



APPENDIX

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ORDINANCE NO. 2012-18

AN ORDINANCE of the City of Bainbridge Island, Washington adopting the final budget of the City for fiscal year ending December 31, 2013 and endorsing the final budget of the City for the fiscal year ending December 31, 2014.

WHEREAS, on September 25, 2012, the budget was submitted to the Interim City Manager with estimates of revenues, and requests from all departments for expenditures for the fiscal year ending December 31, 2013 (these dates being prior to the dates required by law); and

WHEREAS, the Interim City Manager reviewed the estimates and made such changes and/or additions as she deemed appropriate, and on September 26, 2012, filed the revised preliminary budget with the City Clerk, and

WHEREAS, this preliminary budget was presented to the City Council at a City Council meeting on September 26, 2012, and was discussed at City Council meetings on October 3, 10 and 24, November 7, 14, 19 and 28, and December 5 and 12; and

WHEREAS, a public hearing was held concerning the budget on November 7, 2012 for the purpose of providing information to the public regarding the estimates and programs contained in the preliminary budget and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council met regarding the proposed budget on December 12, 2012 for the purpose of adopting a final budget for 2013 and endorsing a final budget for 2014 and at which meeting the City Council made such changes as it deemed necessary and proper; now, therefore:

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. The final budget for the fiscal year 2013 is hereby adopted in full, and the final budget for the fiscal year 2014 is endorsed. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Attached hereto and identified as Exhibit A (2013) and Exhibit B (2014) in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

Section 3. The City Manager may authorize transfers of budget authority within a department as needed but may not transfer budget authority from one department to another without the prior approval of the City Council.

Section 4. Because the amounts of revenues and expenditures to be recorded in the Building & Development Services Fund are not clearly fixed and because the Building &

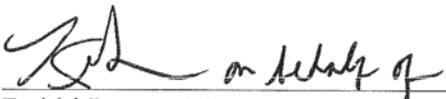
Development Services Fund receives operating transfers from the General Fund, this Budget authorizes additional amounts to be spent from the Building & Development Services Fund and to be covered by additional operating transfers from the General Fund provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

Section 5. A complete copy of the final budget for 2013, as adopted, and the final budget for 2014, as endorsed, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 6. This ordinance shall take effect on January 1, 2013.

PASSED by the City Council this 12th day of December, 2012.

APPROVED by the Mayor this 12th day of December, 2012.


Debbi Lester, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	September 26, 2012
PASSED BY THE CITY COUNCIL:	December 12, 2012
PUBLISHED:	December 14, 2012
EFFECTIVE DATE:	January 1, 2013
ORDINANCE NO.:	2012-18

CITY OF BAINBRIDGE ISLAND - 2013 ADOPTED BUDGET

SUMMARY BY FUND

EXHIBIT A
ORDINANCE NO. 2012-18
ADOPTING THE 2013 BUDGET

<u>CITY FUNDS</u>		<u>2013 EXPENDITURE</u>
001	GENERAL FUND	15,211,486
101	STREET FUND	3,369,198
103	REAL ESTATE EXCISE TAX FUND	1,178,060
104	CIVIC IMPROVEMENT FUND	108,000
108	AFFORDABLE HOUSING FUND	91,950
151	FAR-PUBLIC AMENITIES	-
152	FAR-FARMLAND/AGRICULTURE	-
201	GO BOND FUND	2,748,799
203	LID BOND FUND	64,263
301	CAPITAL CONSTRUCTION FUND	2,921,000
302	LID CAPITAL CONSTRUCTION FUND	-
401	WATER OPERATING FUND	1,306,113
402	SEWER OPERATING FUND	4,499,371
403	STORM & SURFACE WATER FUND	2,612,233
407	BUILDING & DEVELOPMENT FUND	2,101,936
	TOTAL EXPENDITURES	<u>36,212,409</u>

CITY OF BAINBRIDGE ISLAND - 2014 ENDORSED BUDGET

SUMMARY BY FUND

EXHIBIT B
ORDINANCE NO. 2012-18
ENDORING THE 2014 BUDGET

<u>CITY FUNDS</u>	<u>2014 EXPENDITURE</u>
001 GENERAL FUND	17,302,400
101 STREET FUND	2,972,955
103 REAL ESTATE EXCISE TAX FUND	1,178,060
104 CIVIC IMPROVEMENT FUND	108,000
108 AFFORDABLE HOUSING FUND	91,950
151 FAR-PUBLIC AMENITIES	-
152 FAR-FARMLAND/AGRICULTURE	-
201 GO BOND FUND	2,747,046
203 LID BOND FUND	45,883
301 CAPITAL CONSTRUCTION FUND	1,327,000
302 LID CAPITAL CONSTRUCTION FUND	-
401 WATER OPERATING FUND	1,644,891
402 SEWER OPERATING FUND	6,061,432
403 STORM & SURFACE WATER FUND	2,432,990
407 BUILDING & DEVELOPMENT FUND	2,169,157
TOTAL EXPENDITURES	<u><u>38,081,763</u></u>

RESOLUTION NO. 2010-35

A RESOLUTION of the City Council of Bainbridge Island, Washington, establishing a Financial Recovery Program for 2011 and 2012.

WHEREAS, on August 13, 2010 Moody's Investor Services downgraded to Aa3 from Aa2 the rating for the City's outstanding unlimited tax general obligation bonds and also downgraded to A1 from Aa3 the City's limited tax general obligation bonds; and

WHEREAS, Moody's found that the City had a negative general fund balance in both 2008 (-\$200,000) and 2009 (-\$48,000) and Moody's believes the City's significantly narrowed financial position limits its financial flexibility and its ability to manage future fiscal challenges; and

WHEREAS, Moody's stated that the City's aggressive cash-funded capital spending over the past several years, combined with a slowdown in economically sensitive sales tax and new construction fee-related revenues have severely weakened the city's financial position to lean levels. Staffing-related expenditures grew concurrently, and the city undertook new capital spending, which both outpaced revenue growth; and

WHEREAS, Resolution No. 2008-01 reaffirmed the City's reserve policies with the goal of maintaining the highest possible credit rating for all categories of General Obligation debt; and

WHEREAS, Resolution No. 2008-01 established an Emergency Rainy Day Reserve Fund to pay for unexpected emergencies that cannot reasonably be accommodated by current budget appropriations. The Resolution set the amount of the Emergency Rainy Day Reserve Fund at no less than 5% of unrestricted General Fund revenues; and

WHEREAS, Resolution No. 2008-01 also established a Contingency Reserve to pay for unexpected needs that were not provided for in the annual budget and for minor shortfalls in budgeted appropriations. The Resolution set the amount of the Contingency Reserve at no less than 5% and no more than 8% of unrestricted General Fund revenues; and

WHEREAS, if the City fully funded the Emergency and Contingency Reserves at levels set by existing budget policies the total would amount to 13% of general fund revenues. However, Moody's notes the City's reserve goals are well below Moody's Aa3 Washington cities median of 22.7% of general fund revenues. In light of the current economic downturn, these reduced reserve levels have put the City in a position of challenged financial flexibility to offset additional near term fiscal pressures; and

WHEREAS, Resolution No. 2009-34 defined "Working Capital" and established a target for end-of-year Working Capital for the tax-supported funds at an amount equal to two months of tax-supported fund recurring revenue; and

WHEREAS, the City Council desires to use the term “General Fund Stability Reserve” instead of “Working Capital.” “General Fund Stability Reserve” is defined as the excess of current assets over current liabilities, which is an unreserved, undesignated and unrestricted resource that remains part of the general fund budget. The Stability Reserve will provide the liquidity necessary to accommodate the City’s uneven cash flow, which is inherent in its periodic tax collection schedule. The Stability, Contingency and Emergency Reserves will provide financial stability and flexibility and will allow the City to respond to unexpected adversity and/or opportunities without having to resort to short term borrowing; and

WHEREAS, the adopted 2010 budget did not create a Contingency Reserve nor did it establish adequate Emergency or Stability Reserves. As a result the City was forced to borrow \$600,000 from the Water Utility in January 2010 in order to pay for operating expenses due from the General Fund; and

WHEREAS, Moody’s outlook for the City is negative because any improvement in general fund ending balance will be challenged near-term due to strained growth in certain revenues and reliance on one-time property sales to achieve general fund balance policy levels; and

WHEREAS, it is the City Council’s intent to adopt a biennial budget for 2011-12 that establishes Contingency, Emergency and Stability Reserves at 100% of the levels established by existing budget policies by the second year of the biennium; and

WHEREAS, the City Council desires to establish a Financial Recovery Plan that will provide explicit and unambiguous policy guidance to the City Manager for preparing the proposed biennial budget for 2011-12; now, therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. Classification and Prioritization of City Services -- In the proposed biennial budget for 2011-12, the City Manager shall classify every program and service currently provided by the City as either Mandatory or Discretionary. Mandatory services are those which municipalities must provide under City, state, or federal law. Discretionary services are those that the City has chosen to provide but are not required by law. For each Mandatory or Discretionary Service, the City Manager shall detail the costs of providing the service in both dollars and FTEs. For each Mandatory Service the City Manager shall make a recommendation for the level of service to be provided. For each Discretionary Service the City Manager may make a recommendation for the level of service to be provided and may also recommend elimination of funding for a service or program.

Section 2. **Reserves** – The following reserve levels shall be established in the proposed 2011-12 biennial budget:

2011 Budget

Contingency Reserve:	\$ 400,000
Emergency Reserve:	\$ 500,000
General Fund Stability Reserve:	<u>\$1,500,000</u>
Total Reserves:	\$2,400,000 (50% of budget policies)

2012 Budget

Contingency Reserve:	\$ 800,000
Emergency Reserve:	\$1,000,000
General Fund Stability Reserve:	<u>\$3,000,000</u>
Total Reserves:	\$4,800,000(100% of budget policies)

Section 3. **Roads Capital Preservation Program** – The Roads Capital Maintenance & Preservation Program shall be funded at the following levels in the proposed 2011-12 biennial budget:

2011 Budget:	At least \$400,000
2012 Budget:	At least \$400,000

Section 4. **Capital Facilities Plan** – All projects that are scheduled in the 2009-14 CFP shall be postponed for one year unless the City has already identified the sources of funds and the staffing resources necessary to complete the project or unless the projects are required by law or are necessary major maintenance funded by regular operating budgets. The City Council will complete a full update of the 2011-2016 CFP by June 30, 2011.

Section 5. **New Projects and Preliminary Work** – City funding shall not be allocated for any new project or any preliminary work on a project until a revenue stream and staffing resources have been identified that will fully support the completion of the project.

PASSED by the City Council this 8th day of September, 2010.

APPROVED by the Mayor this 8th day of September, 2010.

By: 
Bob Scales, Mayor

ATTEST/AUTHENTICATE:

By: Rosalind D. Lassoff
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	September 8, 2010
PASSED BY THE CITY COUNCIL:	September 8, 2010
RESOLUTION NO.	2010-35



Unfunded Mandates

Unfunded mandates are laws passed by the State or Federal government that require local governments to do things that they would not necessarily do on their own. These mandates are termed “unfunded” because the State or Federal government does not provide funding for them. Compliance with these mandates affects the City’s workplan and expenditures without any corresponding increases in revenue.

Examples of numerous unfunded mandates placed on the City are listed below:

- Homeland Security
- Proportionate Share of Kitsap County Department of Emergency Management
- Federal Sewage Treatment Standards
- Federal Clean Water Act
- Safe Drinking Water Act
- National Pollutant Discharge Elimination System (NPDES) Storm Water Standards
- Model Toxics Control Act Requirements
- Hazardous Waste Management - EPA Requirements
- Puget Sound Clean Air Authority Standards
- Maintenance Cost of State Highways when the City Reaches 25,000 in Population
- Washington State Growth Management Act Requirements
- Shoreline Management Act and Shoreline Master Program Standards
- State Environmental Protection Act (SEPA) 90-Day Issuance Requirement
- Commute Trip Reduction
- Open Public Records Act requirements
- Endangered Species Act - Salmon Recovery
- State Solid Waste Guidelines and Disposal Requirements
- Prosecution of State Traffic Law Violators
- Providing a Public Defender
- Americans with Disabilities Act (ADA) Requirements
- US Consumer Product Safety Commission Standards
- Family Medical Leave Act Requirements

IAM Pay Scale 2013

Range	Positions	min					max
		Step A	Step B	Step C	Step D	Step E	
17.5	Engineer II	77,592	82,116	86,880	91,932	97,308	
		6,466	6,843	7,240	7,661	8,109	
17.5	Senior Plan Check Engineer	77,592	82,116	86,880	91,932	97,308	
		6,466	6,843	7,240	7,661	8,109	
17.0	Cost Accountant	73,908	78,204	82,740	87,576	92,664	
		6,159	6,517	6,895	7,298	7,722	
17.0	Engineer I	73,908	78,204	82,740	87,576	92,664	
		6,159	6,517	6,895	7,298	7,722	
17.0	Development Engineer	73,908	78,204	82,740	87,576	92,664	
		6,159	6,517	6,895	7,298	7,722	
17.0	Project Manager II	73,908	78,204	82,740	87,576	92,664	
		6,159	6,517	6,895	7,298	7,722	
17.0	Survey Program Manager	73,908	78,204	82,740	87,576	92,664	
		6,159	6,517	6,895	7,298	7,722	
16.0	Systems Administrator	67,188	71,088	75,228	79,608	84,240	
		5,599	5,924	6,269	6,634	7,020	
16.0	Special Project Planner	67,188	71,088	75,228	79,608	84,240	
		5,599	5,924	6,269	6,634	7,020	
16.0	Engineering Specialist (Water Resources)	67,188	71,088	75,228	79,608	84,240	
		5,599	5,924	6,269	6,634	7,020	
15.0	Associate Planner	61,080	64,632	68,388	72,384	76,584	
		5,090	5,386	5,699	6,032	6,382	
15.0	Senior IT Technician	61,080	64,632	68,388	72,384	76,584	
		5,090	5,386	5,699	6,032	6,382	
15.0	Treatment Plant Operator III	61,080	64,632	68,388	72,384	76,584	
		5,090	5,386	5,699	6,032	6,382	
14.5	Survey Technician	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	Storm & Surface Water Technician	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	Capital Projects Coordinator	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	Construction Inspector	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	Utilities Project Coordinator	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	Streets, Facilities & Fleet Project Coordinator	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	Mechanic III	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.5	GIS/CAD Specialist	56,988	60,288	63,816	67,536	71,472	
		4,749	5,024	5,318	5,628	5,956	
14.0	Code Enforcement Officer	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Planner	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Fiscal Specialist I	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Water and Wastewater Maintenance Technician III	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Stormwater and Wastewater Collection Maintenance Technician III	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	

IAM Pay Scale 2013

Range	Positions	min					max
		Step A	Step B	Step C	Step D	Step E	
14.0	Streets and Facilities Maintenance Technician III	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Treatment Plant Operator II	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Building Inspector/Plans Examiner	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
14.0	Court Security Officer	55,524	58,740	62,172	65,796	69,636	
		4,627	4,895	5,181	5,483	5,803	
13.5	Mechanic II	52,872	55,968	59,220	62,664	66,312	
		4,406	4,664	4,935	5,222	5,526	
13.5	Administrative Secretary - Department	52,872	55,968	59,220	62,664	66,312	
		4,406	4,664	4,935	5,222	5,526	
13.5	Signs & Markings Specialist II	52,872	55,968	59,220	62,664	66,312	
		4,406	4,664	4,935	5,222	5,526	
12.6	Water and Wastewater Maintenance Technician II	49,236	52,116	55,116	58,344	61,728	
		4,103	4,343	4,593	4,862	5,144	
12.6	Stormwater and Wastewater Collection Maintenance Technician II	49,236	52,116	55,116	58,344	61,728	
		4,103	4,343	4,593	4,862	5,144	
12.6	Streets and Facilities Maintenance Technician II	49,236	52,116	55,116	58,344	61,728	
		4,103	4,343	4,593	4,862	5,144	
12.6	Permit Specialist	49,236	52,116	55,116	58,344	61,728	
		4,103	4,343	4,593	4,862	5,144	
12.5	Evidence Technician	48,072	50,856	53,832	56,952	60,276	
		4,006	4,238	4,486	4,746	5,023	
12.0	Senior Accounting Technician	45,888	48,552	51,396	54,372	57,540	
		3,824	4,046	4,283	4,531	4,795	
12.0	Administrative Secretary - Division	45,888	48,552	51,396	54,372	57,540	
		3,824	4,046	4,283	4,531	4,795	
12.0	Senior Court Clerk	45,888	48,552	51,396	54,372	57,540	
		3,824	4,046	4,283	4,531	4,795	
12.0	Senior Police Clerk	45,888	48,552	51,396	54,372	57,540	
		3,824	4,046	4,283	4,531	4,795	
11.5	Accounting Technician	43,692	46,236	48,936	51,768	54,804	
		3,641	3,853	4,078	4,314	4,567	
11.5	Court Clerk	43,692	46,236	48,936	51,768	54,804	
		3,641	3,853	4,078	4,314	4,567	
10.7	Parking Enforcement Officer	40,836	43,212	45,732	48,384	51,192	
		3,403	3,601	3,811	4,032	4,266	

**CITY OF BAINBRIDGE ISLAND
UNREPRESENTED SCALE - 2013**

ANNUAL

GRADE	POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
14	Harbormaster	55,524	58,740	62,172	65,796	69,636
15	Public Safety Administrative Coordinator, Public Works Administrative Coordinator, Paralegal/Deputy City Clerk, Executive Assistant	61,068	64,632	68,388	72,384	76,584
16	City Clerk	67,188	71,088	75,228	79,608	84,240
17	Court Administrator, Senior Financial Analyst	73,908	78,204	82,740	87,576	92,664
17.5	Public Works Supervisor	77,592	82,116	86,880	91,932	97,308
18	Accounting Manager, Budget Manager, Engineering Manager, Planning Manager, Public Works Manager	81,288	86,016	91,032	96,336	101,928
18.5	Building Official	85,356	90,312	95,604	101,160	107,016
19	IT Manager, HR Manager	89,412	94,644	100,128	105,972	112,128
20.5	Police Commander	103,272	109,284	115,656	122,388	129,516
21	Planning Director, Public Works Director, Community Development Administrator	104,532	110,628	117,060	123,876	131,088
22	City Attorney, Deputy City Manager, Finance & Administrative Services Director, Police Chief	114,996	121,692	128,760	136,260	144,192

MONTHLY

GRADE	POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
14	Harbormaster	4,627	4,895	5,181	5,483	5,803
15	Public Safety Administrative Coordinator, Public Works Administrative Coordinator, Paralegal/Deputy City Clerk, Executive Assistant	5,089	5,386	5,699	6,032	6,382
16	City Clerk	5,599	5,924	6,269	6,634	7,020
17	Court Administrator	6,159	6,517	6,895	7,298	7,722
17.5	Public Works Supervisor	6,466	6,843	7,240	7,661	8,109
18	Accounting Manager, Budget Manager, Engineering Manager, Planning Manager, Public Works Manager	6,774	7,168	7,586	8,028	8,494
18.5	Building Official	7,113	7,526	7,967	8,430	8,918
19	IT Manager, HR Manager	7,451	7,887	8,344	8,831	9,344
20.5	Police Commander	8,606	9,107	9,638	10,199	10,793
21	Planning Director, Public Works Director, Community Development Administrator	8,711	9,219	9,755	10,323	10,924
22	City Attorney, Deputy City Manager, Finance & Administrative Services Director, Police Chief	9,583	10,141	10,730	11,355	12,016

POLICE GUILD SALARY SCALE - 2013

<u>Monthly</u>	<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1	Police Officer	4,953	5,242	5,547	5,870	6,212
2	Police Lieutenant	-	6,343	6,712	7,102	7,515

<u>Annual</u>	<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1	Police Officer	59,436	62,904	66,564	70,440	74,544
2	Police Lieutenant	-	76,116	80,544	85,224	90,180

WAGES SUBJECT TO COLLECTIVE BARGAINING



CITY OF BAINBRIDGE ISLAND

VISION

We strive to be a caring organization that serves and represents the whole community. Through open communication and continuous improvement, we will work together to achieve the community's vision of the future.

MISSION

To provide high quality services to the citizens of Bainbridge Island consistent with the vision for the future in the Comprehensive Plan.

CORE VALUES

SERVICE ● HELPFULNESS ● INNOVATION

We are committed to providing service to the people of Bainbridge Island and to each other that is courteous, cost effective and continuously improving.

INTEGRITY

We will treat one another and the citizens of Bainbridge Island with honesty and integrity, recognizing that trust is hard won and easily lost. We pledge to promote balanced, consistent, lawful policies and directives, in keeping with that integrity and the highest standards of this community.

EQUALITY ● FAIRNESS ● MUTUAL RESPECT

We pledge to act with the standard of fairness and impartiality in the application of policies and directives and that of equality and mutual respect with regard to interpersonal conduct.

RESPONSIBILITY ● STEWARDSHIP ● RECOGNITION

We accept our responsibility for the stewardship of public resources.



City of Bainbridge Island Strategic Goals

Working toward common goals involves combined effort and informed decision making. In coordination with other local taxing districts and a range of organizations, the City has developed the programs described in this document to guide our community toward our key strategic goals.

- Improve efficiency, effectiveness, responsiveness, quality and productivity of government services
- Improve the safety of people and property
- Ensure the sustainability of our natural resources and protect our natural systems
- Build an integrated transportation system with easy access to alternative transportation options
- Promote a diversity of housing options (affordability and range)
- Improve the vitality of our local economy
- Support an active cultural community
- Maintain and expand the social and physical amenities on the Island