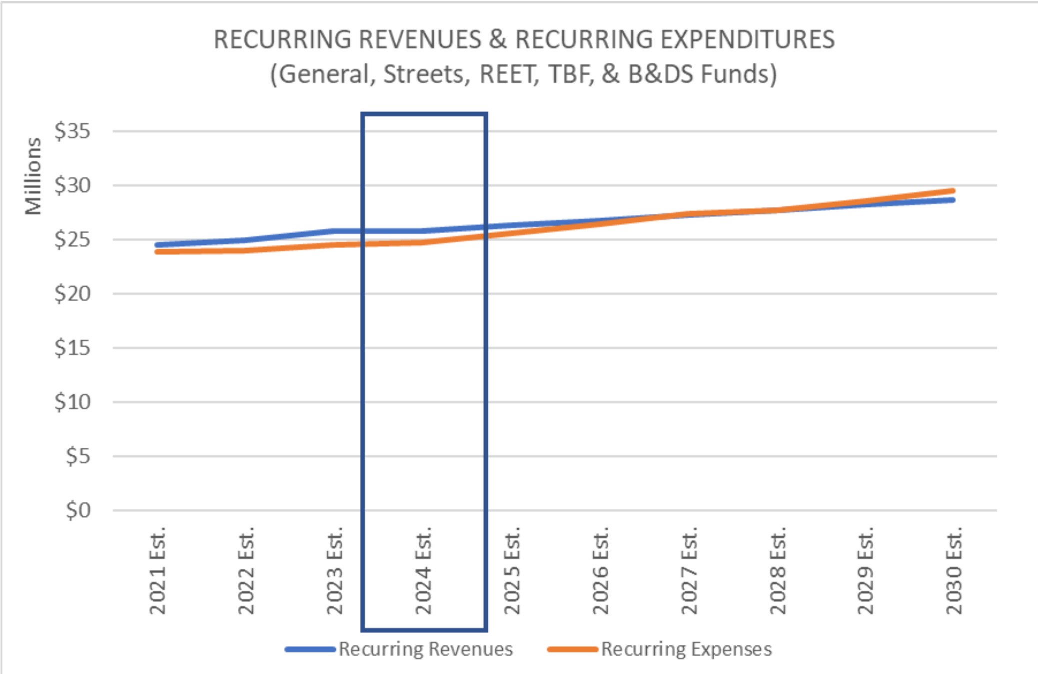
**Chart/Table 1: Proposed Budget + TBF Revenue**




| Proposed Budget w/TBF Revenue | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2021 Est. | 2022 Est. | 2023 Est. | 2024 Est. | 2025 Est. | 2026 Est. | 2027 Est. | 2028 Est. | 2029 Est. | 2030 Est. |
| Recurring Revenues | 24,496,652 | 24,917,413 | 25,757,187 | 25,817,238 | 26,296,921 | 26,769,177 | 27,245,128 | 27,730,180 | 28,319,886 | 28,712,113 |
| Recurring Expenses | 23,685,432 | 23,856,375 | 24,365,047 | 24,523,811 | 25,364,514 | 26,218,545 | 27,145,744 | 27,503,833 | 28,289,541 | 29,303,566 |
| Revenues Less Expenses | 811,220 | 1,061,038 | 1,392,140 | 1,293,427 | 932,407 | 550,632 | 99,384 | 226,347 | 30,345 | (591,453) |

Adding all of the motions made to date, the same charts show that recurring revenues for tax-supported funds are greater than recurring expenditures through 2026. The blue line (revenue) is higher than the orange line (expenditure) for the years 2017 - 2026. The table below the chart shows the numbers plotted by the lines, with the final line on the table showing the difference between the revenues on the top line and the expenditures on the second line. The numbers in 2027, 2029 and 2030 are red and in brackets, showing that the estimated expenditures are greater than estimated revenues by $100,870, $187,292 and $818,340, respectively. The increasing amount of the difference is due to the structural financial condition that recurring expenditures, mainly personnel, typically grow at a pace greater than recurring revenues. The year 2028 shows a small positive balance due to a scheduled decrease in existing debt service expenditures which offsets a portion of other natural expenditure growth.

**Chart/Table 2: Proposed Budget + TBF Revenue + Budget Motions**



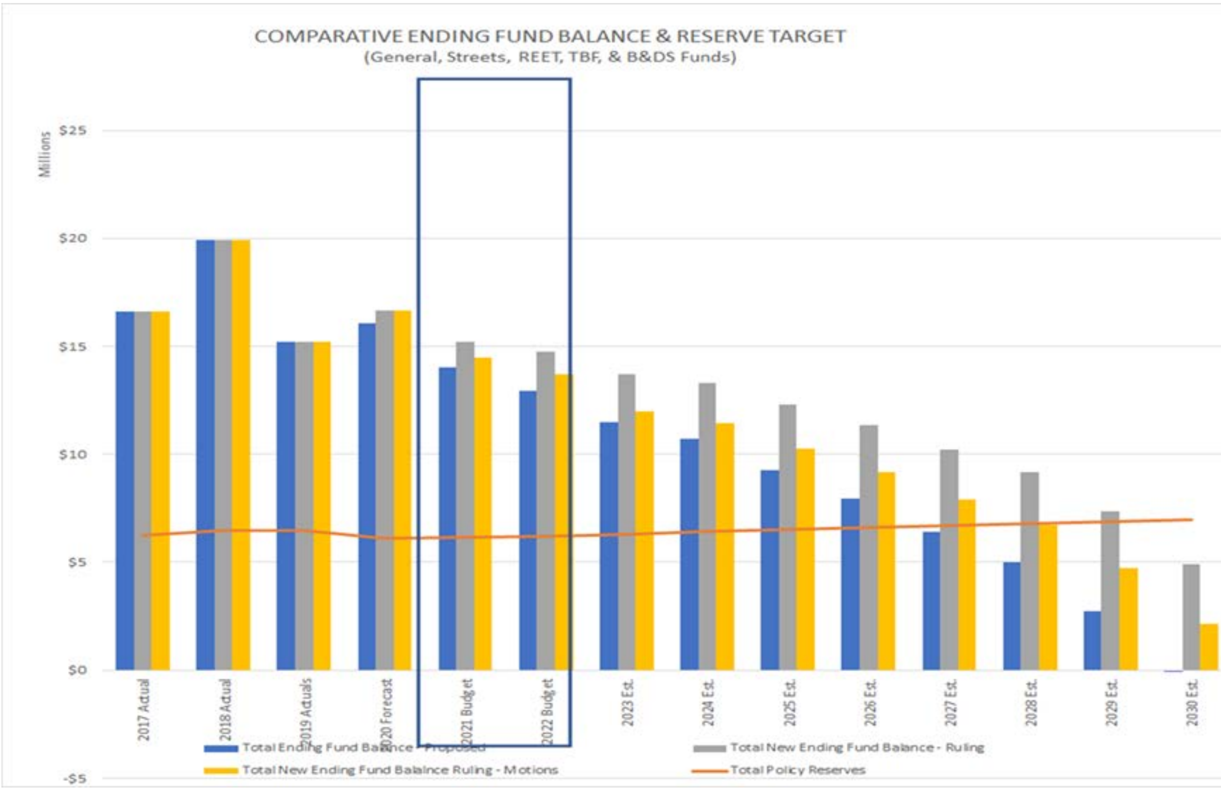

| Proposed Budget w/TBF Rev & Motions | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2021 Est. | 2022 Est. | 2023 Est. | 2024 Est. | 2025 Est. | 2026 Est. | 2027 Est. | 2028 Est. | 2029 Est. | 2030 Est. |
| Recurring Revenues | 24,496,652 | 24,917,413 | 25,757,187 | 25,817,238 | 26,296,921 | 26,769,177 | 27,245,128 | 27,730,180 | 28,319,886 | 28,712,113 |
| Recurring Expenses | 23,841,432 | 24,019,005 | 24,534,589 | 24,700,558 | 25,548,773 | 26,410,635 | 27,345,998 | 27,712,598 | 28,507,178 | 29,530,453 |
| Revenues Less Expenses | 655,220 | 898,408 | 1,222,598 | 1,116,680 | 748,148 | 358,542 | (100,870) | 17,582 | (187,292) | (818,340) |

## *Fund Balances: 10-year sustainability test for fund balance and policy reserves*

The chart on the next page shows the ending fund balance for tax-supported funds in the blue column, the ending fund balance adjusted for the new expected revenue for the Transportation Benefit Fund in the gray column and the ending fund balance adjusted for both the TBF revenue and the impact of the budget motions in the yellow column.

The table below the chart shows the numbers plotted by the columns, with the final line on the tables showing the difference between the fund balance on the fourth line and the policy reserve targets on the second line. The numbers that are red and in brackets show that the estimated ending fund balance is less than policy reserve target. The budget fails to meet the policy reserve test in 2030 in the Proposed Budget with TBF scenario (gray column) and in 2028 in the Proposed Budget with TBF and all budget motions scenario (yellow column).

## Chart/Table 3: Fund Balance 10-year Sustainability Test




| | 2021 Budget | 2022 Budget | 2023 Est. | 2024 Est. | 2025 Est. | 2026 Est. | 2027 Est. | 2028 Est. | 2029 Est. | 2030 Est. |
|---|---|---|---|---|---|---|---|---|---|---|
| Total Ending F.B. - Prop. Bdgt | 14,015,832 | 12,925,775 | 11,492,430 | 10,701,072 | 9,277,089 | 7,944,072 | 6,390,458 | 4,982,212 | 2,741,295 | -89,234 |
| Total Policy Reserves | 6,166,435 | 6,219,935 | 6,305,914 | 6,422,007 | 6,509,849 | 6,599,357 | 6,690,565 | 6,783,504 | 6,878,207 | 6,974,708 |
| Total New Ending F.B. - Ruling | 15,222,832 | 14,732,775 | 13,699,430 | 13,308,072 | 12,284,089 | 11,351,072 | 10,197,458 | 9,189,212 | 7,448,295 | 5,017,766 |
| Total New Ending F.B. w/Ruling & Motions | 14,463,832 | 13,711,145 | 11,983,258 | 11,415,153 | 10,206,911 | 9,081,804 | 7,727,936 | 6,510,925 | 4,552,371 | 1,994,955 |
| New Fund Balance with Ruling & Motions Less Reserves | 8,297,397 | 7,491,210 | 5,677,344 | 4,993,146 | 3,697,062 | 2,482,447 | 1,037,371 | -272,579 | -2,325,836 | -4,979,753 |

## *Summary of all projects in the Capital Improvement Plan*

| Project | Grant Eligible | Grant Awarded | Grant Funds | Prior Years | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **TRANSPORTATION PROJECTS - 6-YEAR CIP** | | | | | | | | | | | |
| Wyatt Way Reconstruction Phase 1 | X | X | 2,516 | 4,153 | 9 | - | - | - | - | - | 4,162 |
| Sportsman Club/New Brooklyn | X | X | 556 | 1,097 | 42 | 3 | - | - | - | - | 1,142 |
| Finch Road Improvements | X | | 300 | - | 117 | 333 | - | - | - | - | 450 |
| Country Club Bulkhead Reconstruction | | | - | - | 525 | - | - | - | - | - | 525 |
| Country Club Rd Reconstruction | | | - | 61 | 325 | - | - | - | - | - | 386 |
| Madison Avenue Reconstruction | X | | 750 | - | 50 | 13 | 1,198 | - | - | - | 1,261 |
| Manitou Beach Rd & Bulkhead Repair | | | - | - | - | - | 225 | - | 485 | 500 | 1,210 |
| Winslow Way West | | | | - | - | - | - | - | 140 | 610 | 750 |
| City Project Funding | | | | 2,239 | 1,068 | 49 | 673 | - | 625 | 1,110 | 5,764 |
| *Grant Totals* | | | | 3,072 | - | 300 | 750 | - | - | - | 4,122 |
| **TOTALS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | **5,311** | **1,068** | **349** | **1,423** | **-** | **625** | **1,110** | **9,886** |
| **NON-MOTORIZED PROJECTS - 6-YEAR CIP** | | | | | | | | | | | |
| High School Road Safety Improvements | x | x | 225 | 248 | 6 | - | - | - | - | - | 254 |
| Eagle Harbor Phase II | x | x | 700 | 1,020 | 46 | 3 | - | - | - | - | 1,070 |
| Visconsi Trail | | | - | 25 | 265 | - | - | - | - | - | 290 |
| Madison Avenue Sidewalk Improvements | x | x | 1,410 | - | 290 | 1,810 | - | - | - | - | 2,100 |
| High School Road SR 305 Bike Crossing | x | | 700 | - | - | 172 | 770 | - | - | - | 942 |
| C40 Eagle Harbor Dr Phase I | x | x | 735 | 95 | - | - | 5 | 755 | - | - | 855 |
| Grow Ave Traffic Calming | x | | - | - | 28 | 93 | - | - | - | - | 121 |
| Lost Valley Trail | x | | 220 | - | - | - | 10 | 45 | 235 | - | 290 |
| C40 - Bucklin Ph 2 | x | | - | 57 | - | - | - | 698 | - | - | 755 |
| City Project Funding | | | | 520 | 425 | 878 | 85 | 763 | 15 | - | 2,686 |
| *Grant Totals* | | | | *925* | *210* | *1,200* | *700* | *735* | *220* | - | *3,990* |
| **TOTALS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | **1,445** | **635** | **2,078** | **785** | **1,498** | **235** | **0** | **6,676** |
| **FACILITIES PROJECTS - 6-YEAR CIP** | | | | | | | | | | | |
| Police and Municipal Court Building | | | - | 20,000 | - | - | - | - | - | - | 20,000 |
| City Hall Parking Lot Retrofit | x | | - | - | 111 | - | - | - | - | - | 111 |
| City Hall Security | | | - | - | 157 | 7 | - | - | - | - | 164 |
| Salt Storage Facility | | | - | - | 67 | - | - | - | - | - | 67 |
| Winslow Rain Garden Safety Fencing | | | - | - | 103 | - | - | - | - | - | 103 |
| City Hall Renovations | | | - | - | - | 116 | 380 | - | - | - | 496 |
| City Project Funding | | | | 20,000 | 438 | 123 | 380 | - | - | - | 20,941 |
| *Grant Totals* | | | | - | - | - | - | - | - | - | - |
| **TOTALS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | **20,000** | **438** | **123** | **380** | **-** | **-** | **-** | **20,941** |

| Project | Grant Eligible | Grant Awarded | Grant Funds | Prior Years | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **WATER PROJECTS - 6-YEAR CIP** | | | | | | | | | | | |
| Wyatt Way Reconstruction | | | - | 323 | - | - | - | - | - | - | 323 |
| SCADA Upgrades | | | - | 208 | 8 | - | - | - | - | - | 216 |
| Chlorine Generator Upgrades | | | - | 460 | 7 | - | - | - | - | - | 467 |
| Winslow Water Tank Replacement | | | - | 1,005 | 526 | 32 | 10,000 | - | - | - | 11,563 |
| Fire Flow Improvements | | | - | - | 89 | 388 | - | - | - | - | 477 |
| Well Development/Rehab | | | - | - | 54 | 165 | - | - | - | - | 219 |
| Pipeline Improvements | | | - | - | 64 | 338 | - | - | - | - | 402 |
| Emergency Generator | | | - | - | - | - | 60 | 135 | - | - | 195 |
| Water Treatment Improvements | | | - | - | - | - | 600 | 1,600 | - | - | 2,200 |
| Winslow Way West | | | - | - | - | - | - | - | 60 | 228 | 288 |
| City Project Funding | | | | 1,996 | 748 | 923 | 10,660 | 1,735 | 60 | 228 | 16,349 |
| *Grant Totals* | | | | - | - | - | - | - | - | - | - |
| **TOTALS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | **1,996** | **748** | **923** | **10,660** | **1,735** | **60** | **228** | **16,349** |
| **SEWER PROJECTS - 6-YEAR CIP (1000s)** | | | | | | | | | | | |
| Rehabilitate Pumps | | | - | 151 | 47 | 467 | - | - | - | - | 665 |
| Lift Station SCADA Upgrades | | | - | 281 | 7 | - | - | - | - | - | 288 |
| Pump Station & Force Main | | | - | 753 | 19 | 25 | 2,750 | - | - | - | 3,547 |
| Rehabilitate Pump Station (Lower Lovell) | | | - | 173 | 14 | 477 | 440 | - | - | - | 1,103 |
| Rehabilitate Pump Station (Wing Point) | | | - | 102 | 14 | 13 | - | 525 | - | - | 653 |
| Village Basin Improvements | | | - | - | 805 | - | - | - | - | - | 805 |
| WWTP Airgap Replacement | | | - | - | 92 | - | - | - | - | - | 92 |
| Hawley Pump | | | - | - | - | 114 | - | 490 | - | - | 604 |
| Hawley/Irene Grinder Pumps | | | - | - | 379 | - | - | - | - | - | 379 |
| North Town Woods Pump | | | - | - | - | 114 | 490 | - | - | - | 604 |
| Woodward Pump | | | - | - | - | 119 | - | - | 380 | - | 499 |
| Rehabilitate Pump Station (Island Terrace) | | | - | - | - | - | 180 | 475 | - | - | 655 |
| Install Gravity Sewers | | | - | 200 | - | - | - | - | - | 490 | 690 |
| Extend WWTP Outfall | | | - | - | - | - | 275 | - | 950 | - | 1,225 |
| City Project Funding | | | | 1,660 | 1,376 | 1,328 | 4,135 | 1,490 | 1,330 | 490 | 11,809 |
| *Grant Totals* | | | | - | - | - | - | - | - | - | - |
| **TOTALS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | **1,660** | **1,376** | **1,328** | **4,135** | **1,490** | **1,330** | **490** | **11,809** |
| **STORMWATER PROJECTS - 6-YEAR CIP (1000s)** | | | | | | | | | | | |
| Eagle Hrbr. Dr. @ McDonald Creek Culvert | | | - | 210 | 52 | 2 | - | - | - | - | 264 |
| Pritchard Park Outfall | | | | 125 | 15 | 33 | - | - | - | - | 173 |
| Yeomalt Area Drainage Improvements | | | - | 61 | - | 625 | - | - | - | - | 686 |
| Blakely Ave. Drainage Improvements | | | - | - | - | - | 280 | - | - | - | 280 |
| Springbrook Creek Restoration and Culvert | | | - | - | - | - | - | 240 | 1,270 | - | 1,510 |
| C40 Eagle Harbor Dr Phase 1 Fish Passage | | x | 600 | 105 | 1 | 4 | - | 525 | - | - | 635 |
| City Project Funding | | | | 501 | 68 | 664 | 280 | 765 | 1,270 | - | 3,548 |
| *Grant Totals* | | | | - | - | - | - | - | - | - | - |
| **TOTALS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | **501** | **68** | **664** | **280** | **765** | **1,270** | **-** | **3,548** |

## *Summary of all Changes in the Proposed Budget*

This information is included in the City Manager's Message, in the Proposed Budget introduction, and is provided here, per request.

### Items Identified by the City Council

| Funded? | Item | Total Cost | FTE | Recurring / One time | Comments |
|---|---|---|---|---|---|
| Yes | Implement climate action plan | tbd | - | One Time | (Council Priority Review - 7 votes) address within $300k funding |
| Yes | Land Use Code revisions | tbd | - | One Time | (Council Priority Review - 6 votes) No budget impacts identified at this time |
| No | FTE - Ombudsman | $ 112,259 | 1.00 | Recurring | (Council Priority Review - 5 votes) |
| Yes | Implement Sustainable transportation plan | tbd | - | One Time | (Council Priority Review - 5 votes) Sustainable Transportation Initiative + |
| Yes | Implement Green Building Code | tbd | - | One Time | (Council Priority Review - 4 votes) address within $300k funding |
| Yes | Affordable Housing Strategy | tbd | - | One Time | (Council Priority Review - 4 votes) No budget impacts identified at this time |
| Yes | Race Equity Initiative Implementation | tbd | - | One Time | (Council Priority Review - 3 votes) $100k of funding included |
| Yes | Plastics Ordinance | tbd | - | One Time | (Council Priority Review - 3 votes) Included in draft CAP |
| Yes | Sustainable Green Economic Development | tbd | - | One Time | (Council Priority Review - 3 votes) - $30k in each year of budget for economic |
| No | FTE - SEPA Specialist | $ 109,064 | 1.00 | Recurring | (Council Priority Review - 2 votes) |
| No | FTE - Agricultural resource specialist | $ 99,175 | 1.00 | Recurring | (Council Priority Review - 2 votes) |
| Yes | SSWM Utility - Implement Island-Wide Stormwater study | tbd | - | One Time | (Council Priority Review - 1 vote) |

## Items Included in the Proposed Budget (Tax-Supported Funds)

| Funded? | Item | Total Cost | FTE | Recurring/ One time | Comments |
|---|---|---|---|---|---|
| Yes | Delay in filling of vacant positions | $ (207,400) | - | One Time | Hold currently vacant positions open until Q1/Q2/Q3 of 2021 |
| Yes | FTE - Eliminate Sr. Plans Examiner position | $ (149,376) | (1.00) | Recurring | |
| Yes | FTE - Eliminate Vacant Police Officer position | $ (130,029) | (1.00) | Recurring | |
| Yes | Reduce Council contingency from $300k to $200k | $ (100,000) | - | Recurring | |
| Yes | FTE - Eliminate Sr. Judicial Specialist position | $ (87,166) | (1.00) | Recurring | |
| Yes | Navigator program | $ (30,000) | - | Recurring | Services will be provided by proposed new position |
| Yes | Climate Change Budget Set Aside | $ 300,000 | - | One Time | Projects to be determined in alignment with Climate Action Plan |
| Yes | Farms - Project Funding Increase | $ 130,000 | - | Recurring | $50,000 in each year for projects; $15,000 annual cost for labor |
| Yes | Sidewalk Repair/Replacement | $ 120,000 | - | One Time | $60,000 in each year |
| Yes | FTE - Behavior Health Navigator | $ 114,300 | 1.00 | Recurring | New position in Police Department |
| Yes | Diversity, Equity, and Inclusion Efforts | $ 100,000 | - | One Time | |
| Yes | Waterfront Park Tree Management Phase II | $ 60,000 | - | One Time | |
| Yes | Public Works Fuel Software System Upgrade | $ 40,000 | | One Time | |
| Yes | Island Center Subarea Plan Implementation | $ 30,000 | - | One Time | |

## Items Included in the Proposed Budget (Tax-Supported Funds - Continued)

| Funded? | Item | Total Cost | FTE | Recurring / One time | Comments |
|---|---|---|---|---|---|
| Yes | GIS Consortium - Tier 3 Package (AWC) | $ 27,000 | - | Recurring | |
| Yes | Complete Streets Ordinance Development | $ 25,000 | - | One Time | |
| Yes | Comprehensive Plan Periodic Update | $ 25,000 | - | One Time | |
| Yes | Farms - Suyematsu Fuel Tank Monitoring | $ 20,000 | - | One Time | |
| Yes | PSE Franchise Communications | $ 20,000 | - | One Time | |
| Yes | SMP - Climate Adaptation Implementation Phase 2 - Bluff Erosion | $ 20,000 | - | One Time | Continued effort to include the effects of climate change such as bluff erosion in SMP application |
| Yes | PW/WWTP Fuel Tank & Dispensing Station | $ 20,000 | - | One Time | |
| Yes | PW Shop HVAC Controls Upgrade | $ 20,000 | - | One Time | |
| Yes | Senior Center East Roof Replacement | $ 20,000 | - | One Time | |
| Yes | Broadcast PIX Upgrade | $ 18,000 | - | One Time | Council chamber equipment |
| Yes | SMP - Periodic Review | $ 15,000 | - | One Time | Outreach and engagement |
| Yes | Shoreline Stewardship Outreach | $ 10,000 | - | One Time | Education and outreach regarding best practices and opportunities to improve shoreline environment |
| Yes | Shoreline Riparian Restoration | $ 10,000 | - | One Time | |

## Items Included in the Proposed Budget (Utility Funds)

| Funded? | Item | Total Cost | FTE | Recurring/ One time | Comments |
|---|---|---|---|---|---|
| Yes | FTE - Engineer I/II - Capital Projects | $ 140,000 | 1.00 | Recurring | Staff addition assumed in proposed utility CIP |
| Yes | Water Utility - Taylor Well Rehab and Pump Replacement | $ 50,000 | | One Time | |
| Yes | Water Utility - Rockaway Rebuild Filtration System | $ 40,000 | | One Time | |
| Yes | Water Utility - System Business Planning | $ 37,500 | - | One Time | Development of a business plan for the Winslow Water system |
| Yes | Water Utility - Well Performance Testing and Evaluation | $ 30,000 | | One Time | |
| Yes | Water Utility - Automatic Valves & Controls Maintenance | $ 20,000 | | One Time | |
| Yes | Sewer Utility - Grinder Pump Replacements | $ 150,000 | - | One Time | |
| Yes | Sewer Utility - Biosolids Study | $ 100,000 | - | One Time | |
| Yes | Sewer Utility - Replace Scum Pit Pumps | $ 40,000 | | One Time | |
| Yes | Sewer Utility - Rebuild Influent Fine Screen | $ 20,000 | | One Time | |
| Yes | Sewer Utility - Rebuild Clarifier #1 Drive | $ 20,000 | | One Time | |
| Yes | SSWM Utility - Storm and Surface Water Management Utility Study | $ 250,000 | - | One Time | $125,000 in each year |
| Yes | SSWM Utility - Spoils Study for alternative solutions | $ 10,000 | | One Time | |

## Items Not Included in the Proposed Budget

| Funded? | Item | Total Cost | FTE | Recurring/ One time | Comments |
|---|---|---|---|---|---|
| No | Springbrook Fish Passage | $ 1,200,000 | - | One Time | Recommended by Planning Commission. Funding not currently identified within Proposed Budget. |
| No | Farms - Other Projects/Maintenance and Repairs | $ 824,000 | - | One Time | Significant list of identified projects at all farmland properties. |
| No | Senior Center Improvements | $ 450,000 | - | One Time | Cost share may be possible with Senior Center organization. |
| No | Town Square Cover | $ 341,000 | - | One Time | |
| No | City Dock expansion (rowing float) | $ 300,000 | - | One Time | |
| No | Farms - Shade Covenant - Tree Management | $ 250,000 | - | One Time | Range of available solutions |
| No | FTE - Climate Adaptation Officer | $ 135,000 | 1.00 | Recurring | Could be part of overall climate change initiatives. |
| No | FTE - Information Tech Support Specialist | $ 114,300 | 1.00 | Recurring | |
| No | Farms - Morales Farmhouse | $ 100,000 | - | One Time | |
| No | Farms - Suyematsu Farmhouse | $ 100,000 | - | One Time | Range of available solutions |
| No | Subarea Plan 2021, Implementation 2022 | $ 75,000 | - | One Time | Subarea plan (such as Day Road and Rolling Bay) to follow current process |
| No | Community Needs Assessment | $ 55,000 | - | One Time | Delayed due to streamlined funding cycle |
| No | PW Kitchen, Washer, Dryer Upgrade (EOC) | $ 40,000 | - | One Time | |
| No | Affordable Housing - ADU Design | $ 25,000 | - | One Time | Estimate of consultant ADU incentive program by providing pre-desgned building plans. |
| No | CAO Review | $ 25,000 | - | One Time | Work will be completed by staff |
| No | Vincent Road Property Assessment | $ 25,000 | - | One Time | Community solar use impact/co-existence with other potential site uses |
| No | COBI Intranet | $ 15,000 | - | One Time | |
| No | Affordable Housing - Outreach & Education | $ 5,000 | - | One Time | |

## Section Two: Summary of Budget Motions to Date

Additional information for each of the motions shown below is attached.

**APPROVED MOTIONS - OCTOBER 20, 2020**

**MOTION:** I move to add to the CIP $200,000 to plan and design the Coppertop/Sakai/ Woodward Trail, which extends the STO from the pond in Sakai Park, north to Sportsman's Club Road and creates new safe access to Sakai and Woodward schools through the Coppertop Industrial Park.
**Schneider/Medina:** The motion carried 5-2

**MOTION:** I move to put $60,000 of funding in the 2021-22 CIP for Senior Center improvements and $100,000 for 2023-24 budget for Senior Center improvements.
**Nassar/Medina:** The motion carried unanimously, 7-0.

**MOTION:** I move to include for this biennium $78,000 in General Funds for the structural preservation work to include the stabilization of the picker cabins at the Suyematsu farms and the clearing of brush and debris from structures on the Suyematsu site, as well as interpretive signage.
**Hytopoulos/Schneider:** The motion carried unanimously, 7-0.

**MOTION:** I move to designate $600,000 from the Transportation Benefit fund balance for high priority short-term projects resulting from the Sustainable Transportation planning.
**Schneider/Nassar:** The motion carried 6-1

**MOTION:** I move to replace the proposed Q1 2021 hiring of the existing planner position vacancy with a natural resource senior planner position.
**Carr/Nassar:** The motion carried 6-0 with Mayor Schneider abstaining.

**MOTION:** I move to defer the Country Club Road bulkhead reconstruction project to at least 2023 to allow time to develop an island-wide strategy for shoreline roadways that aligns with our Climate Action Plan.
**Carr/Pollock:** The motion carried unanimously, 7-0.

**MOTION:** I move to delete $25,000 from the Public Works' 2021 professional services budget for the Complete Streets ordinance development.
**Carr/Nassar:** The motion carried 5-1, with Councilmember Medina absent.

**MOTION:** I move to add $15,000 in General Funds to the 2021-22 budget for the National Citizens Survey.
**Hytopoulos/Schneider**: The motion carried 6-0 with Councilmember Medina absent.

**AMENDED MOTION:** I move that we add a FTE climate adaptation officer to our staffing to be located in the Executive Department to be funded separately from the $300,000 proposed funding for the Climate Action Plan implementation.
**Deets/Pollock:** The amended motion passed 6-0 with Councilmember Medina absent.

**MOTION:** I move to add $200,000 to the climate change implementation budget which is currently held at $300,000.
**Nassar/Pollock:** The motion carried 4-2 Councilmember Medina absent.

**WITHDRAWN MOTION**
**MOTION:** I move to remove the Winslow rain garden safety fencing from the CIP.
**Nassar/Pollock:** The motion was withdrawn.

**ADDITIONAL INFORMATION REQUESTED**

**City Hall Security Project**

**City Hall Renovation Project**

## 2021-2022 Proposed Budget Deliberations – Budget Motions

| **Question** | **Topic** |
|---|---|
| 38 | Motion 1: STO Trail extension |
| 39 | Motion 2: Senior Center Improvements |
| 40 | Motion 3: Suyematsu farm improvements |
| 41 | Motion 4: High Priority Sustainable Transportation Projects |
| 42 | Motion 5: Replace vacant Planner with Natural Resources Senior Planner |
| 43 | Motion 6: Country Club Bulkhead Project deferral |
| 44 | Motion 7: Complete Streets professional services removal |
| 45 | Motion 8: National Citizens Survey |
| 46 | Motion 9: Climate Change Adaptation Officer |
| 47 | Motion 10: Add $200k to climate change implementation plan |
| 48 | Withdrawn Motion 1: Winslow Rain Garden fencing |
| 49 | City Hall Security and renovations |

# 2021-2022 PROPOSED BUDGET

# Budget Query

Date: November 4, 2020

Budget Query: 38

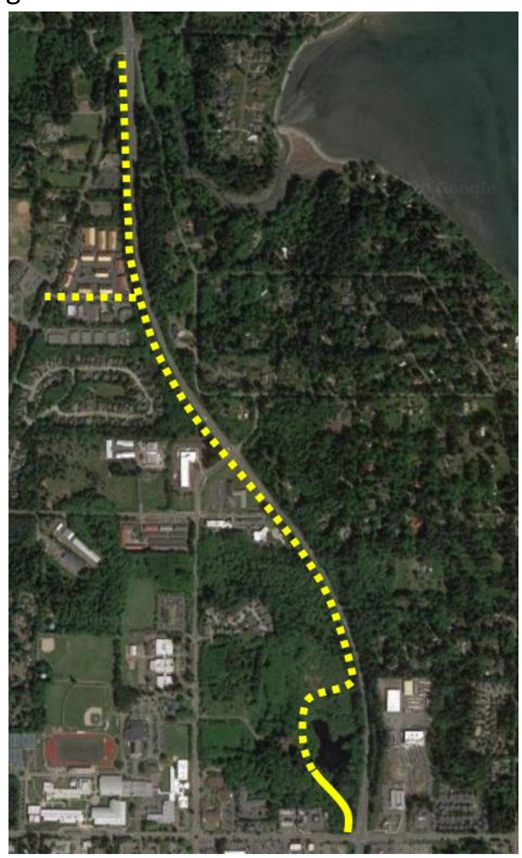
From: Mayor Schneider/Councilmember Medina

Date Rec'd: October 20, 2020

Re: Motion 1 - STO Trail Extension

**Motion:** I move to add to the CIP $200,000 to plan and design the Coppertop/Sakai/ Woodward Trail, which extends the STO from the pond in Sakai Park, north to Sportsman's Club Road and creates new safe access to Sakai and Woodward schools through the Coppertop Industrial Park.

What are the effects of this motion to the 2021-22 budget?



**Response:** The project as understood by the staff is a planning-level investigation and 15% design of the Sound to Olympics Trail (STO) from the northern end of the "Visconsi" trail to Sportsman Club Road, with trail "spurs" that connect Sakai, Woodward and the Coppertop Industrial Park. A high-level layout of the route is shown on the map at right. The exact location of the main trail and spur trail alignments are shown for reference only and would be clarified in this phase of the work. Identification of required trail easements would also be included in this phase of the work.

Due to limited project management capacity, staff recommends that this project be funded in the CIP in 2022. Additional analysis may indicate that in order to add this project, other work must be deferred, or additional staff added. Please see the Public Works Supplemental Memo for additional considerations regarding this project.

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | | $200,000 | One-time | |
| FTE Change | NA | NA | | |

**Additional Details:**

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. For purposes of this analysis, the spending is assumed in 2022, though we expect it may occur over a longer time period. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license) revenues that increase as a result of the recent Supreme Court Ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2029 (no change)

**Chart One:** Recurring revenues exceed recurring expenditures through 2029 without motion

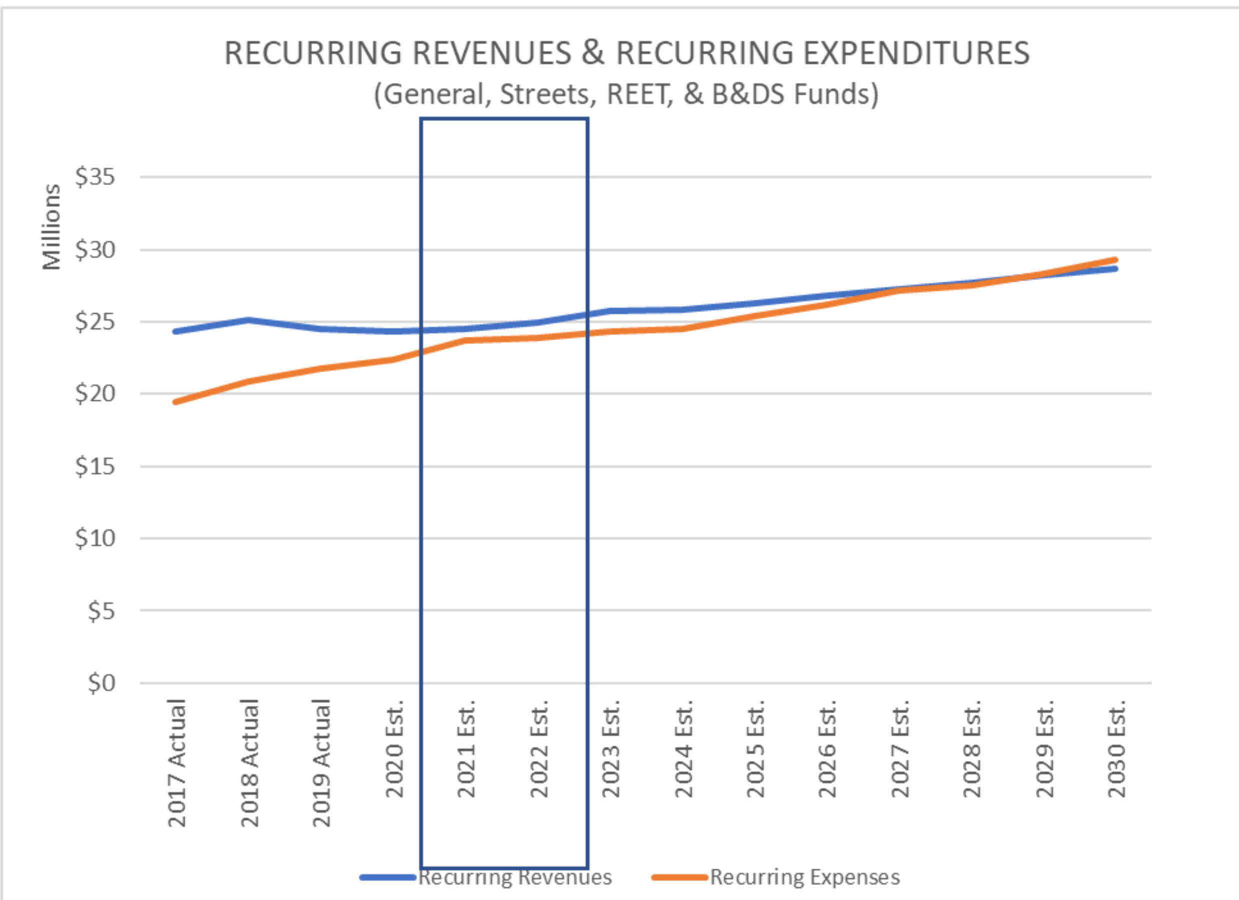


**Chart Two:** Recurring revenues exceed recurring expenditures through 2029 with motion

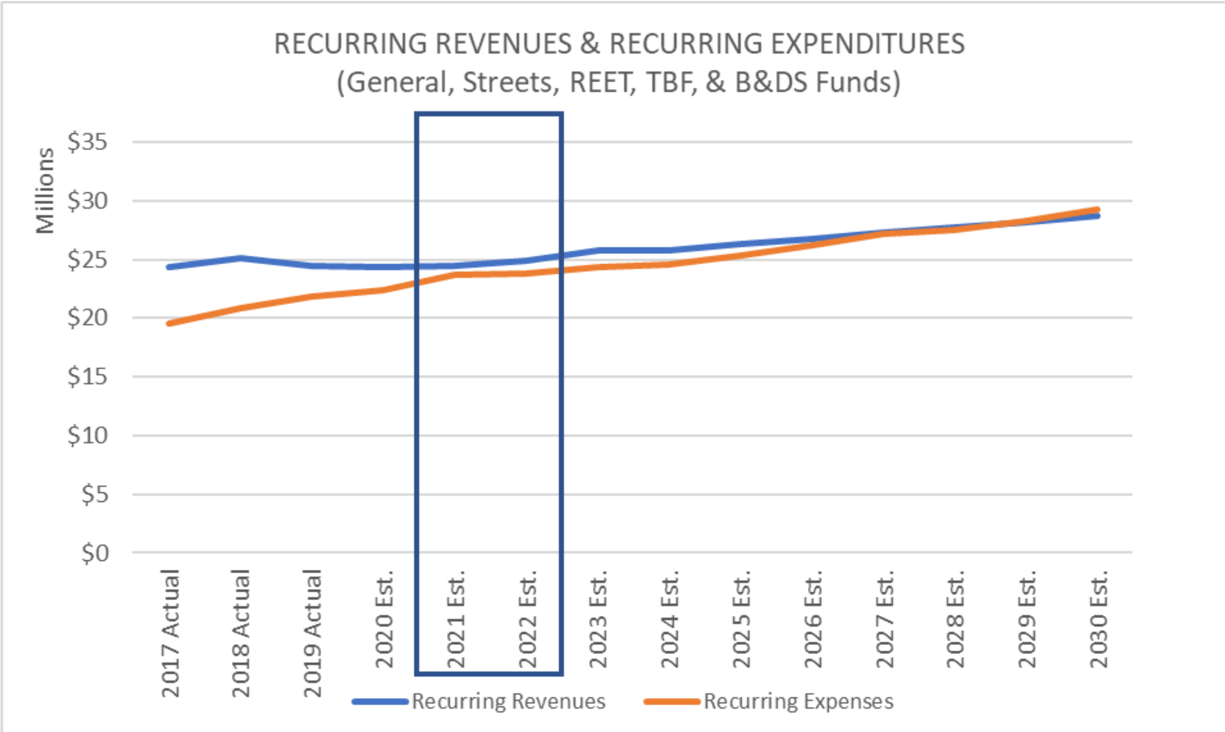
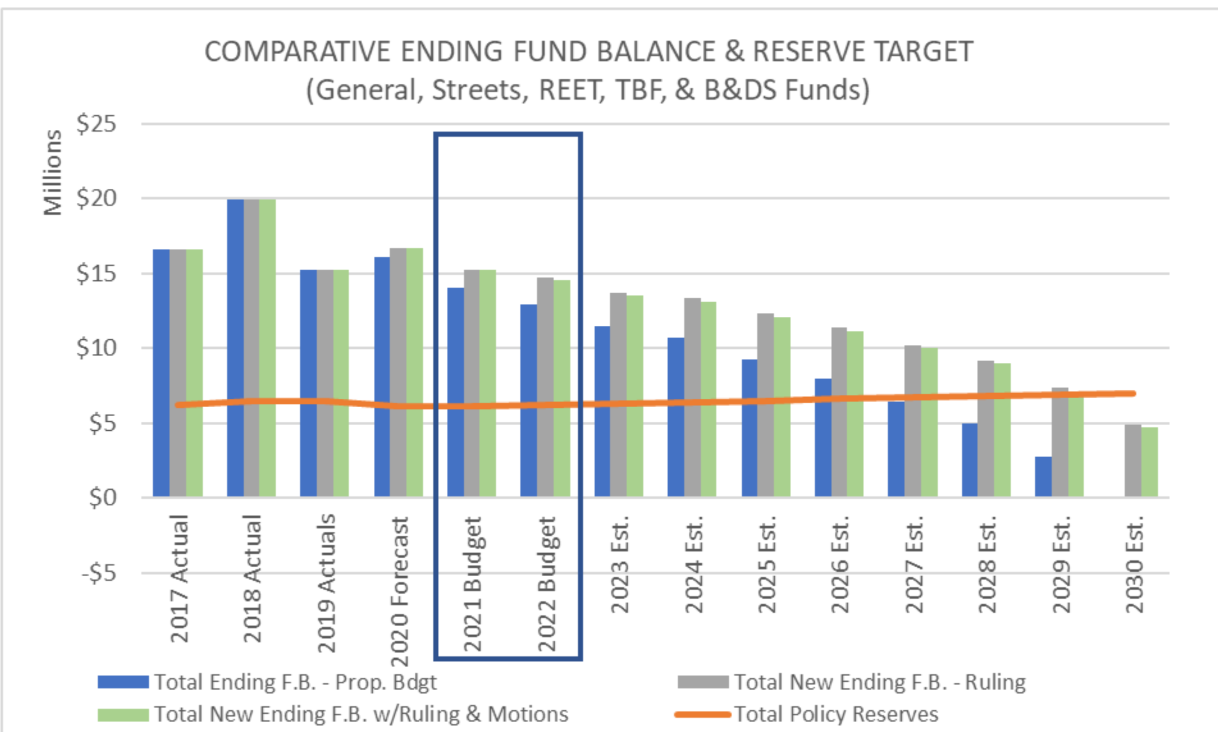



**Chart Three**: Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

Date: November 4, 2020

Budget Query: 39

From: Councilmembers Nassar/Medina

Date Rec'd: October 20, 2020

Re: Motion 2 – Senior Center Improvements

**Motion:**

I move to put $60,000 of funding in the 2021-22 CIP for Senior Center improvements and $100,000 for 2023-24 budget for Senior Center improvements.

What are the effects of this motion to the 2021-22 budget?

**Response:**

The staff's understanding of Senior Center improvement costs are as follows:

- City-identified repair and maintenance costs (asset management): $120K
- BISCC renovations: $320K (proposal is 50/50 cost share between COBI and BISCC - $160K each)
- Total: **$440K project cost, does not include personnel**

In order to achieve logistical and cost efficiencies, staff recommends that the City-identified repairs and maintenance also be included in the project scope. Approaching the work separately with separate timelines would in some cases not be feasible or practical due to the overlapping nature of the work.

Due to project management limitations, the staff recommends that the full project scope be included in the 2023-24 biennium as follows:

- 2023 – $100K design ($50K City; $50K BISCC)
- 2024 - $340K construction ($280K City; $110K BISCC)
- Total - **$440K** ($330K City; $160K BISCC)

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $60,000 | | One-time | Additional $100k in 2023-24 |
| FTE Change | NA | NA | | |

Please see the Public Works Supplemental Memo for additional considerations regarding this project.

See the charts on the following pages for comparison of the Recurring Revenue/Expense and Fund Balance with and without the change made by this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license fee) revenues that increase as a result of the recent Washington State Supreme Court ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

As a result of this motion:

- Recurring revenues exceed recurring expenditures through 2029 (no change).
- Fund balances exceed reserve targets through 2029 (no change).

**Chart One:** Recurring revenues exceed recurring expenditures through 2029 without motion

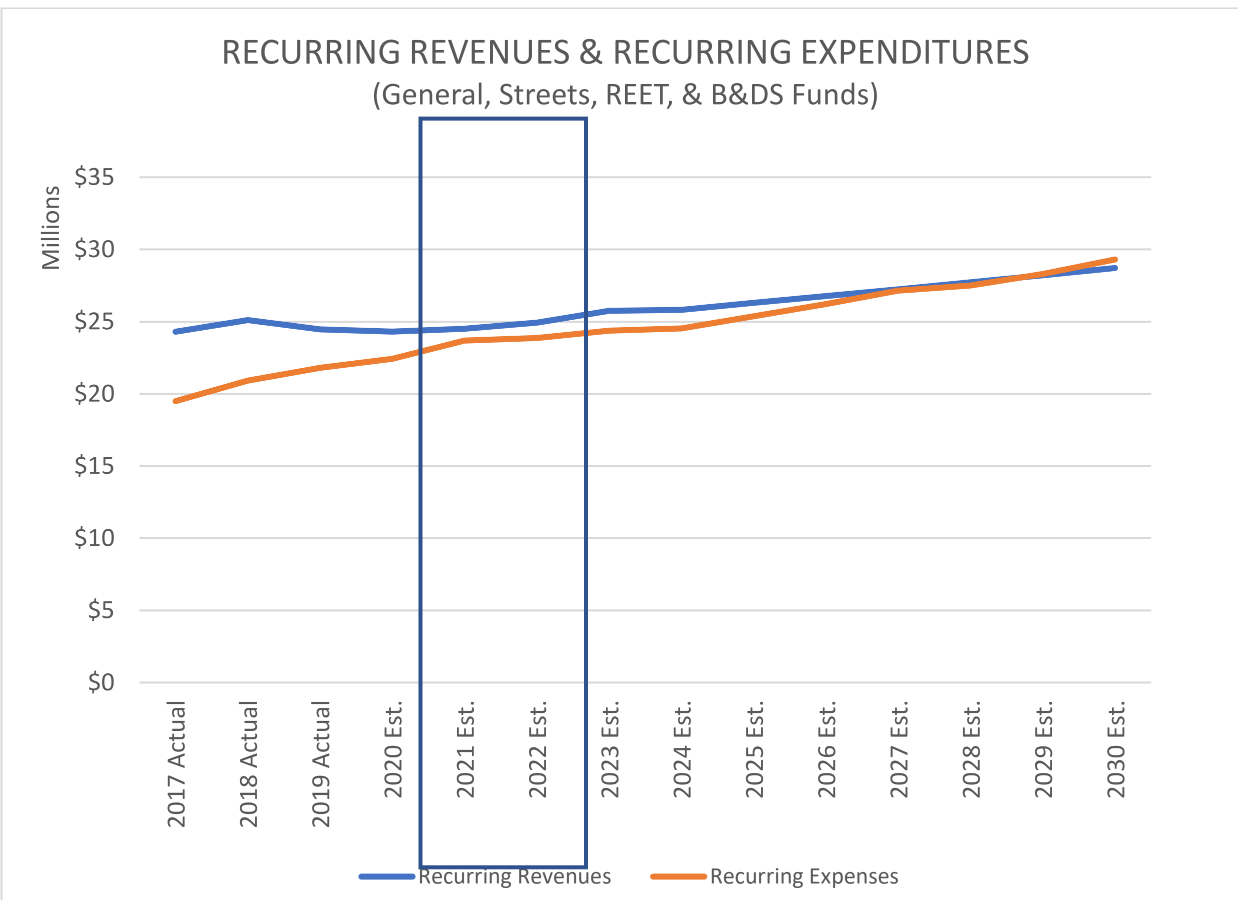


**Chart Two**: Recurring Revenues exceed recurring expenditures through 2029 with motion.

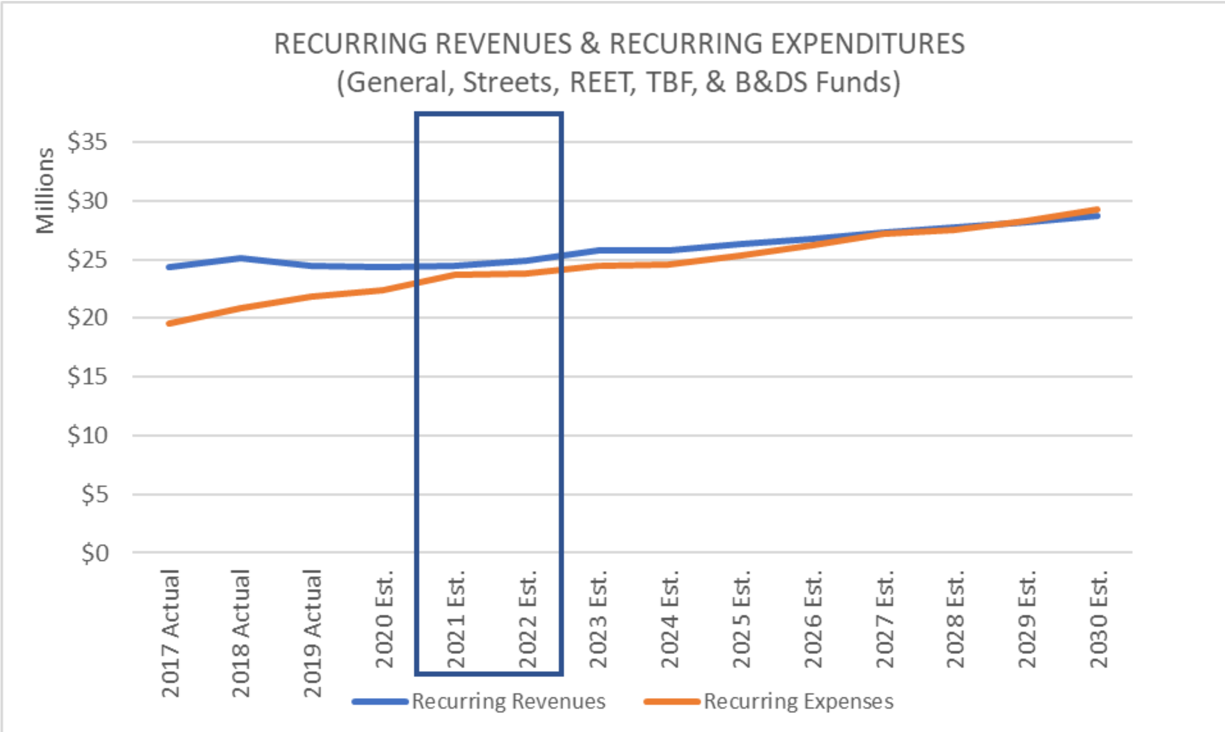
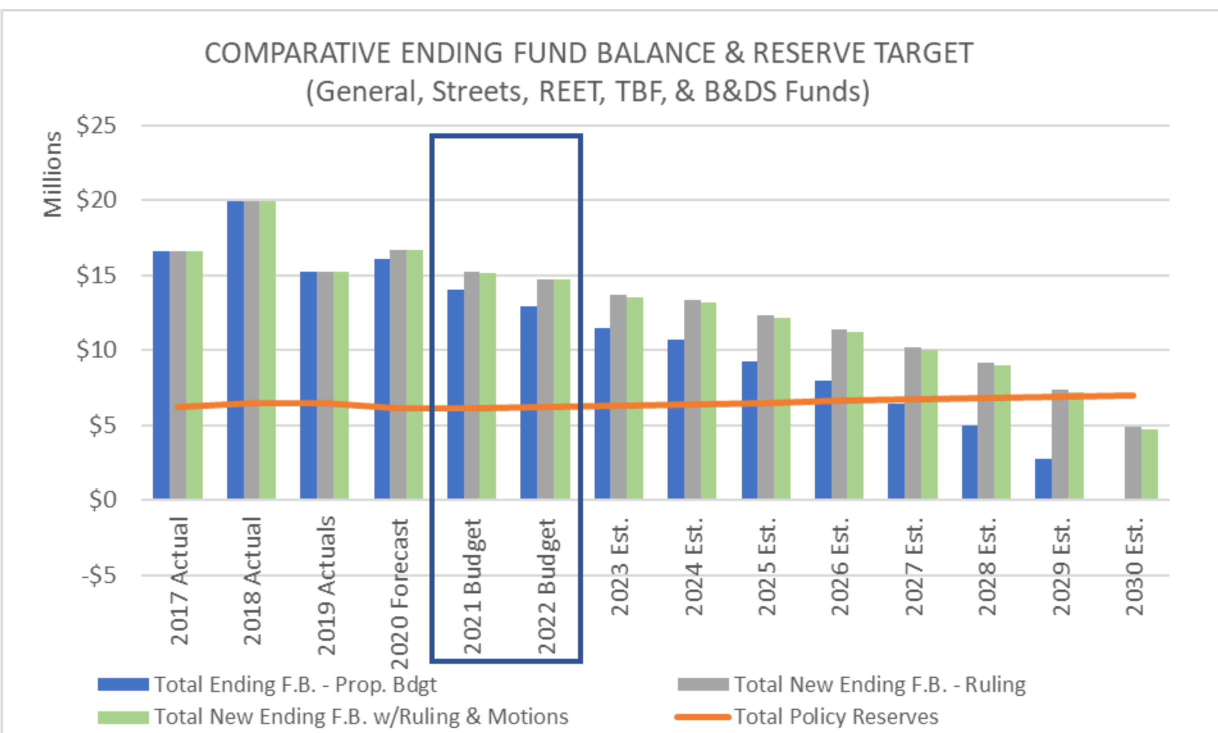



**Chart Three:** Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 40

From: Councilmember Hytopoulos and Mayor Schneider

Date Rec'd: October 20, 2020

Re: Motion 3 – Suyematsu Farm Improvements

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**Motion:** I move to include for this biennium $78,000 in General Funds for the structural preservation work to include the stabilization of the picker cabins at the Suyematsu farms and the clearing of brush and debris from structures on the Suyematsu site, as well as interpretive signage.

What are the effects of this motion to the 2021-22 budget?

**Response:**

The staff is unclear about the scope of this project, and whether the associated costs are realistic given the conditions of the picker cabins on the Suyematsu property. The City's Building Official recently observed that the cabins are in an extreme state of disrepair, and that preservation may no longer be possible. The request appears to be based on a 2017 report from an outside consultant which included information current at that time about the condition of the structures. This level of investment may no longer be warranted, or, if the City determines that the structures should be preserved, may require significant additional funding and staff support. The long-term use of the Suyematsu property is one aspect of the work of the Public Farmland Ad Hoc Committee, which is still in the process of developing its recommendations. The ad hoc committee recommendations and Council determination of priority work for the farmland will be addressed in Q4 2020 or Q1 2021.

It is also important to remember that the proposed 2021-22 Biennial Budget includes $136,000 in planned farm projects, and the associated project management costs and capacity, to address basic asset management and maintenance needs that will keep the farms up and running and in compliance with state and local regulations, including:

- Suyematsu Well Building Repair;

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $78,000 | | One-time | Cost estimates will need to be updated |
| FTE Change | NA | NA | | |

- Suyematsu Pond Irrigation Repair;
- Fuel Tank Monitoring/Remediation;
- Morales Irrigation Well Repair;
- Johnson Farm Well Repair;
- Johnson Farm Irrigation Meters;
- Annual Gravel Road Maintenance;
- Annual Fence Line Cleaning; and,
- Annual Mowing.

Please see the Public Works Supplemental Memo regarding other considerations for this project.

**Additional Details:**

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license) revenues that increase as a result of the recent Supreme Court Ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2029 (no change)

**Chart One:** Recurring revenues exceed recurring expenditures through 2029 without motion

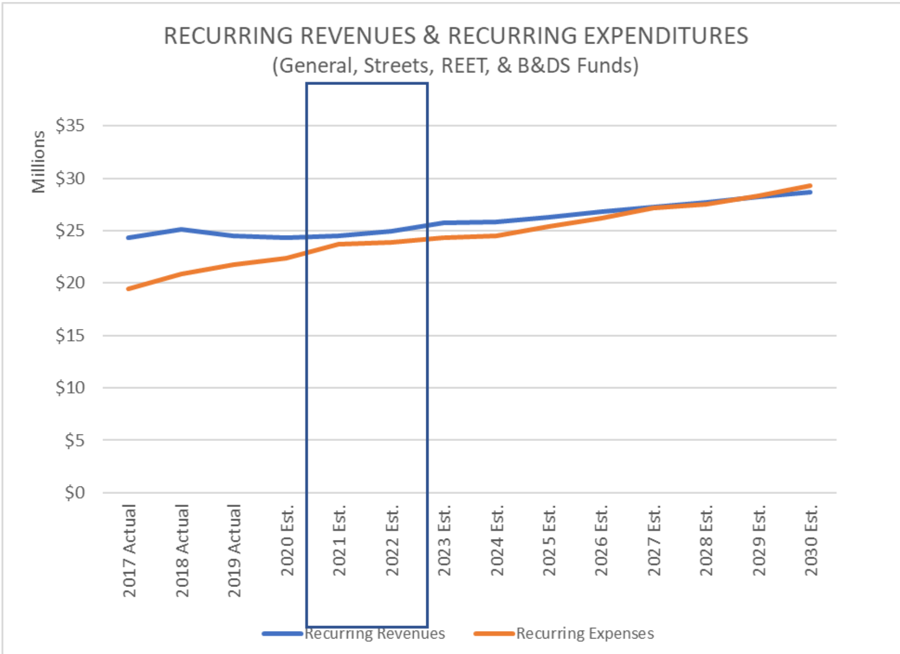



**Chart Two:** Recurring revenues exceed recurring expenditures through 2029 with motion

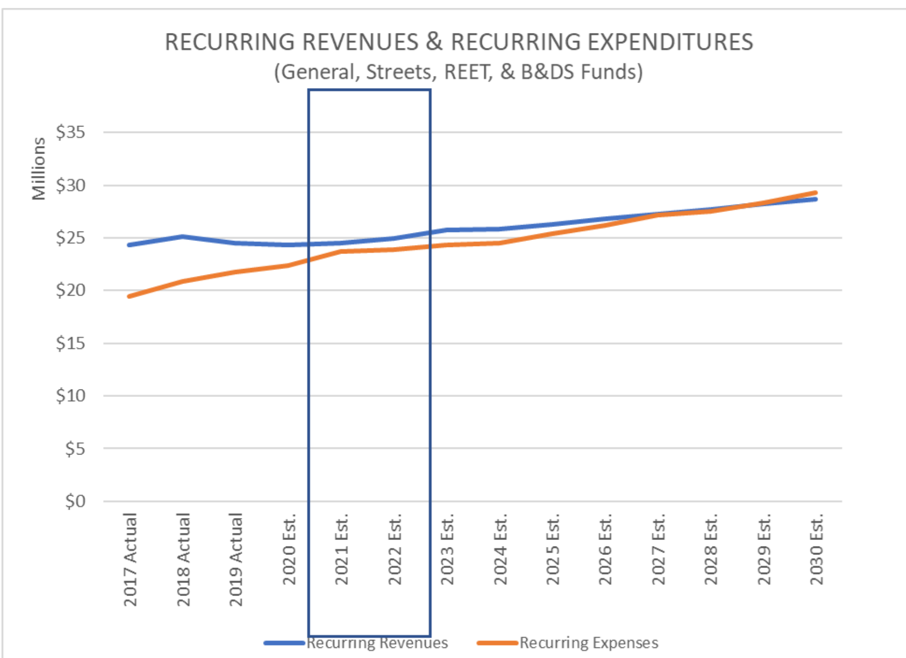
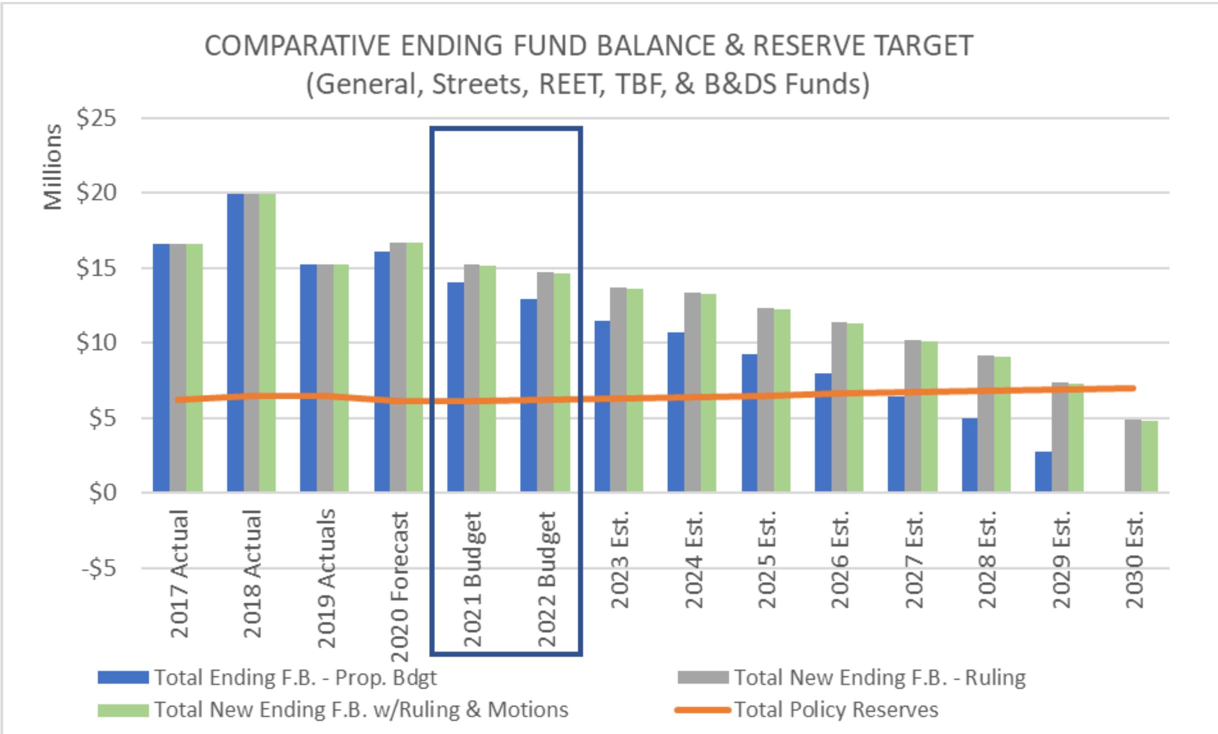


**Chart Three**: Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 41

From: Mayor Schneider and Councilmember Nassar

Date Rec'd: October 20, 2020

Re: Motion 4 – High Priority Sustainable Transportation Planning Projects

## Question/Topic:

**MOTION:** I move to designate $600,000 from the Transportation Benefit fund balance for high priority short-term projects resulting from the Sustainable Transportation planning.

What are the effects of this motion to the 2021-22 budget?

## Response:

Designating $600,000 from the Transportation Benefit fund balance will create a set aside for future spending within the Transportation Benefit Fund (TBF). This means that while the Sustainable Transportation Task Force continues to meet, Finance will track a reserve of $600,000 within the TBF. When eligible sustainable transportation projects are approved, the budget will be amended, and the balance will be moved to the appropriate fund and used at that time.

## Additional Detail:

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. For purposes of this analysis, the spending is assumed in 2021, though we expect it may occur over a longer time period. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license fee) revenues that increase as a result of the recent Washington State Supreme Court ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $600,000 | | One-time | When projects planned, will require budget amendment |
| FTE Change | N/A | N/A | | |

As a result of this motion:

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2028 (1 year earlier)

**Chart One**: Recurring revenues exceed recurring expenditures through 2029 without motion

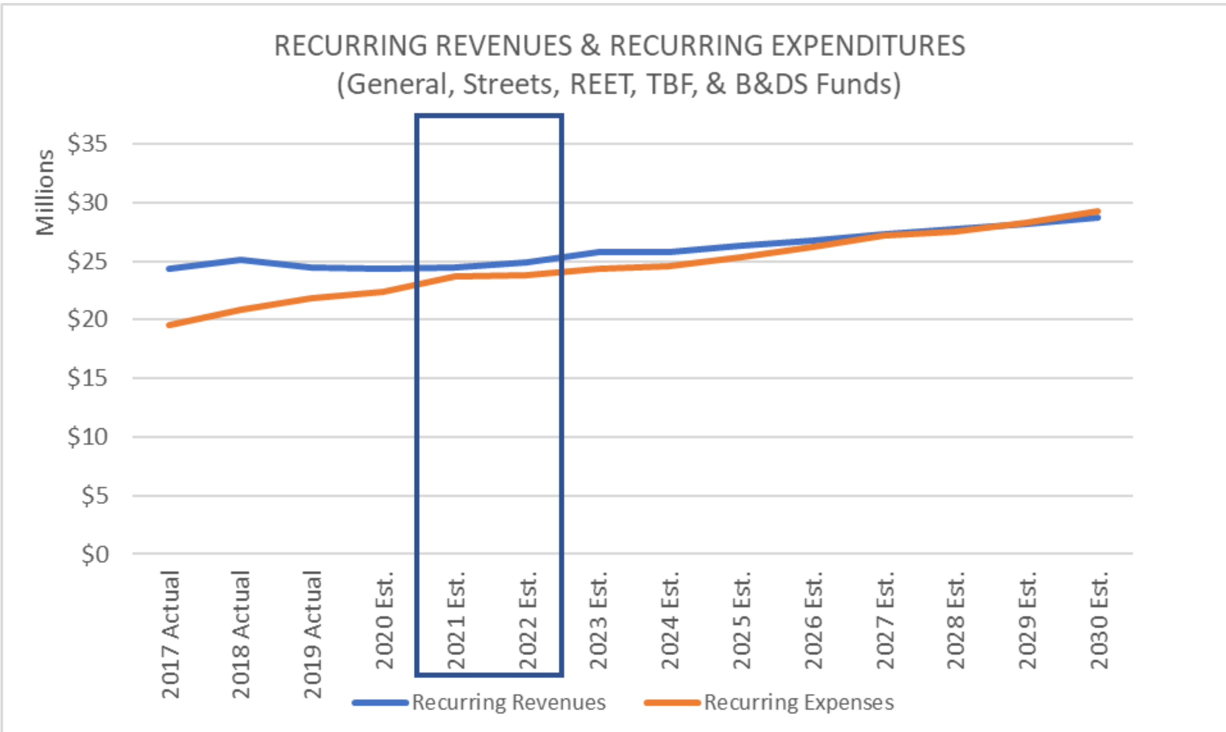


**Chart Two**: Recurring revenues exceed recurring expenditures through 2029 with motion

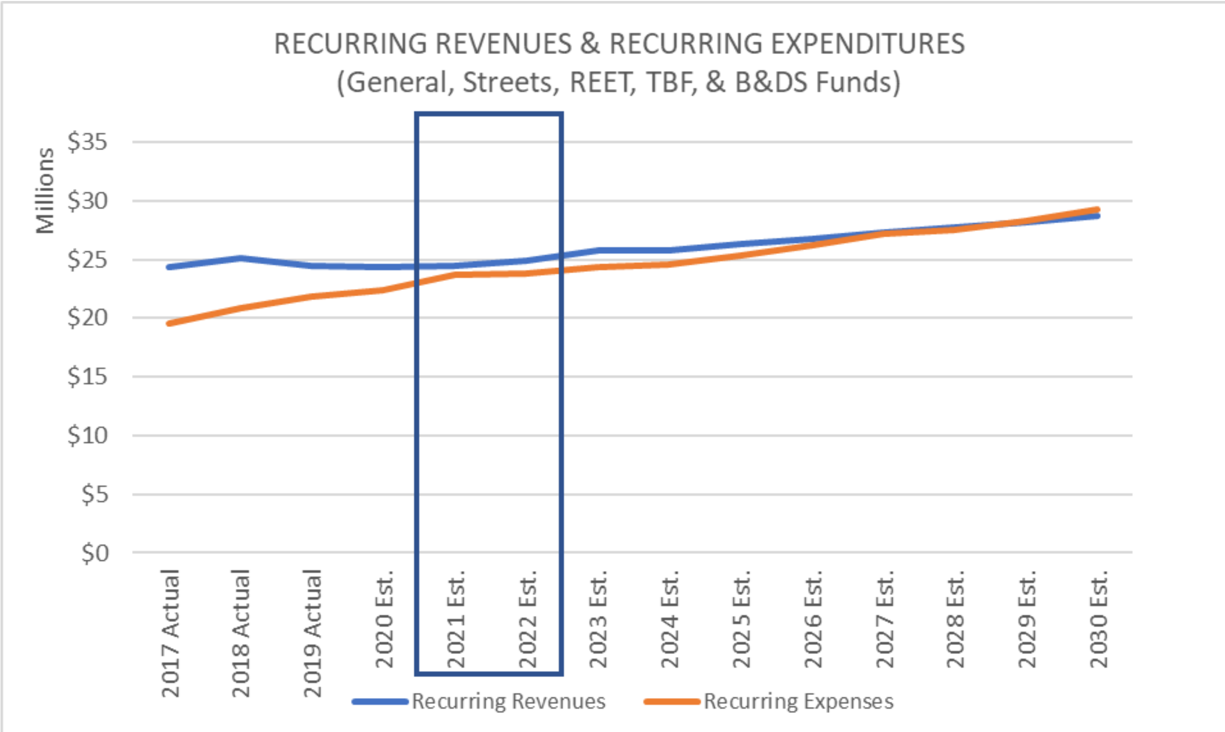
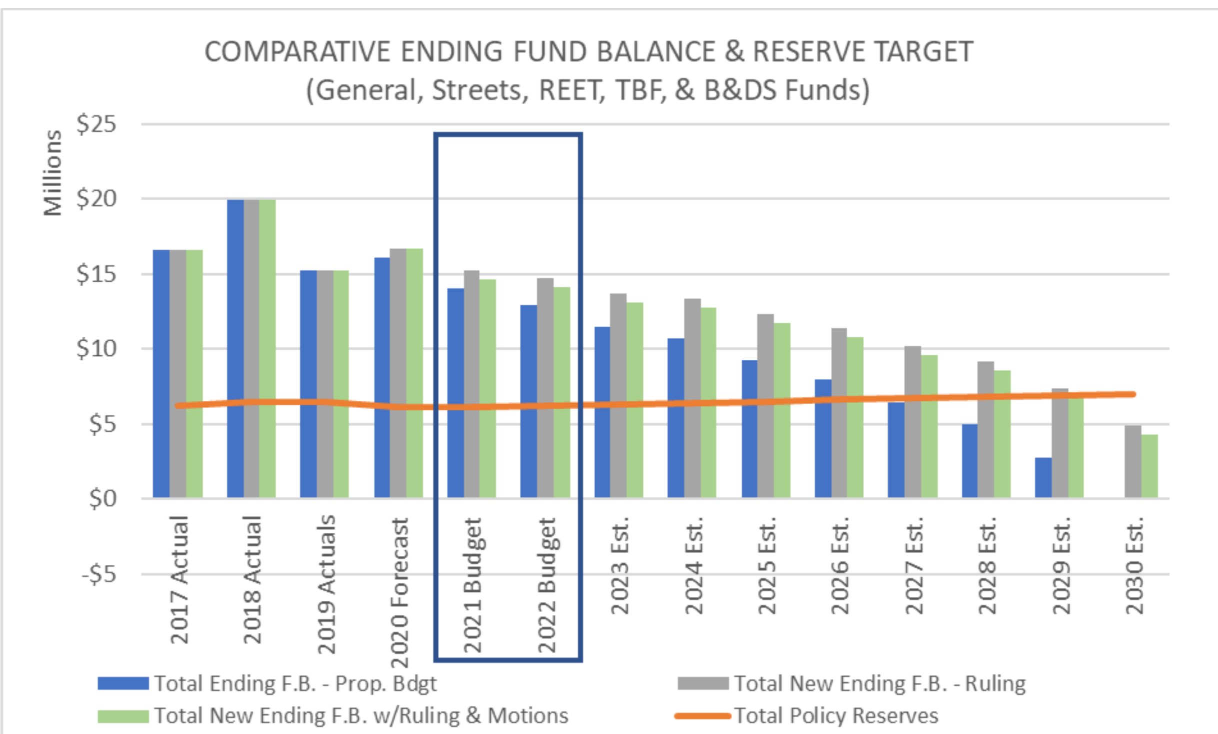



**Chart Three**: Fund balances exceed reserve targets through 2028



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 42

From: Councilmembers Carr/Nassar

Date Rec'd: October 20, 2020

Re: Motion 5 – Replace Vacant Planner with Natural Resource Senior Planner

## Question/Topic:

**MOTION:** I move to replace the proposed Q1 2021 hiring of the existing planner position vacancy with a natural resource senior planner position.

What are the effects of this motion to the 2021-22 budget?

## Response:

This motion will eliminate an existing vacant regular 1.0 FTE planner position and create a new regular 1.0 FTE natural resources senior planner position. It will reduce the staffing for the more general planner work assignments and add staffing in a new classification focused on natural resources. This response addresses both of these aspects of the change.

**Elimination of Planner position**

PCD currently has two vacant Planner positions. These positions have been held vacant in 2020 due to the expenditure reductions made as part of the response to the COVID pandemic and resulting revenue reductions. Ongoing customer demand supports the need for two planner positions rather than eliminating one of these positions.

A planner supports both land use and building activities, and the role is typically assigned entry-level work. Between 2017 and 2019:

- Approximately 47% of the land use permits submitted (341 out of 719) were of the complexity generally assigned to a planner; and

### Summary of Budget Dollar and FTE change:

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $21,000 | $21,893 | Recurring | Net impact |
| FTE Change | No Change | No Change | | |

- Planners reviewed approximately 40% of the building permits (362 out of 894) that were assigned to the entire planning team.

Delegating building permit review to entry level planners allows associate and senior planners to support more complex land use reviews and some of the long-range planning efforts. For additional information on planner workload and analysis, please also refer to the response to Query 15.

In addition to permit review, entry level planners support day-to-day inquiries received via phone and email, which have seen a significant increase during the pandemic. Associate and senior planners have covered these duties while the two planner positions have been vacant, and may continue to do so should one of the planner positions be replaced with a senior planner.

Eliminating the planner position reduces the budget by 1.0 FTE and $102,000 annually.

**Addition of Natural Resource Senior Planner**

Adding a Natural Resource Senior Planner will focus natural resource review in one position rather than distributing this work across many different planning staff members. At this time, natural resource review is an integral part of the department's review of many permits, performed by nearly all staff. Many of the City's planners have degrees and training in environmental science, natural resource and/or shorelines. It is an ongoing expectation that all staff have and/or maintain their education and experience related to natural resource protections as well as shoreline training, as the majority of City permits have some element of critical area and/or shoreline reviews. To further support natural resource review, the arborist provides a natural resource depth to the review of permits utilizing education, expertise and experience in vegetation management and tree protection. The City has chosen to distribute rather than concentrate this important aspect of permit review to create more capacity for natural resource review.

When more in-depth project analysis is necessary, a third-party natural resource review is available. This provides an impartial option for professional feedback and input on, for example, wetland reports or shoreline impact analysis.

Adding the natural resource senior planner position increases the budget by 1.0 FTE and $124,000 annually.

**Additional Detail:**

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license) revenues that increase as a result of the recent Supreme Court Ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

As a result of this motion:

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2029 (no change)

**Chart One**: Recurring revenues exceed recurring expenditures through 2029 without motion

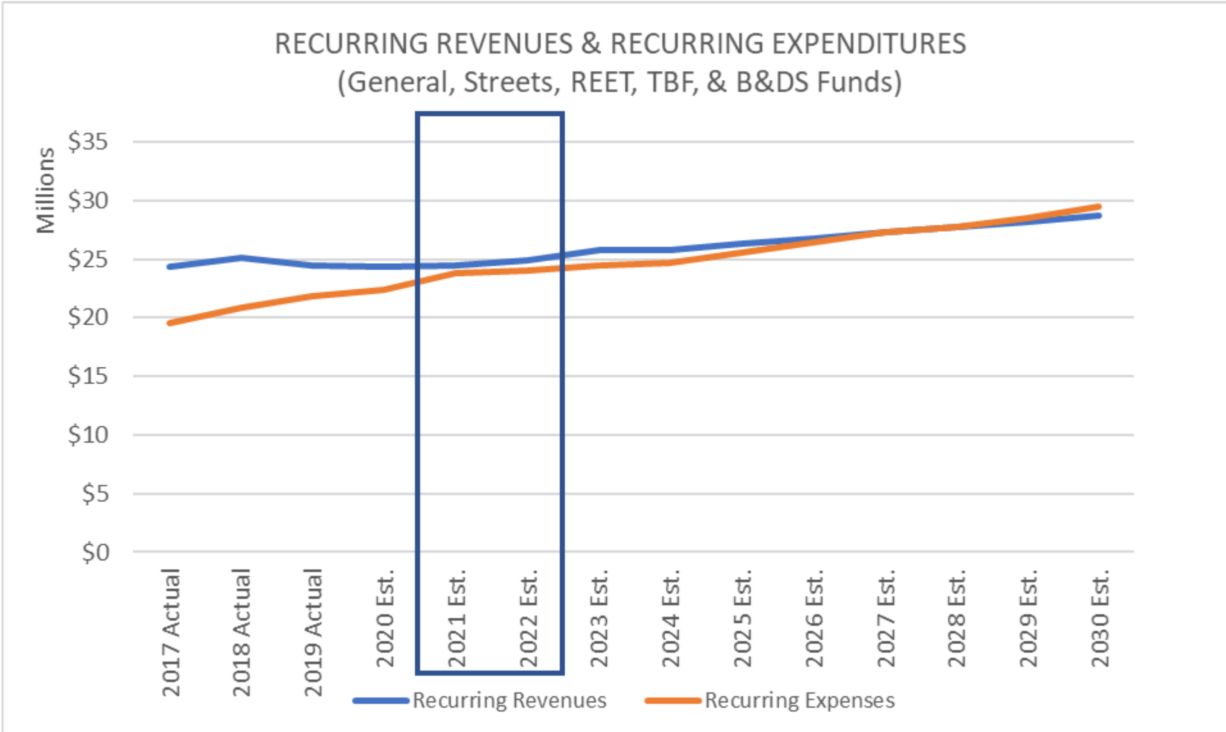



**Chart Two:** Recurring revenues exceed recurring expenditures through 2029 with motion

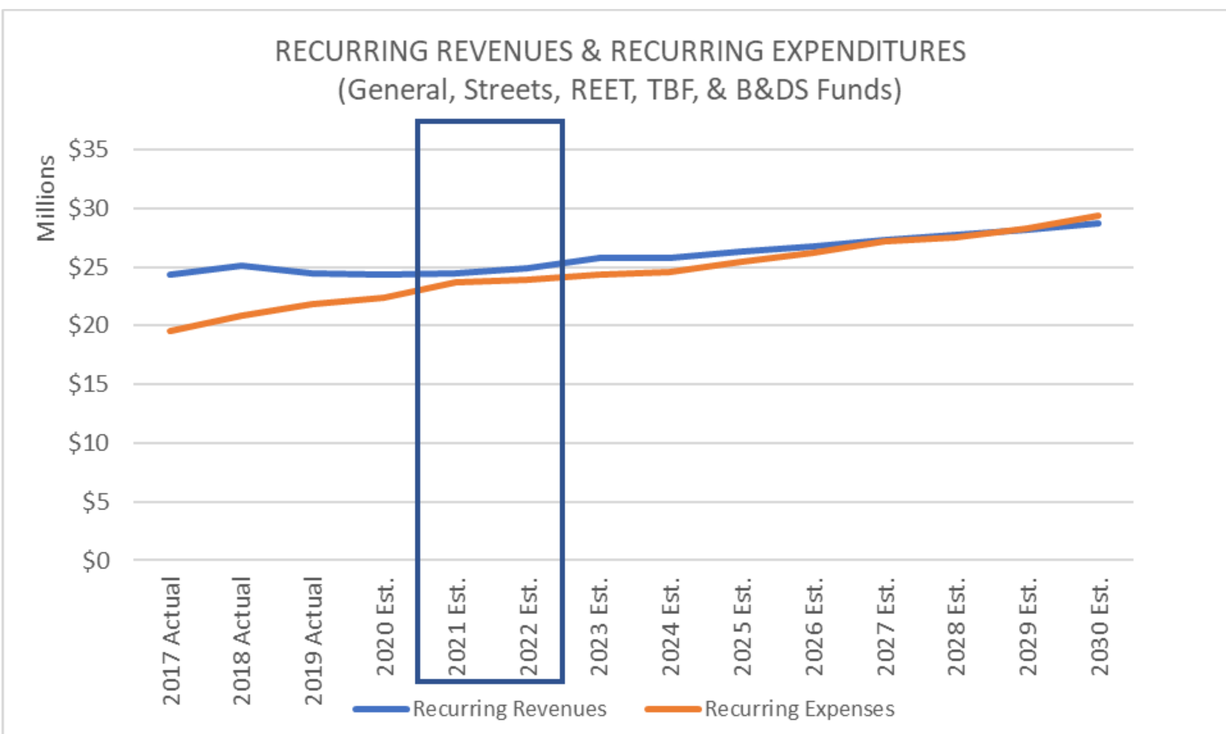
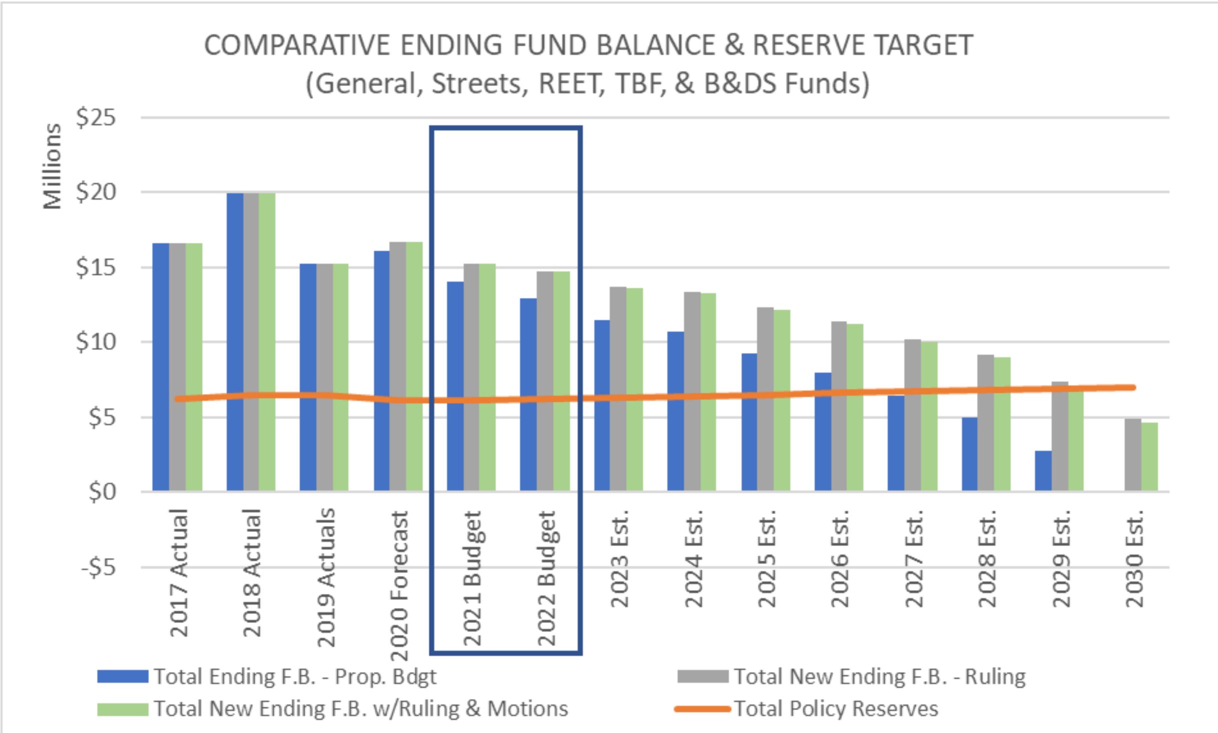


**Chart Three:** Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

| | |
|---|---|
| Date: | November 4, 2020 |
| Budget Query: | 43 |
| From: | Councilmembers Carr and Pollock |
| Date Rec'd: | October 20, 2020 |
| Re: | Motion 6 – Country Club Bulkhead deferral |

**MOTION:** I move to defer the Country Club Road bulkhead reconstruction project ($525K) to at least 2023 to allow time to develop an island-wide strategy for shoreline roadways that aligns with our Climate Action Plan.

What are the effects of this motion to the 2021-22 budget?

**Response:**
The City has been monitoring the bulkhead on Country Club Road closely for about two years, and during that time, a significant amount of erosion has taken place – to the point that one lane of the roadway was closed to traffic in June. With the existing bulkhead now completely eroded in some areas along the roadway, which exposes the soils to high tides and wave action, both the amount and the rate of erosion are expected to increase in the next two years. Given which, the staff does not recommend waiting an additional two or three years before implementing repairs, as the road will likely be further compromised, and any future repairs will be more costly.

However, keeping in mind the Council's interest in first developing an island-wide strategy for shoreline roadways before addressing this project, the Public Works staff, working with our engineering consultant, have developed an alternative solution for permitting and stabilizing the Country Club Road bulkhead in the short-term.

Under the emergency permit that the City has received from the Corps of Engineers, the City

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | ($525,000) | | One-time | $525,000 increase of One-time Expense in 2023 |
| FTE Change | | | | |

can pursue “spot repairs” to the bulkhead that will protect soils beneath the road and decrease the rate of erosion on a temporary basis.  The cost of these repairs, which could be completed in 2021, would be roughly **$265K** based on current information.  Public Works staff would then continue to pursue the Corps permit for the larger bulkhead repairs over the course of biennium, concurrent with the Council’s consideration of a more global strategy for addressing shoreline roads. Please also see the response to Query 18.

Doing spot repairs in 2021 and the bulkhead reconstruction project in 2023 or later is likely to result in overall higher costs.  If the City completes spot repairs, one lane of the road will remain closed, as is currently the case.  If the City completes the bulkhead reconstruction project, both lanes of the road can be re-opened.  The pictures below show a view of the location from earlier this summer, with the lane-restriction in place.


### Additional Detail:

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license fee) revenues that increase as a result of the recent Washington State Supreme Court ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

As a result of this motion:

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2029 (no change)

**Chart One**: Recurring revenues exceed recurring expenditures through 2029 without motion

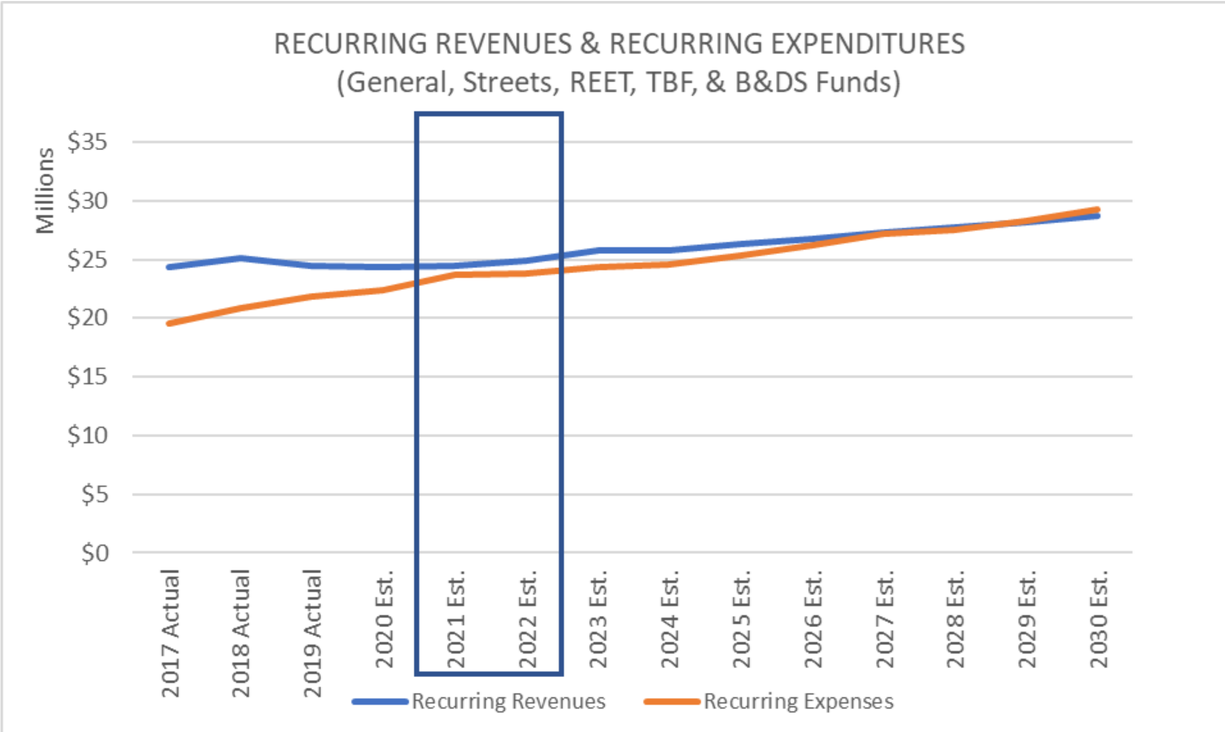



**Chart Two**: Recurring revenues exceed recurring expenditures through 2029 with motion

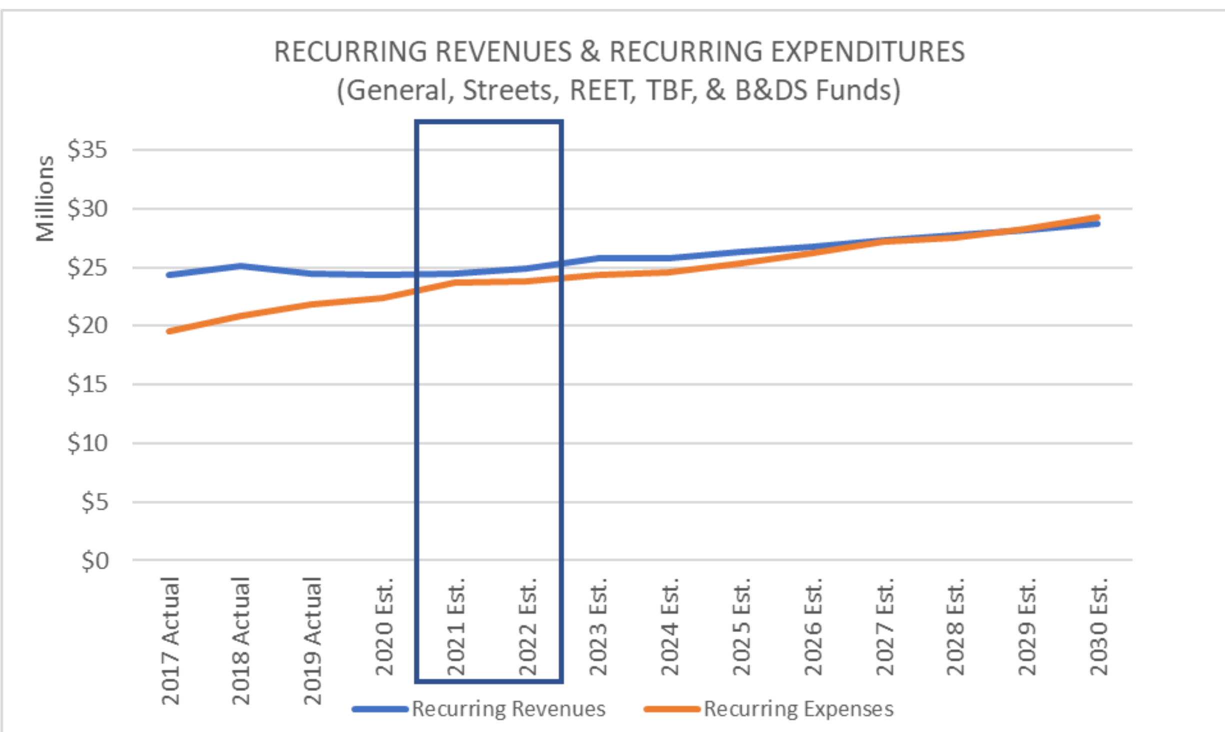
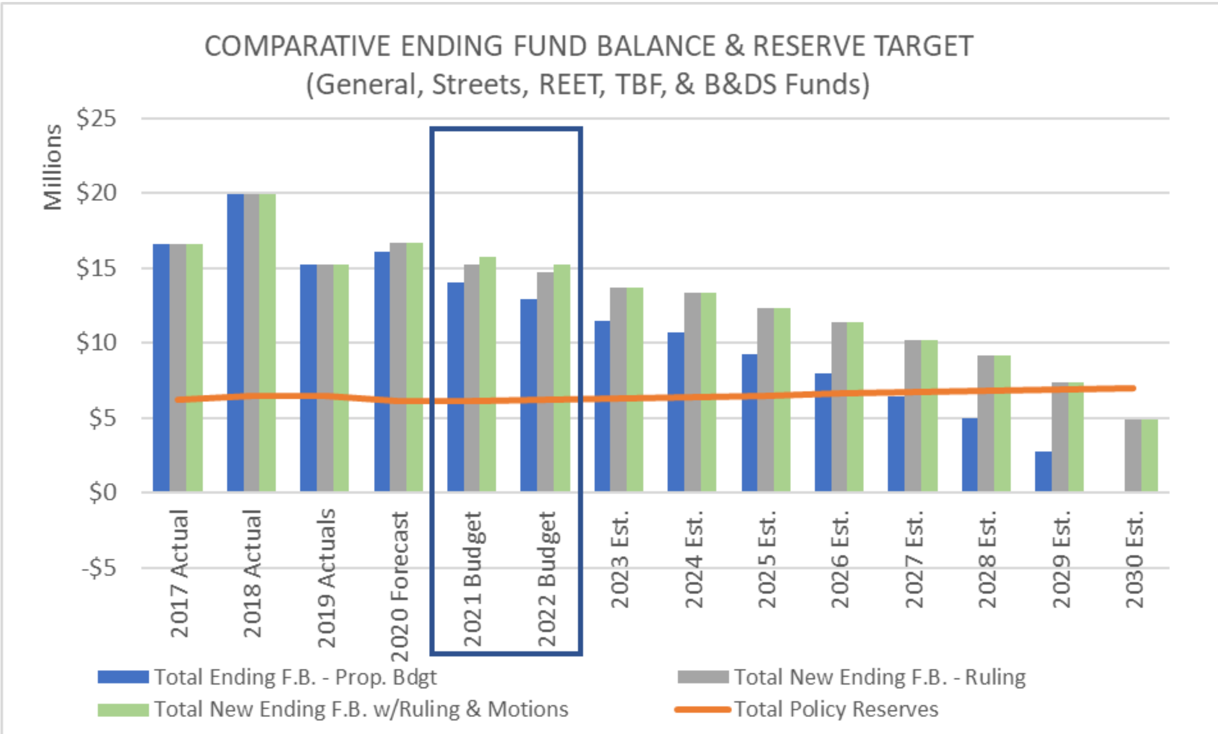


**Chart Three**: Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 44

From: Councilmembers Carr and Nassar

Date Rec'd: October 20, 2020

Re: Motion 7 – Complete Streets professional services removal

**MOTION:** I move to delete $25,000 from the Public Works' 2021 professional services budget for the Complete Streets ordinance development.

What are the effects of this motion to the 2021-22 budget?

**Response:**

Following the Council budget conversation on October 13th, the staff understands that by removing these funds from the budget, the Council is interested in pursuing a streamlined strategy for adopting a Complete Streets Ordinance, likely through the adoption of a model ordinance. Please also refer to response to query 13.

**Additional Detail:**

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license fee) revenues that increase as a result of the recent Washington State Supreme Court ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

As a result of this motion:

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | ($25,000) | | | |
| FTE Change | NA | NA | | |

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2029 (no change)

**Chart One**: Recurring revenues exceed recurring expenditures through 2029 without

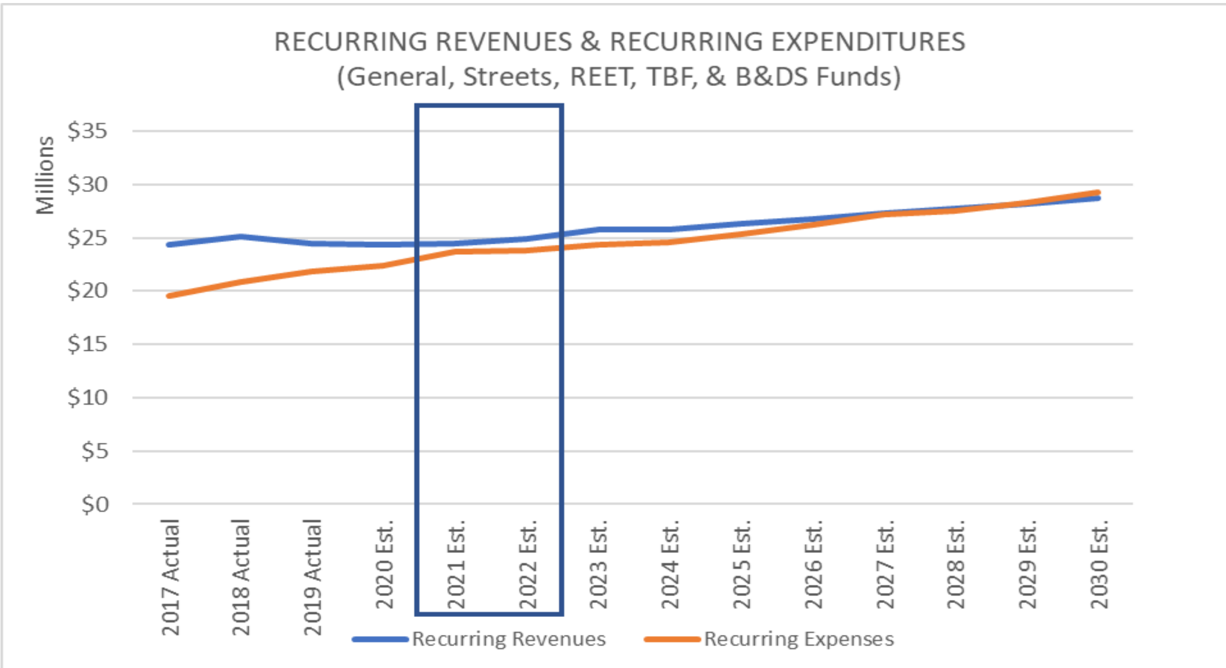


**Chart Two**: Recurring revenues exceed recurring expenditures through 2029 with motion

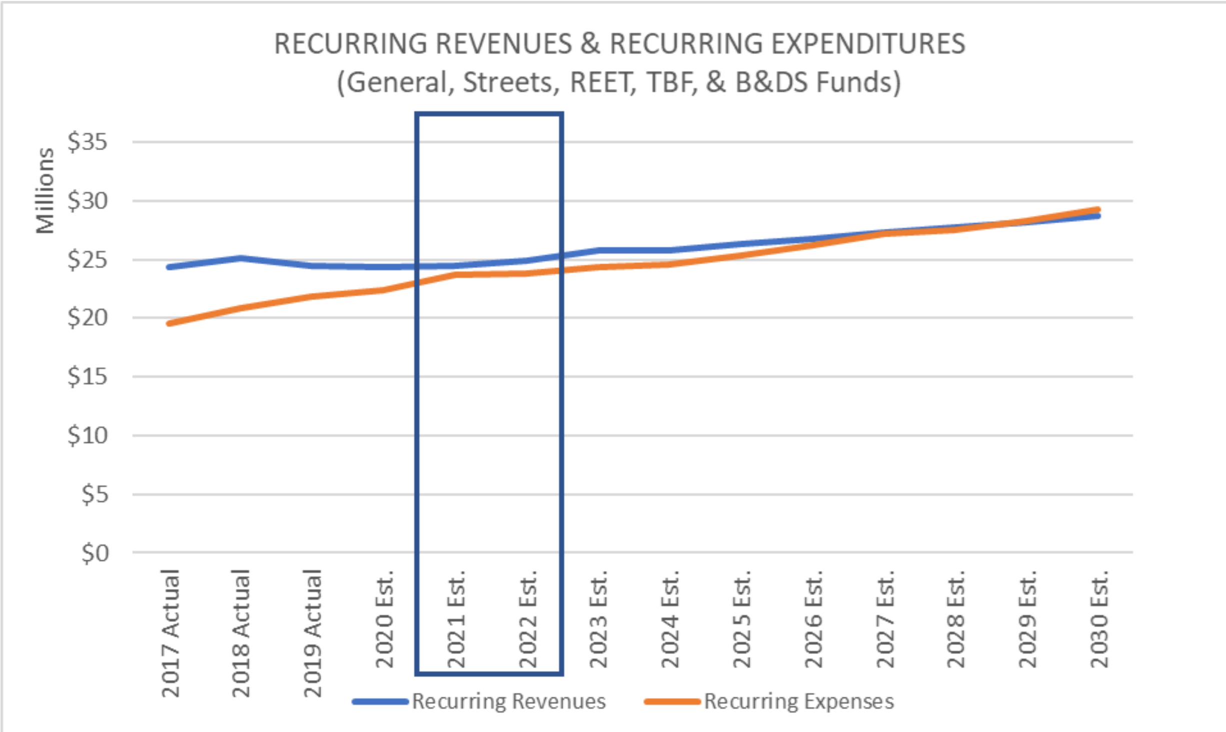
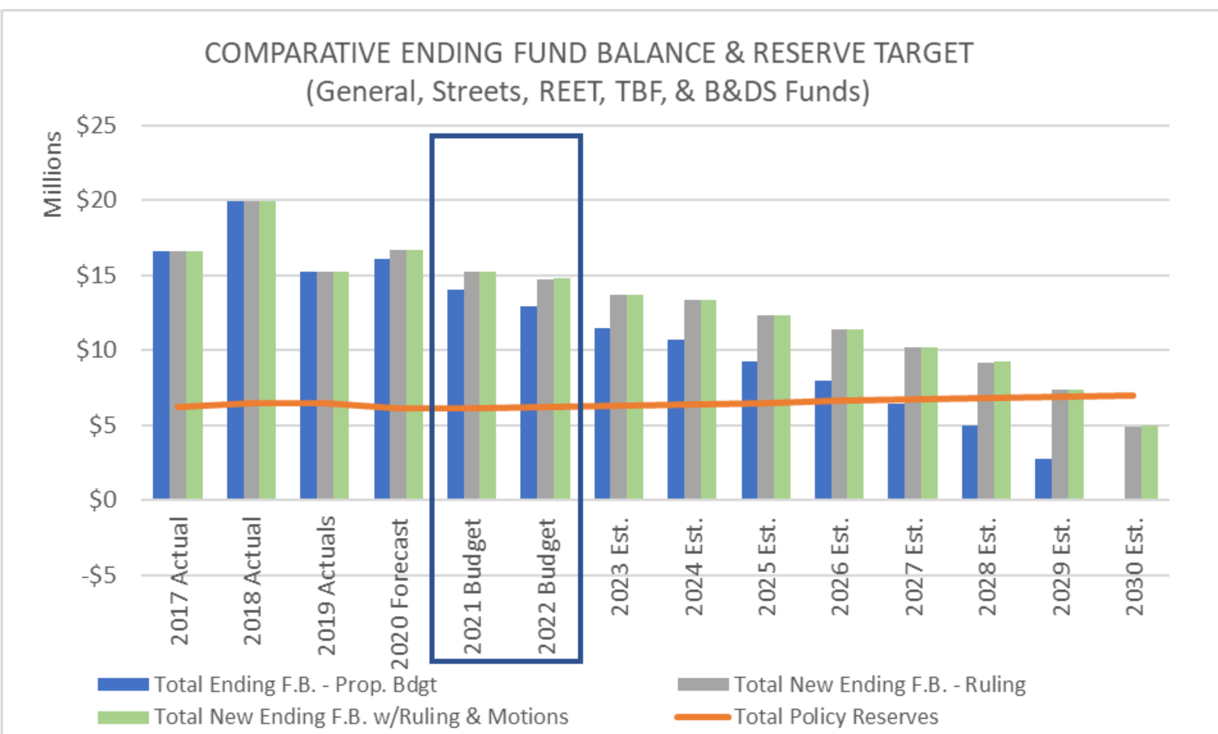



**Chart Three**: Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 45

From: Councilmembers Hytopoulos and Mayor Schneider

Date Rec'd: October 20, 2020

Re: Motion 8 – National Citizens Survey

## Question/Topic:

**MOTION:** I move to add $15,000 in General Funds to the 2021-22 budget for the National Citizens Survey.

What are the effects of this motion to the 2021-22 budget?

## Response:

Adding this item to the budget will increase General Fund spending by $15,000 in 2021. If no reductions are identified, the ending fund balance will be $15,000 lower at the end of the biennium than in the Proposed Budget. This increase is a minor change to the budget.

## Additional Detail:

In addition to the cost, the City should consider if the National Citizen Survey (NCS) will add significant value in 2021. The City has participated in the NCS four times, in 2013, 2014, 2015 and 2017. The information and findings are posted on the City website. Many of the questions are consistent year to year, but the overall format of the reporting has changed, complicating the comparison of data points over time.

At the conclusion of the latest survey, it was determined that it would be most helpful to time the survey for non-election years.

The NCS is a national survey with standard questions. Each City can add up to three customized questions, which provides a way to solicit a small amount of topical information. Thus, if

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $15,000 | | One-time | |
| FTE Change | N/A | N/A | | |

Council is seeking local feedback related to an area of specific interest, another tool might be better.

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license fee) revenues that increase as a result of the recent Supreme Court Ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

As a result of this motion:

- Recurring revenues exceed recurring expenditures through 2029 (no change).
- Fund balances exceed reserve targets through 2029 (no change).

**Chart One**: Recurring revenues exceed recurring expenditures through 2029 without motion

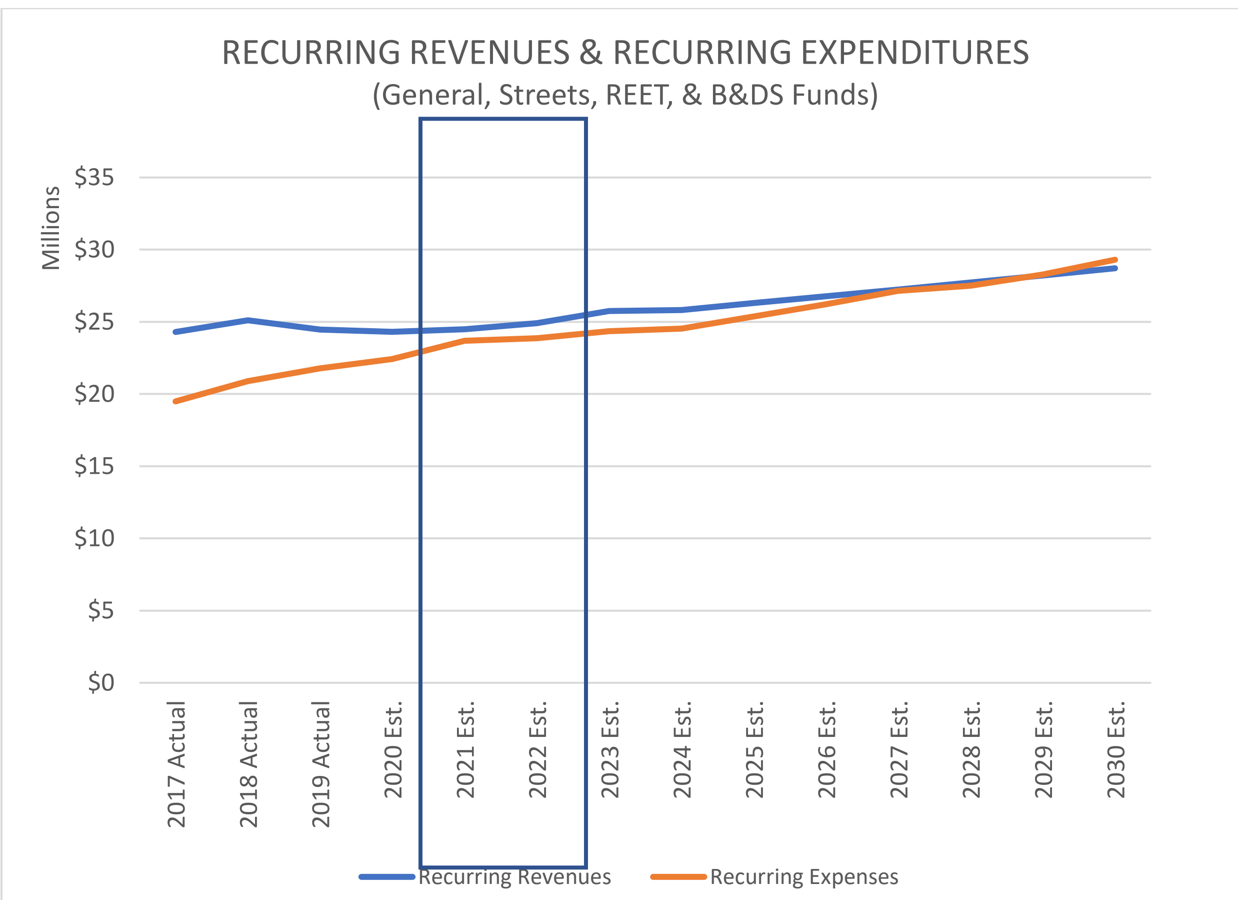


**Chart Two**: Recurring Revenues exceed recurring expenditures through 2029 with motion.

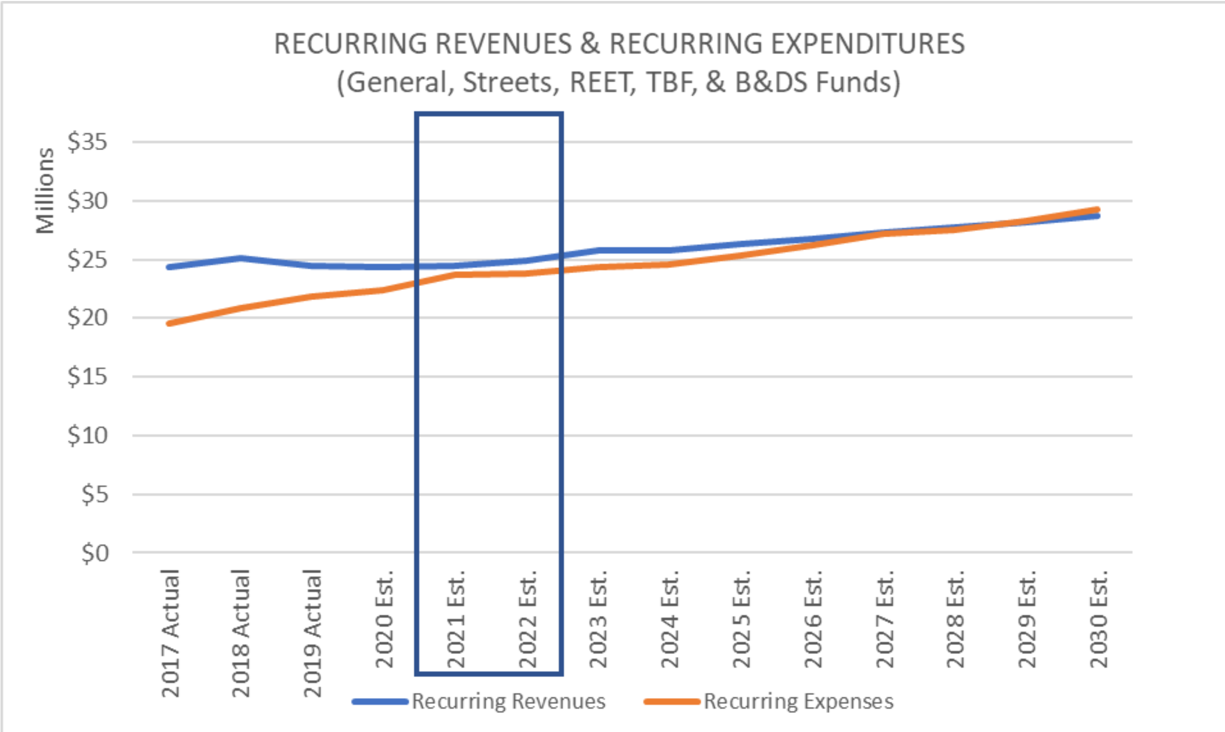
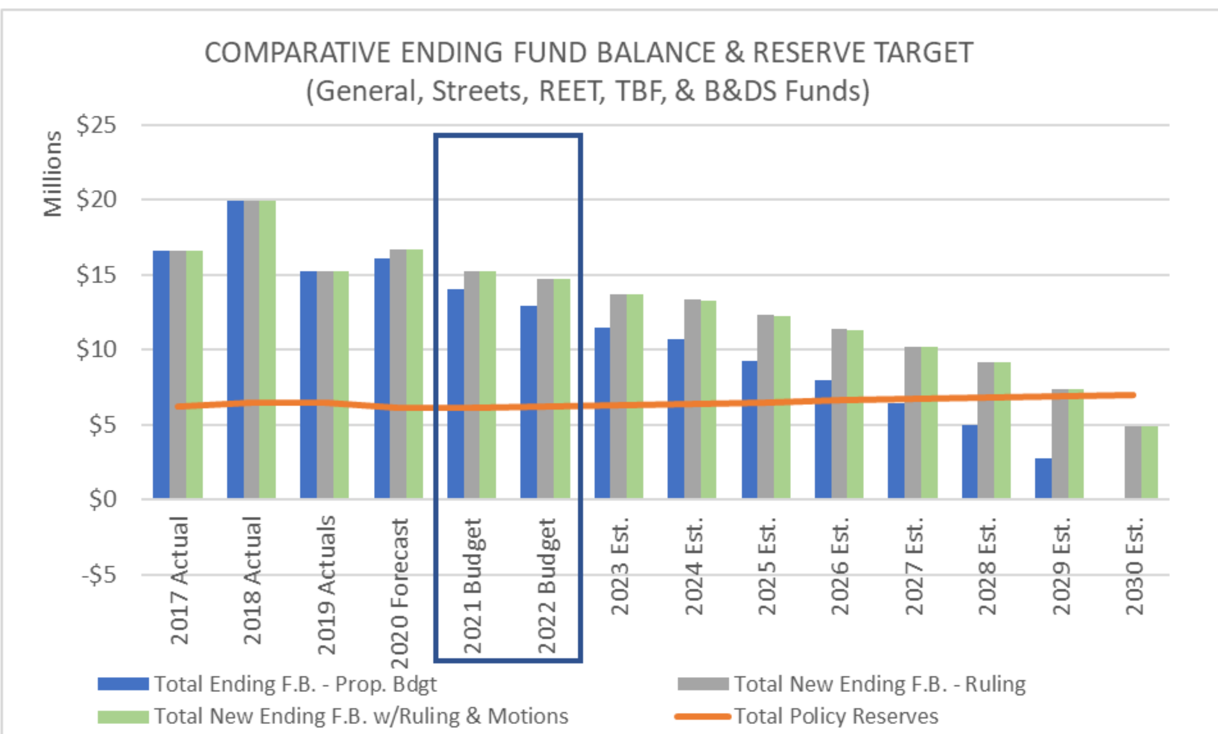



**Chart Three:** Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 46

From: Deputy Mayor Deets/Councilmember Pollock

Date Rec'd: October 20, 2020

Re: Motion 9 – Climate Adaptation Officer

## Question/Topic:

**MOTION:** I move that we add a FTE climate adaptation officer to our staffing to be located in the Executive Department to be funded separately from the $300,000 proposed funding for the Climate Action Plan implementation.

What are the effects of this motion to the 2021-22 budget?

## Response:

Adding a regular position to City staffing requires analysis of several factors, including:

- Cost – this position will create an additional recurring General Fund expense. Current estimates are roughly $135,000 in the first year of the position, increasing annually.
- Reporting structure – the motion is to add the position to the Executive Department. It is likely that the Climate Adaption Officer will report to the Deputy City Manager, adding one more direct report.
- Body of work – the new position will focus on coordinating the implementation of the recommendations of the Climate Action Plan. The body of work will include policy development and citywide coordination efforts as described in the Climate Action Plan.

## Additional Detail:

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license) revenues that increase as a result of the recent Supreme Court Ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

### Summary of Budget Dollar and FTE change:

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $135,000 | $141,000 | Recurring | |
| FTE Change | 1.00 | 1.00 | | |

As a result of this motion:

- Recurring revenues exceed recurring expenditures through 2026 (3 less years)
- Fund balances exceed reserve targets through 2028 (1 less year)

**Chart One**: Recurring revenues exceed recurring expenditures through 2029 without motion

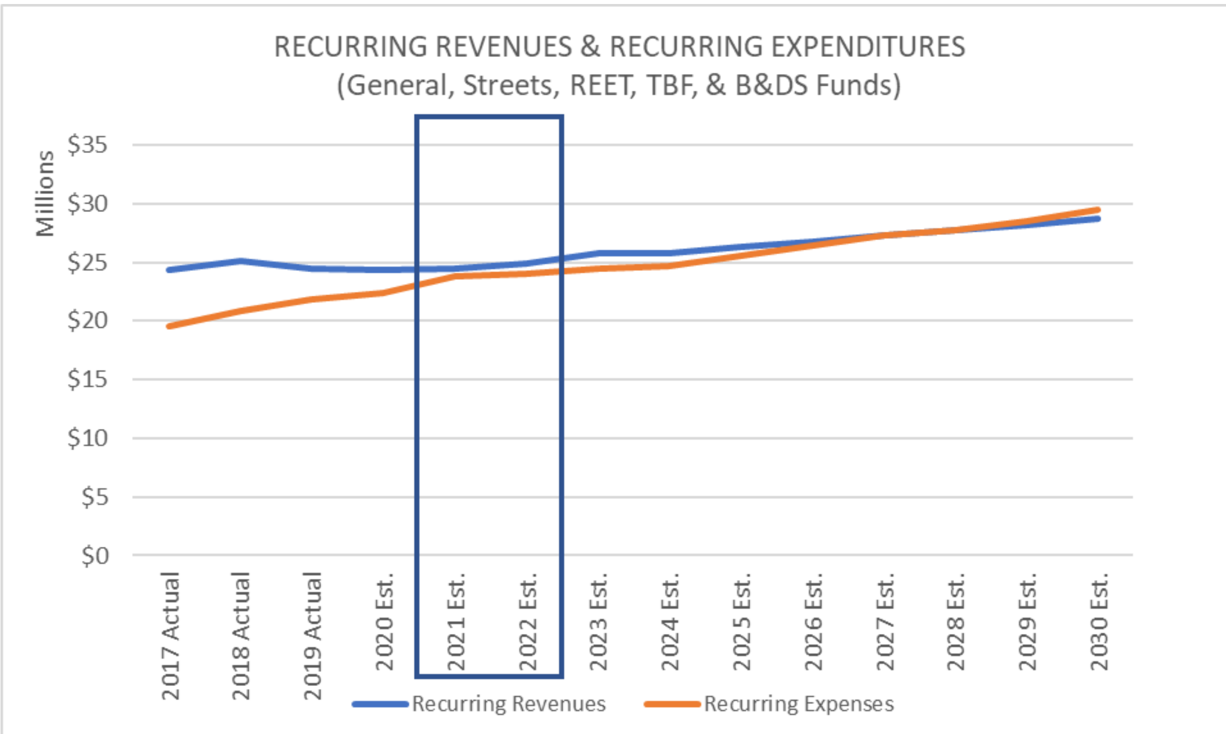


**Chart Two:** Recurring revenues exceed recurring expenditures through 2026 with motion

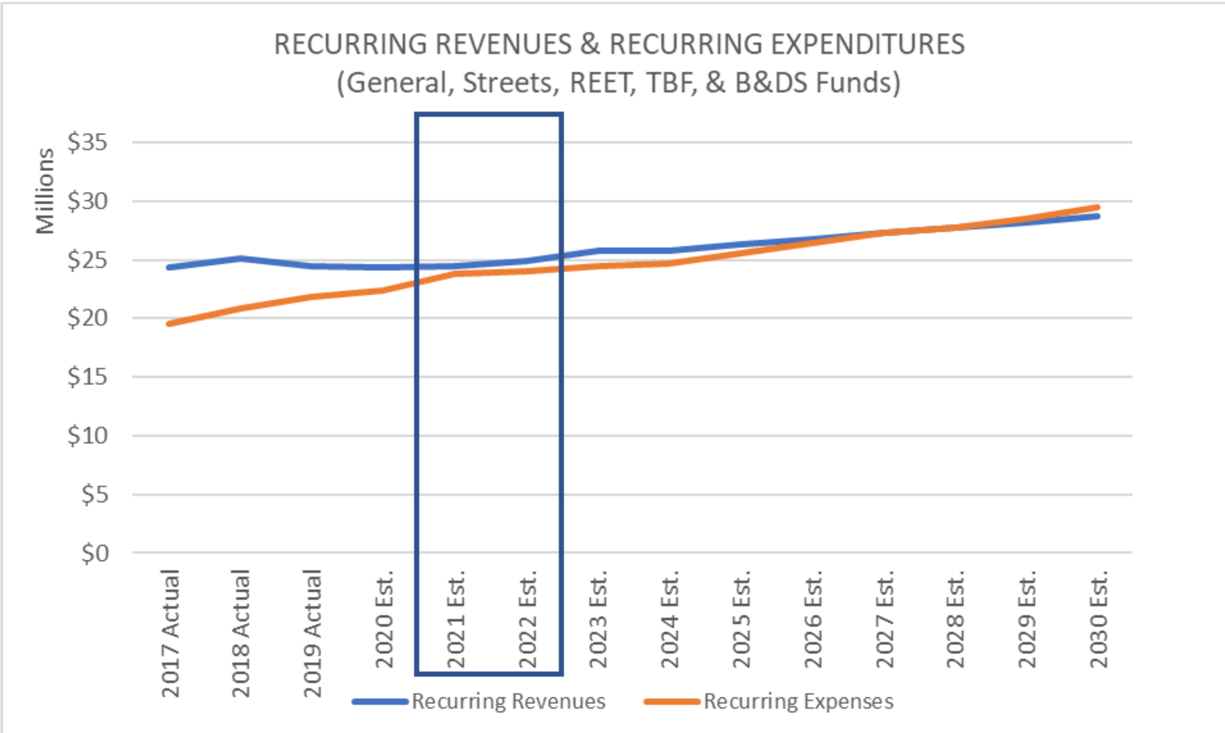
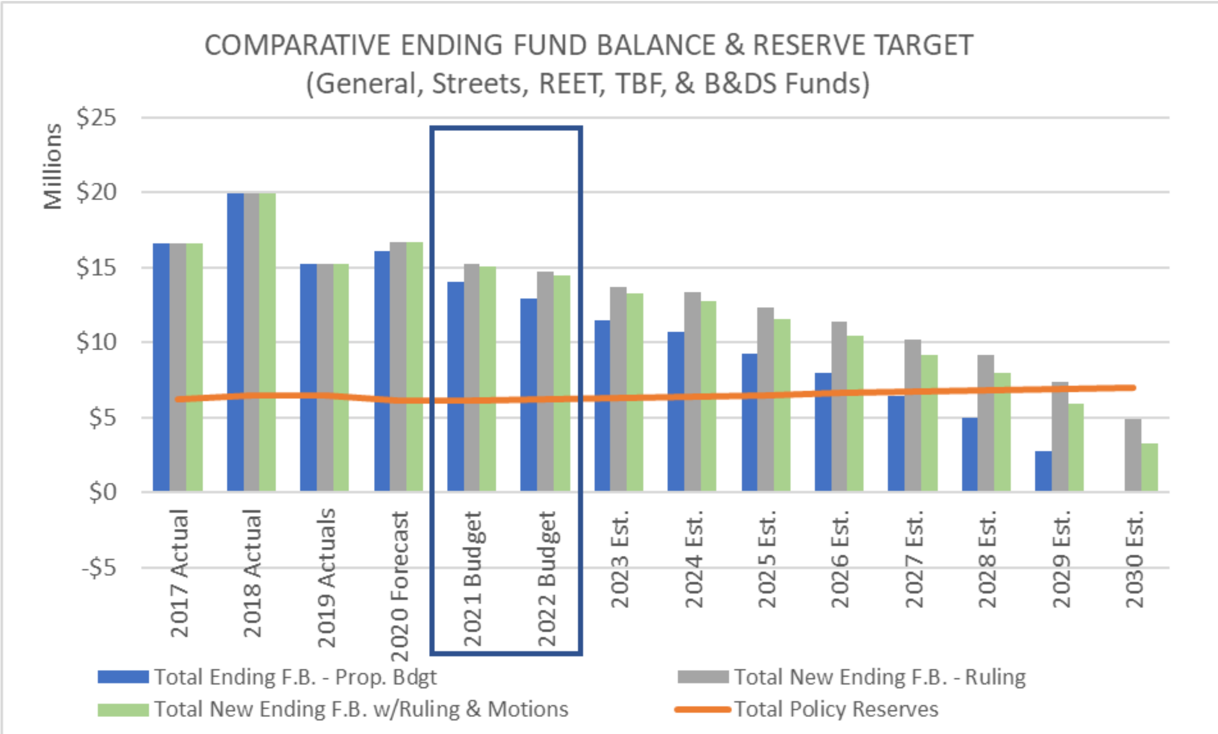


**Chart Three:** Fund balances exceed reserve targets through 2028



# 2021-2022 PROPOSED BUDGET

# Budget Query

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

Budget Query: 47

From: Councilmembers Nassar/Pollock

Date Rec'd: October 20, 2020

Re: Motion 10 – Add $200k to Climate Change Implementation Plan

## Question/Topic:

**MOTION:** I move to add $200,000 to the climate change implementation budget which is currently held at $300,000.

What are the effects of this motion to the 2021-22 budget?

## Response:

Adding additional General Fund spending of $200,000 without identifying a corresponding reduction in another part of the budget will reduce the ending fund balance by $200,000 at the end of the biennium as compared to the Proposed Budget.

This motion will increase the Climate Action Plan implementation funding to a total of $500,000 in the biennium.

## Additional Detail:

See the charts on the following pages for comparison of the Recurring Revenue and Expense and Fund Balance with and without this budget motion. Note that the Recurring Revenue/Expense charts include Transportation Benefit Fund (vehicle license fee) revenues that increase as a result of the recent Supreme Court Ruling on I-976 which overturned the initiative that would have eliminated this revenue stream.

- Recurring revenues exceed recurring expenditures through 2029 (no change)
- Fund balances exceed reserve targets through 2029 (no change)

### Summary of Budget Dollar and FTE change:

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | $200,000 | | One-time | Adds to current $300,000 |
| FTE Change | N/A | N/A | | |

**Chart One:** Recurring revenues exceed recurring expenditures through 2029 without motion

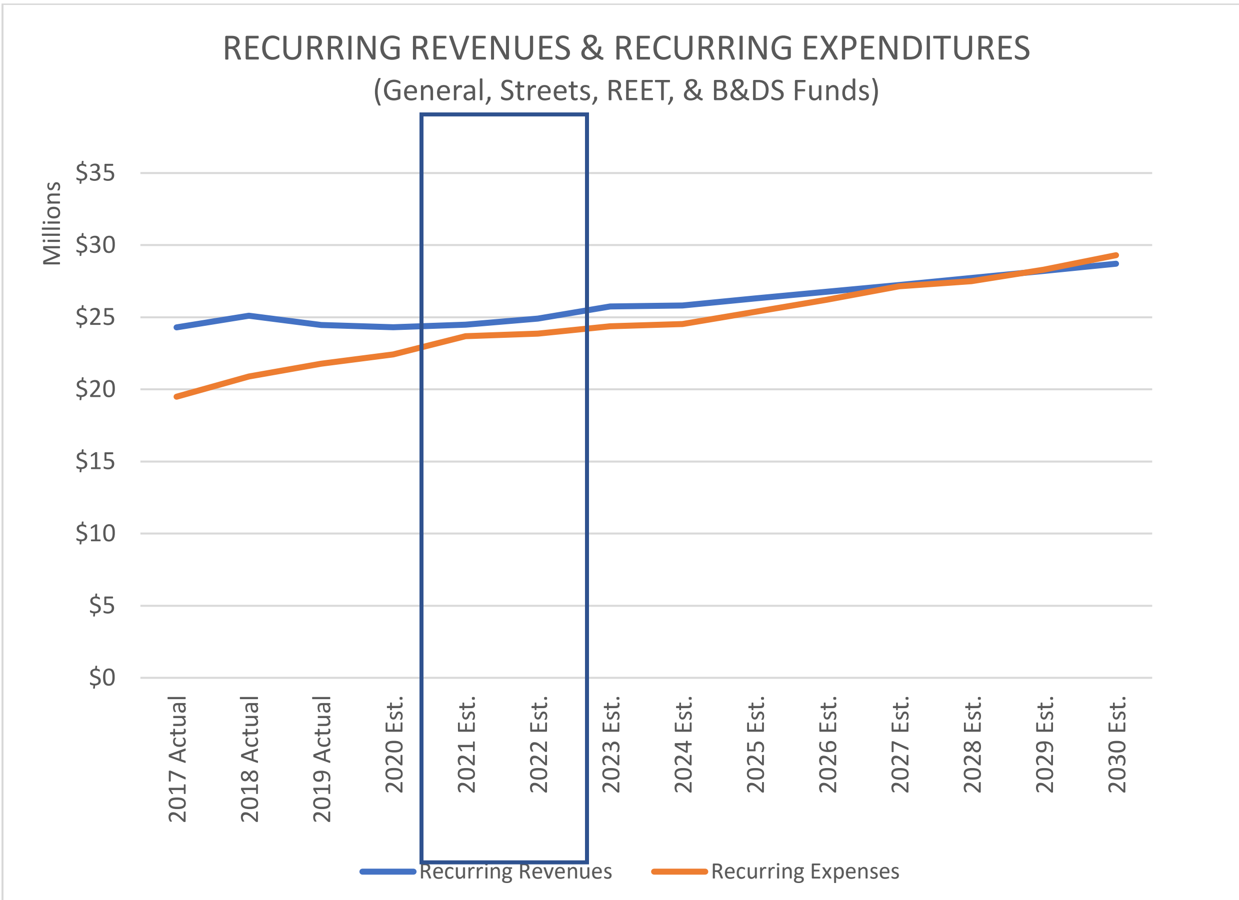


**Chart Two:** Recurring revenues exceed recurring expenditures through 2029 with motion

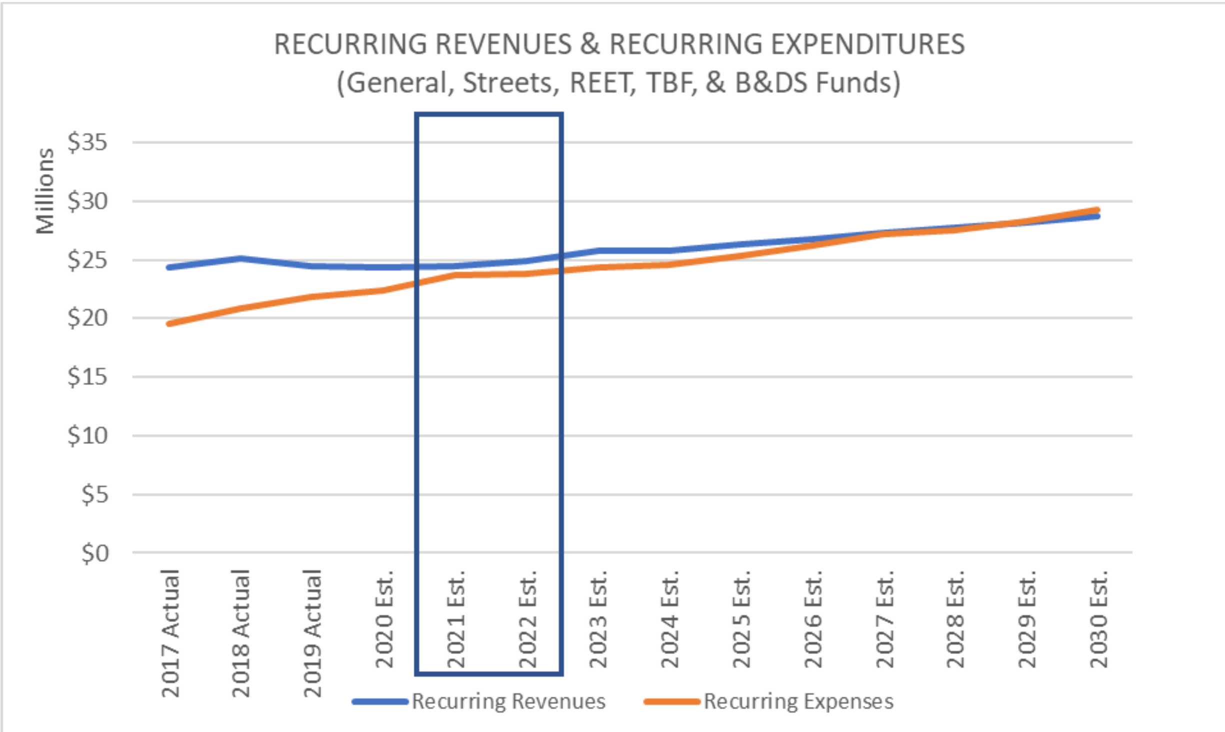
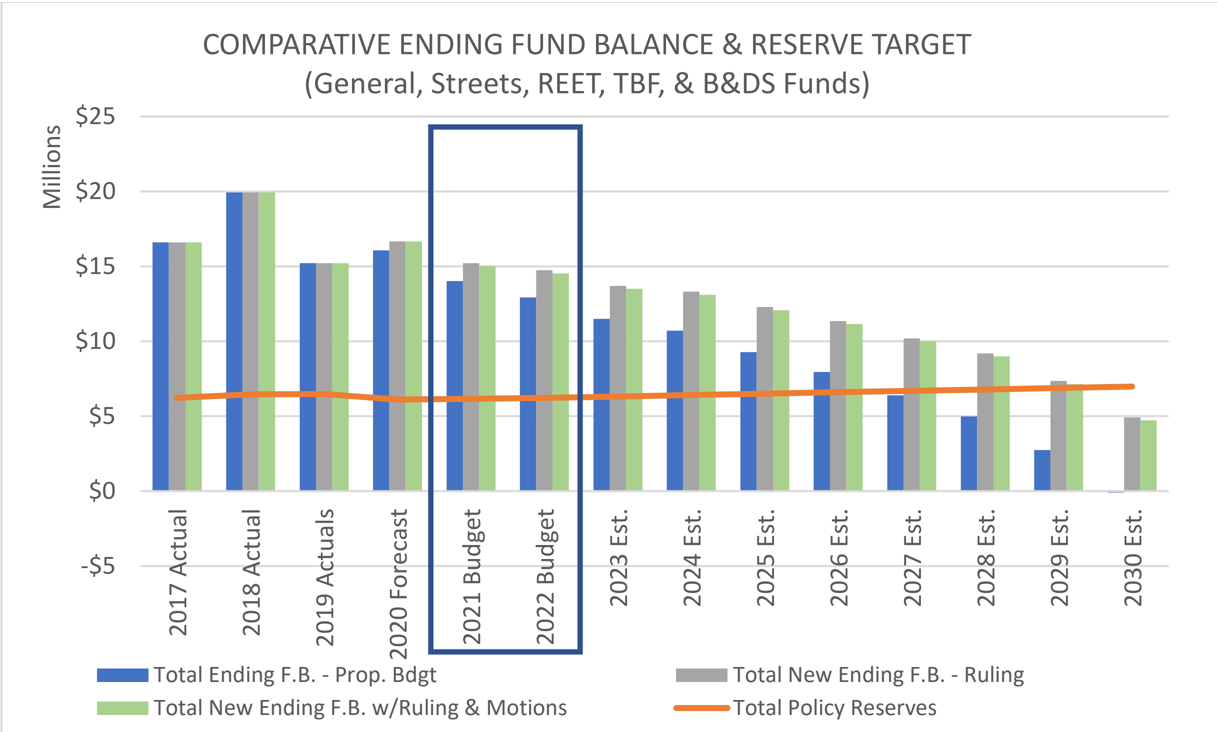


**Chart Three:** Fund balances exceed reserve targets through 2029



# 2021-2022 PROPOSED BUDGET

# Budget Query

Date: November 4, 2020

Budget Query: 48

From: Councilmembers Nassar and Pollock

Date Rec'd: October 20, 2020

Re: Withdrawn Motion 1 – Winslow Rain Garden fencing options

## Question/Topic:

**Withdrawn Motion:** I move to remove the Winslow rain garden safety fencing from the CIP.

What are the options to the current proposal for Rain Garden Fencing in the Proposed Budget?

## Response:

The Winslow Rain Garden Safety Fencing project stems from recent claims against the City related to people tripping, falling or otherwise becoming injured as a result of an encounter with the rain gardens along Winslow Way (particularly those between Madison Avenue and T&C). Further information regarding these claims will be available via a separate memo prepared by the City Attorney.

In working through the claims with the City's insurance provider, staff agreed that it made sense to install fencing in certain locations where people could potentially be injured if they tripped or fell as a result of the rain gardens. The initial project scope involved low iron fencing, which is a premium product – although common for urban-style rain gardens - that would cost approximately $100K. The staff is open to exploring other options and styles, although it is not clear that the cost would be significantly less. An example of some styles that could be considered are identified below:

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or ongoing | Comment |
|---|---|---|---|---|
| Estimated $ Change | NA | NA | | Motion withdrawn |
| FTE Change | | | | |

# 2021-2022 Proposed Budget

# Budget Query

Date: November 4, 2020

Budget Query: 49

From: Councilmember Carr

Date Rec'd: October 20, 2020

Re: City Hall Security and Renovations

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**Question/Topic:**

Explain more on the proposal in the budget for City Hall Security?

Why are we doing City Hall Renovations right now?

**Response:**

The City Hall Security project proposes to upgrade the City Hall security system to match the new system that will be installed at the Police/Court facility. The existing system in City Hall is 20 years old and has reached the end of its useful life, and some parts are now obsolete making replacement parts difficult or impossible to obtain. There are cost and logistical efficiencies to upgrading the City Hall system at the same time as the new system is installed in the Police/Court facility.

The City Hall Renovations project was developed as a part of the previous biennial budget but was ultimately not funded. The project scope at that time included asset management and efficiency upgrades to the southern half of the lower floor of the building, including: carpet replacement; enhanced security for staff; public-facing improvements, office and cubicle efficiencies and the addition of conference room space. This scope of work would need to be revisited and reviewed by the staff and Council prior to expenditures for design work in 2022. The project construction is planned for 2023.

Note: staff noted an error in the CIP City Hall Renovations project sheet where the 2022 funds were listed as "construction" and should be listed as "design." This error will be corrected in the final CIP.

**Summary of Budget Dollar and FTE change:**

| | 2021 | 2022 | One-time or Recurring | Comment |
|---|---|---|---|---|
| Estimated $ Change | | | | |
| FTE Change | | | | |

# 2021-2022 PROPOSED BUDGET

# Budget Query – Supplemental Memo

CITY OF BAINBRIDGE ISLAND

Date: November 4, 2020

From: Christopher Wierzbicki, Public Works Director

Re: October 20th Budget Motion Impacts and Items for Consideration

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The purpose of this memo is to supplement the responses to Council Budget Queries 38 (STO Trail extension), 39 (Senior Center Improvements) and 40 (Suyematsu Farm Improvements).

If the projects listed above were added to the biennial budget, we would want to make sure they were a success for the community, which would mean assigning each of them to project management staff. However, the proposed Public Works budget for 2021-22 does not have project management capacity available for additional projects. With current staffing levels included in the budget, we may have the capacity to start one of these projects late in 2022.

If Council would like to support more than one of these projects, and/or would like to start supporting the project in 2021 or early in 2022, staff recommends the addition of a general fund-supported project engineer (~$135K recurring cost), or removal or deferral of other planned projects. The identification of projects that could be removed or deferred is tricky, as a substantial portion of the planned general fund work is asset management-based (repairs and maintenance), regulatory, or a priority for the Council and community (Sustainable Transportation Plan, trails planning, etc.) Adding to the complexity, most of the project management staff work on general *and* utility-funded projects, the latter of which are of critical importance for the utility systems they support.

That said, if the majority of the City Council supports adding more than one of the projects discussed above and does not support adding additional staff capacity, staff will work to identify projects/initiatives that could be considered for elimination or delay that are currently included in the 2021-22 budget in order to create capacity for other priorities. This information can be presented with budget deliberation materials on November 10.