



# **City of Bainbridge Island 2013 Adopted Budget**

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## **CITY COUNCIL – LEGISLATIVE**

The City Council is the legislative and policy-making body of the government. City Council members are the elected representatives of the citizens of Bainbridge Island. The council represents the public interest in developing public policy, establishes the goals and priorities that provide the framework for the City's budget, and adopts the city budget.

There are seven seats on the City Council. There are two seats for each ward on the island, Central, North and South, and one At-Large seat. Citizens elect council members to four-year terms. Elections are held every two years. The City Council elects a mayor from within its members to direct the administrative management of the Council.

### **Summary of Changes**

There were no changes to the City Council budget. The Salary Commission made no change to council member compensation for 2013.

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
CITY COUNCIL**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	87,000	87,000	-	-
Benefits	7,468	7,468	-	-
<b>SALARIES &amp; BENEFITS</b>	<b>94,468</b>	<b>94,468</b>	<b>-</b>	<b>- %</b>
Supplies	1,734	1,734	-	-
Computer Equipment & Software	-	-	-	-
<b>SUPPLIES</b>	<b>1,734</b>	<b>1,734</b>	<b>-</b>	<b>- %</b>
Professional Services	1,938	1,938	-	-
Communication	-	-	-	-
Travel	510	510	-	-
Training	-	-	-	-
Advertising	2,040	2,040	-	-
Operating Leases	714	714	-	-
Repair & Maintenance	-	-	-	-
All Other Miscellaneous	411	411	-	-
Contingency & Settlement	-	-	-	-
Strategic Planning	-	-	-	-
<b>SERVICES &amp; CHARGES</b>	<b>5,613</b>	<b>5,613</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>101,815</b>	<b>101,815</b>	<b>-</b>	<b>- %</b>
Capital Equipment	-	-	-	-
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>101,815</b>	<b>101,815</b>	<b>-</b>	<b>- %</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS  
CITY COUNCIL**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	87,000	87,000	-	-
Benefits	7,468	7,468	-	-
<b>SALARIES &amp; BENEFITS</b>	<b>94,468</b>	<b>94,468</b>	<b>-</b>	<b>- %</b>
Supplies	1,734	1,734	-	-
Computer Equipment & Software	-	-	-	-
<b>SUPPLIES</b>	<b>1,734</b>	<b>1,734</b>	<b>-</b>	<b>- %</b>
Professional Services	1,938	1,938	-	-
Communication	-	-	-	-
Travel	510	510	-	-
Training	-	-	-	-
Advertising	2,040	2,040	-	-
Operating Leases	714	714	-	-
Repair & Maintenance	-	-	-	-
All Other Miscellaneous	411	411	-	-
Contingency & Settlement	-	-	-	-
Strategic Planning	-	-	-	-
<b>SERVICES &amp; CHARGES</b>	<b>5,613</b>	<b>5,613</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>101,815</b>	<b>101,815</b>	<b>-</b>	<b>- %</b>
Capital Equipment	-	-	-	-
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>101,815</b>	<b>101,815</b>	<b>-</b>	<b>- %</b>

## **EXECUTIVE**

The Executive Department establishes direction for the city organization as a whole, and functions as a coordination and communication hub. The department provides four areas of service: city management, legal, city clerk, and information technology.

The City Manager balances policy directives and resources to protect and preserve the health, safety, welfare, and quality of life for the community. From managing the day-to-day operations of the city organization to providing leadership and guidance on organizational policy and direction, this office serves as the city's chief executive officer and official spokesperson. Additionally, a position in the Executive provides support for citywide Human Resource services.

The City Attorney provides legal advice to the City Manager, City Council, and City Departments. This office reviews ordinances, resolutions, contracts, and other legal documents for compliance with local, State and Federal law and to protect and advance the City's interests. The City Attorney also manages litigation and the retention of outside legal resources.

The City Clerk supports the City Council and City Manager. The City Clerk prepares and publishes a wide variety of official documents, including official legal notices for public hearings, City Council meetings, and advertisements for bids, City Council agenda materials and minutes, and updates to the Bainbridge Island Municipal Code.

Information Technology staff provide technical support, systems administration, and GIS/mapping maintenance services. IT manages and procures computers, phones, and software management to all City departments, and sets the strategic direction for technology use in the City's programs and services. This group also manages the City's website structure.

### **Summary of Changes (Executive)**

Increase Community Services by \$14,000 as compared to the 2012 Amended Budget. This is the net effect of a three percent increase for all human services organizations, the removal of 2012 activities that are not anticipated to continue into 2013 and the addition of \$25,000 for Economic Development.

Reduce the professional service litigation budget by \$100,000. If additional funds are needed for litigation, contingency funds will be utilized.

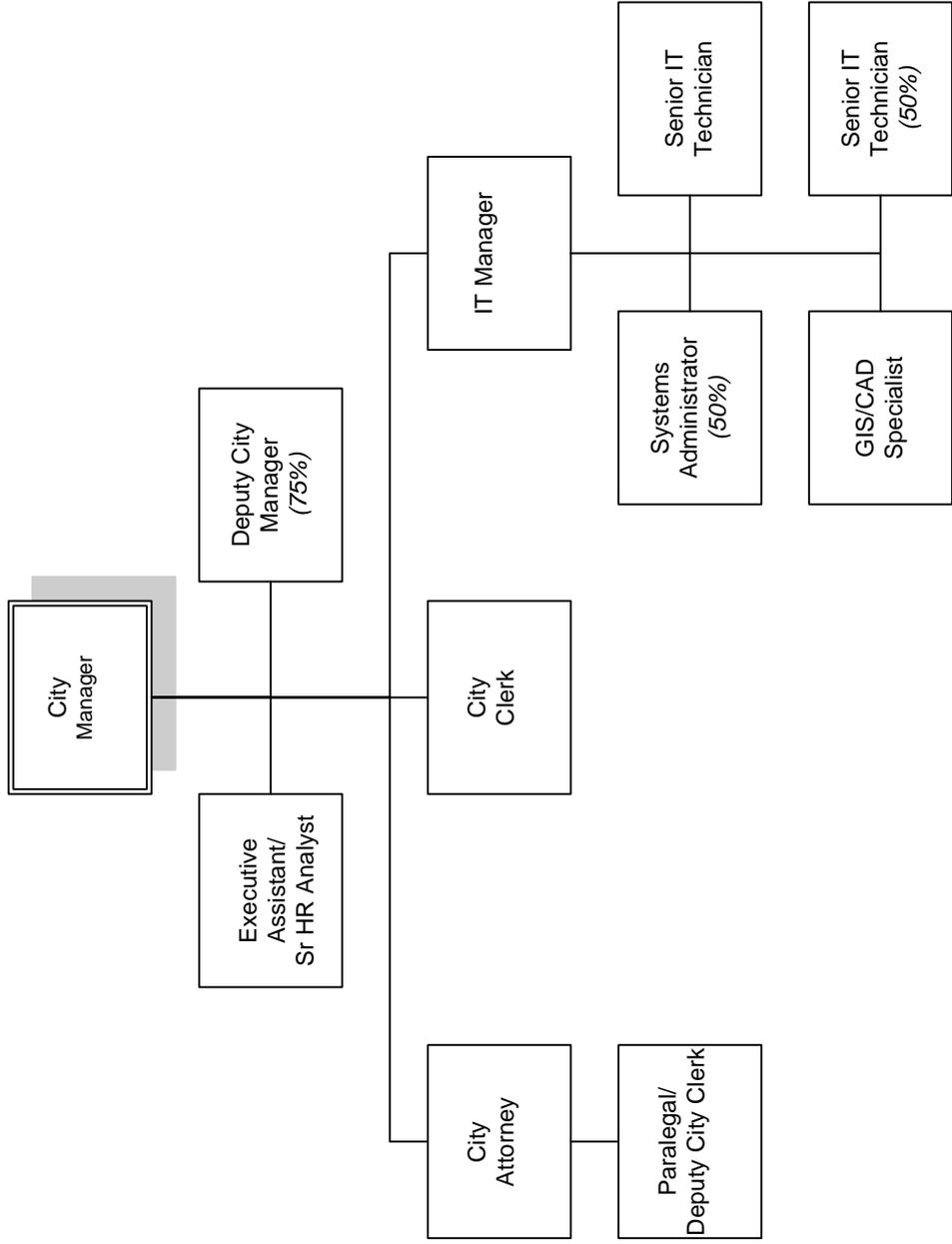
The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other

technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor and other operating costs increase the Executive department budget by \$12,500, which, when taken together with the other changes detailed above, results in a net decrease from the 2012 Amended Budget to the 2013 Adopted Budget of approximately \$74,000.



# City of Bainbridge Island

Executive



**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
EXECUTIVE**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	645,005	667,743	22,738	3.53 %
Benefits	230,433	228,674	(1,759)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>875,438</b>	<b>896,417</b>	<b>20,980</b>	<b>2.40 %</b>
Supplies	8,864	7,364	(1,500)	(16.92%)
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>8,864</b>	<b>7,364</b>	<b>(1,500)</b>	<b>(16.92%)</b>
Professional Services	727,330	627,330	(100,000)	(13.75%)
Community Services	343,070	356,936	13,866	4.04 %
Communication	612	612	-	- %
Travel	1,683	1,683	-	- %
Training	13,874	13,874	-	- %
Advertising	6,528	6,528	-	- %
Operating Leases	6,416	6,416	-	- %
Insurance	-	-	-	- %
Repair & Maintenance	10,161	3,161	(7,000)	(68.89%)
All Other Miscellaneous	33,768	33,768	-	- %
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>1,143,442</b>	<b>1,050,308</b>	<b>(93,134)</b>	<b>(8.15%)</b>
Intergovernmental Services	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,027,744</b>	<b>1,954,089</b>	<b>(73,655)</b>	<b>(3.63%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
Debt Service	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>2,027,744</b>	<b>1,954,089</b>	<b>(73,655)</b>	<b>(3.63%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS  
EXECUTIVE**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	548,408	576,276	27,868	5.08 %
Benefits	196,191	196,884	693	0.35 %
<b>SALARIES &amp; BENEFITS</b>	<b>744,599</b>	<b>773,160</b>	<b>28,561</b>	<b>3.84 %</b>
Supplies	8,864	7,364	(1,500)	(16.92%)
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>8,864</b>	<b>7,364</b>	<b>(1,500)</b>	<b>(16.92%)</b>
Professional Services	625,330	525,330	(100,000)	(15.99%)
Community Services	343,070	356,936	13,866	4.04 %
Communication	612	612	-	- %
Travel	1,683	1,683	-	- %
Training	13,874	13,874	-	- %
Advertising	6,528	6,528	-	- %
Operating Leases	6,416	6,416	-	- %
Insurance	-	-	-	- %
Repair & Maintenance	10,161	3,161	(7,000)	(68.89%)
All Other Miscellaneous	33,768	33,768	-	- %
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>1,041,442</b>	<b>948,308</b>	<b>(93,134)</b>	<b>(8.94%)</b>
Intergovernmental Services	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,794,905</b>	<b>1,728,832</b>	<b>(66,073)</b>	<b>(3.68%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
Debt Service	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>1,794,905</b>	<b>1,728,832</b>	<b>(66,073)</b>	<b>(3.68%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - UTILITY FUNDS  
EXECUTIVE**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	96,596	91,467	(5,129)	(5.31%)
Benefits	34,242	31,790	(2,452)	(7.16%)
<b>SALARIES &amp; BENEFITS</b>	<b>130,839</b>	<b>123,257</b>	<b>(7,582)</b>	<b>(5.79%)</b>
Professional Services	102,000	102,000	-	- %
Communication	-	-	-	- %
Advertising	-	-	-	- %
All Other Miscellaneous	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>102,000</b>	<b>102,000</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>232,839</b>	<b>225,257</b>	<b>(7,582)</b>	<b>(3.26%)</b>
Capital Projects	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>232,839</b>	<b>225,257</b>	<b>(7,582)</b>	<b>(3.26%)</b>

**Summary of Changes (Information Technology)**

The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor and other operating costs increase the Information Technology division budget by \$9,000, which, when taken together with the reduction of \$21,000 in Capital Equipment, which was a one- time purchase of a large format printer, results in a net decrease from the 2012 Amended Budget to the 2013 Adopted Budget of approximately \$12,000.

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
INFORMATION TECHNOLOGY**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	339,883	351,864	11,981	3.52 %
Benefits	115,541	114,659	(882)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>455,424</b>	<b>466,523</b>	<b>11,099</b>	<b>2.44 %</b>
Supplies	500	500	-	-
Computer Equipment & Software	53,480	51,400	(2,080)	(3.89%)
<b>SUPPLIES</b>	<b>53,980</b>	<b>51,900</b>	<b>(2,080)</b>	<b>(3.85%)</b>
Professional Services	-	-	-	-
Communication	-	-	-	-
Travel	600	600	-	-
Training	2,500	2,500	-	-
Advertising	-	-	-	-
Operating Leases	25,000	25,000	-	-
Insurance	-	-	-	-
Repair & Maintenance	146,762	146,762	-	-
All Other Miscellaneous	-	-	-	-
<b>SERVICES &amp; CHARGES</b>	<b>174,862</b>	<b>174,862</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	-	-	-	-
Intergovernmental-Taxes and Assessments	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>684,266</b>	<b>693,285</b>	<b>9,019</b>	<b>1.32 %</b>
Capital Equipment	21,000	-	(21,000)	(100.00%)
Capital Projects	302	-	(302)	(100.00%)
<b>OTHER EXPENDITURES</b>	<b>21,302</b>	<b>-</b>	<b>(21,302)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>21,302</b>	<b>-</b>	<b>(21,302)</b>	<b>(100.00%)</b>
<b>TOTAL EXPENDITURES</b>	<b>705,568</b>	<b>693,285</b>	<b>(12,283)</b>	<b>(1.74%)</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**INFORMATION TECHNOLOGY**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	242,091	250,625	8,534	3.52 %
Benefits	81,641	81,017	(623)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>323,732</b>	<b>331,642</b>	<b>7,911</b>	<b>2.44 %</b>
Supplies	500	500	-	-
Computer Equipment & Software	53,480	51,400	(2,080)	(3.89%)
<b>SUPPLIES</b>	<b>53,980</b>	<b>51,900</b>	<b>(2,080)</b>	<b>(3.85%)</b>
Professional Services	-	-	-	-
Communication	-	-	-	-
Travel	600	600	-	-
Training	2,500	2,500	-	-
Advertising	-	-	-	-
Operating Leases	25,000	25,000	-	-
Insurance	-	-	-	-
Repair & Maintenance	146,762	146,762	-	-
All Other Miscellaneous	-	-	-	-
<b>SERVICES &amp; CHARGES</b>	<b>174,862</b>	<b>174,862</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	-	-	-	-
Intergovernmental-Taxes and Assessments	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>552,574</b>	<b>558,404</b>	<b>5,831</b>	<b>1.06 %</b>
Capital Equipment	21,000	-	(21,000)	(100.00%)
Capital Projects	302	-	(302)	(100.00%)
<b>OTHER EXPENDITURES</b>	<b>21,302</b>	<b>-</b>	<b>(21,302)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>21,302</b>	<b>-</b>	<b>(21,302)</b>	<b>(100.00%)</b>
<b>TOTAL EXPENDITURES</b>	<b>573,876</b>	<b>558,404</b>	<b>(15,471)</b>	<b>(2.70%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - UTILITY FUNDS  
INFORMATION TECHNOLOGY**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	97,792	101,240	3,447	3.52 %
Benefits	33,900	33,641	(259)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>131,692</b>	<b>134,881</b>	<b>3,188</b>	<b>2.42 %</b>
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Repair & Maintenance	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>131,692</b>	<b>134,881</b>	<b>3,188</b>	<b>2.42 %</b>
<b>TOTAL EXPENDITURES</b>	<b>131,692</b>	<b>134,881</b>	<b>3,188</b>	<b>2.42 %</b>

## **FINANCE AND ADMINISTRATIVE SERVICES**

The Finance and Administration Department provides financial services such as cashiering and utility billing to citizens as well as central support to the City's five operating departments. The department has three primary functions: Accounting, Budget, and Human Resources.

Through utility and other billing, the Accounting unit collects money on behalf of the City. This group also performs functions such as payroll and invoice processing. In addition, this group completes all required financial reporting and audit functions.

The Budget unit forecasts revenue and plans for spending. The forecasting is done both for both same-year analysis and with a two to six-year outlook. This group monitors financial performance throughout the year, and prepares adjustments as needed for Council consideration and approval.

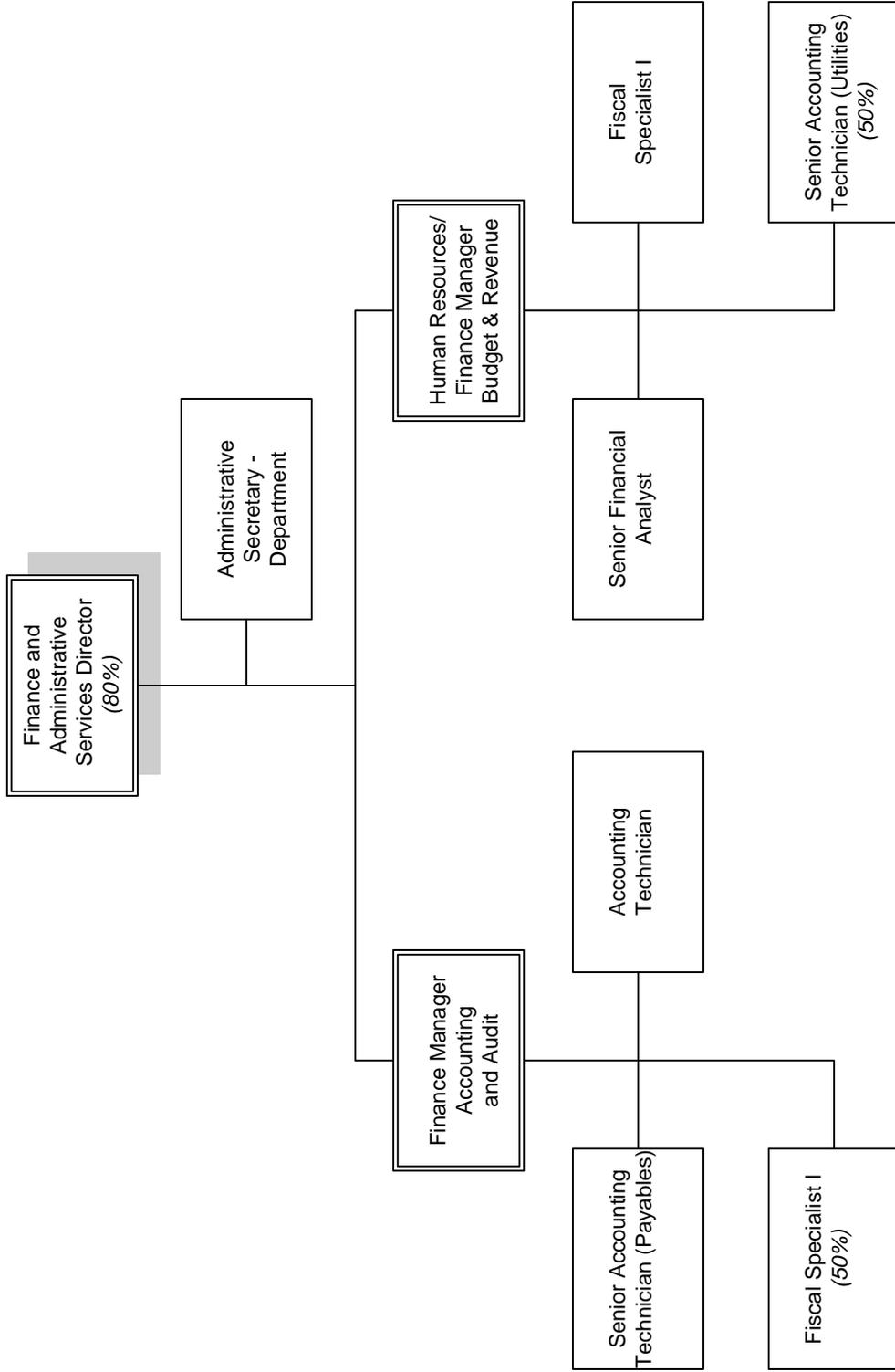
The Human Resources unit supports employees and the City as an employer by ensuring work is fairly and accurately classified and compensated, and that employees are well trained and held accountable for their work. This group provides management feedback in labor negotiations. This function is supported by one position in the Executive Department.

### **Summary of Changes**

Decrease the Professional Service and Travel budgets by a total of \$33,000 to remove one-time funding associated with the search for a new City Manager that was included in the 2012 Amended Budget.

Increase the operating transfers made to other operating funds by \$413,000. These transfers are budgeted in the Finance Department, but provide operating support to other departments, including Planning and Community Development and Public Works. This budget item is adjusted in tandem with changes to the funds and departments that receive General Fund support (Streets, B&DS, and Capital Construction).

The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor and other operating costs increase the Finance and Administrative Services department budget by \$39,000, which, when taken together with the other changes detailed above, results in a net increase from the 2012 Amended Budget to the 2013 Adopted Budget of approximately \$419,000.



**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
FINANCE & ADMINISTRATIVE SERVICES**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	696,209	722,569	26,359	3.79 %
Benefits	258,326	266,758	8,432	3.26 %
<b>SALARIES &amp; BENEFITS</b>	<b>954,535</b>	<b>989,326</b>	<b>34,791</b>	<b>3.64 %</b>
Supplies	18,709	22,709	4,000	21.38 %
Computer Equipment & Software	1,734	1,734	-	-
<b>SUPPLIES</b>	<b>20,443</b>	<b>24,443</b>	<b>4,000</b>	<b>19.57 %</b>
Professional Services	76,790	64,790	(12,000)	(15.63%)
Communication	1,836	1,836	-	-
Travel	35,255	14,255	(21,000)	(59.57%)
Training	10,000	10,000	-	-
Advertising	2,040	2,040	-	-
Operating Leases	13,785	13,785	-	-
Insurance	24	24	-	-
Utilities	-	-	-	-
Repair & Maintenance	4,590	4,590	-	-
All Other Miscellaneous	7,542	7,542	-	-
Strategic Planning	-	-	-	-
<b>SERVICES &amp; CHARGES</b>	<b>151,862</b>	<b>118,862</b>	<b>(33,000)</b>	<b>(21.73%)</b>
Intergovernmental Services	-	-	-	-
Intergovernmental-Taxes and Assessments	-	-	-	-
Interfund - Taxes and Assessments	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,126,840</b>	<b>1,132,631</b>	<b>5,791</b>	<b>0.51 %</b>
Capital Equipment	-	-	-	-
Capital Projects	-	-	-	-
Debt Service	-	-	-	-
Other Non-Operating Expenditures	-	-	-	-
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Interfund Transfers	-	-	-	-
To Other Funds and Sub-Funds	5,337,877	5,751,000	413,123	7.74 %
<b>OTHER USES</b>	<b>5,337,877</b>	<b>5,751,000</b>	<b>413,123</b>	<b>7.74 %</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>5,337,877</b>	<b>5,751,000</b>	<b>413,123</b>	<b>7.74 %</b>
<b>TOTAL EXPENDITURES</b>	<b>6,464,717</b>	<b>6,883,631</b>	<b>418,914</b>	<b>6.48 %</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**FINANCE & ADMINISTRATIVE SERVICES**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	582,352	569,145	(13,208)	(2.27%)
Benefits	193,837	208,471	14,634	7.55 %
<b>SALARIES &amp; BENEFITS</b>	<b>776,189</b>	<b>777,616</b>	<b>1,427</b>	<b>0.18 %</b>
Supplies	18,709	22,709	4,000	21.38 %
Computer Equipment & Software	1,734	1,734	-	-
<b>SUPPLIES</b>	<b>20,443</b>	<b>24,443</b>	<b>4,000</b>	<b>19.57 %</b>
Professional Services	57,530	47,330	(10,200)	(17.73%)
Communication	-	-	-	-
Travel	30,005	9,005	(21,000)	(69.99%)
Training	10,000	10,000	-	-
Advertising	2,040	2,040	-	-
Operating Leases	13,785	13,785	-	-
Insurance	24	24	-	-
Utilities	-	-	-	-
Repair & Maintenance	4,590	4,590	-	-
All Other Miscellaneous	7,185	7,185	-	-
Strategic Planning	-	-	-	-
<b>SERVICES &amp; CHARGES</b>	<b>125,159</b>	<b>93,959</b>	<b>(31,200)</b>	<b>(24.93%)</b>
Intergovernmental Services	-	-	-	-
Intergovernmental-Taxes and Assessments	-	-	-	-
Interfund - Taxes and Assessments	-	-	-	-
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>921,791</b>	<b>896,018</b>	<b>(25,773)</b>	<b>(2.80%)</b>
Capital Equipment	-	-	-	-
Capital Projects	-	-	-	-
Debt Service	-	-	-	-
Other Non-Operating Expenditures	-	-	-	-
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Interfund Transfers	-	-	-	-
To Other Funds and Sub-Funds	5,337,877	5,751,000	413,123	7.74 %
<b>OTHER USES</b>	<b>5,337,877</b>	<b>5,751,000</b>	<b>413,123</b>	<b>7.74 %</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>5,337,877</b>	<b>5,751,000</b>	<b>413,123</b>	<b>7.74 %</b>
<b>TOTAL EXPENDITURES</b>	<b>6,259,668</b>	<b>6,647,018</b>	<b>387,350</b>	<b>6.19 %</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - UTILITY FUNDS**  
**FINANCE & ADMINISTRATIVE SERVICES**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	113,857	153,424	39,567	34.75 %
Benefits	64,489	58,286	(6,202)	(9.62%)
<b>SALARIES &amp; BENEFITS</b>	<b>178,346</b>	<b>211,710</b>	<b>33,365</b>	<b>18.71 %</b>
Supplies	-	-	-	- %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Professional Services	19,260	17,460	(1,800)	(9.35%)
Communication	1,836	1,836	-	- %
Travel	5,250	5,250	-	- %
Training	-	-	-	- %
Advertising	-	-	-	- %
Operating Leases	-	-	-	- %
Repair & Maintenance	-	-	-	- %
All Other Miscellaneous	357	357	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>26,703</b>	<b>24,903</b>	<b>(1,800)</b>	<b>(6.74%)</b>
Intergovernmental Services	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>205,049</b>	<b>236,613</b>	<b>31,565</b>	<b>15.39 %</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
Debt Service	-	-	-	- %
Other Non-Operating Expenditures	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Interfund Transfers	-	-	-	- %
To Other Funds and Sub-Funds	-	-	-	- %
<b>OTHER USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>205,049</b>	<b>236,613</b>	<b>31,565</b>	<b>15.39 %</b>

## **GENERAL GOVERNMENT**

The purpose of the General Government budget is to pay certain citywide costs out of a central location, in order to track and manage citywide costs.

### **Summary of Changes**

Reduce estimated costs for personnel-related separation and reinstatement costs by a total of \$102,000. The 2013 Adopted Budget includes funding for citywide unemployment and estimated costs at time of separation in the general government department.

Reduce the budget for professional services and strategic planning by a total of \$359,000. Consideration of, and funding for, future strategic planning efforts will be made when City leadership transitions are complete.

Reduce the operating leases budget by \$178,000 to remove budget authority associated with payments for the parking lot at the ferry terminal made to the Washington State Ferries. The City no longer manages that parking lot and will not have that expense.

Decrease the insurance budget by \$8,000 to match the current estimate received from Washington Cities' Insurance Association (WCIA), the City's insurance carrier. Recent improvements in the management of litigation, reduced claims experience and the reduction in staffing have contributed to lower insurance premiums for the City.

Make technical adjustments, including adjusting the utilities and supply budgets by a total of \$19,000, and increasing the intergovernmental services and interfund tax and assessments items by \$23,000.

Decrease the debt service budget by \$37,000 to align budget with current cost information.

These changes combine to generate a 2013 Adopted Budget for General Government that is \$680,000 lower than the 2012 Amended Budget.

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
GENERAL GOVERNMENT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	133,500	26,399	(107,101)	(80.23%)
Benefits	187,472	193,009	5,537	2.95 %
<b>SALARIES &amp; BENEFITS</b>	<b>320,972</b>	<b>219,408</b>	<b>(101,564)</b>	<b>(31.64%)</b>
Supplies	5,100	6,100	1,000	19.61 %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>5,100</b>	<b>6,100</b>	<b>1,000</b>	<b>19.61 %</b>
Professional Services	294,105	230,824	(63,281)	(21.52%)
Community Services	115,907	116,209	302	0.26 %
Communication	143,463	143,463	-	- %
Travel	-	-	-	- %
Training	510	510	-	- %
Advertising	-	-	-	- %
Operating Leases	659,107	481,305	(177,801)	(26.98%)
Insurance	622,524	614,320	(8,204)	(1.32%)
Utilities	871,989	890,113	18,124	2.08 %
Repair & Maintenance	-	-	-	- %
All Other Miscellaneous	33,575	34,315	740	2.20 %
Contingency & Settlement	-	-	-	- %
Strategic Planning	296,136	-	(296,136)	(100.00%)
<b>SERVICES &amp; CHARGES</b>	<b>3,037,316</b>	<b>2,511,060</b>	<b>(526,256)</b>	<b>(17.33%)</b>
Intergovernmental Services	260,710	270,410	9,700	3.72 %
Intergovernmental-Taxes and Assessments	257,955	257,955	-	- %
Interfund - Taxes and Assessments	592,050	604,950	12,900	2.18 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>1,110,715</b>	<b>1,133,315</b>	<b>22,600</b>	<b>2.03 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,474,103</b>	<b>3,869,883</b>	<b>(604,220)</b>	<b>(13.50%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
Debt Service	4,847,927	4,811,128	(36,799)	(0.76%)
<b>OTHER EXPENDITURES</b>	<b>4,847,927</b>	<b>4,811,128</b>	<b>(36,799)</b>	<b>(0.76%)</b>
To Other Funds and Sub-Funds	38,552	-	(38,552)	(100.00%)
<b>OTHER USES</b>	<b>38,552</b>	<b>-</b>	<b>(38,552)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>4,886,479</b>	<b>4,811,128</b>	<b>(75,351)</b>	<b>(1.54%)</b>
<b>TOTAL EXPENDITURES</b>	<b>9,360,582</b>	<b>8,681,011</b>	<b>(679,571)</b>	<b>(7.26%)</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**GENERAL GOVERNMENT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	113,050	26,399	(86,651)	(76.65%)
Benefits	143,491	136,641	(6,850)	(4.77%)
<b>SALARIES &amp; BENEFITS</b>	<b>256,541</b>	<b>163,040</b>	<b>(93,502)</b>	<b>(36.45%)</b>
Supplies	5,100	6,100	1,000	19.61 %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>5,100</b>	<b>6,100</b>	<b>1,000</b>	<b>19.61 %</b>
Professional Services	294,105	230,824	(63,281)	(21.52%)
Community Services	115,907	116,209	302	0.26 %
Communication	89,505	89,505	-	- %
Travel	-	-	-	- %
Training	510	510	-	- %
Advertising	-	-	-	- %
Operating Leases	440,044	262,243	(177,801)	(40.41%)
Insurance	433,975	498,423	64,448	14.85 %
Utilities	476,049	476,049	-	- %
Repair & Maintenance	-	-	-	- %
All Other Miscellaneous	20,315	20,315	-	- %
Contingency & Settlement	-	-	-	- %
Strategic Planning	226,740	-	(226,740)	(100.00%)
<b>SERVICES &amp; CHARGES</b>	<b>2,097,151</b>	<b>1,694,078</b>	<b>(403,073)</b>	<b>(19.22%)</b>
Intergovernmental Services	209,710	219,410	9,700	4.63 %
Intergovernmental-Taxes and Assessments	29,687	29,687	-	- %
Interfund - Taxes and Assessments	107,100	120,000	12,900	12.04 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>346,497</b>	<b>369,097</b>	<b>22,600</b>	<b>6.52 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,705,289</b>	<b>2,232,315</b>	<b>(472,974)</b>	<b>(17.48%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
Debt Service	3,347,640	3,007,025	(340,615)	(10.17%)
<b>OTHER EXPENDITURES</b>	<b>3,347,640</b>	<b>3,007,025</b>	<b>(340,615)</b>	<b>(10.17%)</b>
To Other Funds and Sub-Funds	38,552	-	(38,552)	(100.00%)
<b>OTHER USES</b>	<b>38,552</b>	<b>-</b>	<b>(38,552)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>3,386,192</b>	<b>3,007,025</b>	<b>(379,167)</b>	<b>(11.20%)</b>
<b>TOTAL EXPENDITURES</b>	<b>6,091,481</b>	<b>5,239,340</b>	<b>(852,141)</b>	<b>(13.99%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - UTILITY FUNDS  
GENERAL GOVERNMENT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	20,450	-	(20,450)	(100.00%)
Benefits	43,981	56,369	12,388	28.17 %
<b>SALARIES &amp; BENEFITS</b>	<b>64,431</b>	<b>56,369</b>	<b>(8,062)</b>	<b>(12.51%)</b>
Professional Services	-	-	-	- %
Communication	53,958	53,958	-	- %
Operating Leases	219,062	219,062	-	- %
Insurance	188,549	115,897	(72,652)	(38.53%)
Utilities	395,940	414,064	18,124	4.58 %
All Other Miscellaneous	13,260	14,000	740	5.58 %
Contingency & Settlement	-	-	-	- %
Strategic Planning	69,396	-	(69,396)	(100.00%)
<b>SERVICES &amp; CHARGES</b>	<b>940,165</b>	<b>816,982</b>	<b>(123,184)</b>	<b>(13.10%)</b>
Intergovernmental Services	51,000	51,000	-	- %
Intergovernmental-Taxes and Assessments	228,268	228,268	-	- %
Interfund - Taxes and Assessments	484,950	484,950	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>764,218</b>	<b>764,218</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,768,814</b>	<b>1,637,568</b>	<b>(131,246)</b>	<b>(7.42%)</b>
Capital Projects	-	-	-	- %
Debt Service	1,500,287	1,804,103	303,816	20.25 %
<b>OTHER EXPENDITURES</b>	<b>1,500,287</b>	<b>1,804,103</b>	<b>303,816</b>	<b>20.25 %</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>1,500,287</b>	<b>1,804,103</b>	<b>303,816</b>	<b>20.25 %</b>
<b>TOTAL EXPENDITURES</b>	<b>3,269,101</b>	<b>3,441,671</b>	<b>172,570</b>	<b>5.28 %</b>

## **MUNICIPAL COURT**

The Bainbridge Island Municipal Court provides a local forum for fair, accessible, and timely resolution of alleged violations of Washington State statutes and Bainbridge Island municipal ordinances that occur on Bainbridge Island.

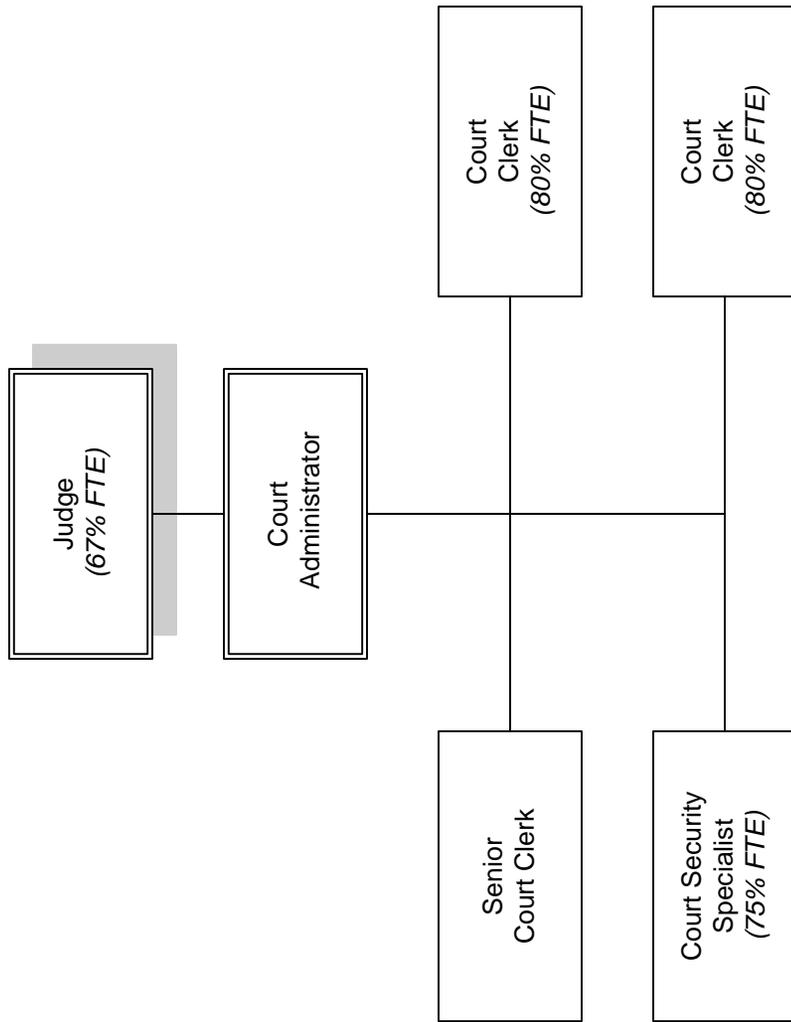
The Municipal Court has jurisdiction over traffic and non-traffic criminal cases and civil infraction complaints filed by the Bainbridge Island Police Department, the Prosecuting Attorney and City enforcement staff. Cases heard by the Municipal Court include misdemeanor and gross misdemeanor cases occurring on Bainbridge Island, non-criminal cases such as parking infractions, and requests for protection orders.

Court administration oversees the Court's schedule and tracks fine and penalties paid to the Court.

The Court maintains a probation function to monitor defendants who are placed on probation or are subject to pre-trial diversion agreements. The judge conducts probation review hearings to ensure and support full compliance with these agreements.

### **Summary of Changes**

The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor and other operating costs decrease the Municipal Court department budget by \$10,000 from the 2012 Amended Budget to the 2013 Adopted Budget.



**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
MUNICIPAL COURT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	421,712	411,113	(10,599)	(2.51%)
Benefits	110,483	109,640	(843)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>532,195</b>	<b>520,753</b>	<b>(11,443)</b>	<b>(2.15%)</b>
Supplies	2,754	3,754	1,000	36.31 %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>2,754</b>	<b>3,754</b>	<b>1,000</b>	<b>36.31 %</b>
Professional Services	12,240	12,240	-	- %
Communication	51	51	-	- %
Travel	1,530	1,530	-	- %
Training	510	510	-	- %
Advertising	-	-	-	- %
Operating Leases	18,360	18,360	-	- %
Utilities	-	-	-	- %
Repair & Maintenance	1,224	1,224	-	- %
All Other Miscellaneous	3,060	3,060	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>36,975</b>	<b>36,975</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	510	510	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>510</b>	<b>510</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>572,434</b>	<b>561,992</b>	<b>(10,443)</b>	<b>(1.82%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>572,434</b>	<b>561,992</b>	<b>(10,443)</b>	<b>(1.82%)</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**MUNICIPAL COURT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	421,712	411,113	(10,599)	(2.51%)
Benefits	110,483	109,640	(843)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>532,195</b>	<b>520,753</b>	<b>(11,443)</b>	<b>(2.15%)</b>
Supplies	2,754	3,754	1,000	36.31 %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>2,754</b>	<b>3,754</b>	<b>1,000</b>	<b>36.31 %</b>
Professional Services	12,240	12,240	-	- %
Communication	51	51	-	- %
Travel	1,530	1,530	-	- %
Training	510	510	-	- %
Advertising	-	-	-	- %
Operating Leases	18,360	18,360	-	- %
Utilities	-	-	-	- %
Repair & Maintenance	1,224	1,224	-	- %
All Other Miscellaneous	3,060	3,060	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>36,975</b>	<b>36,975</b>	<b>-</b>	<b>- %</b>
Intergovernmental Services	510	510	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>510</b>	<b>510</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>572,434</b>	<b>561,992</b>	<b>(10,443)</b>	<b>(1.82%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>572,434</b>	<b>561,992</b>	<b>(10,443)</b>	<b>(1.82%)</b>

## **PLANNING AND COMMUNITY DEVELOPMENT**

The Department of Planning and Community Development implements the community's vision as represented in the Comprehensive Plan through planning and building permit review, environmental stewardship and code compliance. The department engages the public through a variety of avenues intended to keep citizens involved in development activities, regulatory changes and planning projects. Department staff also provides 32 hours per week of front counter customer service. Service areas include Current/Long Range Planning, Development Engineering, Building Services and Code Compliance.

Current/Long Range Planning staff reviews development proposals for conformance with applicable zoning, shoreline, critical areas and SEPA regulations. Planning staff is also responsible for maintaining and updating required plans such as the Comprehensive Plan, the Shoreline Management Master Program and the Critical Areas Ordinance.

Development Engineering staff reviews applications for compliance with local and state regulations and technical requirements associated with the City's design and construction standards and stormwater management regulations. This group also conducts site inspections for private development construction of public facilities.

Building Services staff administers the International Building Codes for residential, commercial and industrial structures through plan review, permitting and inspection services and in response to emergencies and disasters.

Code Compliance staff investigates code violation complaints and works to educate citizens on land use standards.

### **Summary of Changes**

Merge Long-Range Planning Division staff and responsibilities with the Current Planning Division to create one Current/Long-Range Planning Division in a significant change to department structure and staffing. The net result is the elimination of two positions at a savings of \$211,000. Specifically, the Long Range Planning Manager position is eliminated which reduces the budget by 1.0 FTE and \$136,000. A Division Secretary position is also eliminated, reducing the budget by 1.0 FTE and \$75,000. The reporting relationship of the Special Projects Planner is changed to report directly to the Department Director. This new structure will preserve the ability of the department to perform long-range planning, but will reduce the flexibility to respond quickly to ad hoc requests for policy development.

The 2013 Adopted Budget reflects the sunset of a term-limited Associate Planner position at the end of 2012.

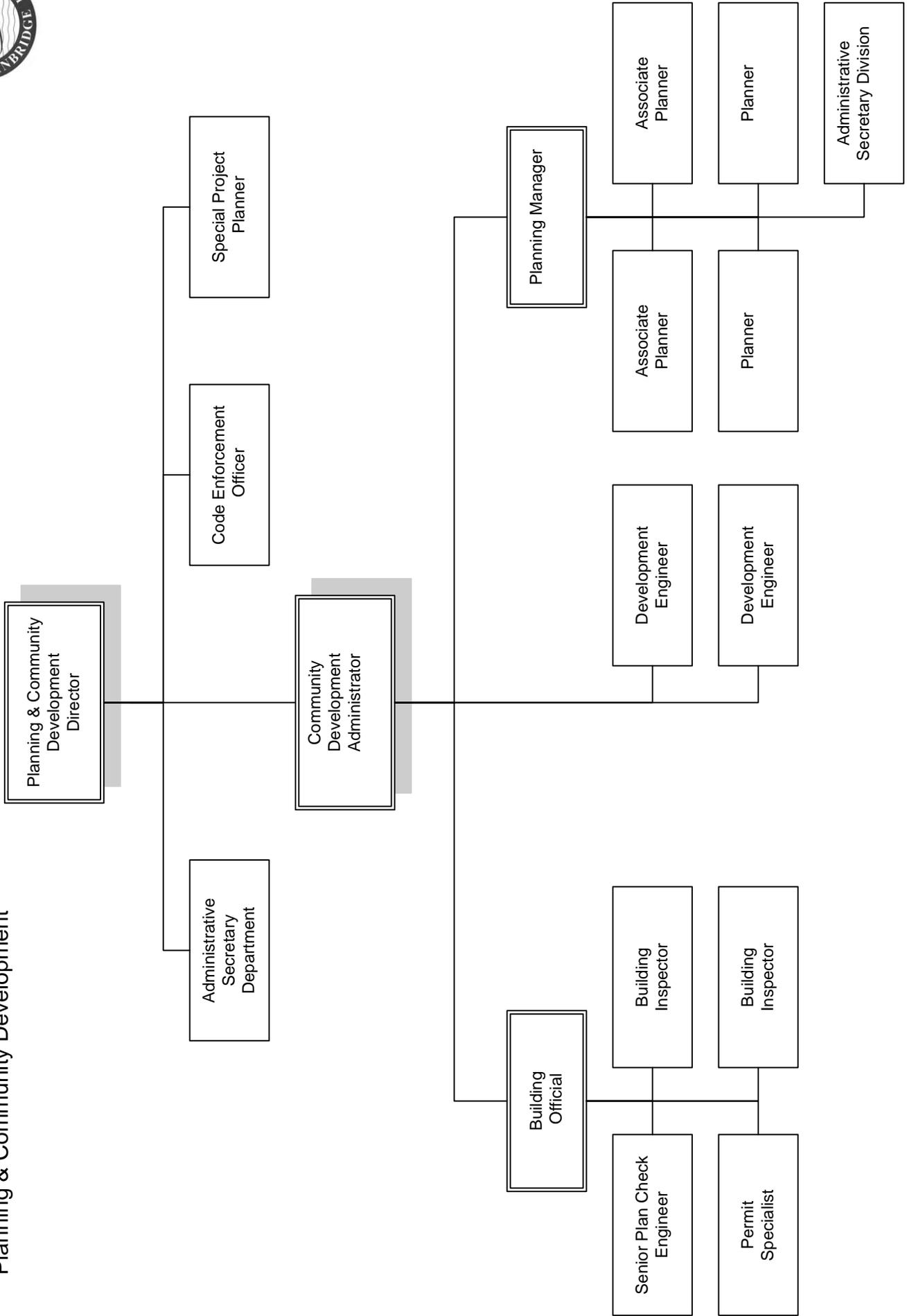
Reduce the professional services budget by \$260,000 to reflect the conclusion of grant-funded monitoring programs associated with recent capital projects, as well as the completion of the primary portions of the Shoreline Master Program review.

The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor and other operating costs increase the Planning and Community Development department budget by \$8,000.

The changes detailed above result in a total decrease from the 2012 Amended Budget to the 2013 Adopted Budget of approximately \$449,000.

# City of Bainbridge Island

## Planning & Community Development



**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
PLANNING & COMMUNITY DEVELOPMENT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	1,720,128	1,578,794	(141,334)	(8.22%)
Benefits	678,131	626,521	(51,611)	(7.61%)
<b>SALARIES &amp; BENEFITS</b>	<b>2,398,260</b>	<b>2,205,315</b>	<b>(192,945)</b>	<b>(8.05%)</b>
Supplies	33,742	41,742	8,000	23.71 %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>33,742</b>	<b>41,742</b>	<b>8,000</b>	<b>23.71 %</b>
Professional Services	281,644	21,600	(260,044)	(92.33%)
Community Services	-	-	-	- %
Communication	14,160	14,160	-	- %
Travel	1,530	1,530	-	- %
Training	3,519	3,519	-	- %
Advertising	11,016	11,016	-	- %
Operating Leases	23,460	29,886	6,426	27.39 %
Insurance	-	-	-	- %
Repair & Maintenance	16,904	16,904	-	- %
All Other Miscellaneous	8,211	8,211	-	- %
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>360,443</b>	<b>106,826</b>	<b>(253,618)</b>	<b>(70.36%)</b>
Intergovernmental Services	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,792,445</b>	<b>2,353,882</b>	<b>(438,563)</b>	<b>(15.71%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	10,500	-	(10,500)	(100.00%)
Debt Service	-	-	-	- %
Other Non-Operating Expenditures	-	-	-	- %
Capital Spending Hold	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>10,500</b>	<b>-</b>	<b>(10,500)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>10,500</b>	<b>-</b>	<b>(10,500)</b>	<b>(100.00%)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,802,945</b>	<b>2,353,882</b>	<b>(449,063)</b>	<b>(16.02%)</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**PLANNING & COMMUNITY DEVELOPMENT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	1,586,017	1,470,528	(115,489)	(7.28%)
Benefits	634,268	592,710	(41,558)	(6.55%)
<b>SALARIES &amp; BENEFITS</b>	<b>2,220,285</b>	<b>2,063,238</b>	<b>(157,047)</b>	<b>(7.07%)</b>
Supplies	33,742	41,742	8,000	23.71 %
Computer Equipment & Software	-	-	-	- %
<b>SUPPLIES</b>	<b>33,742</b>	<b>41,742</b>	<b>8,000</b>	<b>23.71 %</b>
Professional Services	281,644	21,600	(260,044)	(92.33%)
Community Services	-	-	-	- %
Communication	14,160	14,160	-	- %
Travel	1,530	1,530	-	- %
Training	3,519	3,519	-	- %
Advertising	11,016	11,016	-	- %
Operating Leases	23,460	29,886	6,426	27.39 %
Insurance	-	-	-	- %
Repair & Maintenance	16,904	16,904	-	- %
All Other Miscellaneous	8,211	8,211	-	- %
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>360,443</b>	<b>106,826</b>	<b>(253,618)</b>	<b>(70.36%)</b>
Intergovernmental Services	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,614,471</b>	<b>2,211,806</b>	<b>(402,665)</b>	<b>(15.40%)</b>
Capital Equipment	-	-	-	- %
Capital Projects	10,500	-	(10,500)	(100.00%)
Debt Service	-	-	-	- %
Other Non-Operating Expenditures	-	-	-	- %
Capital Spending Hold	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>10,500</b>	<b>-</b>	<b>(10,500)</b>	<b>(100.00%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>10,500</b>	<b>-</b>	<b>(10,500)</b>	<b>(100.00%)</b>
<b>TOTAL EXPENDITURES</b>	<b>2,624,971</b>	<b>2,211,806</b>	<b>(413,165)</b>	<b>(15.74%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - UTILITY FUNDS  
PLANNING & COMMUNITY DEVELOPMENT**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	134,111	108,266	(25,845)	(19.27%)
Benefits	43,863	33,810	(10,053)	(22.92%)
<b>SALARIES &amp; BENEFITS</b>	<b>177,974</b>	<b>142,077</b>	<b>(35,898)</b>	<b>(20.17%)</b>
All Other Miscellaneous	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>177,974</b>	<b>142,077</b>	<b>(35,898)</b>	<b>(20.17%)</b>
Capital Projects	-	-	-	- %
Capital Spending Hold	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL EXPENDITURES</b>	<b>177,974</b>	<b>142,077</b>	<b>(35,898)</b>	<b>(20.17%)</b>

## **PUBLIC SAFETY**

The Bainbridge Island Police Department provides public safety services for the city. The department is comprised of four divisions: Administration, Patrol, Investigations and Marine.

The Administration division provides overall direction and management to the department through policy development, training, and financial oversight. This group also maintains records and evidence and responds to public records requests.

The Patrol division provides routine patrol and traffic enforcement and is the first responder to emergency calls for service. Along with police cars, this group uses marine, bicycle and foot patrols. The department has a canine officer (recently retired), assigned to one of the patrol officers. This group is the most frequently seen public face of the Police Department, and provides services for community events.

The Investigations division conducts follow-up investigations on reports received from citizens, patrol and outside agencies. This group gathers information through court-approved search warrants, witness interviews and other research. Investigations staff may provide court testimony and other reporting.

The Marine division provides enforcement and safety support on the waters surrounding the island.

### **Summary of Changes**

Eliminate one parking enforcement officer position, reducing the budget by \$66,000 and 1.0 FTE. This reduction will result in fewer hours of monitoring compliance with parking regulations on island streets.

Reduce the Evidence Technician position from 1.0 FTE to 0.5 FTE, reducing the budget by \$33,000. The position incumbent has been working a part-time schedule.

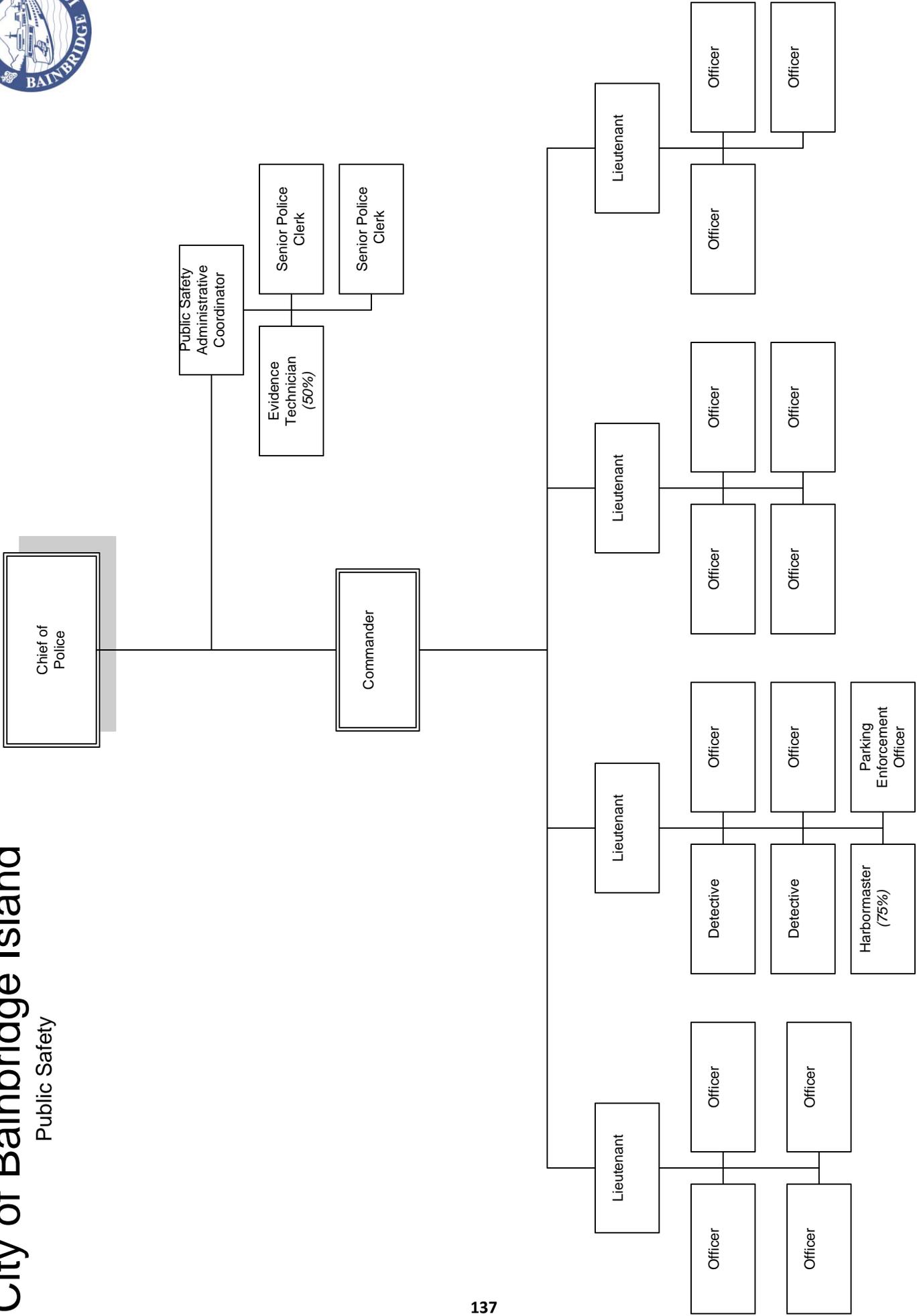
Increase the capital budget by \$15,000 to support the purchase of a replacement for the recently retired canine officer.

Reduce the capital equipment by \$102,000 by eliminating two new vehicle purchases.

Increase the training budget by \$28,000 to support additional officer training hours.

Reduce the repair and maintenance budget by \$30,000 to bring budget in line with recent experience and expected expenditures.

The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor and other operating costs increase the Public Safety department budget by \$38,000, which, when taken together with the other changes detailed above, results in a net decrease from the 2012 Amended Budget to the 2013 Adopted Budget of approximately \$150,000.



**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - ALL FUNDS  
PUBLIC SAFETY**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	2,422,414	2,408,150	(14,264)	(0.59%)
Benefits	882,130	857,899	(24,231)	(2.75%)
<b>SALARIES &amp; BENEFITS</b>	<b>3,304,543</b>	<b>3,266,049</b>	<b>(38,495)</b>	<b>(1.16%)</b>
Supplies	119,104	135,244	16,140	13.55 %
Computer Equipment & Software	-	4,500	4,500	100.00 %
<b>SUPPLIES</b>	<b>119,104</b>	<b>139,744</b>	<b>20,640</b>	<b>17.33 %</b>
Professional Services	89,543	63,040	(26,503)	(29.60%)
Communication	-	-	-	- %
Travel	7,876	5,420	(2,456)	(31.18%)
Training	27,081	55,251	28,170	104.02 %
Advertising	2,040	2,040	-	- %
Operating Leases	8,750	6,120	(2,630)	(30.06%)
Insurance	-	30	30	100.00 %
Repair & Maintenance	85,306	55,240	(30,066)	(35.24%)
All Other Miscellaneous	23,808	12,000	(11,808)	(49.60%)
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>244,404</b>	<b>199,141</b>	<b>(45,263)</b>	<b>(18.52%)</b>
Intergovernmental Services	292,534	293,899	1,365	0.47 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>292,534</b>	<b>293,899</b>	<b>1,365</b>	<b>0.47 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,960,586</b>	<b>3,898,833</b>	<b>(61,753)</b>	<b>(1.56%)</b>
Capital Equipment	103,000	15,000	(88,000)	(85.44%)
Capital Projects	13,195	13,195	-	- %
Debt Service	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>116,195</b>	<b>28,195</b>	<b>(88,000)</b>	<b>(75.73%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>116,195</b>	<b>28,195</b>	<b>(88,000)</b>	<b>(75.73%)</b>
<b>TOTAL EXPENDITURES</b>	<b>4,076,781</b>	<b>3,927,028</b>	<b>(149,753)</b>	<b>(3.67%)</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**PUBLIC SAFETY**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	2,419,908	2,405,556	(14,352)	(0.59%)
Benefits	881,572	857,345	(24,226)	(2.75%)
<b>SALARIES &amp; BENEFITS</b>	<b>3,301,480</b>	<b>3,262,902</b>	<b>(38,579)</b>	<b>(1.17%)</b>
Supplies	119,104	135,244	16,140	13.55 %
Computer Equipment & Software	-	4,500	4,500	100.00 %
<b>SUPPLIES</b>	<b>119,104</b>	<b>139,744</b>	<b>20,640</b>	<b>17.33 %</b>
Professional Services	89,543	63,040	(26,503)	(29.60%)
Communication	-	-	-	- %
Travel	7,876	5,420	(2,456)	(31.18%)
Training	27,081	55,251	28,170	104.02 %
Advertising	2,040	2,040	-	- %
Operating Leases	8,750	6,120	(2,630)	(30.06%)
Insurance	-	30	30	100.00 %
Repair & Maintenance	85,306	55,240	(30,066)	(35.24%)
All Other Miscellaneous	23,808	12,000	(11,808)	(49.60%)
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>244,404</b>	<b>199,141</b>	<b>(45,263)</b>	<b>(18.52%)</b>
Intergovernmental Services	292,534	293,899	1,365	0.47 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>292,534</b>	<b>293,899</b>	<b>1,365</b>	<b>0.47 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,957,523</b>	<b>3,895,686</b>	<b>(61,837)</b>	<b>(1.56%)</b>
Capital Equipment	103,000	15,000	(88,000)	(85.44%)
Capital Projects	13,195	13,195	-	- %
Debt Service	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>116,195</b>	<b>28,195</b>	<b>(88,000)</b>	<b>(75.73%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>116,195</b>	<b>28,195</b>	<b>(88,000)</b>	<b>(75.73%)</b>
<b>TOTAL EXPENDITURES</b>	<b>4,073,718</b>	<b>3,923,881</b>	<b>(149,837)</b>	<b>(3.68%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - UTILITY FUNDS  
PUBLIC SAFETY**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	2,505	2,593	88	3.52 %
Benefits	558	554	(4)	(0.76%)
<b>SALARIES &amp; BENEFITS</b>	<b>3,063</b>	<b>3,147</b>	<b>84</b>	<b>2.74 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,063</b>	<b>3,147</b>	<b>84</b>	<b>2.74 %</b>
<b>TOTAL EXPENDITURES</b>	<b>3,063</b>	<b>3,147</b>	<b>84</b>	<b>2.74 %</b>

## **PUBLIC WORKS**

The Public Works Department plans, designs, constructs, operates and maintains public improvements, facilities and equipment owned by the City of Bainbridge Island and the public. The Department is comprised of three divisions: Administration, Engineering (including Water Resources), and Operations & Maintenance.

The Administration Division provides overall direction and management to the department, including contract and work order management. This group also provides a range of public services such as gathering information for public records requests, maintaining the department's website, and processing permits.

The Engineering Division oversees the pre-design, design and construction of all public improvements and implementation of the Capital Improvement Plan adopted by the City Council. It directs the City's Water Resources planning and protection activities, including storm water education, maintenance and regulatory compliance activities. This group also provides project management, professional services, survey and construction management.

The Operations and Maintenance Division repairs and maintains the City's infrastructure, including streets, sidewalks, and water, wastewater and storm drains. This group includes the mechanics who maintain the City's vehicles and mechanical equipment.

### **Summary of Changes**

Increase the budget by \$60,000 to fund an annual facility repair and maintenance program. This funding allows planned major maintenance such as exterior painting and HVAC improvements.

Increase the budget by \$21,000 to fund temporary summer maintenance positions. These temporary employees will perform seasonal maintenance at city-owned general government and utility facilities.

Increase the budget by \$30,000 to cover the costs of the disposal of roadside spoils. Increased costs compared to the prior year are partially due to a reduction in the road shoulder maintenance program in 2009 and 2010. Beginning to address the backlog has resulted in higher costs in upcoming budgets.

Increase the capital equipment budget by \$59,000. In the past three years, equipment replacement has been limited to public safety vehicles; in 2013, selected vehicles and pieces of equipment will be purchased and put into service.

Increase the intergovernmental services budget by \$34,000 to reflect anticipated costs from Kitsap County related to noxious weed control and Sewer District Seven for management.

Decrease the professional services budget by \$247,800, eliminating non-recurring projects such as the water and sewer system plans budgeted in 2012.

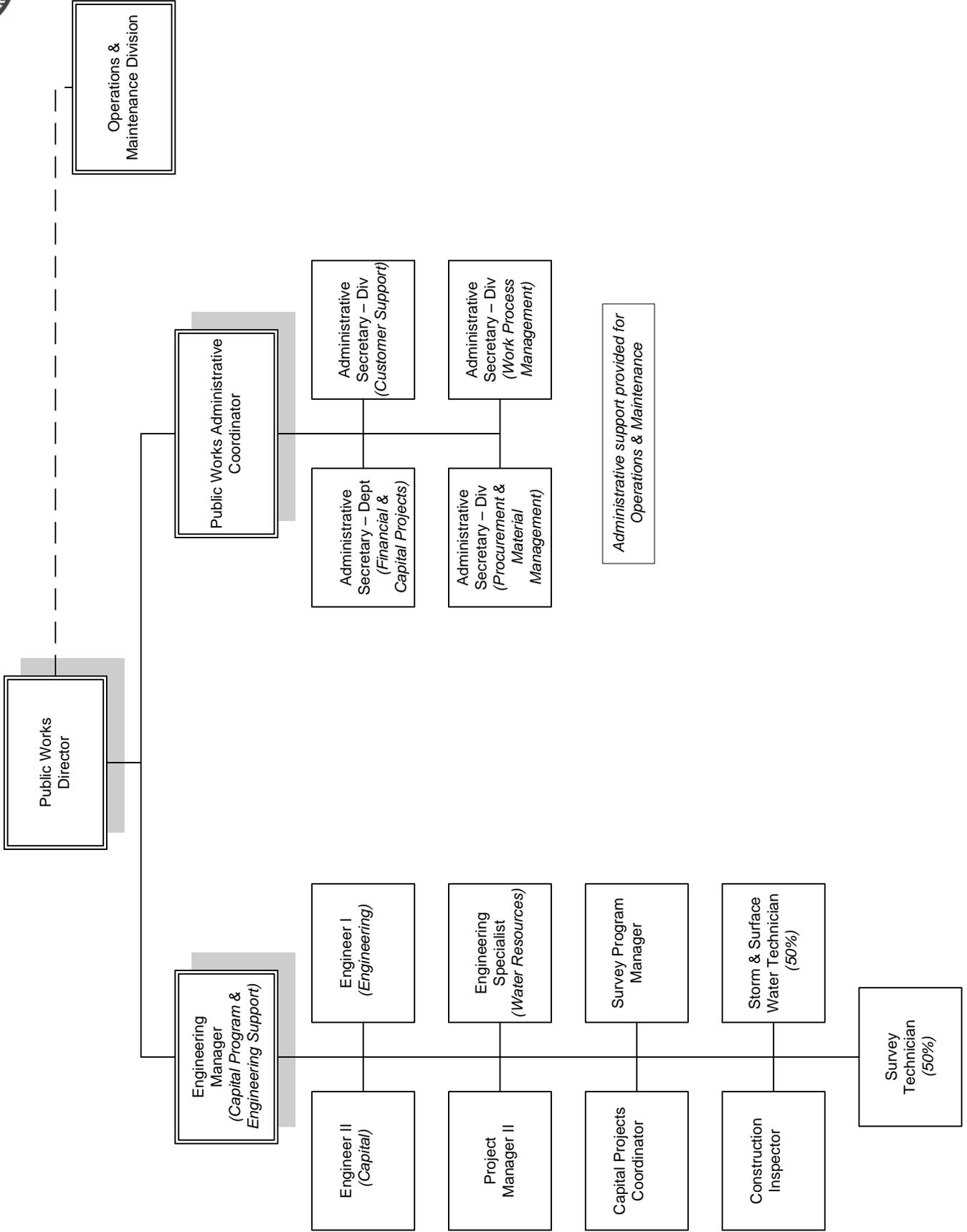
Decrease the capital budget by \$2,088,256. The details behind the capital budget are provided in the Capital Improvement Plan, included in a separate section of the budget document.

The City has made a number of adjustments to reflect known changes to the 2012 Amended Budget that contribute to the basis of the 2013 Adopted Budget. These changes include items such as updated personnel distribution costs, known changes to benefits costs, and other technical adjustments to supplies, professional services, and other services and charges. These citywide adjustments to labor, one-time costs and other operating costs decrease the Public Works department budget by \$78,000.

The changes detailed above results in a total decrease from the 2012 Amended Budget to the 2013 Adopted Budget of approximately \$2,210,000.

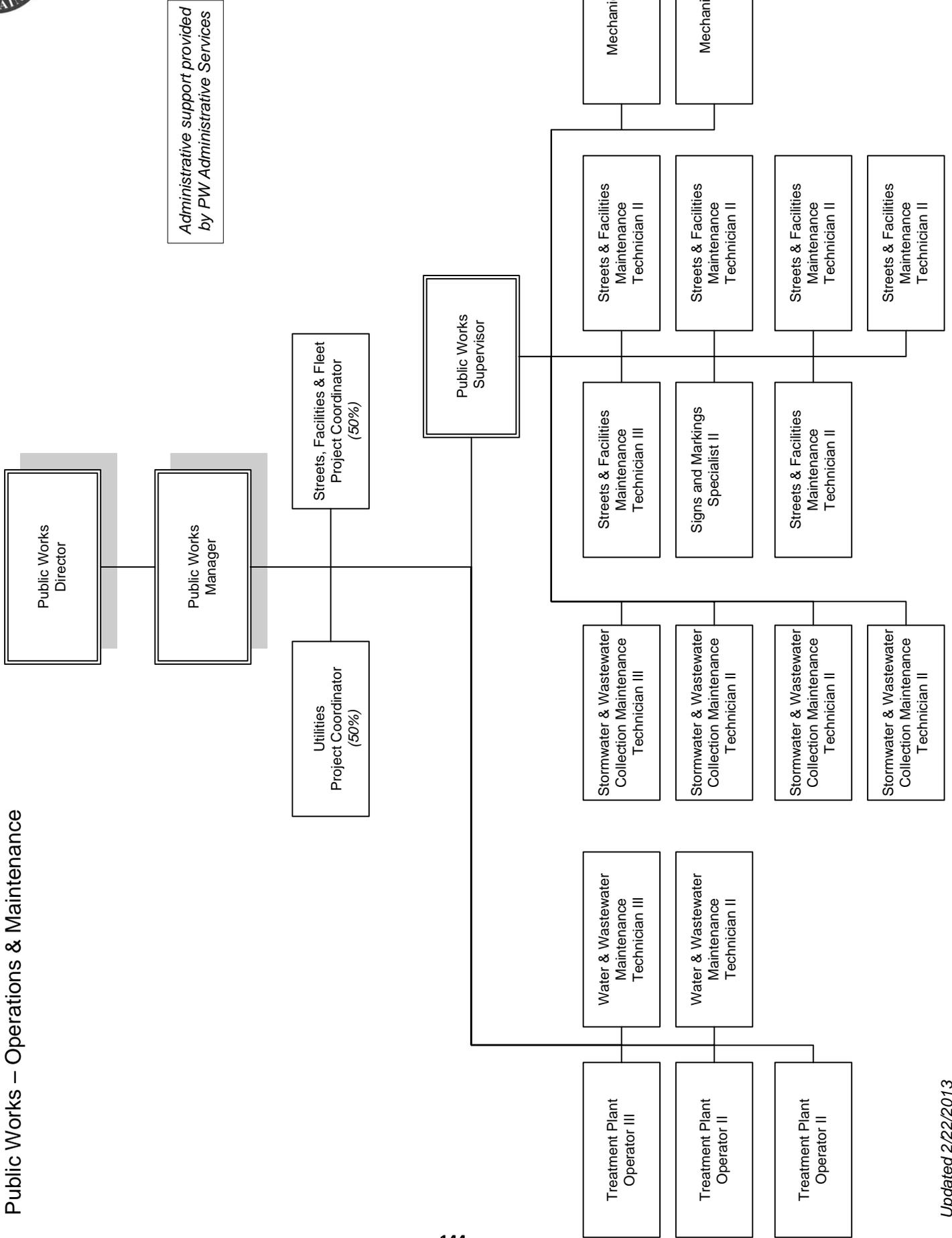
# City of Bainbridge Island

## Public Works - Engineering



# City of Bainbridge Island

## Public Works – Operations & Maintenance



**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - ALL FUNDS**  
**PUBLIC WORKS**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	2,882,833	2,870,253	(12,580)	(0.44%)
Benefits	1,217,640	1,219,804	2,164	0.18 %
<b>SALARIES &amp; BENEFITS</b>	<b>4,100,473</b>	<b>4,090,057</b>	<b>(10,416)</b>	<b>(0.25%)</b>
Supplies	319,460	318,686	(774)	(0.24%)
Computer Equipment & Software	3,500	6,500	3,000	85.71 %
<b>SUPPLIES</b>	<b>322,960</b>	<b>325,186</b>	<b>2,226</b>	<b>0.69 %</b>
Professional Services	784,970	537,167	(247,802)	(31.57%)
Communication	1,800	900	(900)	(50.00%)
Travel	400	450	50	12.50 %
Training	23,444	22,300	(1,144)	(4.88%)
Advertising	1,960	1,275	(685)	(34.95%)
Operating Leases	28,516	25,290	(3,226)	(11.31%)
Insurance	320	320	-	- %
Utilities	-	-	-	- %
Repair & Maintenance	448,810	437,738	(11,072)	(2.47%)
All Other Miscellaneous	37,350	36,150	(1,200)	(3.21%)
Strategic Planning	-	60,000	60,000	100.00 %
<b>SERVICES &amp; CHARGES</b>	<b>1,327,570</b>	<b>1,121,591</b>	<b>(205,980)</b>	<b>(15.52%)</b>
Intergovernmental Services	122,400	156,000	33,600	27.45 %
Intergovernmental-Taxes and Assessments	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>122,400</b>	<b>156,000</b>	<b>33,600</b>	<b>27.45 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>5,873,404</b>	<b>5,692,834</b>	<b>(180,570)</b>	<b>(3.07%)</b>
Capital Equipment	66,311	125,000	58,689	88.51 %
Capital Projects	7,326,098	5,237,842	(2,088,256)	(28.50%)
Capital Spending Hold	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>7,392,409</b>	<b>5,362,842</b>	<b>(2,029,567)</b>	<b>(27.45%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>7,392,409</b>	<b>5,362,842</b>	<b>(2,029,567)</b>	<b>(27.45%)</b>
<b>TOTAL EXPENDITURES</b>	<b>13,265,813</b>	<b>11,055,676</b>	<b>(2,210,137)</b>	<b>(16.66%)</b>

**CITY OF BAINBRIDGE ISLAND**  
**2013 ADOPTED BUDGET - TAX SUPPORTED FUNDS**  
**PUBLIC WORKS**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	1,409,653	1,410,317	664	0.05 %
Benefits	615,770	612,124	(3,646)	(0.59%)
<b>SALARIES &amp; BENEFITS</b>	<b>2,025,423</b>	<b>2,022,442</b>	<b>(2,981)</b>	<b>(0.15%)</b>
Supplies	148,023	146,623	(1,400)	(0.95%)
Computer Equipment & Software	3,500	4,000	500	14.29 %
<b>SUPPLIES</b>	<b>151,523</b>	<b>150,623</b>	<b>(900)</b>	<b>(0.59%)</b>
Professional Services	92,277	95,302	3,025	3.28 %
Communication	1,000	100	(900)	(90.00%)
Travel	200	250	50	25.00 %
Training	12,971	10,120	(2,851)	(21.98%)
Advertising	1,960	1,275	(685)	(34.95%)
Operating Leases	13,076	11,250	(1,826)	(13.96%)
Insurance	320	320	-	- %
Utilities	-	-	-	- %
Repair & Maintenance	310,793	286,874	(23,919)	(7.70%)
All Other Miscellaneous	9,900	7,550	(2,350)	(23.74%)
Strategic Planning	-	60,000	60,000	100.00 %
<b>SERVICES &amp; CHARGES</b>	<b>442,497</b>	<b>473,041</b>	<b>30,544</b>	<b>6.90 %</b>
Intergovernmental Services	-	10,000	10,000	100.00 %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>100.00 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,619,443</b>	<b>2,656,105</b>	<b>36,662</b>	<b>1.40 %</b>
Capital Equipment	18,800	95,000	76,200	405.32 %
Capital Projects	4,505,188	4,070,500	(434,688)	(9.65%)
Capital Spending Hold	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>4,523,988</b>	<b>4,165,500</b>	<b>(358,488)</b>	<b>(7.92%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>4,523,988</b>	<b>4,165,500</b>	<b>(358,488)</b>	<b>(7.92%)</b>
<b>TOTAL EXPENDITURES</b>	<b>7,143,431</b>	<b>6,821,605</b>	<b>(321,826)</b>	<b>(4.51%)</b>

**CITY OF BAINBRIDGE ISLAND  
2013 ADOPTED BUDGET - UTILITY FUNDS  
PUBLIC WORKS**

	2012 AMENDED	2013 ADOPTED	VARIANCE	% VARIANCE
Salaries	1,473,180	1,459,936	(13,244)	(0.90%)
Benefits	601,870	607,680	5,809	0.97 %
<b>SALARIES &amp; BENEFITS</b>	<b>2,075,051</b>	<b>2,067,616</b>	<b>(7,435)</b>	<b>(0.36%)</b>
Supplies	171,437	172,063	626	0.36 %
Computer Equipment & Software	-	2,500	2,500	100.00 %
<b>SUPPLIES</b>	<b>171,437</b>	<b>174,563</b>	<b>3,126</b>	<b>1.82 %</b>
Professional Services	692,693	441,865	(250,827)	(36.21%)
Communication	800	800	-	- %
Travel	200	200	-	- %
Training	10,473	12,180	1,707	16.30 %
Advertising	-	-	-	- %
Operating Leases	15,440	14,040	(1,400)	(9.07%)
Insurance	-	-	-	- %
Utilities	-	-	-	- %
Repair & Maintenance	138,017	150,864	12,847	9.31 %
All Other Miscellaneous	27,450	28,600	1,150	4.19 %
Strategic Planning	-	-	-	- %
<b>SERVICES &amp; CHARGES</b>	<b>885,073</b>	<b>648,550</b>	<b>(236,523)</b>	<b>(26.72%)</b>
Intergovernmental Services	122,400	146,000	23,600	19.28 %
Intergovernmental-Taxes and Assessments	-	-	-	- %
<b>INTERGOVERNMENTAL &amp; INTERFUND</b>	<b>122,400</b>	<b>146,000</b>	<b>23,600</b>	<b>19.28 %</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,253,961</b>	<b>3,036,728</b>	<b>(217,233)</b>	<b>(6.68%)</b>
Capital Equipment	47,511	30,000	(17,511)	(36.86%)
Capital Projects	2,820,910	1,167,342	(1,653,568)	(58.62%)
Capital Spending Hold	-	-	-	- %
<b>OTHER EXPENDITURES</b>	<b>2,868,421</b>	<b>1,197,342</b>	<b>(1,671,079)</b>	<b>(58.26%)</b>
<b>TOTAL NON-OPERATING EXPENDITURES</b>	<b>2,868,421</b>	<b>1,197,342</b>	<b>(1,671,079)</b>	<b>(58.26%)</b>
<b>TOTAL EXPENDITURES</b>	<b>6,122,382</b>	<b>4,234,070</b>	<b>(1,888,312)</b>	<b>(30.84%)</b>