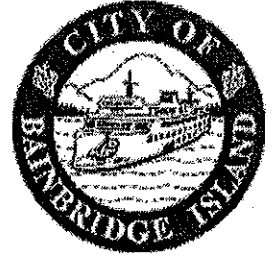


City of Bainbridge Island

MEMORANDUM



TO: Darlene Kordonowy, Mayor and Mark Dombroski, City Administrator

FROM: Directors

DATE: April 25, 2008

RE: Spending Reductions 2008 Budget

In response to your request to provide a menu of possible reductions in projects, services, professional services and other activities we have provided the following list.

Executive Department

Object	Amount	Consequence
Legal – Litigation (Outside Atty)	\$25,000	Reduce funding available for outside expert legal support.
Parking Garage Implementation	\$20,000	Project canceled. No further action needed
Organizational Development/Management Training Facilitation	\$20,000	Defer development of in-house management development program.
Implementation/Strategic Planning (Benchmarking Facilitation)	\$25,000	Reduce scope by performing work in-house; reduce expertise by cutting external consultant. Finalize critical recommendations of Benchmarking in-house: <ul style="list-style-type: none"> • Roles/responsibilities for Legislative and Executive Branches • Focus around strategic themes • Understand and set levels of service • Reduce number of committees, provide a project manager • Process improvement of planning service delivery.
Trust for Public Lands Survey	\$25,000	Reduce scope of project.
Supplies Budget	\$10,000	Reduce meeting support, defer replacement of office furniture
Communications Budget	\$2,000	Reduce use of City cell phones
Training Budget	\$10,000	Reduce staff training opportunities
Professional Service	\$20,000	Reduce line for general Executive Contracts

		from \$48,000 to \$28,000, leaving only \$10K for form of government analysis, \$13K for misc. facilitation, \$5K for on-line Community Priorities survey.
Executive Assistant	\$20,000	Hiring delay; reduces support the Department is able to provide to Mayor, City Administrator and Council, reduces ability to provide timely responses to legislative inquiries; reduces capacity of City Clerk function due to limited backup; reduces response time to PDA requests.

DEPARTMENT TOTAL: \$177,000

Finance Department

Object	Amount	Consequence
Employee Recognition	\$ 5,000	A scaled down version of the annual recognition event
City Training	\$10,000	Eliminate all but essential training and use in house resources for other required training
Accounting Technician vacancy 6 months	\$26,940	Fill anticipated accounting technician position with current staff office specialist leaving accounting technician vacant until further notice

DEPARTMENT TOTAL: \$41,940

Police Department

Object	Amount	Consequence
Training (19.61% of \$25,500)	\$5,000	Send officers off island for training, cancel EVOC and Firearms instructor certification
Supplies (3.42% of \$146,257)	\$5,000	Cancel the KCDEM satellite phone, defer purchase of equipment and supplies for new officers, e.g. cameras, radars, academy uniforms, etc.
Travel Expenses (50.00% of \$4,000)	\$2,000	Reduction in prisoner travel costs with the new contract with Forks Police Department

Repair & Maintenance (7.92% of \$63,106)	\$5,000	Defer repair of police vehicles
Professional Service (65.47% of \$37,917)	\$37,917	Cancel the contract extension for the Emergency Preparedness Coordinator, assign a patrol lieutenant to monitor the work already accomplished
Patrol Salary (.93% of \$2,664,805 total salary & benefits)	\$24,800	Delay filling the current opening for one officer by four months, which will necessitate fewer officers on patrol due to vacations already approved by labor contract, resulting in longer response times and reduction in services
Patrol Salary (.93% of \$2,664,805 total salary & benefits)	\$24,800	Delay filling the current opening for one officer by eight months, resulting in

DEPARTMENT TOTAL: \$104,717

Planning & Community Development

Object	Amount	Consequence
Waterfront Park Master Plan	\$30,000	Finish project with staff rather than consultants.
Derelict vessel program	\$14,000	Retain enough funding for one additional removal in 2008
Agriculture	\$30,000	Eliminate some of the capital improvements scheduled for city-owned lands.
Ferry Gateway neighborhood preferred alternative	\$25,000	Keep project moving at reduced funding. Focus on neighborhood meetings.
Wyckoff Superfund	\$15,000	Reduce technical assistance through contract amendment. State will fill some gaps with DOE work.
Training	\$40,000	Eliminate board and commission training; limit staff to essential certifications and maintenance.
Salary Savings	\$25,000	

DEPARTMENT TOTAL: \$179,000

Public Works Department

Object	Amount	Consequence
Reduce the capital program to the Mayor's proposed list	\$3,180,406	The projects on the list are stopped work in 2008. (See attached).
Defer capital project "Wyatt Water Main Upgrade" (CIP #177)	\$56,650	Continued low pressure and flow along Wyatt between Madison and Grow. Main may be upgraded without City expense by future development. (Added to CIP list).
Reallocate 1 net FTE in 2008; <i>and</i> , reallocate 1 additional FTE in 2009, from the Capital group to the Development group (recognizing the reduced program above)	\$65,500	Halt recruitment of Engineer 2 and Engineering Technician 2 to fill open positions in Development section. The amount shown is the sum of remaining 2008 Technician 2 salary, after deducting salary paid and consulting work now under contract. <i>See Note 1 below for complete reduction information.</i>
Defer the Sewer System Study	\$50,000	Start the study in 2009
Defer concurrency program work	\$60,000	Continues the problems with the meeting the City's concurrency requirements and ordinance.
End weekend overtime that supports use of City Hall, the Civic Plaza and Waterfront Park	\$5,000	Ends city staff support for activities in these areas – the Farmers market, special events at of City Hall and the Waterfront park etc. This means that staff will have to stop accepting or begin denying requests to use City facilities. Another alternative is to raise fees in order to cover the staff time to meet these types of activities.
Commons Roof Repair	\$10,000	Reduce scope of the roof repair work and only perform spot repairs. (Added to CIP list).
Repair & Maintenance	\$20,000	Expenditures appear to support this level of reduction baring unforeseen breakage that would require contingency funds. Examples include a loss of an engine in the bio-solids handling truck would require a \$10,000 to \$20,000 expenditure.
Supplies – Fuel Costs	(\$50,000)	Fuel costs for 2008 are running much higher than predicted. The amount identified is for all City vehicles including Police. Verification of Police vehicle fuel burn rate

Object	Amount	Consequence
Grant Funds - Reallocation	\$850,000	has not occurred. Thus, this dollar amount is a placeholder until additional information is developed. Try to reallocate Wyatt Way federal grant funds to Winslow Way or Wing Pt. Way. (Not guaranteed to be possible). Impact: Reduction of City General funds to Capital.
Transp. Plan Update 2025	\$35,000	2025 Traffic Study
Annual On-Call Prof. Service	\$15,000	Impacts: May have to request additional funding if estimates are short.
Temporary Flagging	\$6,000	Flagging work is done by higher paid full-time staff and increases cost by 50% and displaces other work activities where higher skill sets are require and translates into less maintenance at a higher costs and a deferral of work
Change the level of service for SIS grinder pump maintenance from annual to biennial.	\$4,000	Adjusts grinder pump level of service to match projected maintenance requirements and brings maintenance costs in line with current revenue stream avoiding unnecessary rate adjustments.
Explore the possibility of further reducing sewer main cleaning from a two-year to a three-year periodicity.	\$5,000 Average annual savings	In 2004 the frequency of sewer main cleaning was changed from an annual to a biennial periodicity. Together an emphasis on semiannual maintenance of trouble spots this adjustment has resulted in a 50% reduction in sewer maintenance costs while reducing the number of emergency blockages.
PWW – Limited Term	\$20,000	Do not extend the Limited Term person filling the permanent PWW position beyond May 31, 2008. The PWW position held by the Limited Term employee is an authorized full-time permanent position. However, the permanent position is under review for conversion to an Inventory Control Specialist to address unmet division needs. Specifically, the Inventory position will allow staff to implement aspects of the Munis work order, inventory and purchasing modules that we would otherwise be unable to undertake without a designated person with this as their primary duty assignment.

DEPARTMENT TOTAL:

\$4,530,296

Notes:

1. This reduction depends on several concurrent actions that are not detailed above:
 - A. Reallocate the remaining 2008 Engineer 2 salary for continued consultant review of development applications. (Increase contract amounts, add second consultant). If development activity continues to decline as forecasted, the Engineer 2 salary that remains unused at the end of the year would contribute to the overall reduction. The amount available *as of today* is approximately \$74,000, net of salary paid and consulting work already under contract.
 - B. Reduce customer level of service (CorrLog responses) so that only customer requests taking more than 10 minutes involving life-safety, imminent property damage or critical infrastructure repairs are worked on; and,
 - C. Possibly reduce Development Review level of service to a set number of intakes per week or month to control work load, expenditures, and to avoid undue delay of applications.
2. Recruit other open Public Works positions (WWTP Contract Coordinator), NPDES Engineering Technician and Inventory Specialist.

4/25/2008

COBI Proposed Departmental Cost Reductions

	Positions	Salary	Benefits	Professional Services	Amount	Operating Accounts	Amount
Executive	Exec Asst	15,000	5,000	Legal-outside	25,000	Wellness	(6,000)
				Pkg Garage Implmnt	20,000	Training	10,000
				Dev/Mgmt/Train	20,000	Communications	2,000
				Strategic Plan Benchmk	25,000	Supplies	10,000
				TPL Survey	25,000		
				Misc Prof Svcs	20,000		
Court							
Finance	Accounting Tech	26,940				City Training	10,000
						Employee Recognitior	5,000
Police	Patrol Salary	24,800				Training	5,000
	Patrol Salary	24,800				Supplies	5,000
						Travel	2,000
						Repair & Maint.	5,000
Planning	misc salary savings	25,000		Agriculture(3)	30,000	Training	40,000
				Derelict Vessel(2)	14,000		
				Ferry Gateway(4)	25,000		
				Wycoff Superfund(5)	15,000		
				Waterfront Pk Plan(1)	30,000		
Public Works	Temporary Flagging	6,000		Sewer System Study	50,000	Repair & Maint	20,000
	PWW Limited Term	20,000		Concurrency Program	60,000	Supplies-Fuel	(50,000)
	Eng reallocation	65,500		Commons Roof Repair	10,000	Grinder Pump Maint	4,000
	Weekend OT	5,000		Trans Plan Update	35,000	Sewer Main Cleaning	5,000
				On Call PS	15,000		
IT							
Comm Svcs				Community Events	9,000		
Totals		213,040	5,000		428,000		67,000
						Grand Total	708,040

Project Closure Estimating Sheet

4/28/2008

Estimates of budgets if projects under consideration to stop are closed on May 1

CIP #	Project Name	2008 BUDGET	Funds Expended to date/08	Work completed but not billed for	Closeout Allowance (PM)	Budget to Close	Budget Savings	Mayors Proposed List	
84	OTHER Capital Equipment	49,400	0.00	0.00	0.00	0.00	49,400.00	49,400.00	TS
650	Soccer Fields	300,000	0.00	0.00	0.00	0.00	300,000.00	300,000.00	TS
88	Police and Court Facility	829,000	5,533.80	6,800.00	3,000.00	15,333.80	813,666.20		TS
117	Senior/Community Center Expansion	265,000	0.00	0.00	0.00	0.00	265,000.00	265,000.00	TS
163	Winslow Way Erickson to Madison	500,000	0.00	0.00	0.00	0.00	500,000.00		U
164	Winslow Way Madison to Grow	400,000	0.00	0.00	0.00	0.00	400,000.00		U
165	Winslow Way SR 305 to Erickson	400,000	0.00	0.00	0.00	0.00	400,000.00		U
378	Quay Apartments	1,600,000	100,000.00	0.00	0.00	100,000.00	1,500,000.00	1,500,000.00	TS
704	Madison Ave NM Imp - SR305 to Day	170,000	12,533.90	0.00	3,000.00	15,533.90	154,466.10	154,466.10	TS
742	Public Works Bathroom at O&M	100,000	0.00	0.00	0.00	0.00	100,000.00		TS
113	Rock-Away Beach	250,000	0.00	0.00	0.00	0.00	250,000.00		TS
111	Roads Capital Preservation Program	400,000	0.00	0.00	0.00	0.00	400,000.00	400,000.00	TS
245	2008 NM Trail Easement Acquisition	100,000	0.00	0.00	0.00	0.00	100,000.00	100,000.00	TS
761	2008 Non-Motorized Trail Construction	120,000	0.00	0.00	0.00	0.00	120,000.00	120,000.00	TS
51	I & I	129,310	0.00	0.00	50,000.00	50,000.00	79,310.00	79,310.00	U
644	HOB Well Rehab - 2 and 5	85,000	0.00	0.00	0.00	0.00	85,000.00	85,000.00	U
159	Wing Point Sewer	48,410	0.00	6,200.00	3,000.00	9,200.00	39,210.00	39,210.00	U
134	SS-Telemetry Upgrade	25,750	0.00	0.00	0.00	0.00	25,750.00	25,750.00	U
12	SS-Collection System Upgrade	112,270	0.00	0.00	50,000.00	50,000.00	62,270.00	62,270.00	U
							Subtotal: \$ 5,644,072.30	\$ 3,180,406.10	

Other Adjustments and suggestions

173	Wyatt Way Imp (Grow to Madison)	0.00	41,244.51	15,602.35	6,500.00	63,346.86	-63,346.86	-63,346.86	TS
177	Wyatt Water Main Upgrade	56,650	0.00	0.00	0.00	0.00	56,650.00	56,650.00	U
699	Senior Center Repairs (roof)	25,000	0.00	0.00	15,000.00	15,000.00	10,000.00	10,000.00	TS
							Subtotal: \$ 3,303.14	\$ 3,303.14	
							TOTAL: \$ 5,647,375.44	\$ 3,183,709.24	

Notes: Expenditures on Winslow Way (#163, #164, and #165) in 2008 used funds carried over from 2007 (No 2008 Funds used)