CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 14, 2019

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

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

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

3. **PUBLIC COMMENT - 6:05 PM**

4. **MAYOR'S REPORT - 6:20 PM**

5. **CITY MANAGER'S REPORT - 6:25 PM**

6. **PRESENTATION(S)**

   6A. (6:30 PM) Police Swearing-in Ceremony, 15 Minutes
   Police Bios for May 14 Ceremony.docx

   6B. (6:45 PM) Marine Access Committee 2018 Annual Report and 2019 Work Plan - Executive, 15 Minutes
   Marine Access Committee 2018 Annual Report
   Marine Access Committee 2019 Work Plan

   6C. (7:00 PM) Youth Mental Health Workshop Update - Executive, 20 Minutes
   BI Youth Mental Health Summit Proposal for CC 05142019

7. **PUBLIC HEARING(S)**

   7A. (7:20 PM) Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works, 30 Minutes
   Water and Sewer Rate Study - Executive Summary v2 - Council 4_16_19.pptx
   Ordinance No. 2019-14.docx
   Bainbridge Utility Rate Study Draft Report

8. **UNFINISHED BUSINESS**

8A. (7:50 PM) Set Public Hearing on Ordinance No. 2019-04, Updating the City's Sign Code - Planning, 5 Minutes
Ordinance No. 2019-04, Updating The City's Sign Code - Chapter 15.08 BIMC
Exhibit A to Ordinance No. 2019-04 - Redline

8B. (7:55 PM) Resolution No. 2019-19 Lowering Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works, 20 Minutes
Fletcher Bay Road Speed Limit petitions.pdf
2013FocusedTraffic Study - Final 01082014.pdf
Resolution No. 2016-08 Establishing Maximum Speed Limits Approved 030816.pdf
Resolution No. 2019-19 Fletcher Bay Speed Limit Reduction.docx

8C. (8:15 PM) Resolution No. 2019-17, Increasing the Size and Membership and Revising the Duties of the Public Safety Committee - Executive, 10 Minutes
Resolution No. 2019-17 Public Safety Committee
Public Safety Committee Memo - Proposed Changes
February 28, 2015 Police Oversight Proposal

8D. (8:25 PM) Dedicated Staffing to Implement Affordable Housing Workplan, 10 Minutes
Draft AH Work Program - Apr 2019.pdf

9. NEW BUSINESS

9A. (8:35 PM) Tyler Moniz Bench Donation Agreements - Public Works, 10 Minutes
Waterfront Park Overlook Bench Agreement
Waterfront Park Overlook Bench - Attachments A, B, & C
Waterfront Park Restroom Bench Agreement
Waterfront Park Restroom Bench - Attachments A, B, & C
Winslow Madison Bench Agreement
Winslow Madison Bench - Attachments A, B, & C
Madison Plaza Bench Agreement
Madison Plaza Bench - Attachments A, B, & C

9B. (8:45 PM) Donation Agreement with Bainbridge Community Piano Association for a Theatrical Curtain and Track System in Huney Hall at the Bainbridge Island Commons - Public Works, 10 Minutes
Facility Use Agreement with BCPA
Attachment A to BCPA Facility Use Agreement - Insurance Requirements
Attachment B to BCPA Facility Use Agreement - Donation Agreement
Exhibit 1 to Donation Agreement - invoice for Donated Asset
Donation Policy

9C. (8:55 PM) Wyatt Way Reconstruction Phase 1 Project - Amendment No. 3 to Professional Services Agreement with MIG/SvR - Public Works, 10 Minutes
Amendment No. 3 to PSA with MIG/SVR
Exhibit A to Amendment No. 3 to PSA with MIG/SVR

9D. (9:05 PM) Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) - Public Works, 15 Minutes
PRTPO - Invite Letter & ILA

9E. (9:20 PM) Ordinance No. 2019-16 Relating to 2019 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance, 10 Minutes
Ord_2019-16_Attachment_A_-_Q1_Budget_Amendments.pdf
Ordinance 2019-16 - 2019 1st QTR Budget and CIP Amendments

9F. (9:30 PM) Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities - Executive, 10 Minutes
Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities

9G. (9:40 PM) Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards - Executive, 5 Minutes
Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards

9H. (9:45 PM) Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees - Executive, 5 Minutes
Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees

9I. (9:50 PM) Resolution No. 2019-20, Updating the Administrative Manual to Address Small Wireless Facilities - Executive, 5 Minutes
Resolution No. 2019-20, Updating the Administrative Manual to Address Small Wireless Facilities
Exhibit A to Resolution No. 2019-20 - Redline
Exhibit A to Resolution No. 2019-20 - Clean

10. CONSENT AGENDA

10A. (9:55 PM) Agenda Bill for Consent Agenda, 5 Minutes

10B. Accounts Payable and Payroll
Payroll.pdf
Cash Disbursements 5-15-19.pdf

10C. City Council Study Session Minutes, April 16, 2019
CCMIN 041619 STUDY SESSION

10D. City Council Regular Business Meeting Minutes, April 23, 2019
CCMIN 042319 BUSINESS

10E. Special Joint City Council / Ethics Board Meeting Minutes, April 30, 2019
CCMIN 043019 ETHICS WORKSHOP

10F. Ordinance No. 2019-12, Updating Chapter 3.80 BIMC "Public Art Works Program and Fund" to Reflect an Annual Funding Approach - Executive, 5 Minutes
Ordinance 2019-12 Updating Chapter 3.80 BIMC to Provide Consistent Funding to Public Art

Subfund- for CC 05142019

10G. Professional Services Agreement with Coates Design, Inc., for Design Services for the New Police Station and Municipal Court Building Project - Public Works, 5 Minutes
PSA with Coates Design, Inc., for Design of Police Station and Municipal Court Building
Fee Projection Summary, Summary Worksheet, and Architectural Fee Worksheet

11. COMMITTEE REPORTS

11A. (10:00 PM) Committee Reports, 5 Minutes
Multi-Modal Transportation Advisory Committee Meeting Minutes, March 3, 2019
Multi-Modal Transportation Advisory Committee Meeting Minutes, April 17, 2019
Race Equity Task Force Meeting Minutes, March 7, 2019
Race Equity Task Force Meeting Minutes, April 11, 2019
Race Equity Task Force Meeting Minutes, April 18, 2019
Utility Advisory Committee Meeting Minutes, March 27, 2019

12. FOR THE GOOD OF THE ORDER - 10:05 PM

13. ADJOURNMENT - 10:10 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.

 **City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (6:30 PM) Police Swearing-in Ceremony,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation **PROPOSED BY:** Police

RECOMMENDED MOTION:

Presentation.

SUMMARY:

The BIPD welcomes its new K9 Officer, Whitney. The department also wishes to recognize the recent promotion of four officers to Corporal: Joseph Fastaia, Gary Koon, Cameron Lewis, and William Shields.

FISCAL IMPACT:

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

BACKGROUND: The Corporal position was added to the department's hierarchy in late 2018. Under general direction of a Sergeant, the Corporal performs all duties of a Police Officer, plus first level supervision to an assigned shift or specialty unit. The Corporal trains and provides work direction to others as assigned or when the Sergeant is not present, the primary duty being patrol when not in a supervisory role.

Following an interview and testing process, four patrol officers were promoted as the department's new Corporals: Joseph Fastaia, Gary Koon, Cameron Lewis and William Shields. The Corporals began their new role on January 1, 2019.

The BIPD's newest officer, K-9 Officer Whitney, is a bloodhound just over a year old who joined the department last month. Trained for scent-discriminating police work, Whitney and her handler, Officer Kurt Enget, serve the Bainbridge Island community by locating missing persons, disoriented seniors, suspects hiding from police, and assisting in many other kinds of criminal cases.

ATTACHMENTS:

Police Bios for May 14 Ceremony.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

Corporal Joseph Fastaia
Born and raised in Florida, Joseph Fastaia attended the University of Florida, earning a Bachelor of Arts in 2007 and a Juris Doctorate in 2010. After college, he worked at a law firm and an insurance company before joining the U.S. Border Patrol in 2013 where he was most recently stationed in Texas. In February 2017, Joe was hired as a Police Officer for Bainbridge Island and was promoted to Corporal in January of this year. Joe, his wife, and their Boxer Octavia are thrilled to call the Puget Sound area their home.

Corporal Gary Koon
Gary Koon was hired by the Bainbridge Island Police Department as an entry level patrol officer in 2012 after serving time in the military. Some of Gary's collateral duties include boat operator, motorcycle officer, and field training officer. Married for fourteen years, Gary and his wife have two children and live on the island. His hobbies include sailing and motorcycle riding.

Corporal Cameron Lewis
Cameron Lewis joined the BIPD in March of 2015. A native of Wenatchee, Cameron always knew he wanted to help people, but wasn't sure what career to choose until he gave the Law and Justice program at Central Washington University a chance. Immediately, Cameron found his passion, graduating with a BA in criminal justice and psychology. He met with many agencies at a law enforcement job fair in Pasco but felt a special affinity for the BIPD after a conversation with our recruiter. He explains "many agencies strive toward community-oriented policing, but Bainbridge Island felt like the perfect fit." Cameron enjoys hiking, lifting weights, biking, fishing, hunting, and gaming.

Corporal William Shields
William Shields joined the BIPD in February of 2015. Born on Whidbey Island, Shields started policing in Idaho with the Moscow Police Department in 2006. In Moscow, he served for nine years as a patrol officer, campus community police liaison, and detective. Shields earned his Bachelor's Degree in Criminal Justice and Criminology from Portland State University and went on to earn his Master's Degree in Public Administration from the University of Idaho. He also served as the Chief of Police for Uniontown, Washington while still working full time for the Moscow PD. Shields married his wife, Heidi Shields, on Bainbridge Island in 2015, and they welcomed a son, Logan Michael Shields in December of 2017. Shields spends his free time in the company of family and friends.

K-9 Officer Whitney
The BIPD's newest officer, K-9 Whitney, is a bloodhound raised and trained by the Kody Snodgrass Memorial Foundation's 832 K-9's Deputy Dogs. The Deputy Dogs foundation is dedicated to the memory of Deputy Kody Snodgrass, a K-9 Handler in Lake County, Florida, tragically killed in a traffic collision two weeks shy of his 25th birthday in 2001. Funded primarily by sponsors, fundraisers, donations, and volunteers, the organization is committed to saving lives by providing law enforcement with exceptional bloodhounds trained for scent-discriminating police work and by training their handlers as well, creating an effective team that can locate missing persons, disoriented seniors, suspects hiding from police, and assist in many other kinds of criminal cases. The organization has proudly placed over 250 trained bloodhounds with law enforcement since 2001.

K-9 Officer Whitney was born on May 5, 2018 and is a sweet-tempered girl just over a year old. Her handler, Officer Kurt Enget, shares that in her leisure time, Whitney enjoys playing with his family's other 3 dogs and chasing after tennis balls. The pair are fully-trained and eager to serve the members of the Bainbridge Island community.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (6:45 PM) Marine Access Committee 2018 Annual Report and 2019 Work Plan - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation **PROPOSED BY:** Executive

RECOMMENDED MOTION:

I move to forward the Marine Access Committee's 2018 Annual Report and 2019 Work Plan, as presented, for approval with the May 28, 2019 Consent Agenda.

SUMMARY:

A representative from the Marine Access Committee will present, for the City Council's consideration, the committee's 2018 Annual Report and 2019 Work Plan.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Marine Access Committee 2018 Annual Report

Marine Access Committee 2019 Work Plan

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND



Marine Access Committee

2018 Annual Report

Bainbridge Island – Marine Access Committee

Established By: Ordinance No. 2015-13
Created by the consolidation of the former Road Ends Committee and Harbor Commission into the **Public Water Access Committee**. **Ordinance No. 2016-07** (AB16-095 Executive) at the request of the Public Water Access Committee, Council approved changing the Committee's name to **Marine Access Committee**.

Purpose

The **Marine Access Committee** monitors and advises on matters pertaining to the City's harbors, coastal waters and the public's right of access – via designated road ends – to these waters consistent with the provisions of the Bainbridge Island Municipal Code and other direction by the City Council.

Scope of Work

The **Marine Access Committee** shall:

- Work to support awareness, management, and enhancement of public access to and from the island's waters and water dependent activities;
- Actively seek opportunities for public engagement and public outreach to increase awareness of public water access sites of all types (water access, water view, etc.);
- Promote and coordinate opportunities to develop island-wide public water access sites, especially road ends, as appropriate circumstances occur;
- Develop and recommend new road end and harbor management policies as needed, for island-wide water access sites;
- Coordinate with appropriate City staff to implement the public water access policies and goals of the council through measures which include, but are not limited to, recommendation of ordinances, regulations, and other means;
- Initiate, manage, encourage, and support a program for community stewardship of individual water access and road end sites throughout the community;
- Actively seek to leverage city resources by identifying donation and grant opportunities and assessing for alignment with City goals and priorities;
- Enlist volunteers, neighborhood members, and community organizations to assist with the implementation of approved plans and/or projects adopted by the city council;
- Develop an annual work plan in collaboration with appropriate city staff, and submit the proposed work plan to city council for review and approval each year, along with a report on results of the prior year work plan;
- Such other duties and responsibilities as may be assigned by the City Council.

Executive Summary

As in prior years, the **Marine Access Committee** focused activities into four (4) areas we believe support the scope of work delineated in our founding ordinance.

Areas of Emphasis:

- **Infrastructure Projects:** Identify, encourage and support City projects/tasks that relate to the sustainability of our marine environment and the provision of facilities and services that meet the access and recreational needs of the community.
- **Framework Management:** Provide input to maintenance of the legal and technical frame-works that allow the orderly management of the marine environment and road ends access that are part of the City's area of responsibility.
- **Education, Outreach & Liaison:** Educate and engage with the community and liaise with other parties that have oversight or interests associated with marine activities, public access, and facilities.
- **Stewardship:** Organize activities aimed at vessel owners, water-based activity providers and public access neighbors and users that are designed to protect our marine environment, access and facilities.

Details relevant to our work plan are contained in the following pages.
Among the 2018 Highlights are:

Infrastructure Projects

- Ward Avenue was identified as a potential future Capital Project
- Study dollars are in the 2019 budget for a recommended Viewing Platform
- City Dock improvements - additional benches were installed and landscaping recom-mendations completed
- City completed recommended sign and bench placements at multiple road ends in 2018, and currently reviews road ends on an ongoing basis for maintenance issues

Framework Management

- Monitored requests for Substantial Shoreline Development Permits including buoys, commenting on those that might impede navigation
- Committee updates were provided on the Shoreline Management Plan amendments by a committee member with knowledge of the process

Education and Outreach

- Committee members provided significant support for International (BI) Beach Cleanup Day, the Annual Boaters' Day, and at the City Dock Grand Opening Celebration

Stewardship

- Harbor Stewards continued to monitor shorelines for safety issues, liaising with the BIPD Harbormaster, as well as participating in the Christmas Boats display at the City Dock

The Dave Ullin Open Water Marina (DUOWM) Buoy Replacement Project

- A major task, added to 2018 MAC goals at Council request, was public outreach regarding additional residential buoys in the Dave Ullin Open Water Marina (DUOWM) and a subsequent recommendation for placement of the buoys.
- After reaching out to the Liveaboard Community, the Bainbridge Island Rowing Club and other interested community members, a public hearing was held on Dec. 10th, 2018.
- With significant support from the City, public comments were taken and a report was provided to Council on February 5th, 2019.
- This project, which required significant city support, especially from Kristen Drew, Aaron Claiborne, Barry Loveless, Ellen Schroer and Morgan Smith, as well as significant amounts of committee members' time and energy, qualifies for each of the categories above, and six (6) of the items under Scope of Work.

Unmet Goals

- Ongoing review of road end improvements - specifically possible locations for bike racks, accessible parking spaces and additional boundary signs
- Provision of additional content to the City's GIS map of road ends
- Work with the City Attorney and other staff to develop a set of procedures for monitoring, enforcing and adjudicating private encroachments onto public road ends (RCW 35.79.035)

We hope to complete these, as well as additional goals set out in our 2019-2020 Work Plan, during the year to come.

While Bainbridge is blessed with many lovely vistas and open spaces, the opportunities for the public to draw near and touch the water in a quiet, sheltered spot are relatively few. Those spots are our road ends. Members of the Marine Access Committee are the public's advocates to make sure those refuges remain open and accessible.

And while we are an island, opportunities for those who don't live on the water to have access by boat is concentrated in even fewer locations. That access is in our harbors. Our committee strives to represent all the users and residents of the harbors and the navigable waters surrounding our island, to make sure they are able to share equitably the wonderful resource we enjoy.

This Annual Report was prepared by Elise Wright and approved on April 8th during the Regular Marine Access Committee Meeting.

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Elise Wright
For the **City of Bainbridge Island – Marine Access Committee**
May 13, 2019

Committee Members Who Contributed to the Achievements in this Report

MEMBER	POSITION NUMBER	TERM
Paula Elliot	1	Served through July 2018
Anthony Oddo	2	June 2020
Peter Hill	3	Served through mid-Jan 2019
Greg Spils	4	June 2021
Fred Grimm	5	June 2019
Frank Ostrander	6	Served through mid-Jan 2019
Elise Wright	7	June 2019

Council Liaison: Ron Peltier, At-Large Term Expires: December 2021

INFRASTRUCTURE PROJECTS

Capital Project: Identification of Capital Projects for Future City Budgets		
Committee Lead / Backup	**Status**	**Completed or Ongoing?**
All		
Description	**Completed**	**Carry-over**
Identify and develop recommendations for at least one marine access enhancing capital project for each year of the City of Bainbridge Island Capital Budget.	Ward Avenue Road End identified for 2019-20.	All
Project: Enhance Waterfront Park		
Committee Lead / Backup		
Frank Ostrander		
Description	**Completed**	**Carry-over**
Seek improvements to marine access that build on and enhance the completed Waterfront Park and City Dock projects. Enhancements could include additional benches, path improvements, signage, possible viewing platform(s), bike racks, ADA improvements to shoreline access, etc.	New benches have been installed at the Waterfront Park Shoreline. Suggested landscaping improvements have been made.	None

Capital Project: Harbor viewing platform		
Committee Lead / Backup		
Frank Ostrander		
Description	**Status**	**Carry-over**
Develop design for, approve, and build a viewing platform in a cooperative project between WSDOT and the City of Bainbridge Island. The viewing platform would provide visitors a place to view the harbor and take pictures with Seattle and the Sound as a backdrop. Preferred site: Outside the ferry terminal between the smoking area and the motorcycle parking area.	Project included in 2019 City Budget.	Yes

Maintenance Projects (O&M)		
Committee Lead / Backup	**Requested City Resources**	**Impact Estimate**
Greg Spils / Peter Hill	City staff and funds for repairs and new installation(s).	Included in maintenance budget.
Description	**Status**	**Carry-over**
Work with the City to identify, prioritize, and facilitate ongoing repair or maintenance of existing road end sites, signage, or marine access facilities.	City has initiated seasonal inspections and maintenance.	Ongoing.
Viewing Benches, Bike Racks, and Parking Spaces		
Committee Lead / Backup	**Requested City Resources**	**Impact Estimate**
Fred Grimm / Greg Spils	Funds for purchase and installation of benches, bike racks, or parking area materials	TBD

Description	Status	Carry-over
In order to improve the road end experience for all users, especially those with limited mobility, coordinate with the City to install benches at road end sites. Develop design for, construct, and install bike racks at prime road end sites. Identify appropriate locations for parking space(s) and obtain Council approval for installation, signage, etc.	Benches have been installed by the City in appropriate locations. Bike racks and parking spaces were not sought this year.	Parking spaces need to be researched, and approved by Council.

Bench Site Recommendation Completed	
Bench Site	**Description**
Siverston Road NE	Any suitable location close to the shoreline
West Waterway	Clear flat open area; east of the culvert
North NE	On eastern boundary of road end
Sanwick	Replace an older bench
Manitou Beach Road	On east side of the guardrail (Deemed not suitable for safety)
Foster	North side of lowest landing
Falk Road	Any suitable location at road end
Gertie Johnson Road	Any suitable location at road end

Parking Site Recommendations	
Parking Site	**Description**
Fletcher Landing	1 or 2 parking places (including 1 ADA compliant space) on south side of road
Rose Loop	1 parking place near top of trail/stairs to road end (Signage would require policing to enforce, so City is reluctant to add.)

FRAMEWORK MANAGEMENT

Monitor Comprehensive Plan, Shoreline Master Program, and Development Proposals

Committee Lead / Backup	Requested City Resources	Impact Estimate
Frank Ostrander / Elise Wright, Fred Grimm, Anthony Oddo	Notification to the Committee of pre-permit applications (involving docks, buoys, shoreline developments or navigable waters) continue to be monitored by individual committee members.	Prior notification from the City to the Committee would still be beneficial in order to facilitate timely committee review.
Description	**Status**	**Carry-over**
Monitor the Comprehensive Plan, Shoreline Master Program, and Development Proposals that involve properties on the shoreline and provide harbors and road ends input where appropriate.	Meetings re the SMP Amendment process were attended and reported on. Comments were made on a few permit applications for shoreline development, road end and/or buoy locations.	Work with the City to develop a policy regarding notification to neighboring properties when buoy applications are submitted.

Produce Committee's Work Plan

Committee Lead / Backup		
Anthony Oddo / All		
Description	**Status**	**Carry-over**
Prepare the Committee Work Plan including a list of prioritized projects for the City Council's consideration during the biennial budget development process.	Finalized April, 2019.	

EDUCATION AND OUTREACH

Community Events and Outreach

Committee Lead / Backup	Requested City Resources	Impact Estimate
Elise Wright / All	Harbormaster and Community Engagement Specialist	
Description	**Status**	**Carry-over**
Ensured that the Committee stayed involved and provided community input to activities associated with the marine environment within the City's boundaries. Identified and provided support for community events such as National Marina Day (celebrated here as Boaters' Day), Bainbridge Island Beach Cleanup (part of International Coastal Cleanup Day), Christmas Boats and other marine related events. Liaised with Kitsap Peninsula Water Trails (KPWT) group and identified where KPWT suggested national marine trail signs be placed.	Liaised with BI Rowing and Liveaboard residents of the DUOWM. Conducted outreach/listening sessions and a public hearing prior to recommendation of significant changes in buoy placement at the DUOWM. Provided significant support for BI Beach Cleanup Day and on Annual Boaters' Day. Provided maps and information on road ends, the national water trail, navigation and safety at other marine related events in Waterfront Park. Provided KPWT suggested signs for installation by the City.	Ongoing contact and communication with interested parties regarding the DUOWM Buoy Placement Project.

Digital Outreach		
Committee Lead / Backup	**Requested City Resources**	
Elise Wright	Community Engagement Specialist / GIS specialist	
Description	**Status**	**Carry-over**
Provide content to City's Community Engagement Specialist (CES) to educate community regarding BI maritime history, road ends, and aquatic facilities available. Provide feedback to City regarding new GIS map of road ends and additional content such as harbor or cruising information and features/services (e.g., water access) available at road ends.	Assisted in providing accessible road end information for International Beach Cleanup Day, including a map for the day of the event. Other goals remain to be completed.	Outreach with Historical Society, Suquamish Tribe and others to provide enhanced road end context still ongoing or to be initiated.
Recruit Additional Harbor Stewards		
Committee Lead / Backup		
Fred Grimm		
Description	**Status**	
Recruit additional harbor stewards as needed. Encourage all Stewards to be actively involved in committee meetings and events.	Harbor Steward reps now actively involved in Committee meetings. Recruitment being handled by Stewards themselves.	

STEWARDSHIP		
Development of an Encroachment Provision and Policy		
Committee Lead / Backup	**Requested City Resources**	**Impact Estimate**
Greg Spils / Anthony Oddo	City Attorney and Surveyors	TBD
Description	**Status / HC lead**	**Carry-over**
In collaboration with the City Attorney and other Staff, develop a set of procedures for monitoring, enforcing, and adjudicating private encroachments onto public road ends. (See RCW 35.79.035).	Not pursued this year.	No

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Review and Monitor Navigational and Safety Issues		
Committee Lead / Backup	**Requested City Resources**	**Impact Estimate**
Anthony Oddo / Peter Hill / All	CES, Harbormaster, Project Lead, Deputy City Mgr.	To be Calculated
Description	**Status**	**Carry-over**
Conduct public outreach, hold a public meeting and provide a report to Council regarding placement of five (5) additional buoys in the DUOWM.	Public Meeting noticed by City and held on Dec. 10, 2018. Requested report given to Council on Feb 5th, 2019.	None
Monitor and report navigational and safety issues for the shoreline and waters of Bainbridge Island. Review the adequacy and effectiveness of City of Bainbridge Island ordinances related to moorage and anchorage of boats in City waters.	Harbormaster, Harbor Stewards and individual committee members continue to monitor the waters for navigational issues.	Ongoing

Buoy Monitoring Program		
Committee Lead / Backup	**Requested City Resources**	**Impact Estimate**
Harbor Stewards / Anthony Oddo		
Description	**Status**	**Carry-over**
Continue to monitor and report, educate, advocate, and assist the City in the buoy enforcement program.	Buoys identified impacting the southern navigation fairway in Eagle Harbor are being pursued by the City in relation to the Buoy Relocation Project in the DUOWM.	Ongoing

CITY OF
BAINBRIDGE ISLAND



Marine Access Committee

2019-2020 Work Plan

Bainbridge Island – Marine Access Committee

Established By: Ordinance No. 2015-13
Created by the consolidation of the former Road Ends Committee and Harbor Commission into the **Public Water Access Committee**. **Ordinance No. 2016-07** (AB16-095 Executive) at the request of the Public Water Access Committee, Council approved changing the Committee's name to **Marine Access Committee**.

Purpose

The **Marine Access Committee** monitors and advises on matters pertaining to the City's harbors, coastal waters and the public's right of access – via designated road ends – to these waters consistent with the provisions of the Bainbridge Island Municipal Code and other direction by the City Council.

Scope of Work

The **Marine Access Committee** shall:

- Work to support awareness, management, and enhancement of public access to and from the island's waters and water dependent activities;
- Actively seek opportunities for public engagement and public outreach to increase awareness of public water access sites of all types (water access, water view, etc.);
- Promote and coordinate opportunities to develop island-wide public water access sites, especially road ends, as appropriate circumstances occur;
- Develop and recommend new road end and harbor management policies as needed, for island-wide water access sites;
- Coordinate with appropriate City staff to implement the public water access policies and goals of the council through measures which include, but are not limited to, recommendation of ordinances, regulations, and other means;
- Initiate, manage, encourage, and support a program for community stewardship of individual water access and road end sites throughout the community;
- Actively seek to leverage city resources by identifying donation and grant opportunities and assessing for alignment with City goals and priorities;
- Enlist volunteers, neighborhood members, and community organizations to assist with the implementation of approved plans and/or projects adopted by the city council;
- Develop an annual work plan in collaboration with appropriate city staff, and submit the proposed work plan to city council for review and approval each year, along with a report on results of the prior year work plan;
- Such other duties and responsibilities as may be assigned by the City Council.

Committee Members

CURRENT MEMBER	POSITION NUMBER	TERM EXPIRES
Terry Kerby	1	June 2020
Anthony Oddo, Chair	2	June 2020
vacant	3	
Greg Spils	4	June 2021
Fred Grimm, Chair *pro tem*	5	June 2019
vacant	6	
Elise Wright	7	June 2019

Council Liaison

Ron Peltier, At-Large
Term Expires: December 2019

Regular Meetings

5:30 – 7:00 PM
Second Monday of each month
Bainbridge Island City Hall – Council Conference Room

Committee Website

http://www.ci.bainbridge-isl.wa.us/706/Marine-Access-Committee

2019 Work Plan Summary

The Committee expects to further refine and prioritize these plans and potential projects as we progress through this period.

In 2019 the **Marine Access Committee** will focus activities into five workstreams:

- **Infrastructure Projects:** Identify, encourage and support City projects/tasks that relate to the sustainability of our marine environment and the provision of facilities and services that meet the access and recreational needs of the community.
- **Maintenance Projects:** Develop a suggested set of features for City Road Ends to provide for a consistent public experience across the Island.
- **Framework Management:** Provide input to maintenance of the legal and technical frameworks that allow the orderly management of the marine environment and road ends access that are part of the City's area of responsibility.
- **Education, Outreach & Liaison:** Educate and engage with the community and liaise with other parties that have oversight or interests associated with marine activities, public access, and facilities.
- **Stewardship:** Organize activities aimed at vessel owners, water-based activity providers and public access neighbors and users that are designed to protect our marine environment, access and facilities.

_____

Anthony Oddo
Chair
for **City of Bainbridge Island – Marine Access Committee**
April 8, 2019

PART A: INFRASTRUCTURE PROJECTS	
Capital Project: Ward Avenue Road End	
Committee Lead(s)	**Greg Spils and Anthony Oddo**
Description	
Develop a comprehensive set of recommendations for improvements to the Ward Avenue Road End including, but not limited to improved access through the Yacht Club to the public dock space and directional signage.	
Type of Project	Road Ends and Harbor Management
Status	Initial Planning – April 2019
Capital Project: Ocean Avenue Road End	
Committee Lead(s)	**Elise Wright**
Description	
Develop another comprehensive set of recommendations for the Ocean Avenue Road End taking into consideration the site's vulnerability to severe weather and the loss of signage and improvements previously installed.	
Type of Project	Road Ends and Harbor Management
Status	Initial Planning – April 2019
Capital Project: Olympic Drive Road End	
Committee Lead(s)	**Greg Spils and Anthony Oddo**
Description	
Provide assistance to City Staff for the development, design, and liaising with WSDOT to connect the Bainbridge Ferry Terminal auto holding area to the Olympic Drive Road End below it. A short trail to the Olympic Drive Road End would provide easy access to the public beach below similar to the beach access next to the Edmonds ferry terminal. This provides a place for people to stretch their legs and enjoy public water access without losing track of the ferry arrivals.	
Type of Project	Road Ends and Harbor Management
Status	Initial Planning – April 2019
Capital Project: Harbor Viewing Platform	
Committee Lead(s)	**Elise Wright and Terry Kerby**
Description	
Provide assistance to City Staff for the development, design, and construction of a viewing platform at the Winslow Ferry Terminal. The MAC can also assist with the identification of grant funding and assistance in grant completion to cover partial costs associated with the viewing platform's construction.	
Type of Project	Enhancement of Public Access
Status	Ongoing

PART B: MAINTENANCE PROJECTS (O&M)

Bainbridge Island Road Ends

Committee Lead(s)	All

Description

Beginning in 2019, the Marine Access Committee will divide the City's Road Ends among the members based on geographic location. The Committee decided to focus its attention on overall oversight and stewardship, as many of the maintenance, viewing benches, and other improvement projects have wrapped up, the Committee decided to refocus its attention on oversight and stewardship of this special feature of Bainbridge Island.

Accordingly, each Bainbridge Island Ward will have two Committee Members assigned to the road ends in the area. Recognizing that the City inspects road ends quarterly, the Committee Members will report to the MAC on special maintenance, possible signage additions or improvements, and other issues related to the public's access and use.

Over time the MAC will compile a list of possible projects and share these with City Staff.

For 2019, the Road End assignments will be:

- South Ward: Elise Wright / Greg Spils
- Central Ward: Fred Grimm / Terry Kerby
- North Ward: Anthony Oddo / Greg Spils

Each ward group will report on:

- Needed road end maintenance
- Possible sites for viewing benches, bike racks, and parking spaces
- Signage related to historical features associated with the road end including information provided by the Suquamish Tribe, BI Historical Museum, and other groups in the area
- Signage related to Kitsap Peninsula Water Trails and other County- or Statewide aquatic trail networks

Note: The MAC will begin with Ocean Avenue Road End as a trial of its Road Ends Requirements Matrix and report to City Staff.

Type of Project	Road Ends and Harbor Management
Status	Initial Planning – April 2019

PART C: FRAMEWORK MANAGEMENT	
Monitor Comprehensive Plan, SMP, and Development Proposals	
Committee Lead(s)	**Elise Wright**
Description	
Monitor the Comprehensive Plan, Shoreline Master Program, and Development Proposals that involve properties on the shoreline and provide harbors and road ends input where appropriate. The MAC would like to work with the City to receive all notifications of water development projects and permits so that it may provide comment, if desired, as a committee. The committee member in charge will work with City Staff to develop an appropriate channel and frequency for communicating new water development project submissions.	
Type of Project	Public Water Access Regulations
Status	Ongoing

PART D: EDUCATION AND OUTREACH

Community Events and Outreach

Committee Lead(s)	Elise Wright

Description

Identify and provide support for community events such as National Marina Day, International Coastal Cleanup Day, Christmas Boats, and other marine related events. Ensure that the Committee stays involved and provides community input to any activities associated with the marine environment within the City's boundaries.

Explore the possibility of planning an event that highlights the City's various road ends and invites the public to tour selected sites across the Island as part of a Community-wide event. This event would be similar to the Spring Fling that was previously hosted by the Road Ends Committee.

Type of Project	Support Awareness of Island Waters
Status	Ongoing and New Project (2019-2020)

Recommend Improvements to the City's Road End and Marine Maps

Committee Lead(s)	Anthony Oddo

Description

Conduct research and prepare a set of recommendations for the City regarding improvements to the City's "Road Ends Map" on the bainbridgewa.gov webpage including types of use available, mobile functionality, updated photos, and other marine safety notices.

Type of Project	Increase Awareness of Public Water Access
Status	New Project (2019-2020)

PART E: STEWARDSHIP	
Eagle Harbor Safety Review	
Committee Lead(s)	**Terry Kerby**
Description	
Utilization of Eagle Harbor for recreation and home for BI residents and for transient visitors is on the increase. The uses of the Harbor vary greatly including: Rowing, Sailing, Power boating, Paddle boarding, Kayaking, liveaboards, visiting boaters' anchorage, WSF, and property owners. All are stakeholders who deserve to be able to use the harbor safely. The Marine Access Committee proposes to create a subcommittee to review current conditions and navigation hazards in Eagle Harbor. The subcommittee will reach out to harbor users for observations and suggestions, and may: (1) identify how safety is defined; (2) identify obstacles to safety in Eagle Harbor; and (3) propose multiple remedies for the future, in coordination with Staff and the Harbormaster.	
Type of Project	Public Water Policies and Goals
Status	New Project (2019-2020) Initial planning stages. Developed out of the Marine Access Committee's work during 2018 regarding the Buoy Project in the Dave Ullin Open Water Marina.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (7:00 PM) Youth Mental Health Workshop Update - Executive,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

Information and discussion.

SUMMARY:
This discussion responds to Council direction to seek a facilitator to plan and coordinate a City-sponsored workshop on youth mental health issues within the Bainbridge Island community. The purpose of the workshop will be to engage community organizations that provide services in this field to create a shared understanding of youth mental health data, explore what is working well and identify gaps in service and inspire new initiatives and partnerships. The overall aim is to protect emotional health and support thriving youth in our community.

FISCAL IMPACT:

Amount:	$11,220
Ongoing Cost:	
One-Time Cost:	$11,220
Included in Current Budget?	No

BACKGROUND: At the City Council meeting on December 11, 2018, the Council decided to seek options for a facilitator to plan and coordinate a City-sponsored community workshop on youth mental health issues. In January of 2019, the City Council directed staff to identify options for the facilitator and to bring those options to the Mayor and Deputy Mayor. City staff reached out to experts in the community to request recommendations of individuals or organizations which could serve as the facilitator for the planned workshop. Staff received about a dozen recommendations and reached out to those individuals. Staff had additional conversations with the groups/individuals who responded. Based on those conversations, we recommend a workshop to be jointly designed and facilitated by Bainbridge Youth Services (Cezanne Allen) and Kitsap Strong (Kody Russell).

ATTACHMENTS:

BI Youth Mental Health Summit Proposal for CC 05142019

FISCAL DETAILS: The proposed budget is $10,200 and City staff suggest planning for an additional a 10% contingency for a total estimated workshop cost of $11,220. Funding for this project is not included in the budget as adopted.

Options for supporting this proposal include using funding from the annual Council contingency funding, authorizing new spending from fund balance, or absorbing within existing funding if underspending occurs.

Fund Name(s): General Fund

Coding:

Youth Mental Health Summit Proposal
City of Bainbridge Island

Summit Organizers: Kody Russell (Kitsap Strong) and Cezanne Allen (Bainbridge Youth Services)
Purpose: The purpose of this summit is to engage community organizations and professionals that provide services for youth to create a shared understanding of youth mental health data, explore what is working well so it can be amplified and identify gaps in service and inspire new initiatives and partnerships. The ultimate aim is to protect emotional health and to support thriving youth. In doing so, we will help prevent suicide.
Summit Goals:

1. Overview of youth mental health data
2. Identify major sources of stress for youth- investigate root causes and local conditions contributing to youth mental health issues
3. Identify opportunities for youth to flourish- map the landscape of local supports and experiences for promoting youth wellbeing
4. Surface 3-5 ideas of actions that the community can take to reduce stress and help youth flourish

Potential Draft Timeline:

- Save the date and pre-work sent: 8 weeks prior to event
- Pre-work survey deadline: 5 weeks prior to event
- Prework synthesized by: 3 weeks prior to event
- Summarized info sent to group for review: 2 weeks prior to event
- Tentative event date: September 2019 half-day session
- Preferred location: Bainbridge Island community venue, such as Islandwood

Draft Roles:
Both facilitators/organizations: collaborate on agenda, logistics, select data to highlight, and create desired goals and tone.
Kitsap Strong/Kody Russell:

- Main facilitator for day of event
- Hires graphic illustrator (dependent upon available resources)
- Coordinates planning meetings between facilitators & KPHD (evaluation consultants)
- Consolidates report following event and shares with Raising Resiliency team

Bainbridge Youth Services/Cezanne Allen:

- Coordinates data gathering
- Collects email addresses of all invitees
- Creates pre-work survey, sends survey and invitation
- Collects survey results

DRAFT

Kody Russell, MSW, ACEs & Resiliency Executive Director

345 6th ST, Suite 300, Bremerton, WA 98337
206-949-7018 cell
kody.russell@kitsapstrong.org

- Prints data for data walk
- Sends invitation and pre-work to all invitees, coordinates logistics with venue.

Pre-Summit Data Gathering & Analysis:

- KPHD will prepare and analyze "best available data" to provide context to youth mental health in the community.
- Cezanne will explore additional local/community data to support conversation, depending upon availability and access, including:
    - 911 Call Data: How many calls for youth mental health distress?
    - BYS Needs Assessment survey- high school and middle school
    - Info from Coffee Oasis text line and KMH Crisis line on youth calls from BI
    - Graphic facilitator notes from 4/27 heathy youth summit
- Pre-summit Survey of each organization- what do they offer in terms of prevention and intervention services.

Potential Draft Survey Questions (Pre-work)

1. Please briefly describe the strategies/programs/activities your organization or business undertakes to support youth and prevent/mitigate mental health issues?
2. What do you see as the main mental health issues facing local youth?
3. What trends, if any, do you see in the last 3-5 years regarding youth mental health on Bainbridge Island?
4. From your unique perspective, what are the root causes or local conditions contributing to youth mental health issues/stress/distress?
5. What do you see as the most pressing unmet need(s) that relates to mental health issues in local youth?

Potential Participants/Representatives

Alliance for Youth	Arts and Humanities	Bainbridge Performing Arts	BARN
BIMA	BISD	Boys and Girls Club	BYS
Chamber of Commerce	Clinics/Pediatricians	Coaches	Coffee Oasis
Fire Department	Helpline House	Interfaith Alliance	KidiMu
Kim Hendrickson	Kitsap Strong	Library	Linda Semlitz, M.D.
One Call for All	Ovation	Parks and Rec	Police Department
Police Navigator	Private Schools	Psychotherapy Guild	PTSO
Public Health	Raising Resilience	Rotary Club	Substance Abuse Counselor
Tyler Moniz Project	Yoga/Wellness Studios	Youth	

DRAFT

Draft Summit Agenda:

1. Welcome and Introductions- City Council Person — 10 min
    - Review of summit goals and agenda
2. Overview of Youth Mental Health Data- Maya McKenzie — 20 min
3. Sources of Stress and Opportunities to Flourish — 90 min
    - Community Café Style- 3 powerful questions
    - What are the major sources of stress for youth and their families?
    - What are the top pathways/opportunities for youth to flourish in our community?
    - Imagine that tonight we all go to bed and overnight a miracle happens. We wake up and EACH Bainbridge Island youth is flourishing and thriving. They all have high levels of hope. What do you notice that tells you a miracle has occurred? What would adults and youth be doing, saying and being? What would be different?
    - Report out
4. Break — 15 min
5. What actions do we want to take? — 30 min
    - Community Café Style or Human Centered Design Activity
    - Report out
    - Identify 3-5 actions to move forward
6. ProAction Café — 1 hr
    - Create 3-5 stations with the action items
    - Report out
7. Closing and next steps — 30 min
    - Evaluations

DRAFT

Draft Budget:

Item:	Amount:	Description:
1.	$1200	3 planning meetings at 2 hours each with Kitsap Strong staff
2.	$376.16	3 planning meetings at 2 hours each at $62.69 per hour with Kitsap Public Health District Epidemiologist
3.	$1567.25	Creation of materials & data analysis by Kitsap Public Health District Epidemiologist (25 hours at 62.69 per hour)
4.	$501.55	Kitsap Public Health District Epidemiologist attendance at Summit and travel time (8 hours at 62.69 per hour)
5.	$600	4-hours of meeting facilitation by Kody Russell and Kitsap Strong staff (up to 50 people)
6.	$200	Graphic designer
7.	$300	Printing costs- display, handouts, evaluations, etc.
8.	$150	Meeting Supplies (incentives, table clothes, pens)
9.	$875	Room Rental
10.	$300	Food & Refreshments
11.	$1000	Graphic illustrator to record conversation
12.	$1253.80	Kitsap Public Health District Epidemiologist time to analyze data (20 hours at 62.69 per hour)
13.	$626.94	Kitsap Public Health District Epidemiologist time to create a summary report of data findings (10 hours at 62.69 per hour).
14.	$300	2-hour follow-up meeting/presentation by Kitsap Strong Staff with Raising Resiliency/Bainbridge Youth Services and the City of Bainbridge Island
15.	$800	Compensation for BYS staff time to support community outreach, event promotion, and event follow-up
16.	$143.84	Roundtrip mileage at .58 per mile for two staff members for two meetings
	Total: $10,194.54	

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (7:20 PM) Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to forward Ordinance 2019-14 Relating to Changes to Water and Sewer Utility Fees for approval with the Consent Agenda on May 28, 2019.

SUMMARY:

FCS Group has conducted a study of the City's water and sewer utilities and developed a recommendation for rate adjustments to ensure the financial health of the utilities. The Utilities Advisory Committee has provided significant review and input to the FCS report and recommendations over the past approximately six months and prepared a memorandum summarizing their deliberations and recommendations. FCS Group presented their recommendations to the City Council on March 19 and April 16, 2019. Based on the attached presentation prepared by the FCS Group with a revised recommendation presented on April 16, 2019, the Council directed staff to prepare an ordinance implementing those recommendations and to schedule a public hearing for the ordinance.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

Further background is provided in the attached PowerPoint presentation.

ATTACHMENTS:

Water and Sewer Rate Study - Executive Summary v2 - Council 4_16_19.pptx

Ordinance No. 2019-14.docx

Bainbridge Utility Rate Study Draft Report

FISCAL DETAILS: As presently adopted, the 2019-2020 biennial budget does not assume any revenue increases from the proposed utility rate changes, since City Council consideration of these options was in progress at the time the budget was finalized.

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND



Water & Sewer Rate Study

Presented by:
Chris Gonzalez, Senior Project Manager

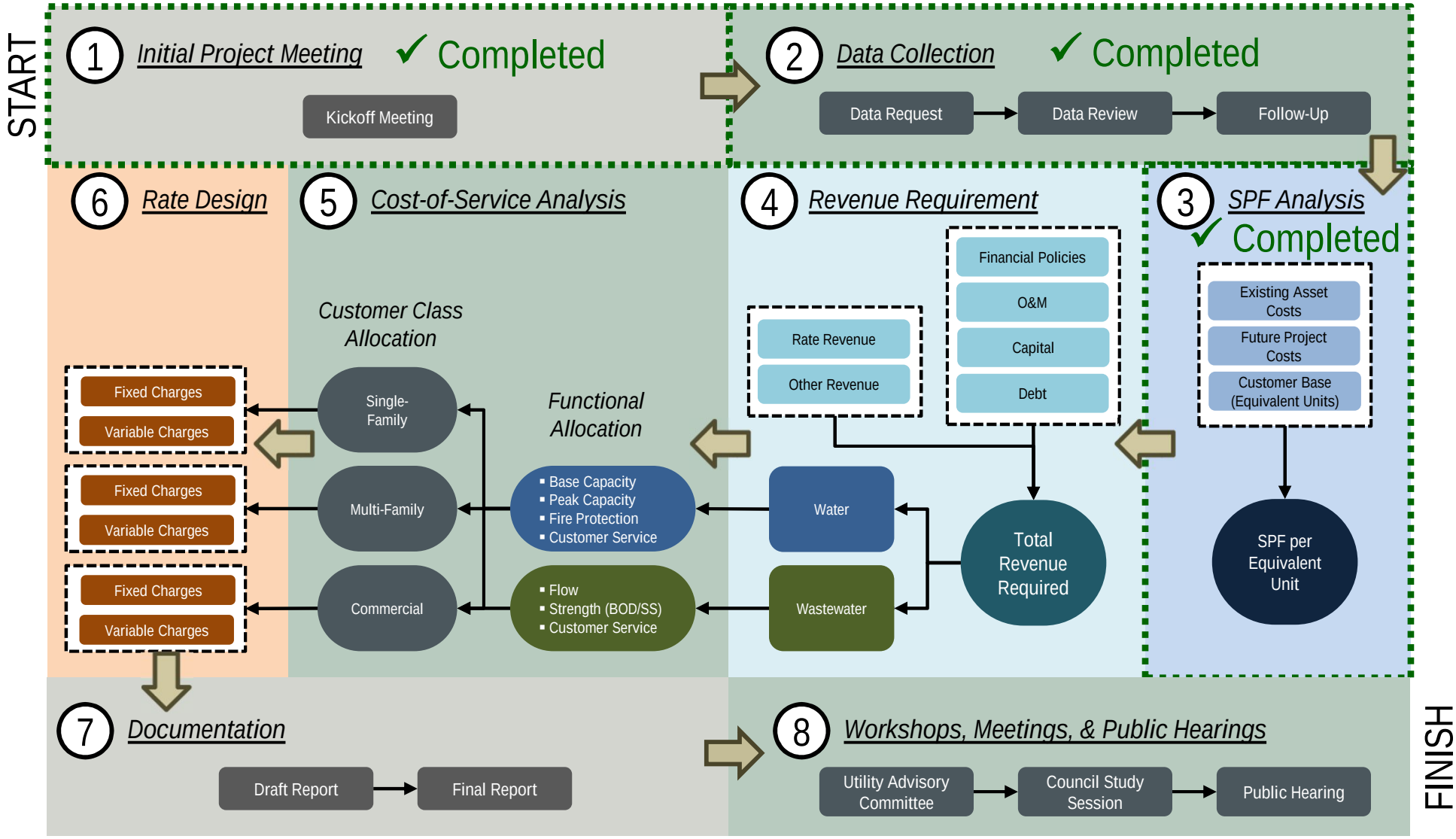
April 16, 2019

FCS GROUP
Solutions-Oriented Consulting

Agenda

- Overview of Project Scope
- Summary of Recommendations
  - Winslow Water Rates
  - Rockaway Beach Water Rates
  - Winslow Sewer Rates
  - South Island Sewer Rates
- Questions/Discussion

Overview of Project Scope



Winslow Water Rate Recommendations

- Target aggregate water rate revenue increases of 2.0% per year
  - Needed to keep up with rising operating costs and projected debt service
  - Increases would need to be 6.0 – 6.5% per year to cash-fund 2019 – 2024 capital plan
- Impose class-specific rate increases to reach cost of service by 2021

Water Rate Increases – Winslow	2019	2020	2021
Single-Family	+7.6%	+3.7%	+3.6%
Multi-Family	0.0%	0.0%	+0.2%
Commercial	-0.8%	0.0%	0.0%
Irrigation	-13.5%	0.0%	0.0%
Other (Mixed Use)	-23.7%	0.0%	0.0%

Beyond 2021, rate revenue increases of 2% per year would apply across the board until the next rate review

- Modify water rate structure to:
  - Consolidate the five existing mixed-use customers into commercial class (eff. 2019)
  - Move multi-family and commercial/mixed-use customers to uniform volume rates
    - Multi-family currently subject to an inclining-block volume rate
    - Commercial/mixed-use currently subject to a seasonal volume rate

Recommended Water Rates – Winslow

Monthly Water Rates: Residential	Single-Family				Multi-Family			
	Existing	2019	2020	2021	Existing	2019	2020	2021
Base Rate – Up to 3/4" Meter	$10.77	$11.59	$12.02	$12.45				
Base Rate – 1" Meter	$21.24	$22.85	$23.70	$24.55				
Base Rate – 1-1/2" Meter	$38.72	$41.65	$43.20	$44.75				
Base Rate per Living Unit					$5.37	$5.37	$5.37	$5.38
Consumption Charge per ccf						$1.11	$1.11	$1.11
First 5 ccf (0 – 5 ccf)	$1.09	$1.17	$1.22	$1.26	$1.09			
Next 7 ccf (6 – 12 ccf)	$1.76	$1.89	$1.96	$2.03	$1.76			
Next 18 ccf (13 – 30 ccf)	$2.49	$2.68	$2.78	$2.88	$2.49			
Over 30 ccf	$3.39	$3.65	$3.78	$3.92	$3.39			

Monthly Water Rates: Non-Residential	Commercial/Mixed Use				Irrigation			
	Existing[1]	2019	2020	2021	Existing	2019	2020	2021
Base Rate – Up to 3/4" Meter	$16.45	$16.33	$16.33	$16.33	$4.73	$4.09	$4.09	$4.09
Base Rate – 1" Meter	$36.40	$36.12	$36.12	$36.12	$6.22	$5.38	$5.38	$5.38
Base Rate – 1-1/2" Meter	$69.78	$69.25	$69.25	$69.25	$8.70	$7.53	$7.53	$7.53
Base Rate – 2" Meter	$109.52	$108.69	$108.69	$108.69	$11.70	$10.12	$10.12	$10.13
Base Rate – 3" Meter	$215.89	$214.25	$214.25	$214.25	$19.64	$16.99	$16.99	$17.00
Base Rate – 4" Meter	$335.55	$333.00	$333.00	$333.00	$28.59	$24.74	$24.74	$24.75
Base Rate – 6" Meter	$667.94	$662.87	$662.87	$662.87	$53.47	$46.26	$46.26	$46.28
Consumption Charge per ccf		$1.54	$1.54	$1.54	$3.89	$3.37	$3.37	$3.37
Winter (November – April)	$1.43							
Summer (May – October)	$1.65							

[1]Mixed-use customers currently pay a base rate that is ≈ 50% higher than the applicable commercial base rates.

Rockaway Beach Water Rate Recommendations

- Modify water rate structure to:
  - Consolidate Rockaway Beach into Winslow single-family class (effective 2020)

Recommended Water Rates	Rockaway Beach			
	Existing	2019	2020	2021
Annual Water Rate Increase		0.0%	3.3%	3.6%
Base Rate – Up to 3/4" Meter	$11.64	$11.64	$12.02	$12.45
Base Rate – 1" Meter	$22.94	$22.94	$23.70	$24.55
Base Rate – 1-1/2" Meter	$41.85	$41.85	$43.20	$44.75
Consumption Charge per ccf				
First 5 ccf (0 – 5 ccf)	$1.18	$1.18	$1.22	$1.26
Next 7 ccf (6 – 12 ccf)	$1.90	$1.90	$1.96	$2.03
Next 18 ccf (13 – 30 ccf)	$2.69	$2.69	$2.78	$2.88
Over 30 ccf	$3.66	$3.66	$3.78	$3.92

Beyond 2021, rate revenue increases of 2% per year would apply across the board until the next rate review

Winslow Sewer Rate Recommendations 3/19/19

- Target aggregate sewer rate revenue increases of 2.0% per year
  - Needed to cover projected new debt service attributable to 2019 – 2014 capital plan
  - Increases would need to be 4.0 – 4.5% per year to cash-fund 2019 – 2024 capital plan
- Impose class-specific rate increases to reach cost of service by 2021

Sewer Rate Increases – Winslow		2019	2020	2021
Single-Family				
Annual Rate Increase		-3.2%	-3.2%	-3.2%
Monthly Base Charge per Unit	$42.69	$41.32	$40.00	$38.74
Volume Charge per ccf[1]	$7.28	$7.05	$6.82	$6.61
Sewer-Only Base Charge per ERU	$119.80	$115.97	$112.26	$108.72
Multi-Family				
Annual Rate Increase		-5.1%	-8.2%	-12.4%
Monthly Base Charge per Unit	$37.39	$35.12	$31.33	$25.79
Volume Charge per ccf[1]	$7.28	$7.05	$6.82	$6.61
Commercial				
Annual Rate Increase		+19.1%	+19.1%	+19.0%
Monthly Base Charge per Unit	$123.69	$126.16	$128.69	$131.26
Volume Charge per ccf	$7.28	$9.47	$12.10	$15.23
Sewer-Only Base Charge per ERU	$129.43	$154.15	$183.59	$218.47

Multi-family volume charge is decreased with the single-family charge; remainder of decrease factored into base charge per unit.

Commercial base charge is increased by 2% per year; remainder of increase factored into volume charge.

Beyond 2021, rate revenue increases would apply across the board until the next rate review

[1]From mid-Jun – mid-Sep, residential users are billed for their average water usage from mid-December through mid-May.

Winslow Sewer Rate Recommendations Revised

- Target aggregate sewer rate revenue increases of 2.0% per year
  - Needed to cover projected new debt service attributable to 2019 – 2014 capital plan
  - Increases would need to be 4.0 – 4.5% per year to cash-fund 2019 – 2024 capital plan
- Impose class-specific rate increases to reach cost of service by 2021

Sewer Rate Increases – Winslow		2019	2020	2021
Single-Family				
Annual Rate Increase		0.0%	0.0%	0.0%
Monthly Base Charge per Unit	$42.69	$42.69	$42.69	$42.69
Volume Charge per ccf[1]	$7.28	$7.28	$7.28	$7.28
Sewer-Only Base Charge per ERU	$119.80	$119.80	$119.80	$119.80
Multi-Family				
Annual Rate Increase		0.0%	0.0%	0.0%
Monthly Base Charge per Unit	$37.39	$37.39	$37.39	$37.39
Volume Charge per ccf[1]	$7.28	$7.28	$7.28	$7.28
Commercial				
Annual Rate Increase		+7.8%	+7.5%	+7.3%
Monthly Base Charge per Unit	$123.69	$126.16	$128.69	$131.26
Volume Charge per ccf	$7.28	$8.12	$8.99	$9.90
Sewer-Only Base Charge per ERU	$129.43	$139.53	$149.99	$160.89

Residential rates are kept at their existing level.

Commercial base charge is increased by 2% per year; remainder of increase factored into volume charge.

Beyond 2021, rate revenue increases of 2% per year would apply across the board until the next rate review

[1]From mid-Jun – mid-Sep, residential users are billed for their average water usage from mid-December through mid-May.

South Island Sewer Rate Recommendations

- Also reflects aggregate sewer rate revenue increases of 2.0% per year
- Impose class-specific rate increases to reach cost of service by 2021

Monthly Sewer Rates: Single-Family Residential	South Island Sewer[1]			
	Existing	2019	2020	2021
Annual Rate Increase[2]		+6.0%	+6.3%	+6.2%
With Grinder Pump	$23.59	$25.00	$26.58	$28.22
No Grinder Pump	$19.42	$20.58	$21.88	$23.23

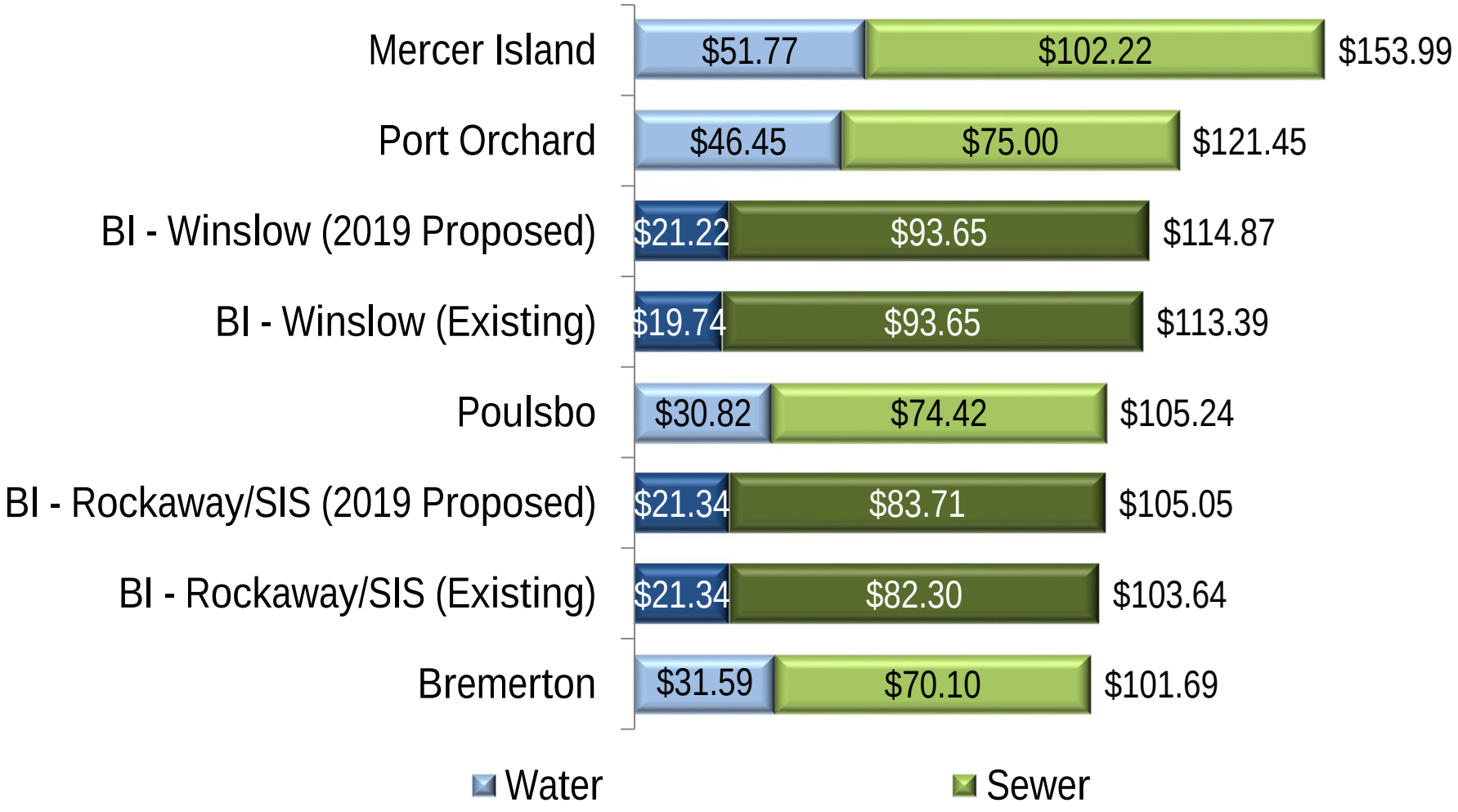
Beyond 2021, rate revenue increases of 2% per year would apply across the board until the next rate review

[1]South Island Sewer customers also pay $58.71 per ERU per month for KCSD #7 treatment service.
[2]Rate increases only apply to the City's portion of the rate.

Sample Monthly Bill Impacts – Residential

Monthly Bill	Mar-Apr Usage	Existing (2019)	Phased COS (Recommended) 2019	2020	2021	Sep-Oct Usage	Existing (2019)	Phased COS (Recommended) 2019	2020	2021
Winslow Single Fam. (3/4")										
Water Bill	4 ccf	$ 15.13	$ 16.27	$ 16.90	$ 17.49	7 ccf	$ 19.74	$ 21.22	$ 22.04	$ 22.81
Sewer Bill	4 ccf	71.81	71.81	71.81	71.81	3 ccf	64.53	64.53	64.53	64.53
Total Bill		$ 86.94	$ 88.08	$ 88.71	$ 89.30		$ 84.27	$ 85.75	$ 86.57	$ 87.34
% Δ From Prior Year			+1.3%	+0.7%	+0.7%			+1.8%	+1.0%	+0.9%
Rockaway Beach SF (3/4")										
Water Bill	5 ccf	$ 17.54	$ 17.54	$ 18.12	$ 18.75	3 ccf	$ 15.18	$ 15.18	$ 15.68	$ 16.23
Sewer Bill (City)	5 ccf	23.59	25.00	26.58	28.22	6 ccf	23.59	25.00	26.58	28.22
Sewer Bill (KCSD #7)		58.71	58.71	58.71	58.71		58.71	58.71	58.71	58.71
Total Bill		$ 99.84	$ 101.25	$ 103.41	$ 105.68		$ 97.48	$ 98.89	$ 100.97	$ 103.16
% Δ From Prior Year			+1.4%	+2.1%	+2.2%			+1.4%	+2.1%	+2.2%
Multi-Family A (1", 60 Units)										
Water Bill	100 ccf	$ 431.20	$ 433.20	$ 433.20	$ 433.80	187 ccf	$ 526.03	$ 529.77	$ 529.77	$ 530.37
Sewer Bill	100 ccf	2,971.40	2,971.40	2,971.40	2,971.40	187 ccf	3,604.76	3,604.76	3,604.76	3,604.76
Total Bill		$ 3,402.60	$ 3,404.60	$ 3,404.60	$ 3,405.20		$ 4,130.79	$ 4,134.53	$ 4,134.53	$ 4,135.13
% Δ From Prior Year			+0.1%	0.0%	0.0%			+0.1%	0.0%	0.0%
Multi-Family B (2", 50 Units)										
Water Bill	132 ccf	$ 412.38	$ 415.02	$ 415.02	$ 415.52	312 ccf	$ 650.12	$ 614.82	$ 614.82	$ 615.32
Sewer Bill	132 ccf	2,830.46	2,830.46	2,830.46	2,830.46	312 ccf	4,140.86	4,140.86	4,140.86	4,140.86
Total Bill		$ 3,242.84	$ 3,245.48	$ 3,245.48	$ 3,245.98		$ 4,790.98	$ 4,755.68	$ 4,755.68	$ 4,756.18
% Δ From Prior Year			+0.1%	0.0%	0.0%			-0.7%	0.0%	0.0%

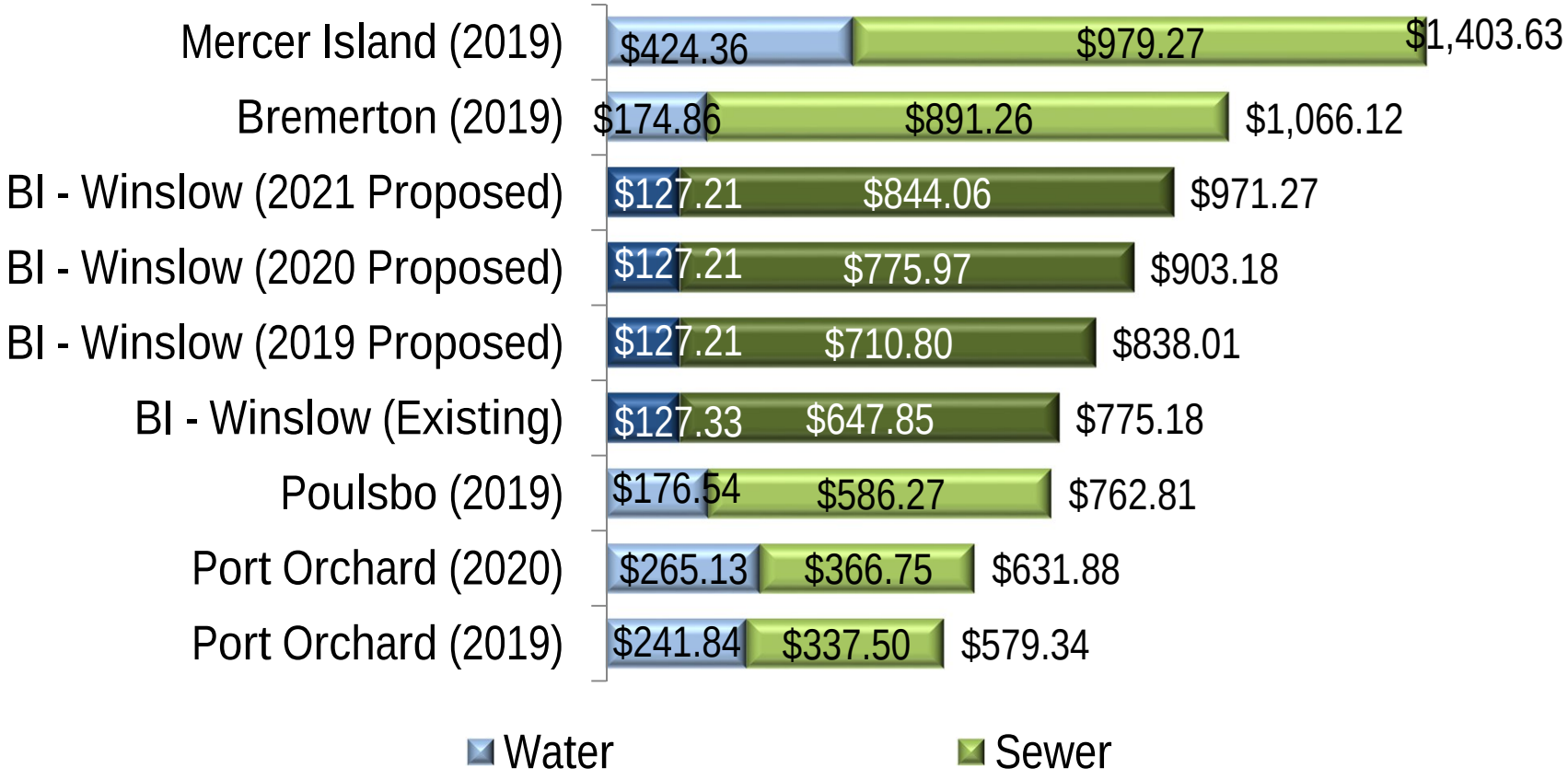
Sample Monthly Bill – 3/4” Single-Family @ 7 ccf



Sample Monthly Bill Impacts – Non-Residential

Monthly Bill	Mar-Apr Usage	Existing (2019)	Phased COS (Recommended) 2019	2020	2021	Sep-Oct Usage	Existing (2019)	Phased COS (Recommended) 2019	2020	2021
Restaurant (3/4")										
Water Bill	61 ccf	$ 103.68	$ 110.27	$ 110.27	$ 110.27	82 ccf	$ 151.75	$ 142.61	$ 142.61	$ 142.61
Sewer Bill	61 ccf	567.77	621.48	677.08	735.16	82 ccf	720.65	792.00	865.87	943.06
Total Bill		$ 671.45	$ 731.75	$ 787.35	$ 845.43		$ 872.40	$ 934.61	$ 1,008.48	$ 1,085.67
% Δ From Prior Year			+9.0%	+7.6%	+7.4%			+7.1%	+7.9%	+7.7%
Church (1-1/2")										
Water Bill	13 ccf	$ 88.37	$ 89.27	$ 89.27	$ 89.27	24 ccf	$ 109.38	$ 106.21	$ 106.21	$ 106.21
Sewer Bill	13 ccf	218.33	231.72	245.56	259.96	24 ccf	298.41	321.04	344.45	368.86
Total Bill		$ 306.70	$ 320.99	$ 334.83	$ 349.23		$ 407.79	$ 427.25	$ 450.66	$ 475.07
% Δ From Prior Year			+4.7%	+4.3%	+4.3%			+4.8%	+5.5%	+5.4%
Hotel (3")										
Water Bill	29 ccf	$ 257.36	$ 258.91	$ 258.91	$ 258.91	61 ccf	$ 316.54	$ 308.19	$ 308.19	$ 308.19
Sewer Bill	29 ccf	334.81	361.64	389.40	418.36	61 ccf	567.77	621.48	677.08	735.16
Total Bill		$ 592.17	$ 620.55	$ 648.31	$ 677.27		$ 884.31	$ 929.67	$ 985.27	$ 1,043.35
% Δ From Prior Year			+4.8%	+4.5%	+4.5%			+5.1%	+6.0%	+5.9%
School District (2")										
Water Bill	66 ccf	$ 203.90	$ 210.33	$ 210.33	$ 210.33	47 ccf	$ 187.07	$ 181.07	$ 181.07	$ 181.07
Sewer Bill	66 ccf	604.17	662.08	722.03	784.66	47 ccf	465.85	507.80	551.22	596.56
Total Bill		$ 808.07	$ 872.41	$ 932.36	$ 994.99		$ 652.92	$ 688.87	$ 732.29	$ 777.63
% Δ From Prior Year			+8.0%	+6.9%	+6.7%			+5.5%	+6.3%	+6.2%

Sample Monthly Bill – Restaurant with 3/4" Meter @ 72 ccf*



**Assumes seating capacity of 100 and average BOD/TSS of 800 mg/L*

Questions / Discussion



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Solutions-Oriented Consulting

ORDINANCE NO. 2019-14

Public Hearing Draft

AN ORDINANCE of the City of Bainbridge Island, Washington, updating the City's Water and Sewer Utility Fees – Monthly Rates, amending Bainbridge Island Municipal Code Section 13.16.060, and amending Section 11.B. of the City's Fee Schedule relating to water and sewer utility fees – monthly rates.

WHEREAS, on June 7, 1982, the City Council adopted Ordinance No. 1982-20, setting water and sewer monthly rates; and

WHEREAS, on December 14, 2011, the City Council adopted Ordinance No. 2011-26, reducing the City's monthly water rates; and

WHEREAS, studies of the rates, charges, and fees of utility systems are generally conducted on periodic intervals to insure they provide adequate revenue for the utilities, and to insure the rates, charges, and fees are, and continue to be, in conformance with state law; and

WHEREAS, in March 2018, the City contracted with Financial Consulting Solutions Group (FCS Group) to evaluate and provide a recommendation to the City concerning water and sewer monthly rates; and

WHEREAS, the FCS Group worked closely with both City staff and the Utility Advisory Committee for several months in reviewing the data and proposed rate adjustments; and

WHEREAS, the FCS Group prepared a Water and Sewer Rate Study dated March 7, 2019, which was approved by the Utility Advisory Committee recommending revisions to the City's monthly water and sewer rates; and

WHEREAS, at the March 19, 2019 City Council Study Session, the FCS Group presented the March 7, 2019 Water and Sewer Rate Study to the Council recommending revisions to the City's water and sewer monthly rates, and the Council made some minor revisions and directed staff to develop utility bill inserts and schedule a public hearing at a future business meeting; and

WHEREAS, at the April 16, 2019 City Council Study Session, the FCS Group presented a revised Water and Sewer Rate Study dated April 16, 2019 to the Council; and

WHEREAS, at the April 16, 2019 City Council Study Session, the Council concurred with the revised recommendations and directed staff to return in May with an ordinance adopting the proposed revisions based on the April 16, 2019 Water and Sewer Rate Study; and

WHEREAS, beyond 2021, rate revenue increases of 2% per year are recommended by the April 16, 2019 Rate Study until the next rate review.

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

Section 1. Section 13.16.060.A. of the Bainbridge Island Municipal Code is hereby amended as follows:

A. All water and sewer rates shall be subject to an adjustment beginning with the first full billing period of 2022 and each year thereafter through 2024 equal to 2% annually. ~~each year equal to the annual percentage increase in the United States Consumer Price Index, All Urban Consumers (CPI-U) for November of the preceding year as shown in the release from the Bureau of Labor Statistics plus two percent unless the city council determines by December 31st of any year that the adjustment shall be another amount or shall not occur for the next year.~~

Section 2. The rates in Section 11.B. of the City's Fee Schedule are hereby amended as follows:

WATER RATES

WATER RATES FOR THE WINSLOW WATER SYSTEM AND CASEY STREET WATER SYSTEM (Ordinance Nos. 2011-26 and 2012-21, Resolution 2018-12)				
	Current	**2019**	**2020**	**2021**
CATEGORY 1 (SINGLE FAMILY) shall pay a monthly fixed base rate based on size of water meter as follows:				
Up to ¾-inch	$10.77	$11.59	$12.02	$12.45
1-inch	$21.24	$22.85	$23.70	$24.55
1.5-inch	$38.72	$41.65	$43.20	$44.75
~~2 inch~~	~~$59.71~~			
~~3 inch~~	~~$115.70~~			
~~4 inch~~	~~$178.65~~			
~~6 inch~~	~~$353.94~~			
Plus, a charge for consumption on an incremental basis as follows:				
For the first 500 cubic feet (cf)	$1.09 per 100 cf	$1.17 per 100 cf	$1.22 per 100 cf	$1.26 per 100 cf
For the next 700 cubic feet (cf)	$1.76 per 100 cf	$1.89 per 100 cf	$1.96 per 100 cf	$2.03 per 100 cf
For the next1,800 cubic feet (cf)	$2.49per 100 cf	$2.68 per 100 cf	$2.78per 100 cf	$2.88 per 100 cf
For amounts over 3,000 cubic feet (cf)	$3.39 per 100 cf	$3.65 per 100 cf	$3.78 per 100 cf	$3.92 per 100 cf

	Current	**2019**	**2020**	**2021**
CATEGORY 2 (MULTIPLE DWELLINGS) Base Rate per Living Unit	$5.37	$5.37	$5.37	$5.38
Consumption Charge per 100 cf	~~0.~~	$1.11	$1.11	$1.11
Plus, a charge for consumption on an incremental basis as follows:				
For the first 500 cubic feet (cf)	$1.09 per 100 cf per unit			
For the next 700 cubic feet (cf)	$1.76 per 100 cf per unit			
For the next 1,800 cubic feet (cf)	$2.49 per 100 cf per unit			
For amounts over 3,000 cubic feet (cf)	$3.39 per 100 cf per unit			

	Current	2019	2020	2021
CATEGORY 3 (COMMERCIAL) shall pay a monthly fixed base rate based on size of water meter as follows:				
Up to ¾-inch	$16.45	$16.33	$16.33	$16.33
1-inch	$36.40	$36.12	$36.12	$36.12
1.5-inch	$69.78	$69.25	$69.25	$69.25
2-inch	$109.52	$108.69	$108.69	$108.69
3-inch	$215.89	$214.25	$214.25	$214.25
4-inch	$335.55	$333.00	$333.00	$333.00
6-inch	$667.94	$662.87	$662.87	$662.87
Consumption Charge per 100 cf		$1.54	$1.54	$1.54
~~Plus, a charge for consumption as follows:~~				
~~For water billed November to April~~	~~$1.43 per 100 cf~~			
~~For water billed May to October~~	~~$1.65 per 100 cf~~			

	Current	2019	2020	2021
~~**CATEGORY 4 (OTHER),** other than irrigation systems or construction projects, shall pay a monthly fixed base rate based on size of water meter as follows:~~				
~~Up to ¾ inch~~	~~$24.04~~			
~~1 inch~~	~~$55.37~~			
~~1.5 inch~~	~~$107.58~~			
~~2 inch~~	~~$170.23~~			
~~3 inch~~	~~$337.28~~			
~~4 inch~~	~~$525.22~~			
~~6 inch~~	~~$1,047.31~~			
~~Plus, a charge for consumption as follows:~~				
~~For water billed November to April~~	~~$1.43 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~
~~For water billed May to October~~	~~$1.65 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~
CATEGORY 4 (INDUSTRIAL), shall pay rates as set by individual contract, which contract shall not provide rates less than any of the categories 1 through 3.				

	Current	2019	2020	2021
IRRIGATION SYSTEMS shall pay a monthly base rate on size of water meter as follows:				
Up to ¾-inch	$4.73	$4.09	$4.09	$4.09
1-inch	$6.22	$5.38	$5.38	$5.38
1.5-inch	$8.70	$7.53	$7.53	$7.53
2-inch	$11.70	$10.12	$10.12	$10.13
3-inch	$19.64	$16.99	$16.99	$17.00
4-inch	$28.59	$24.74	$24.74	$24.75
6-inch	$53.47	$46.26	$46.26	$46.28
Plus, a charge for consumption of:	$3.89 per 100 cf	$3.37 per 100 cf	$3.37 per 100 cf	$3.37 per 100 cf

	Current	2019	2020	2021
WATER FOR CONSUMPTION ON PROJECTS AT CITY LOCATION (Ordinance No. 2003-42)				
	$3.89 per 100 cf	$3.89 per 100 cf	$3.89 per 100 cf	$3.89 per 100 cf
Plus, 125% of direct cost to city for connection setup and delivery. ~~plus a billing charge of $19.19 per bill sent.~~				
~~Through single family residential meter/flat rate~~	~~$55.96 per 90-~~	~~$00.00 per 90-~~	~~$00.00 per 90-~~	~~$00.00 per 90-~~

	~~days~~	~~days~~	~~days~~	~~days~~

WATER RATES FOR THE ROCKAWAY BEACH AREA				
	Current	**2019**	**2020**	**2021**
CATEGORY 1 (SINGLE FAMILY) shall pay a monthly fixed base rate based on size of water meter as follows:				
Up to ¾-inch	$11.64	$11.64	$12.02	$12.45
1-inch	$22.94	$22.94	$23.70	$24.55
1.5-inch	$41.85	$41.85	$43.20	$44.75
~~2 inch~~	~~$64.53~~			
Plus, a charge for consumption on an incremental basis as follows:				
For the first 500 cubic feet (cf)	$1.18 per 100 cf	$1.18 per 100 cf	$1.22per 100 cf	$1.26 per 100 cf
For the next 700 cubic feet (cf)	$1.90 per 100 cf	$1.90 per 100 cf	$1.96 per 100 cf	$2.03per 100 cf
For the next 1,800 cubic feet (cf)	$2.69 per 100 cf	$2.69 per 100 cf	$2.78 per 100 cf	$2.88per 100 cf
For amounts over 3,000 cubic feet (cf)	$3.66 per 100 cf	$3.66 per 100 cf	$3.78 per 100 cf	$3.92 per 100 cf

	Current	**2019**	**2020**	**2021**
~~**CATEGORY 4 (OTHER),** other than irrigation systems or construction projects, shall pay a monthly fixed base rate based on size of water meter as follows:~~				
~~Up to ¾ inch~~	~~$24.04~~			
~~1 inch~~	~~$55.37~~			
~~1.5 inch~~	~~$107.58~~			
~~2 inch~~	~~$170.23~~			
~~Plus, a charge for consumption as follows:~~				
~~For water billed November to April~~	~~$1.43 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~
~~For water billed May to October~~	~~$1.65 per 100 cf~~	~~0.00 per 100 cf~~	~~$0.00 per 100 cf~~	~~$0.00 per 100 cf~~

SEWER RATES

SEWER RATES FOR USERS OF BOTH WATER AND SEWER (Ordinance Nos. 2009-39, 2011-25 and 2012-22)				
	Current	**2019**	**2020**	**2021**
CATEGORY 1 *(SINGLE FAMILY)	$42.69 per month/unit + $7.28 per 100 cf of wtr,	$42.69 per month + $7.28 per 100 cf of wtr,	$42.69 per month + $7.28 per 100 cf of wtr	$42.69 per month + $7.28 per 100 cf of wtr
CATEGORY 2 *(MULTI-FAMILY)	$37.39 per month/unit + $7.28 per 100 cf of wtr.	$37.39 per month/unit + $7.28 per 100 cf of wtr.	$37.39 per month/unit + $7.28 per 100 cf of wtr.	$37.39 per month/unit + $7.28 per 100 cf of wtr.
CATEGORY 3 (COMMERCIAL)	$123.69 per month/unit + $7.28 per 100 cf of wtr.	$126.16 per month + $7.28 per 100 cf of wtr,	$128.69 per month + $8.99 per 100 cf of wtr,	$131.26 per month + $9.90 per 100 cf of wtr
~~CATEGORY 4 (MIXED USE)~~	~~$123.69 per month/unit + $7.28 per 100 cf of wtr.~~	~~$00.00 per month + $0.00 per 100 cf of wtr,~~	~~$00.00 per month + $0.00 per 100 cf of wtr,~~	~~$00.00 per month + $0.00 per 100 cf of wtr~~
CATEGORY 4 (INDUSTRIAL)	Set by individual contract	Set by individual contract	Set by individual contract	Set by individual contract
~~CATEGORY 6 (SENIOR/LOW INCOME)~~	~~$21.35 per month + $3.65 per 100 cf of wtr.~~	~~$00.00 per month + $0.00 per 100 cf of wtr,~~	~~$00.00 per month + $0.00 per 100 cf of wtr,~~	~~$00.00 per month + $0.00 per 100 cf of wtr~~
*Sewer billings for the three summer months of mid-June through mid-September for all customers in Categor~~ies~~y 1 ~~and 2~~ shall be set at the average of each property's billing for the prior months of mid-December through mid-May.				

SEWER RATES FOR USERS WITHOUT WATER SERVICE				
	Current	**2019**	**2020**	**2021**
The following monthly sewer rates shall apply to billings for users who do not contract with the City for the provision of water services. For Users served by the City's Sewer Treatment Plant, the following rates apply:				
CATEGORY 1 *(SINGLE FAMILY)	$119.80 per month/unit Without meter,	$119.80 per month/unit Without meter,	$119.80 per month/unit Without meter	$119.80 per month/unit Without meter
CATEGORY 3 (COMMERCIAL)	$129.43 per ERU	$139.53 per ERU	$149.99 per ERU	$160.89 per ERU
~~CATEGORY 6 (SENIOR/LOW INCOME)~~	~~$59.90 per month without meter.~~	~~$00.00 per month without meter.~~	~~$00.00 per month without meter~~	~~$00.00 per month without meter~~

SEWER RATES FOR CUSTOMERS SERVED BY THE SEWER DISTRICT NO. 7 TREATMENT PLANT (Ordinance No. 2009-39)				
	Current	**2019**	**2020**	**2021**
Property that contributes sewage to the Kitsap County District No. 7 Treatment Plant shall pay a monthly rate equal to the monthly rate applied to the City by Kitsap County Sewer District No. 7 per ERU (presently **$58.71)** for treatment plus:				
Properties with Grinder Pumps	$23.59 per ERU	$25.00 per ERU	$26.58 per ERU	$28.22 per ERU
Properties without Grinder Pumps	$19.42 per ERU	$20.58 per ERU	$21.88 per ERU	$23.23 per ERU
SEWER LATECOMER CHARGE (SEWER DISTRICT #7) (Kitsap County Sewer District No. 7 Resolution No. 2017-01)				
(1) Residential Single Family	$10,330.00 (Flat Fee)	$10,330.00 (Flat Fee)	$10,330.00 (Flat Fee)	$10,330.00 (Flat Fee)
(2) Commercial	$10,330.00 per ERU	$10,330.00 per ERU	$10,330.00 per ERU	$10,330.00 per ERU
Where "ERU" is defined as each set of 20-fixture units as shown on the schedule of fixture units in file with the City Clerk.				

Section 3. This ordinance shall govern over any provisions of any previously enacted ordinances or resolutions of the City of Bainbridge Island which relate to sewer or water system rates and charges to the extent that any such ordinances or resolutions are inconsistent with or conflict with this ordinance including, but not exclusive to, Ordinance Nos. 1982-20, 2011-26, and 2012-21, Resolution No. 2018-12, Ordinance Nos. 2003-42, 2009-39, 2011-25, and 2012-22, and Resolution No. 2017-01.

Section 4. This ordinance shall take effect and be in force on July 15, 2019.

PASSED by the City Council this _____ day of _____, 2019.

APPROVED by the Mayor this _____ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK: May 2, 2019
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE: July 15, 2019

City of Bainbridge Island

Water and Sewer Rate Study

DRAFT REPORT

May 2019

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Appendix B: Sewer Rate Analysis

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Section I. EXECUTIVE SUMMARY

The City of Bainbridge Island contracted with FCS GROUP in 2018 to update its water and sewer rates. The project included revenue requirement and cost-of-service analyses for both utilities, as well as an update to their System Participation Fees (SPFs). Because the SPF update was documented in a separate report, this report focuses on the utility rate analyses.

I.A. REVENUE REQUIREMENT ANALYSIS

Exhibit 1.1 provides the six-year rate revenue adjustment forecast for both utilities:

Exhibit 1.1: Summary of Projected Utility Rate Revenue Adjustments

Annual Rate Revenue Increases	Proposed			*Projected*		
	2019	2020	2021	*2022*	*2023*	*2024*
Water	2.0%*	2.0%	2.0%	*2.0%*	*2.0%*	*2.0%*
Sewer	2.0%*	2.0%	2.0%	*2.0%*	*2.0%*	*2.0%*

*The 2019 rate increase is assumed to be a mid-year increase effective for six months of 2019.

Key drivers behind the increases shown in **Exhibit 1.1** include:

- **Increased Repair and Replacement Expenses for 2019 - 2021.** The City's operating costs vary significantly from normal levels in 2019 and 2020, when meter replacements, supervisory control and data acquisition (SCADA) upgrades, and substantial repairs are funded from operations. From 2018 to 2019, water and sewer operating expenses are expected to increase by 19.2% and 13.4% respectively. Expenses are forecast to return to normal levels in 2021 for water and 2022 for sewer.

- **Inflationary Operating Cost Increases.** In addition to the repair and replacement costs, the City's budgeted annual operating costs are projected to increase at a rate averaging 2.25% per year for the water utility and 2.19% per year for the sewer utility. These increases are generally attributable to assumed cost inflation.

- **Capital Requirements.** Unless they can defer key capital projects, both utilities will require external financing to support their capital plans. The analysis projects revenue bond issuance of $1.7 million in 2021 for the water utility and $3.5 million in 2024 for the sewer utility – these bond issues are expected to result in annual payments of about $117,000 and $234,000 for the water and sewer utilities, respectively. In addition, the sewer financial plan includes generating approximately $218,000 for capital projects through rates during the latter part of the six-year study period. The Utility Advisory Committee (UAC) has recommended that the sewer utility increase rate funding for capital as its existing debt payments drop off beginning in the mid-2020s.

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I.B. COST-OF-SERVICE ANALYSIS

Exhibit 1.2 summarizes the findings of the water cost-of-service analysis:

Exhibit 1.2: Summary of Water Cost-of-Service Analysis

Class	% of Cost Recovery Under Existing Rates	% of Allocated Cost of Service (2019)
Single-Family–Winslow	49.8%	54.1%
Single-Family–Rockaway	2.3%	2.1%
Multi-Family	14.7%	14.0%
Commercial	21.9%	20.7%
Irrigation	10.4%	8.5%
Other (Mixed Use)	0.9%	0.5%
Total	**100.0%**	**100.0%**

Water Rate Increases (Phased COS)	2019	2020	2021
Single-Family – Winslow	+7.6%	+3.7%	+3.6%
Single-Family – Rockaway	0.0%	+3.3%	+3.6%
Multi-Family	0.0%	0.0%	+0.2%
Commercial	-0.8%	0.0%	0.0%
Irrigation	-13.5%	0.0%	0.0%
Other (Mixed Use)	-23.7%	0.0%	0.0%

Exhibit 1.2 indicates that relative to their allocated cost of service, single-family residences in Winslow have been underpaying while the City's other customers have been overpaying. The recommended rate strategy envisions implementing the findings of the cost-of-service analysis over a three-year period through a series of class-specific rate adjustments.

Exhibit 1.3 summarizes the findings of the sewer cost-of-service analysis:

Exhibit 1.3: Summary of Sewer Cost-of-Service Analysis

Class	% of Cost Recovery Under Existing Rates	% of Allocated Cost of Service (2019)
Single-Family	43.4%	37.1%
Multi-Family	30.6%	22.0%
Commercial	24.4%	38.9%
South Island Sewer	1.7%	2.1%
Total	**100.0%**	**100.0%**

Exhibit 1.3 (Continued): Summary of Sewer Cost-of-Service Analysis

Sewer Rate Increases	Phased COS		
	2019	2020	2021
Single-Family	0.0%	0.0%	0.0%
Multi-Family	0.0%	0.0%	0.0%
Commercial	+7.8%	+7.5%	+7.3%
South Island Sewer	+6.0%	+6.3%	+6.2%

Exhibit 1.3 suggests that residential users in Winslow have been overpaying relative to their allocated cost of service while commercial users and South Island residents have been underpaying. The proposed phasing strategy holds Winslow single-family and multi-family rates at their current levels while adjusting the rates for other customers to improve inter-class equity. Recognizing that full implementation of the findings of the cost-of-service analysis would adversely impact commercial rates, this strategy reflects a policy decision to make some progress toward implementing the cost shifts over the next three years. Any further rate increases would be applied "across-the-board," or proportionately to all customer classes until the next rate review. In addition, we recommend several rate structure revisions:

- **Consolidate single-family water rates.** Recognizing that the cost-of-service analysis did not find a meaningful difference in the cost of serving single-family homes in Winslow versus those in Rockaway Beach, the proposed rate strategy consolidates the City's single-family users into a single class by 2020.

- **Consolidate commercial and other (mixed-use) water rates.** The "other" customer class currently only contains five customers, which pay the same volume rate as the commercial class but pay a higher base rate. The results of the cost-of-service analysis do not seem to justify the higher base rate, and with the small size of the "other" class (and the fact that City Ordinance No. 98-24 has not allowed any new connections in this class since October 1998) the proposed rate structure combines them into the commercial class.

- **Adopt uniform water volume rates for multi-family and commercial customers.** Under the City's existing rate structure, multi-family users are subject to the same four-tiered volume rate as the City's single-family users (per dwelling unit). The cost-of-service analysis found that the highest three tiers represent only 2.5% of the revenue that the City receives from the multi-family class. Recognizing this (and the fact that conservation pricing signals often do not reach tenants because they are not billed directly for utility service), the proposed multi-family rate structure eliminates the existing tiered volume rate and moves to a uniform volume rate. For consistency, the commercial/other volume rates are also simplified to a uniform rate, eliminating the existing winter/summer differential.

- **Focus commercial sewer rate increase on the volume charge.** Based on the recommendation of the Utility Advisory Committee (UAC), the base rate is increased by 2.0% per year and the remainder of the increase is factored into the volume charge.

The supporting analyses are included as appendices to this report.

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Section II. INTRODUCTION

II.A. BACKGROUND

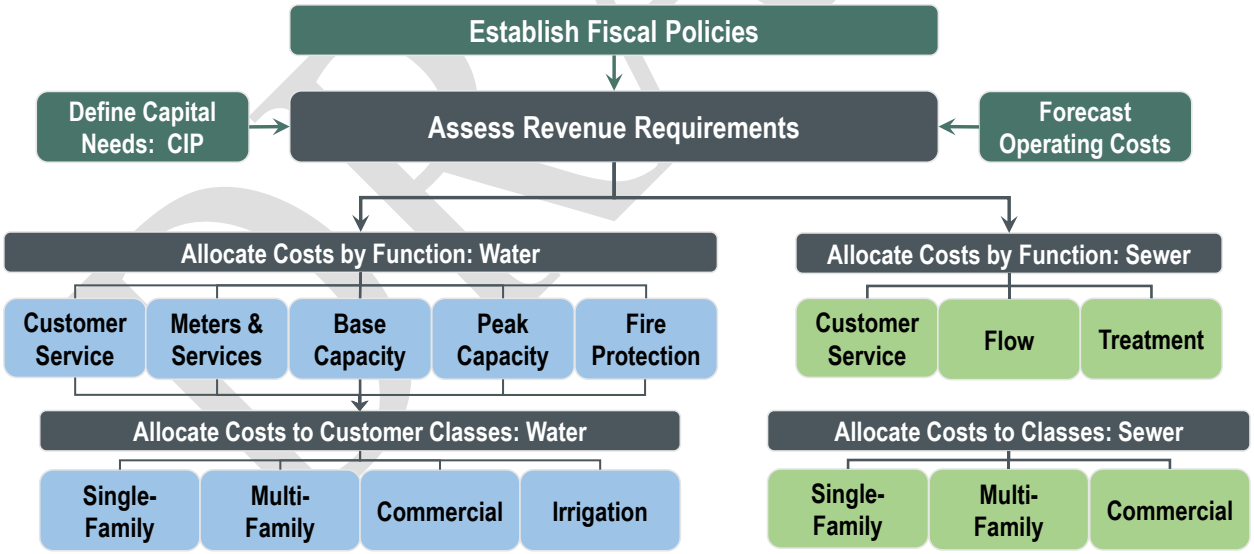
In 2018, the City of Bainbridge Island (City) engaged FCS GROUP to update the City's water and sewer rates. The project included the following analytical elements:

- Forecast the total amount of rate revenue needed to cover each utility's capital investment needs, operating costs, debt service, and policy-driven commitments over a six-year planning period.
- Develop cost-of-service analyses for the water and sewer utilities, allocating current cost estimates to customer classes based on their relative demands and service characteristics.

II.B. METHODOLOGY

Exhibit 2.1 summarizes the general methodology used in this analysis, which is consistent with industry-standard ratemaking principles.

Exhibit 2.1: Rate Study Methodology



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Section III. POLICY FRAMEWORK

III.A. FISCAL POLICIES

The utility financial plans are based on a framework of fiscal policies that promote the financial integrity and stability of each utility as a standalone enterprise. The ensuing discussion provides a brief summary of the key policies incorporated in this analysis.

III.A.1. Reserves

Like any business, a municipal utility requires certain minimum levels of cash reserves to operate. These reserves address the variability and timing of revenues and expenses as well as occasional disturbances in activities. Given the City's responsibility to provide essential services to its customers at a certain standard, protection against financial disruption is even more important than it would be for private-sector or non-essential counterparts. In addition, a defined reserve structure serves to maintain appropriate segregation of funds and promote the use of resources for their intended purposes. This analysis assumes the following structure of funds for the City's utilities:

- **Operating Reserve.** This reserve provides an unrestricted fund balance to accommodate short-term revenue and expense cycles, addressing unanticipated expenses or revenue shortfalls. The City's fiscal policies establish a target balance of 60 – 90 days (16 – 25%) of operating expenses for both the water and sewer utilities.

- **Capital Contingency Reserve.** Maintaining an appropriate segregation of operating and capital resources, this reserve includes funds explicitly designated for capital purposes such as system participation fees (SPFs), grants received, debt proceeds, and capital funding generated through rates. By City policy, the target balance for this reserve is equal to 1.0% of the net book value of each utility's capital assets.

- **Restricted Bond Reserve**. Revenue bond covenants typically require a restricted reserve as a security measure for the bondholders. The covenants specify the minimum balance, which is generally based on annual debt service or a percentage of the amount issued. The City's utilities do not currently have any outstanding debt that requires this type of reserve.

III.A.2. System Reinvestment Funding

"System reinvestment" is the practice of setting aside cash from rates each year to provide for the replacement of aging system facilities, ensuring the sustainability of the system for ongoing operations. A common practice for utilities is to fund system reinvestment based on a percentage of annual depreciation expense. The sewer utility begins funding system reinvestment in 2023, while system reinvestment is not explicitly funded for the water utility during the 2019 – 2024 study period because the City has already included significant funding for annual repairs in the budget.

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III.A.3. Financial Performance Standards

This analysis evaluates the sufficiency of the utilities' revenues to meet their respective financial obligations including operation and maintenance (O&M) expenses, debt repayment, rate-funded capital needs, and any other policy-based needs. It determines the amount of revenue needed in a given year to meet that year's expected financial obligations, in the context of two revenue sufficiency tests:

- **Cash Flow Sufficiency Test.** The cash flow test determines whether or not annual revenues are sufficient to cover the known cash requirements for each year of the planning period. These cash requirements typically include O&M expenses, debt service payments, rate-funded capital outlays, and any additions to reserve balances.

- **Coverage Test.** The coverage test evaluates the utilities' ability to meet applicable bond coverage requirements, as specified by the City's bond covenants and internal debt policies. The coverage test evaluates revenues and expenses somewhat differently than under the cash test. For the coverage test, obligations include operating expenses, revenue bond debt service, and the incremental debt service coverage policy. In addition to rate revenues included in the cash test, the coverage test allows for the inclusion of non-operating interest earnings from all utility reserves and might also allow for annual system participation fee revenues depending on bond covenants. This test generally does not allow for the use of fund balances in meeting annual coverage obligations.

In determining the annual revenue requirement, the test with the greatest deficiency generally drives the rate increase in any given year. It is worth noting that the City can temporarily waive the requirements of the cash flow test as part of a conscious decision to phase in rate increases, as long as its reserve balances are sufficient to absorb the resulting cash flow deficit. The coverage test, however, must always be met as failure to do so may result in a downgrading of the City's bond rating. Because the City does not currently have any outstanding debt that requires coverage, cash-flow needs define the utilities' revenue requirements.

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Section IV. Revenue Requirement

IV.A. Background & General Methodology

The revenue requirement is the amount of revenue that a utility's rates must generate in order to meet its various financial obligations. This analysis serves as a means of evaluating the utility's fiscal health and adequacy of current rate levels, also setting the revenue basis for near-term and long-term rate planning. The rate revenue requirement is defined as the net difference between total revenue needs and the revenue generated through non-rate sources – hence, the revenue requirement analysis involves defining and forecasting both needs and resources.

IV.B. Operating Forecast

The operating forecast focuses on annual expenses incurred to operate, maintain, and manage the City's utilities. The forecast used in this study is largely based on the 2018 – 2020 budgets, with adjustments provided by City staff to incorporate known or estimated future revenues and expenditures for some specific line items. The key assumptions and inputs used to develop the operating expense forecasts are described in further detail below:

IV.B.1. Operating Revenue

- **Customer Growth.** This analysis uses an average of actual growth in the City's water and sewer accounts from 2013 – 2018 as the basis for future growth projections. **Exhibit 4.1** summarizes the growth assumptions used in this analysis:

Exhibit 4.1: Water & Sewer Customer Growth Assumptions

Annual Growth Rates	Water	Sewer
Single-Family Residential	1.75%	1.73%
Multi-Family Residential	1.68%	1.74%
Commercial	0.38%	0.27%
Irrigation	4.56%	N/A
Rockaway Beach	0.29%	N/A
South Island Sewer	N/A	1.27%

- **Rate Revenue.** The forecast of rate revenue is derived by applying the adopted rate structures to projected customer counts and water usage (based on billing statistics from 2017 and the assumed growth rates shown in **Exhibit 4.1**).

- **Non-Rate Revenue.** The forecast of other operating revenues is generally based on the 2019 – 2020 Budget, with no escalation assumed in this forecast to mirror the City's budget projections.

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- **Investment Income:** The forecast of investment income applies projected Local Government Investment Pool (LGIP) investment yields to the utilities' projected fund balances.

- **Kitsap County Sewer District #7 Processing:** This revenue represents the City's pass-through of charges from Kitsap County Sewer District No. 7 (KCSD #7) to South Island Sewer customers. This analysis assumes that the revenue from KCSD #7's pass-through charges is equal to the projected payments to KCSD #7.

IV.B.2. Operating Expenses

The forecast of operating expenses is generally based on the 2020 budget, with adjustments for future cost escalation:

- **Labor:** Assumed to grow by 2.0% per year based on projections from the City's budget.

- **Benefits:** Assumed to grow by 4.0% per year based on projections from the City's budget.

- **Non-escalated Costs:** Several line items that are budgeted at the same level from 2018 – 2020 are assumed not to change over the forecast period.

- **Taxes:** Computed based on projected revenues and prevailing tax rates.
  - State Excise Tax: 5.029% for water, 3.852% for sewer
  - Business & Occupation Tax: 1.5%
  - City Utility Tax: 6.0%

- **Other Costs:** Assumed to grow by 2.0% per year based on projections from the City's budget.

In addition to the operating expenses being projected to grow at a standard annual inflation rate, there are a number of short term (2019 – 2021) operating expenses that are budgeted higher than usual before returning to more "regular" levels thereafter. For water, these include additional repairs in 2019 and 2020, as well as SCADA upgrades and meter replacements in 2020. The sewer budget includes additional repairs in 2019 and 2020, as well as SCADA upgrades in 2020 and 2021.

IV.B.3. Debt Service

- The sewer utility has seven existing loans; an LTGO bond with payments averaging $363,000 per year and six PWTF loans with total combined payments averaging $954,000 per year. None of these loans have formal coverage requirements.

- The water utility has no outstanding debt.

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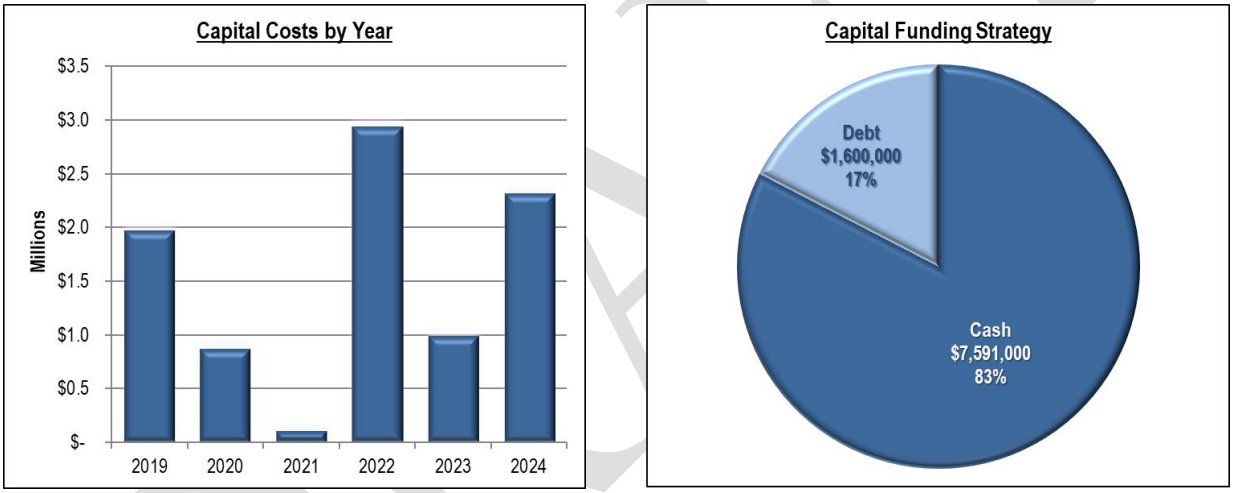
IV.C. CAPITAL FORECAST

The capital forecast involves projecting annual capital project expenditures and developing a strategy to fund those expenditures. The City's 2019 – 2024 Capital Improvement Program (CIP) serves as the primary source of information for these projections, along with equipment replacement schedules covering the same time period. The cost estimates were provided in 2018 dollars and are escalated to the year of construction based on anticipated construction cost inflation of 3.0% per year. The capital funding strategy considers available cash from system reinvestment, System Participation Fee (SPF) revenues, available cash balances in the capital reserves, and if necessary, debt.

IV.C.1. Water Capital Funding Plan

Exhibit 4.2 summarizes the projected baseline capital funding plan for the water utility.

Exhibit 4.2: Summary of Water Capital Funding Plan (2019 – 2024)

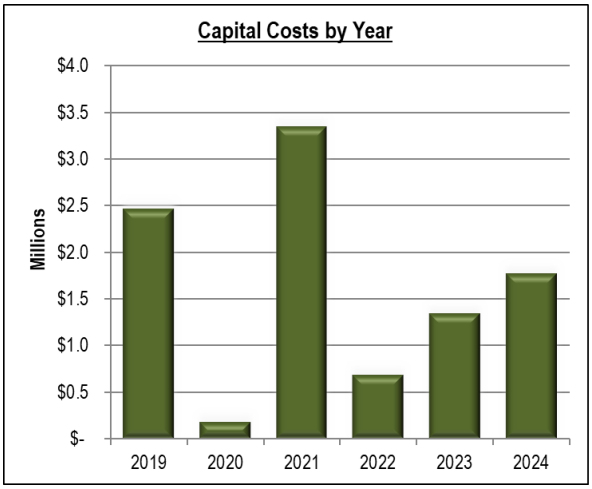


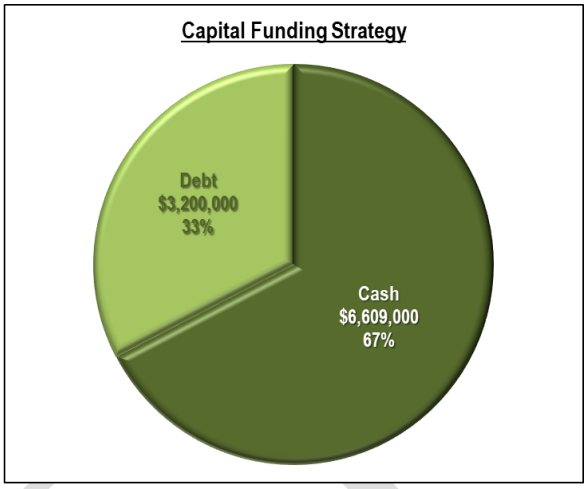
The City expects to spend $9.2 million on capital projects from 2019 – 2024. This includes $3.6 million for a new storage tank, $3.2 million in supply and treatment improvements, $2.0 million in distribution system improvements, and $0.4 million in vehicles and miscellaneous projects. The water utility's cash resources are expected to be sufficient to cover the capital plan until 2024, when this forecast projects $1.6 million in revenue bond proceeds to support the water treatment improvements. Considering issuance costs and reserve requirements, the total projected bond issue is $1.7 million; the projected annual payment on this bond is approximately $117,000.

IV.C.2. Sewer Capital Funding Plan

Exhibit 4.3 summarizes the projected baseline capital funding plan for the sewer utility.

Exhibit 4.3: Summary of Sewer Capital Funding Plan (2019 – 2024)





The City expects to spend $9.8 million on capital projects from 2019 – 2024. This includes $7.0 million in pump and force main improvements, $1.3 million in WWTP outfall improvements, $0.8 million in gravity main projects, and $0.7 million in vehicles. The sewer utility's cash resources are expected to be sufficient to cover the CIP until 2021, when this forecast projects $3.2 million in revenue bond financing. Considering issuance costs and reserve requirements, the total projected bond issue is $3.5 million; the projected annual payment on this bond is approximately $234,000.

IV.D. EVALUATION OF REVENUE SUFFICIENCY

IV.D.1. Water Revenue Requirement

Exhibit 4.4 summarizes the water utility's revenue requirement.

Exhibit 4.4: Water Revenue Requirement Summary ($000s)

	2019	2020	2021	2022	2023	2024
Rate Revenue	$1,100	$1,119	$1,138	$1,157	$1,177	$1,198
Other Revenue	204	196	190	192	194	196
Total Revenue	$1,304	$1,315	$1,328	$1,349	$1,371	$1,393
Operating Expenses	$1,658	$2,023	$1,392	$1,423	$1,455	$1,488
Debt Service	-	-	-	-	-	117
Total Expenses	$1,658	$2,023	$1,392	$1,423	$1,455	$1,605
Net Cash Flow @ Current Rates	($353)	($708)	($63)	($73)	($84)	($211)
Annual Rate Increase	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Rate Revenue After Increases	$1,122	$1,164	$1,208	$1,253	$1,300	$1,349
Net Cash Flow After Increases	($334)	($668)	($1)	$11	$25	($77)
Ending Water Fund Balance	$5,379	$4,190	$4,445	$1,894	$1,278	$828
Target Water Fund Balance	$418	$487	$384	$419	$434	$462

Exhibit 4.4 indicates that the water utility's revenues at current rates are insufficient to fully cover the utility's annual expenses. The proposed financial plan contemplates annual water rate increases of 2.0% to cover this deficit and keep up with rising costs. The water utility is projected to end 2024 with a fund balance of approximately $828,000, which equates to about 204 days of operating expenses. Particularly with the assumed use of new debt to support the capital plan, this analysis incorporates general recommendations from major bond rating agencies to maintain a combined operating/capital fund balance of at least 180 days of operating expenses.

In collaboration with the UAC, FCS GROUP developed a cash-only scenario which set water rates as needed to fund the capital plan without the use of debt financing – this scenario resulted in projected water rate revenue increases of 6.0 – 6.5% per year. The UAC opted to recommend allowing the use of debt financing to support completion of the capital plan while moderating the related rate impacts.

IV.D.2. Sewer Revenue Requirement

Exhibit 4.5 summarizes the sewer utility's baseline revenue requirement.

Exhibit 4.5: Sewer Revenue Requirement Summary ($000s)

	2019	2020	2021	2022	2023	2024
Rate Revenue	$3,557	$3,605	$3,655	$3,705	$3,756	$3,808
Other Revenue	264	266	273	266	271	277
Total Revenue	$3,820	$3,871	$3,928	$3,971	$4,027	$4,085
Operating Expenses	$3,132	$3,067	$3,009	$3,001	$3,067	$3,134
Debt Service	1,026	1,019	1,250	1,247	1,244	1,240
System Reinvestment	-	-	-	-	70	148
Total Expenses	$4,158	$4,086	$4,259	$4,248	$4,380	$4,522
Net Cash Flow @ Current Rates	($337)	($215)	($331)	($278)	($353)	($438)
Annual Rate Increase	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Rate Revenue After Increases	$3,628	$3,751	$3,878	$4,010	$4,147	$4,288
Net Cash Flow After Increases	($271)	($80)	($125)	$5	$8	$6
Ending Sewer Fund Balance	$3,071	$3,260	$3,441	$3,247	$2,483	$1,606
Target Sewer Fund Balance	$760	$752	$776	$781	$805	$834

Exhibit 4.5 indicates that the sewer utility's revenues at current rates are insufficient to fully cover the utility's annual expenses. The proposed financial plan contemplates annual sewer rate increases of 2.0% per year to cover this deficit, keep up with rising costs, and generate cash funding for capital projects toward later in the study period. The sewer utility is projected to end 2024 with a fund balance of approximately $1,606,000, which equates to about 188 days of operating expenses – this is slightly above the 180 days of operating expenses recommended by the bond rating agencies.

In collaboration with the UAC, FCS GROUP developed a cash-only scenario which set sewer rates as needed to fund the capital plan without the use of debt financing – this scenario resulted in projected sewer rate revenue increases of 4.0 – 4.5% per year. The UAC opted to recommend allowing the use of debt financing to support completion of the capital plan while moderating the related rate impacts.

Section V. Cost-of-Service Analysis

V.A. Background & General Methodology

The cost-of-service analysis (COSA) provides the analytical basis for equitably recovering the forecasted revenue requirement from customers. Both the American Water Works Association (AWWA) and Water Environment Federation (WEF) recommend a two-tiered approach that involves first allocating costs to functions of service, and then to customers based on their demand characteristics and service requirements.

V.B. Functional Cost Allocation

The functional cost allocation involves allocating the detailed line items that comprise each utility's revenue requirement to functions of service. While certain line items may be directly attributable to a specific service function, many are not and must be allocated to functions based on an allocation of system assets or some other metric. Each utility's allocation is discussed in further detail below.

V.B.1. Water Functional Cost Allocation

The water utility's revenue requirements were allocated to the following functions:

- ***Customer:*** These are the costs associated with establishing, maintaining, and serving water customer accounts. These costs generally do not depend on meter size or water usage.
- ***Meters & Services:*** These costs are associated with the installation and maintenance of meters and services.
- ***Base Capacity:*** These costs relate to providing capacity to meet "base" or average water demands.
- ***Peak Capacity:*** These costs relate to providing additional capacity to meet incremental water demand during peak demand periods, which usually occur during the summer months.
- ***Fire Protection:*** These are the costs associated with operating and maintaining facilities that are used to provide fire protection service. This includes both facilities that are directly related to fire protection (e.g. hydrants) and facilities that are oversized to accommodate fire flow (e.g. mains, reservoirs, pump stations).

Given that many of the water utility's cost accounts are not readily separable between these functions, a significant portion of the water utility's operating costs are allocated based on an allocation of the water utility's assets.

Exhibit 5.1 summarizes the functional allocation of water system assets:

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Exhibit 5.1: Allocation of Water System Assets

Assets as of 12/31/17	Cost	Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection
Supply & Treatment	$4,757,716	0.00%	0.00%	45.45%	54.55%	0.00%
Pumping	8,993	0.00%	0.00%	42.28%	50.73%	6.99%
Storage	1,317,453	0.00%	0.00%	31.70%	10.05%	58.25%
Water Mains	11,776,651	0.00%	0.74%	42.16%	50.60%	6.50%
Meters & Services	-	0.00%	100.00%	0.00%	0.00%	0.00%
Hydrants	54,862	0.00%	0.00%	0.00%	0.00%	100.00%
General Plant	1,525,914	0.00%	0.49%	42.14%	48.51%	8.87%
Total	**$19,441,589**	**$0**	**$94,484**	**$8,192,385**	**$9,430,696**	**$1,724,024**
% of Total		**0.00%**	**0.49%**	**42.14%**	**48.51%**	**8.87%**

Exhibit 5.1 shows that pumping, storage, and water mains are allocated between base capacity, peak capacity, and fire protection. The percentages shown are derived in a more detailed allocation of the related assets to functions of service, and reflect the following assumptions:

- Table 3.5 of the 2017 Water System Plan indicates that the City's water system exhibits a peak-day demand that is 2.20 times its average-day demand. Consequently, 1 / 2.20 = 45.45% of the water system's supply and treatment capacity is attributed to meeting "base" demands; the remaining 54.55% is attributable to meeting incremental peak demands.

- Per Table 5.5 of the 2017 Water System Plan, 130 gpm of the City's total pumping capacity of 1,860 gpm is for fire flow. The remaining 1,730 gpm is allocated between the base and peak capacity functions using the "base/peak" split listed above (45.45% to base, 54.55% to peak).

- Reservoir capacity is allocated between functions based on the allocation of existing storage capacity shown in Chapter 6 of the 2017 Water System Plan. The 0.23 million gallons (MG) of operational storage capacity is allocated to base capacity; the 0.02 MG of equalizing storage capacity is allocated to peak capacity. The 0.13 MG of standby storage capacity is split between base capacity and peak capacity using the "base/peak" split. The 0.54 MG of fire-related storage is assumed to be nested in the City's standby capacity, as allowed under Section 246-290-235 (4) of the Washington Administrative Code (WAC).

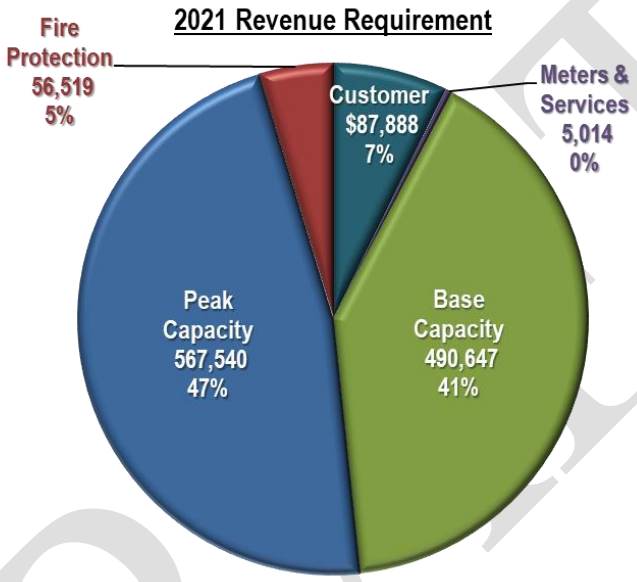
- Most of the costs associated with mains are split between base and peak capacity using the "base/peak" split. Mains between 8" and 12" in diameter are assumed to be oversized by one size increment to accommodate fire flow (e.g. an 8" main could be a 6" main absent fire flow requirements). Based on estimated replacement costs provided in Table 9.1 of the 2017 Water System Plan, the portion of costs attributable to the oversizing of these mains is allocated to fire protection. Because the City does not explicitly list hydrants (100% to fire) and water meters (100% to meters & services) in their asset register, the estimated cost of these assets is included in the water mains allocation.

To the extent that water utility costs are not attributable to a specific function of service, they are split between functions using the asset allocations in **Exhibit 5.1**. For example, a budget line item for

general repairs is allocated 0.49% to meters & services, 42.14% to base capacity, 48.51% to peak capacity, and 8.87% to fire protection based on the allocation of total plant-in-service.

The UAC requested that any findings from the cost-of-service analysis be phased in over a three-year period, so the cost-of-service analysis considered the projected 2021 revenue requirement as the basis for a three-year rate plan. **Exhibit 5.2** summarizes the functional allocation of the 2021 rate revenue requirement.

Exhibit 5.2: Water Utility Functional Cost Allocation Summary



The water utility cost allocation shown in **Exhibit 5.2** indicates that the majority of costs are associated with providing capacity to meet base and peak demands.

Appendix A provides the detailed cost allocations supporting the results presented in **Exhibit 5.2**.

V.B.2. Sewer Functional Cost Allocation

The sewer utility's revenue requirements were allocated to the following functions:

- ***Customer:*** These are the costs associated with establishing, maintaining, and serving sewer customer accounts. These costs generally do not depend on sewer flow contributions.

- ***Flow – Collection:*** These costs relate to providing capacity to convey sewer flows generated by both the Winslow and South Island Sewer (SIS) service areas. Typically, these costs include variable commodity costs such as electricity for pumping and a portion of other operating costs based on an allocation of sewer utility assets.

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- ***Flow – WWTP:*** These costs relate to providing capacity to convey sewer flows generated only by the Winslow service area, which are treated at the City's Wastewater Treatment Plant (WWTP). SIS flows are treated by KCSD #7.

- ***Strength:*** These costs are attributable to treating wastewater of varying strength at the Winslow WWTP. For the purpose of this analysis, "strength" is measured in terms of biochemical oxygen demand (BOD) and total suspended solids (TSS).

- ***SIS Only:*** These costs are directly attributable to the SIS service area.

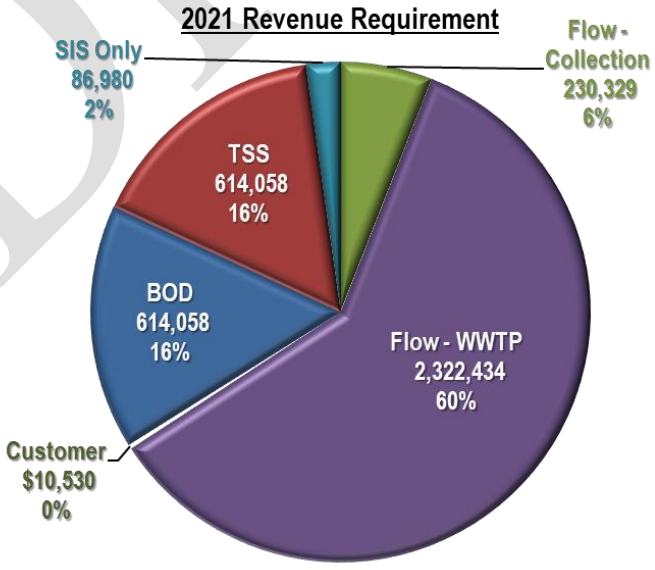
Exhibit 5.3 summarizes the functional allocation of the sewer utility's assets.

Exhibit 5.3: Allocation of Sewer System Assets

Assets as of 12/31/17	Cost	Customer	Flow - Collection	Flow - WWTP	BOD	TSS
Collection	$11,405,264	0.00%	100.00%	0.00%	0.00%	0.00%
Treatment	20,299,140	0.00%	0.00%	50.00%	25.00%	25.00%
Pumping	1,084,160	0.00%	100.00%	0.00%	0.00%	0.00%
General Plant	1,556,316	0.00%	38.09%	30.95%	15.48%	15.48%
Total	**$34,344,880**	**$0**	**$13,082,237**	**$10,631,321**	**$5,315,661**	**$5,315,661**
% of Total		**0.00%**	**38.09%**	**30.95%**	**15.48%**	**15.48%**

Exhibit 5.3 shows the allocation of assets, with mains and pumping-related assets being allocated fully to flow – collection, treatment being allocated based on an industry standard split of 50.0% flow – WWTP, 25.0% BOD, and 25.0% TSS, and general plant being allocated proportionately based on the allocation of other sewer assets. **Exhibit 5.4** summarizes the functional allocation of the 2021 revenue requirement:

Exhibit 5.4: Sewer Utility Functional Cost Allocation Summary



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Exhibit 5.4 shows that the sewer utility's costs are generally allocated to either flow – WWTP or the two treatment functions (BOD/TSS), with the remaining allocations primarily to flow – collection and SIS only, the two functions with costs generated by the SIS service area. **Appendix B** provides the detailed cost allocations supporting the results presented in **Exhibit 5.4**.

V.C. CUSTOMER CLASS COST ALLOCATION

Once the revenue requirement is split into functions of service, the next step is to allocate it to customer classes based on their relative demands and service characteristics. The ensuing sections discuss the key allocation principles used in this analysis to determine each class' equitable share of costs, as well as the resulting outcomes.

V.C.1. Water Customer Class Allocation

The following principles guided the allocation of the water rate revenue requirement to the City's customer classes:

- ***Customer Costs:*** Because these costs do not vary based on meter size or water usage, they are allocated to classes based on the number of customer accounts.
- ***Meters & Services Costs:*** To reflect the fact that meters of larger sizes are more costly to install and maintain than smaller meters, these costs are allocated to classes based on the number of meter service equivalents (MSEs). The American Water Works Association has established a scale of MSEs based on factors such as service pipe and materials used for each meter size.
- ***Base Capacity Costs:*** These costs are allocated based on total annual water use.
- ***Peak Capacity Costs:*** These costs are allocated to customer classes based on their water usage during the summer months (May – October).
- ***Fire Protection Costs:*** These costs are allocated based on the number of accounts weighted by fire flow requirements for each class.

This analysis uses projected customer counts and usage statistics to allocate the water utility's costs to classes as described above. These statistics are based on 2017 billing data, which is adjusted for anticipated growth to project statistics for each year that rates are designed for. Based on growth experienced by the City during the 2013 – 2018 period, this analysis assumes an annual growth rate of 0.38% – 4.56% in customer accounts, depending on the class.

Exhibit 5.5 summarizes the findings of the water cost-of-service analysis for 2021, showing cost recovery under the existing rate structure for comparative purposes. **Appendix A** provides supporting detail of the underlying calculations.

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Exhibit 5.5: Summary of 2021 Water Rate Revenue Requirement Allocations

Class	2021 Revenue Under COS Rates		% of Revenue Under Existing Rates
	Amount[1]	% of Total	
Single-Family – Winslow	$ 658,011	54.5%	49.9%
Single-Family – Rockaway	25,141	2.1%	2.2%
Multi-Family	167,720	13.9%	14.7%
Commercial	242,181	20.1%	21.4%
Irrigation	108,352	9.0%	11.0%
Other	6,203	0.5%	0.8%
Total	**$1,207,608**	**100.0%**	**100.0%**

[1] Reflects projected 2019, 2020, and 2021 rate revenue increases of 2.0% per **Exhibit 4.4**.

Exhibit 5.5 shows that interclass adjustments are warranted. In particular, the COSA suggests that single-family customers in Winslow are underpaying relative to their allocated cost of service while the City's other customers have been overpaying. To facilitate a logical progression of charges over time, the proposed three-year phasing strategy contemplates holding multi-family and commercial rates near their current levels while adjusting the rates for other customers to improve inter-class equity. **Exhibit 5.6** summarizes the phasing strategy developed in this analysis:

Exhibit 5.6: Water Rate Phase-in Strategy

Annual Water Rate Increases	2019	2020	2021
Single-Family – Winslow	+7.6%	+3.7%	+3.6%
Single-Family – Rockaway	0.0%	+3.3%	+3.6%
Multi-Family	0.0%	0.0%	+0.2%
Commercial	-0.8%	0.0%	0.0%
Irrigation	-13.5%	0.0%	0.0%
Other (Mixed Use)	-23.7%	0.0%	0.0%

At the completion of the three-year phasing strategy shown in **Exhibit 5.6**, all customer classes will have reached their allocated cost of service. Any further rate increases would be applied "across-the-board", or equally to all customer classes until the next rate review.

In addition to the overall rate adjustments summarized above, rate structure revisions were identified:

- **Consolidate single-family water rates.** Recognizing that the cost-of-service analysis did not find a meaningful difference in the cost of serving single-family homes in Winslow versus those in Rockaway Beach, the proposed rate strategy consolidates the City's single-family users into a single class by 2020.

- **Consolidate commercial and other (mixed-use) water rates.** The "other" customer class currently only contains five customers, which pay the same volume rate as the commercial class but pay a higher base rate. The results of the cost-of-service analysis do not seem to justify the higher base rate, and with the small size of the "other" class (and the fact that City

Ordinance No. 98-24 has not allowed any new connections in this class since October 1998) the proposed rate structure combines them into the commercial class.

- **Adopt uniform water volume rates for multi-family and commercial customers.** Under the City's existing rate structure, multi-family users are subject to the same four-tiered volume rate as the City's single-family users (per dwelling unit). The cost-of-service analysis found that the highest three tiers represent only 2.5% of the revenue that the City receives from the multi-family class. Recognizing this (and the fact that conservation pricing signals often do not reach tenants because they are not billed directly for utility service), the proposed multi-family rate structure eliminates the existing tiered volume rate and moves to a uniform volume rate. For consistency, the commercial/other volume rates are also simplified to a uniform rate, eliminating the existing winter/summer differential.

V.C.2. Sewer Customer Class Allocation

The following principles guided the allocation of the sewer rate revenue requirement to the City's customer classes:

- ***Customer Costs:*** Because these costs do not vary based on meter size or sewer flow, they are allocated to classes based on the number of customer accounts.

- ***Flow – Collection:*** These costs are allocated to classes based on estimated sewer flow, defined as winter-average water use for single-family and multi-family residences and actual water use for other customers. South Island Sewer customers, whose water usage is not tracked by the City, are assigned a flow per account equal to that of Winslow customers.

- ***Flow – WWTP:*** These costs are allocated to classes based on estimated sewer flow received at the Winslow WWTP (excluding SIS flows, which go to KCSD #7 for treatment).

- ***BOD:*** These costs are allocated based on estimated BOD loadings for each customer class, using an assumed average BOD concentration of 250 mg/L for single-family and multi-family customers and an estimated concentration of 502 mg/L for commercial customers based on the difference between 2017 loads received at the WWTP and the assumed residential loadings. SIS customers do not receive a share of BOD costs.

- ***TSS:*** These costs are allocated based on estimated TSS loadings for each customer class, using an assumed average TSS concentration of 250 mg/L for single-family and multi-family customers and an estimated concentration of 432 mg/L for commercial customers based on the difference between 2017 loads received at the WWTP and the assumed residential loadings. SIS customers do not receive a share of TSS costs.

- ***SIS Only:*** These costs, which support only SIS customers and are tracked separately by the City, are allocated directly to the SIS class.

This analysis uses projected customer counts and usage statistics to allocate the sewer utility's costs to classes as described above. These statistics are based on 2017 billing data, which is adjusted for anticipated growth to project statistics for each year that rates are designed for. Based on growth

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experienced by the City during the 2013 – 2018 period, this analysis assumes an annual growth rate of 0.27% – 1.74% in customer accounts, depending on the class.

Exhibit 5.7 summarizes the findings of the sewer cost-of-service analysis for 2021, showing cost recovery under the existing sewer rate structure for comparative purposes. **Appendix B** provides supporting detail of the underlying calculations.

Exhibit 5.7: Summary of 2021 Sewer Rate Revenue Requirement Allocations

Class	2021 Revenue Under COS Rates		% of Revenue Under Existing Rates
	Amount[1]	% of Total	
Single-Family	$1,448,468	37.3%	43.7%
Multi-Family	860,413	22.2%	30.8%
Commercial	1,470,241	37.9%	23.8%
SIS	99,267	2.6%	1.7%
Total	**$3,878,389**	**100.0%**	**100.0%**

[1] Reflects planned 2019, 2020, and 2021 rate increases of 2.0% per **Exhibit 4.5**.

Exhibit 5.7 suggests that compared to their allocated cost of service, single-family and multi-family customers are overpaying while commercial and SIS customers are underpaying. The proposed phasing strategy holds Winslow single-family and multi-family rates at their current levels while adjusting the rates for other customers to improve inter-class equity. Recognizing that full implementation of the findings of the cost-of-service analysis would adversely impact commercial rates, this strategy reflects a policy decision to make some progress toward implementing the cost shifts over the next three years. Any further rate increases would be applied "across-the-board," or proportionately to all customer classes until the next rate review.

Exhibit 5.8 summarizes the phased COS rate strategy developed in this analysis:

Exhibit 5.8: Sewer Rate Phase-in Strategy

Annual Sewer Rate Increases	2019	2020	2021
Single-Family	0.0%	0.0%	0.0%
Multi-Family	0.0%	0.0%	0.0%
Commercial	+7.8%	+7.5%	+7.3%
South Island Sewer	+6.0%	+6.3%	+6.2%

Allocation of 2021 Rev. Req.	Phased COS	
	Amount	%
Single-Family	$1,596,149	41.2%
Multi-Family	1,126,401	29.0%
Commercial	1,082,735	27.9%
SIS	73,104	1.9%
Total	**$3,878,389**	**100.0%**

Exhibit 5.8 shows the relative progress in moving from the cost recovery under the existing rate structure to each class' allocated cost of service. It suggests that a multi-year period will be needed in order to fully implement the findings of the cost-of-service analysis – during this period, the City will be able to revisit this analysis and verify that the results continue to hold over time.

Based on the recommendation of the UAC, the increase to commercial rates is focused on the volume charge – the proposed rates reflect a 2.0% annual increase to the commercial base rate, with the volume charge increasing as needed to generate the amount allocated to the commercial class.

V.D. RECOMMENDED 2019 – 2021 RATES

Exhibit 5.9 summarizes the recommended water rates by customer class:

Exhibit 5.9: Recommended 2019 – 2021 Water Rates

Monthly Water Rates: Single-Family	Winslow				Rockaway Beach			
	Existing	2019	2020	2021	Existing	2019	2020	2021
Base Rate								
Up to 3/4" Meter	$10.77	$11.59	$12.02	$12.45	$11.64	$11.64	$12.02	$12.45
1" Meter	$21.24	$22.85	$23.70	$24.55	$22.94	$22.94	$23.70	$24.55
1-1/2" Meter	$38.72	$41.65	$43.20	$44.75	$41.85	$41.85	$43.20	$44.75
Consumption Charge per ccf								
First 5 ccf (0 – 5 ccf)	$1.09	$1.17	$1.22	$1.26	$1.18	$1.18	$1.22	$1.26
Next 7 ccf (6 – 12 ccf)	$1.76	$1.89	$1.96	$2.03	$1.90	$1.90	$1.96	$2.03
Next 18 ccf (13 – 30 ccf)	$2.49	$2.68	$2.78	$2.88	$2.69	$2.69	$2.78	$2.88
Over 30 ccf	$3.39	$3.65	$3.78	$3.92	$3.66	$3.66	$3.78	$3.92

Monthly Water Rates: Multi-Family	Existing	2019	2020	2021
Base Rate per Living Unit	$5.37	$5.37	$5.37	$5.38
Consumption Charge per ccf		$1.11	$1.11	$1.11
First 5 ccf (0 – 5 ccf)	$1.09			
Next 7 ccf (6 – 12 ccf)	$1.76			
Next 18 ccf (13 – 30 ccf)	$2.49			
Over 30 ccf	$3.39			

Monthly Water Rates: Commercial/Other	Commercial				Other (Mixed-Use)			
	Existing	2019	2020	2021	Existing	2019	2020	2021
Base Rate								
Up to 3/4" Meter	$16.45	$16.33	$16.33	$16.33	$24.04	$16.33	$16.33	$16.33
1" Meter	$36.40	$36.12	$36.12	$36.12	$55.37	$36.12	$36.12	$36.12
1-1/2" Meter	$69.78	$69.25	$69.25	$69.25	$107.58	$69.25	$69.25	$69.25
2" Meter	$109.52	$108.69	$108.69	$108.69	$170.23	$108.69	$108.69	$108.69
3" Meter	$215.89	$214.25	$214.25	$214.25	$337.28	$214.25	$214.25	$214.25
4" Meter	$335.55	$333.00	$333.00	$333.00	$525.22	$333.00	$333.00	$333.00
6" Meter	$667.94	$662.87	$662.87	$662.87	$1,047.31	$662.87	$662.87	$662.87
Consumption Charge per ccf		$1.54	$1.54	$1.54		$1.54	$1.54	$1.54
Winter (November – April)	$1.43				$1.43			
Summer (May – October)	$1.65				$1.65			

Exhibit 5.9 (Continued): Recommended 2019 – 2021 Water Rates

Monthly Water Rates: Irrigation	Existing	2019	2020	2021
Base Rate				
Up to 3/4" Meter	$4.73	$4.09	$4.09	$4.09
1" Meter	$6.22	$5.38	$5.38	$5.38
1-1/2" Meter	$8.70	$7.53	$7.53	$7.53
2" Meter	$11.70	$10.12	$10.12	$10.13
3" Meter	$19.64	$16.99	$16.99	$17.00
4" Meter	$28.59	$24.74	$24.74	$24.75
6" Meter	$53.47	$46.26	$46.26	$46.28
Consumption Charge per ccf	$3.89	$3.37	$3.37	$3.37

Exhibit 5.10 summarizes the recommended sewer rates by customer class:

Exhibit 5.10: Recommended 2019 – 2021 Sewer Rates

Monthly Sewer Rates – Winslow[1]	Existing	2019	2020	2021
Single-Family				
Monthly Base Charge per Unit	$42.69	$42.69	$42.69	$42.69
Volume Charge per ccf	$7.28	$7.28	$7.28	$7.28
Sewer-Only Base Charge per ERU	$119.80	$119.80	$119.80	$119.80
Multi-Family				
Monthly Base Charge per Unit	$37.39	$37.39	$37.39	$37.39
Volume Charge per ccf	$7.28	$7.28	$7.28	$7.28
Commercial				
Monthly Base Charge per Unit	$123.69	$126.16	$128.69	$131.26
Volume Charge per ccf	$7.28	$8.12	$8.99	$9.90
Sewer-Only Base Charge per ERU	$129.43	$139.53	$149.99	$160.89

Monthly Sewer Rates – SIS[2]	Existing	2019	2020	2021
With Grinder Pump	$23.59	$25.00	$26.58	$28.22
No Grinder Pump	$19.42	$20.58	$21.88	$23.23

[1] From mid-Jun – mid-Sep, single-family and multi-family users are billed for their average water usage from mid-Dec – mid-May.
[2] South Island Sewer customers also pay $58.71 per ERU per month for KCSD #7 treatment service.

Appendix A
Bainbridge Island Water Rate Model

City of Bainbridge Island
Water Rate Study and COSA
Summary

Revenue Requirement	2018	2019	2020	2021	2022	2023	2024
Revenues							
Rate Revenues Under Existing Rates	$ 1,082,268	$ 1,100,384	$ 1,118,941	$ 1,137,956	$ 1,157,442	$ 1,177,414	$ 1,197,888
Non-Rate Revenues	189,250	203,941	195,604	190,403	191,866	193,543	195,552
Total Revenues	**$ 1,271,518**	**$ 1,304,324**	**$ 1,314,546**	**$ 1,328,359**	**$ 1,349,307**	**$ 1,370,957**	**$ 1,393,440**
Expenses							
Cash Operating Expenses	$ 1,390,228	$ 1,657,572	$ 2,022,937	$ 1,391,528	$ 1,422,776	$ 1,454,848	$ 1,487,774
Existing Debt Service	-	-	-	-	-	-	-
New Debt Service	-	-	-	-	-	-	116,960
Rate Funded System Reinvestment	-	-	-	-	-	-	-
Total Expenses	**$ 1,390,228**	**$ 1,657,572**	**$ 2,022,937**	**$ 1,391,528**	**$ 1,422,776**	**$ 1,454,848**	**$ 1,604,733**
Net Surplus (Deficiency)	**$ (118,709)**	**$ (353,248)**	**$ (708,392)**	**$ (63,169)**	**$ (73,469)**	**$ (83,891)**	**$ (211,293)**
Additions to Meet Coverage	-	-	-	-	-	-	-
Total Surplus (Deficiency)	**$ (118,709)**	**$ (353,248)**	**$ (708,392)**	**$ (63,169)**	**$ (73,469)**	**$ (83,891)**	**$ (211,293)**
% of Rate Revenue	**10.97%**	**32.10%**	**63.31%**	**5.55%**	**6.35%**	**7.13%**	**17.64%**
Annual Rate Adjustment	**0.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**
Cumulative Annual Rate Adjustment	**0.00%**	**2.00%**	**4.04%**	**6.12%**	**8.24%**	**10.41%**	**12.62%**
Rate Revenues After Rate Increase	$ 1,082,268	$ 1,122,391	$ 1,164,147	$ 1,207,608	$ 1,252,852	$ 1,299,960	$ 1,349,017
Additional In-Lieu of Taxes from Rate Increase	$ -	$ 2,427	$ 4,986	$ 7,682	$ 10,523	$ 13,516	$ 16,668
Net Cash Flow After Rate Increase	**$ (118,709)**	**$ (333,667)**	**$ (668,172)**	**$ (1,199)**	**$ 11,419**	**$ 25,140**	**$ (76,832)**
Coverage After Rate Increases	**n/a**	**n/a**	**n/a**	**n/a**	**n/a**	**n/a**	**1.34**
Sample Residential Monthly Bill (3/4" Meter, 7 ccf monthly)	**$19.74**	**$ 20.14**	**$ 20.54**	**$ 20.94**	**$ 21.35**	**$ 21.76**	**$ 22.18**
Monthly Average Increase ($)		$ 0.40	$ 0.40	$ 0.40	$ 0.41	$ 0.41	$ 0.42

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City of Bainbridge Island
Water Rate Study and COSA
Summary

Fund Balance	2018	2019	2020	2021	2022	2023	2024
OPERATING FUND							
Beginning Balance	$ 1,712,796	$ 1,594,087	$ 1,260,420	$ 592,248	$ 591,049	$ 602,468	$ 627,607
plus: Net Cash Flow after Rate Increase	(118,709)	(333,667)	(668,172)	(1,199)	11,419	25,140	(76,832)
less: Transfer of Surplus to Capital Fund	-	-	-	-	-	-	-
Ending Balance	**$ 1,594,087**	**$ 1,260,420**	**$ 592,248**	**$ 591,049**	**$ 602,468**	**$ 627,607**	**$ 550,775**
O&M Target Balance	*$ 228,531*	*$ 272,478*	*$ 332,538*	*$ 228,744*	*$ 233,881*	*$ 239,153*	*$ 244,566*
Days	*419*	*278*	*107*	*155*	*155*	*157*	*135*
CAPITAL							
Beginning Balance	$ 5,611,704	$ 5,733,583	$ 4,118,479	$ 3,597,785	$ 3,853,711	$ 1,291,364	$ 650,721
plus: Rate Funded System Reinvestment	-	-	-	-	-	-	-
plus: Transfers from Operating Fund	-	-	-	-	-	-	-
plus: Grants/ Donations/ CIAC	-	-	-	-	-	-	-
plus: Additional Proceeds (Costs)	-	-	-	-	-	-	-
plus: System Participation Fee Revenue	143,000	300,832	306,796	312,908	319,170	325,585	332,158
less: System Participation Fee Revenue Towards Debt	-	-	-	-	-	-	-
plus: Revenue Bond Proceeds	-	-	-	-	-	-	1,600,000
plus: PWTF Loans Proceeds	-	-	-	-	-	-	-
plus: Other Loan Proceeds	-	-	-	-	-	-	-
plus: Interest Earnings	56,117	57,336	41,185	44,972	57,806	22,599	13,014
Total Funding Sources	**$ 5,810,821**	**$ 6,091,751**	**$ 4,466,460**	**$ 3,955,666**	**$ 4,230,687**	**$ 1,639,548**	**$ 2,595,894**
less: Capital Expenditures	(77,238)	(1,973,271)	(868,675)	(101,955)	(2,939,323)	(988,827)	(2,318,521)
Ending Working Capital Balance	**$ 5,733,583**	**$ 4,118,479**	**$ 3,597,785**	**$ 3,853,711**	**$ 1,291,364**	**$ 650,721**	**$ 277,373**
Minimum Target Balance	*$ 125,856*	*$ 145,588*	*$ 154,275*	*$ 155,295*	*$ 184,688*	*$ 194,576*	*$ 217,761*
COMBINED BEGINNING FUND BALANCE	**$ 7,324,500**	**$ 7,327,670**	**$ 5,378,899**	**$ 4,190,033**	**$ 4,444,760**	**$ 1,893,832**	**$ 1,278,329**
COMBINED ENDING FUND BALANCE	**$ 7,327,670**	**$ 5,378,899**	**$ 4,190,033**	**$ 4,444,760**	**$ 1,893,832**	**$ 1,278,329**	**$ 828,148**
Combined Days	*1,924*	*1,184*	*758*	*1,166*	*486*	*321*	*204*
Total Combined Ending Fund Balance Target	*$ 354,386*	*$ 418,066*	*$ 486,813*	*$ 384,039*	*$ 418,569*	*$ 433,729*	*$ 462,327*

City of Bainbridge Island
Water Rate Study and COSA
Assumptions

Economic & Financial Factors	2018	2019	2020	2021	2022	2023	2024
General Cost Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Construction Cost Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Labor Cost Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Benefit Cost Inflation	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
General Inflation plus Composite Growth	3.69%	3.69%	3.69%	3.69%	3.70%	3.70%	3.71%
Customer Growth	**1.65%**	**1.66%**	**1.66%**	**1.67%**	**1.67%**	**1.67%**	**1.68%**
Single Family Account Growth	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Multi-Family Account Growth	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%
Commercial Account Growth	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%
Irrigation Account Growth	4.56%	4.56%	4.56%	4.56%	4.56%	4.56%	4.56%
Other Account Growth	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Rockaway Account Growth	0.29%	0.29%	0.29%	0.29%	0.29%	0.29%	0.29%
Demand Growth							
Single Family Demand Growth	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Multi-Family Demand Growth	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%
Commercial Demand Growth	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%
Irrigation Demand Growth	4.56%	4.56%	4.56%	4.56%	4.56%	4.56%	4.56%
Other Demand Growth	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Rockaway Demand Growth	0.29%	0.29%	0.29%	0.29%	0.29%	0.29%	0.29%
No Escalation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Investment Interest	1.00%	1.00%	1.00%	1.25%	1.50%	1.75%	2.00%
Excise Taxes	5.029%	5.029%	5.029%	5.029%	5.029%	5.029%	5.029%
B&O Taxes	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
City Taxes	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%

City of Bainbridge Island
Water Rate Study and COSA
Assumptions

Accounting Assumptions		2018	2019	2020	2021	2022	2023	2024
FISCAL POLICY RESTRICTIONS								
Min. Op. Fund Balance Target (days of O&M expense)		60	60	60	60	60	60	60
Max. Op. Fund Balance (days of O&M expense)		90	90	90	90	90	90	90
Minimum Capital Fund Balance Target								
Select Minimum Capital Fund Balance Target	1	**Defined as % of Plant Net Book Value**						
1 - Defined as % of Plant Net Book Value	Estimated Assets							
Plant Net Book Value in 2017	$ 12,508,313	$ 125,099	$ 125,493	$ 125,667	$ 125,687	$ 126,275	$ 126,473	$ 126,937
Minimum Capital Fund Balance - % of plant assets		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
2 - Amount at Right ==>		$ -	$ -	$ -	$ -	$ -	$ -	$ -
RATE FUNDED SYSTEM REINVESTMENT								
Select Reinvestment Funding Strategy	3	**User Input**						
Amount of Annual Cash Funding from Rates								
1 - Equal to Annual Depreciation Expense		$ 274,744	$ 276,289	$ 315,754	$ 333,128	$ 335,167	$ 393,953	$ 413,730
2 - Equal to Annual Depreciation Expense less Annual Debt Principal Paymen		274,744	276,289	315,754	333,128	335,167	393,953	374,814
3 - Equal to Amount at Right ==>		$ -	$ -	$ -	$ -	$ -	$ -	$ -
	% Phase-In	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4 - Do Not Fund System Reinvestment			$ (333,667)	$ (668,172)	$ (1,199)	$ 11,419	$ 25,140	$ (76,832)

City of Bainbridge Island
Water Rate Study and COSA
Assumptions

Capital Financing Assumptions		2018	2019	2020	2021	2022	2023	2024
System Participation Fees								
System Participation Fees	$ 2,754	$ 2,754	$ 3,795	$ 3,795	$ 3,795	$ 3,795	$ 3,795	$ 3,795
Total Meter Customer Equivalents (MCEs)	3,240	3,292	3,345	3,399	3,454	3,510	3,568	3,626
Additional MCEs Per Year		52	53	54	55	56	57	59
System Participation Fee Revenues	$ 343,870	$ 143,000	$ 300,832	$ 306,796	$ 312,908	$ 319,170	$ 325,585	$ 332,158
REVENUE BONDS								
Term (years)		25	25	25	25	25	25	25
Interest Only Payments		0	0	0	0	0	0	0
Interest Rate		4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Issuance Cost		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Revenue Bond Coverage Requirement	1.25							
Use Reserves to Pay for Last Payment	No							
PWTF LOANS								
Term		20	20	20	20	20	20	20
Interest Rate		2.55%	2.55%	2.55%	2.55%	2.55%	2.55%	2.55%
OTHER LOANS								
Term (years)		20	20	20	20	20	20	20
Interest Rate		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Issuance Cost		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

City of Bainbridge Island
Water Rate Study and COSA
Operating Revenue and Expenditure Forecast

Revenues		Forecast Basis	Actual 2017	Budget 2018	Budget 2019	Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024
Acct. #	**Rate Revenue**									
	Single-Family	Single Family Account Growth	$ 529,685	$ 538,974	$ 548,427	$ 558,044	$ 567,831	$ 577,789	$ 587,922	$ 598,232
	Multi-Family	Multi-Family Account Growth	156,587	159,220	161,897	164,620	167,388	170,203	173,065	175,975
	Commercial	Commercial Account Growth	230,309	240,287	241,204	242,125	243,049	243,977	244,908	245,843
	Irrigation	Irrigation Account Growth	104,709	109,488	114,485	119,710	125,173	130,886	136,859	143,106
	Other	Other Account Growth	9,207	9,436	9,436	9,436	9,436	9,436	9,436	9,436
	Rockaway	Rockaway Account Growth	24,791	24,863	24,935	25,006	25,079	25,151	25,223	25,296
	Total Rate Revenue		**$ 1,055,289**	**$ 1,082,268**	**$ 1,100,384**	**$ 1,118,941**	**$ 1,137,956**	**$ 1,157,442**	**$ 1,177,414**	**$ 1,197,888**
	Non Rate Revenue									
343411	Water Sales-Other Misc Rev	No Escalation	116,037	115,000	115,000	115,000	115,000	115,000	115,000	115,000
343420	Water Sales-Conn/Inspect Fees	No Escalation	30,924	25,500	30,000	25,000	25,000	25,000	25,000	25,000
343458	Backflow Testing Revenue	No Escalation	27,383	-	-	-	-	-	-	-
343200	Engineering Fees	No Escalation	1,901	-	-	-	-	-	-	-
362500	Facilities Rental-Long Term	No Escalation	10,125	8,000	8,000	8,000	8,000	8,000	8,000	8,000
369840	Inventory Markup	No Escalation	(25,840)	-	-	-	-	-	-	-
361110	Investment Income	*Calculated*	67,488	32,000	15,941	12,604	7,403	8,866	10,543	12,552
	Operating Transfer In	No Escalation	-	8,750	35,000	35,000	35,000	35,000	35,000	35,000
	[Extra]	General Cost Inflation	-	-	-	-	-	-	-	-
	Total Non Rate Revenue		**$ 228,019**	**$ 189,250**	**$ 203,941**	**$ 195,604**	**$ 190,403**	**$ 191,866**	**$ 193,543**	**$ 195,552**
TOTAL REVENUES			**$ 1,283,308**	**$ 1,271,518**	**$ 1,304,324**	**$ 1,314,546**	**$ 1,328,359**	**$ 1,349,307**	**$ 1,370,957**	**$ 1,393,440**

City of Bainbridge Island
Water Rate Study and COSA
Operating Revenue and Expenditure Forecast

			Actual	Budget	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Expenses		**Forecast Basis**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
	State Excise Taxes	*Calculated*	$ 25,421	$ 76,095	$ 62,146	$ 63,094	$ 64,141	$ 65,215	$ 66,316	$ 67,444
	City Taxes	*Calculated*	96,719	75,930	96,309	97,280	98,476	100,109	101,793	103,536
443410	Training	Labor Cost Inflation	$ 4,763	$ 5,184	$ 8,000	$ 8,150	$ 8,313	$ 8,479	$ 8,649	$ 8,822
	Salary									
510000	Ex - Water - Admin - Salary	Labor Cost Inflation	9,838	8,414	8,627	8,837	9,014	9,194	9,378	9,566
510000	Legal - Water Fund	Labor Cost Inflation	4,822	10,381	11,572	12,102	12,344	12,591	12,842	13,099
510000	HR - Water Salary	Labor Cost Inflation	4,570	4,881	5,400	5,626	5,739	5,854	5,971	6,090
510000	Exec - Clerk - Water Salary	Labor Cost Inflation	5,202	3,349	2,620	2,684	2,738	2,792	2,848	2,905
510000	Salary	Labor Cost Inflation	54,502	67,007	80,744	89,428	91,216	93,041	94,902	96,800
510000	BLD - Water - Admin - Salary	Labor Cost Inflation	2,147	2,521	1,979	2,028	2,068	2,109	2,152	2,195
510000	PW - Water Salary	Labor Cost Inflation	28,189	25,226	19,856	14,976	15,275	15,581	15,892	16,210
510000	ENG - Water Admin Salary	Labor Cost Inflation	-	-	27,399	28,562	29,133	29,716	30,310	30,916
510000	Salary	Labor Cost Inflation	44,780	53,311	42,418	43,266	44,131	45,014	45,914	46,832
510000	ENG - Water Ops Salary	Labor Cost Inflation	-	-	2,455	2,587	2,638	2,691	2,745	2,800
510000	O&M Water Maintenance	Labor Cost Inflation	171,380	201,387	222,288	229,785	234,381	239,068	243,850	248,727
510000	O&M Rockaway Maintenanc	Labor Cost Inflation	25,447	15,000	17,244	17,840	18,197	18,561	18,932	19,311
510000	IT Water Salary	Labor Cost Inflation	21,040	21,845	27,367	28,072	28,633	29,206	29,790	30,386
	Benefits									
520000	Ex - Water - Admin - Benefits	Benefit Cost Inflation	3,236	2,808	2,622	2,670	2,777	2,888	3,004	3,124
520000	Legal - Water Benefits	Benefit Cost Inflation	1,461	4,485	4,258	4,359	4,534	4,715	4,904	5,100
520000	HR - Water Benefits	Benefit Cost Inflation	1,863	2,140	2,171	2,248	2,338	2,431	2,528	2,630
520000	Exec - Clerk - Water Benefits	Benefit Cost Inflation	2,352	1,635	1,272	1,313	1,366	1,420	1,477	1,536
520000	Benefits	Benefit Cost Inflation	20,700	29,852	30,496	33,285	34,616	36,001	37,441	38,939
520000	BLD - Water - Admin - Benefit	Benefit Cost Inflation	843	1,000	789	817	849	883	919	955
520000	ENG - Water - Admin - Benefi	Benefit Cost Inflation	-	-	12,472	13,016	13,536	14,078	14,641	15,226
520000	PW - Water Benefits	Benefit Cost Inflation	11,665	10,535	7,605	6,726	6,995	7,275	7,566	7,868
520000	Benefits	Benefit Cost Inflation	18,314	23,510	16,529	17,190	17,877	18,593	19,336	20,110
520000	ENG - Water - Ops - Benefits	Benefit Cost Inflation	-	-	1,305	1,362	1,417	1,473	1,532	1,594
520000	Benefits	Benefit Cost Inflation	86,279	86,550	101,388	105,443	109,661	114,047	118,609	123,354
520000	Benefits	Benefit Cost Inflation	10,653	5,800	7,392	7,688	7,996	8,315	8,648	8,994
520000	IT Water Benefits	Benefit Cost Inflation	8,494	9,410	13,392	13,796	14,348	14,922	15,519	16,140
520000	GG Water Works Com	Benefit Cost Inflation	384	500	-	-	-	-	-	-
520000	GG Water Unemployment	Benefit Cost Inflation	-	2,600	-	-	-	-	-	-

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City of Bainbridge Island
Water Rate Study and COSA
Operating Revenue and Expenditure Forecast

	Expenses (Continued)	Forecast Basis	Actual 2017	Budget 2018	Budget 2019	Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 2024
511000	Salary - Overtime	Labor Cost Inflation	11,813	10,173	22,479	23,208	23,672	24,146	24,629	25,121
515000	Salary - Temporary Employees	No Escalation	11,389	8,000	8,000	8,000	8,000	8,000	8,000	8,000
529000	Staff Separation Buyouts	No Escalation	-	6,000	3,000	3,000	3,000	3,000	3,000	3,000
531100	Supplies	General Cost Inflation	48,378	43,320	50,796	52,285	53,329	54,393	55,478	56,586
531100	Supplies - Meter Replacement	General Cost Inflation	-	-	-	300,000	-	-	-	-
532000	Fuel Consumed	General Cost Inflation	6,210	9,984	12,226	15,283	15,588	15,899	16,216	16,540
541100	Professional Services	General Cost Inflation	62,517	191,368	112,597	106,672	38,801	39,575	40,365	41,171
541110	Outisde Attorney - Legal Advice	General Cost Inflation	-	-	-	-	-	-	-	-
542100	Telephone/Fax	General Cost Inflation	11,618	11,350	12,000	12,600	12,851	13,108	13,370	13,636
542440	Community Information Ads	General Cost Inflation	-	2,430	1,339	1,379	1,407	1,435	1,463	1,492
542450	Community Outreach/Participat	No Escalation	1,000	-	3,500	3,500	3,500	3,500	3,500	3,500
542500	Postage	No Escalation	3,853	4,100	4,200	4,200	4,200	4,200	4,200	4,200
543100	Travel Expense	No Escalation	-	150	250	250	250	250	250	250
544000	Advertising	General Cost Inflation	44	-	-	-	-	-	-	-
545000	Rents & Leases - Operating	General Cost Inflation	352	1,440	979	993	1,013	1,033	1,054	1,075
545500	Rents - Interfund	General Cost Inflation	36,623	37,530	49,300	50,600	51,610	52,640	53,691	54,762
546000	Insurance	General Cost Inflation	17,347	15,296	18,000	20,000	20,399	20,806	21,222	21,645
547100	Utilities - Electric	General Cost Inflation	104,955	97,100	101,100	103,100	105,158	107,256	109,397	111,581
547400	Utilities - SSWM Fees	General Cost Inflation	342	150	400	420	428	437	446	455
547500	Utilities - BI Water/Sewer	General Cost Inflation	122	314	126	129	132	134	137	140
548100	Repairs	General Cost Inflation	75,394	185,684	409,256	442,841	152,994	156,047	159,162	162,338
548500	Computer Support Maintenance	General Cost Inflation	1,207	-	1,300	1,400	1,428	1,456	1,486	1,515
549100	Dues, Subscriptions & Members	General Cost Inflation	3,200	3,158	3,703	3,800	3,876	3,953	4,032	4,113
549800	Permits - Cobi or Outside Agenc	General Cost Inflation	4,274	6,126	4,707	4,849	4,946	5,044	5,145	5,248
551000	Intergovernmental Prof Svcs	No Escalation	2,103	5,200	200	200	200	200	200	200
Total Cash O&M Expenditures			**$ 1,067,807**	**$ 1,390,228**	**$ 1,657,572**	**$ 2,022,937**	**$ 1,391,528**	**$ 1,422,776**	**$ 1,454,848**	**$ 1,487,774**

City of Bainbridge Island
Water Rate Study and COSA
Capital Improvement Program

PROJECT COSTS ($ 2018)

No	Function	Description	2018	2019	2020	2021	2022	2023	2024
1		**3a Water Prj 2019 CIP**							
2	Transmission & Distribution	SR 305 Olympic Drive Non-Motorized Improvements		164,215					
3	Supply & Treatment	Rockaway Intertie		285,000					
4	Transmission & Distribution	Wyatt Way Reconstruction	2,666	136,000					
5	Transmission & Distribution	High Zone Improvements			750,000				
6	General	SCADA Upgrades							
7	Meters & Services	Meter Replacements							
8	Supply & Treatment	Chlorine Generator Upgrades		250,000					
9	Storage	New Storage Tank		1,000,000			2,250,000		
10	Transmission & Distribution	Fire Flow Improvements				75,000	350,000		
11	Supply & Treatment	Well Development/Rehab						200,000	
12	Transmission & Distribution	Pipeline Improvements						50,000	300,000
13									
14		**Water and Sewer Capital Update as of July 25**							
15	Storage	Tank Storage Improvements	17,625						
16	Supply & Treatment	Emergency Generator						40,000	130,000
17	Supply & Treatment	Water Treatment Improvements						500,000	1,500,000
18	Transmission & Distribution	Cave Avenue Pressure Reducing Station	56,947						
19									
20		**3c Fleet 2019 CIP**							
21	General	Van		49,000					
22	General	Light Duty Pick Up		11,000					
23	General	SUV		23,000					
24	General	Van			14,000				
25	General	Medium Duty Pick Up			59,000				
26	General	Medium Duty Pick Up				20,000			
27	General	Light Duty Pick Up					13,000		
28	General	Heavy Duty Pick Up						59,000	
29	General	Light Duty Pick Up						14,000	
30	General	Light Duty Pick Up							14,000
		Total Capital Projects	**$ 77,238**	**$ 1,918,215**	**$ 823,000**	**$ 95,000**	**$ 2,613,000**	**$ 863,000**	**$ 1,944,000**
		Total Upgrade/Expansion Projects	65,463	1,512,573	780,637	39,871	2,402,347	362,192	815,877
		Total R&R Projects	11,775	405,642	42,363	55,129	210,653	500,808	1,128,123
		Projects by Grants / Developer Donations	-	-	-	-	-	-	-
		Projects by Enterprise Fund	77,238	1,918,215	823,000	95,000	2,613,000	863,000	1,944,000

City of Bainbridge Island
Water Rate Study and COSA
Capital Improvement Program

ESCALATED PROJECT COSTS

No	Function	Description	2018	2019	2020	2021	2022	2023	2024
1		**3a Water Prj 2019 CIP**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	Transmission & Distribution	SR 305 Olympic Drive Non-Motorized Improvements	-	169,141	-	-	-	-	-
3	Supply & Treatment	Rockaway Intertie	-	293,550	-	-	-	-	-
4	Transmission & Distribution	Wyatt Way Reconstruction	2,666	140,080	-	-	-	-	-
5	Transmission & Distribution	High Zone Improvements	-	-	795,675	-	-	-	-
6	General	SCADA Upgrades	-	-	-	-	-	-	-
7	Meters & Services	Meter Replacements	-	-	-	-	-	-	-
8	Supply & Treatment	Chlorine Generator Upgrades	-	257,500	-	-	-	-	-
9	Storage	New Storage Tank	-	1,030,000	-	-	2,532,395	-	-
10	Transmission & Distribution	Fire Flow Improvements	-	-	-	81,955	393,928	-	-
11	Supply & Treatment	Well Development/Rehab	-	-	-	-	-	231,855	-
12	Transmission & Distribution	Pipeline Improvements	-	-	-	-	-	57,964	358,216
13			-	-	-	-	-	-	-
14		**Water and Sewer Capital Update as of July 25**	-	-	-	-	-	-	-
15	Storage	Tank Storage Improvements	17,625	-	-	-	-	-	-
16	Supply & Treatment	Emergency Generator	-	-	-	-	-	46,371	155,227
17	Supply & Treatment	Water Treatment Improvements	-	-	-	-	-	579,637	1,791,078
18	Transmission & Distribution	Cave Avenue Pressure Reducing Station	56,947	-	-	-	-	-	-
19			-	-	-	-	-	-	-
20		**3c Fleet 2019 CIP**	-	-	-	-	-	-	-
21	General	Van	-	49,000	-	-	-	-	-
22	General	Light Duty Pick Up	-	11,000	-	-	-	-	-
23	General	SUV	-	23,000	-	-	-	-	-
24	General	Van	-	-	14,000	-	-	-	-
25	General	Medium Duty Pick Up	-	-	59,000	-	-	-	-
26	General	Medium Duty Pick Up	-	-	-	20,000	-	-	-
27	General	Light Duty Pick Up	-	-	-	-	13,000	-	-
28	General	Heavy Duty Pick Up	-	-	-	-	-	59,000	-
29	General	Light Duty Pick Up	-	-	-	-	-	14,000	-
30	General	Light Duty Pick Up	-	-	-	-	-	-	14,000
		Total Capital Projects	**$ 77,238**	**$ 1,973,271**	**$ 868,675**	**$ 101,955**	**$ 2,939,323**	**$ 988,827**	**$ 2,318,521**
		Total Upgrade/Expansion Projects	65,463	1,556,905	826,312	42,789	2,703,178	415,000	973,060
		Total R&R Projects	11,775	416,366	42,363	59,165	236,145	573,826	1,345,461
		Projects by Grants / Developer Donations	-	-	-	-	-	-	-
		Projects by Enterprise Fund	77,238	1,973,271	868,675	101,955	2,939,323	988,827	2,318,521

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City of Bainbridge Island
Water Rate Study and COSA
Capital Funding Analysis

Summary of Expenditures	2018	2019	2020	2021	2022	2023	2024
CAPITAL PROJECTS							
Improvement Upgrades & Expansions	$ 65,463	$ 1,556,905	$ 826,312	$ 42,789	$ 2,703,178	$ 415,000	$ 973,060
Repairs and Replacements	11,775	416,366	42,363	59,165	236,145	573,826	1,345,461
TOTAL CAPITAL EXPENDITURES	**$ 77,238**	**$ 1,973,271**	**$ 868,675**	**$ 101,955**	**$ 2,939,323**	**$ 988,827**	**$ 2,318,521**

Capital Financing Plan	2018	2019	2020	2021	2022	2023	2024
Additional Proceeds (Costs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Specific CIAC	-	-	-	-	-	-	-
Project to be Funded	**$ 77,238**	**$ 1,973,271**	**$ 868,675**	**$ 101,955**	**$ 2,939,323**	**$ 988,827**	**$ 2,318,521**
OTHER FUNDING SOURCES							
Other Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rate Funded System Reinvestment	-	-	-	-	-	-	-
Other Loans	-	-	-	-	-	-	-
Other Loans	-	-	-	-	-	-	-
Revenue Bond Proceeds	-	-	-	-	-	-	1,600,000
TOTAL CAPITAL RESOURCES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,600,000**
Info: Working Capital Contingency Deficit	-	-	-	-	-	-	-

City of Bainbridge Island
Water Rate Study and COSA
Capital Funding Analysis

New Debt Computations	2018	2019	2020	2021	2022	2023	2024
REVENUE BONDS							
Amount to Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,600,000
Issuance Costs	-	-	-	-	-	-	17,343
Reserve Required	-	-	-	-	-	-	116,960
Amount of Debt Issue	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,734,303
PWTF LOANS							
Amount to Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
OTHER LOANS							
Amount to Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Issuance Costs	-	-	-	-	-	-	-
Amount of Debt Issue	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Debt Service Summary	2018	2019	2020	2021	2022	2023	2024
EXISTING DEBT SERVICE							
Annual Interest Payments	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Annual Principal Payments	-	-	-	-	-	-	-
Total Debt Service Payments	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Bond Payments Only	-	-	-	-	-	-	-
NEW DEBT SERVICE							
Annual Interest Payments	$ -	$ -	$ -	$ -	$ -	$ -	$ 78,044
Annual Principal Payments	-	-	-	-	-	-	38,916
Total Debt Service Payments	$ -	$ -	$ -	$ -	$ -	$ -	$ 116,960
Revenue Bond Payments Only	-	-	-	-	-	-	116,960
TOTAL DEBT SERVICE PAYMENTS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 116,960**
Total Interest Payments	-	-	-	-	-	-	78,044
Total Principal Payments	-	-	-	-	-	-	38,916
Total Revenue Bond Payments Only	-	-	-	-	-	-	116,960

City of Bainbridge Island
Water Rate Study and COSA
Revenue Requirements Analysis

Test 1: Cash Flow Sufficiency Test	2018	2019	2020	2021	2022	2023	2024
EXPENSES							
Cash Operating Expenses	$ 1,390,228	$ 1,657,572	$ 2,022,937	$ 1,391,528	$ 1,422,776	$ 1,454,848	$ 1,487,774
Existing Debt Service	-	-	-	-	-	-	-
New Debt Service	-	-	-	-	-	-	116,960
Rate Funded System Reinvestment	-	-	-	-	-	-	-
Additions to Meet Minimum Reserve	-	-	-	-	-	-	-
Total Expenses	$ 1,390,228	$ 1,657,572	$ 2,022,937	$ 1,391,528	$ 1,422,776	$ 1,454,848	$ 1,604,733
REVENUES							
Rate Revenue	$ 1,082,268	$ 1,100,384	$ 1,118,941	$ 1,137,956	$ 1,157,442	$ 1,177,414	$ 1,197,888
Other Non Rate Revenue	157,250	188,000	183,000	183,000	183,000	183,000	183,000
System Participation Fee Revenue Towards Debt	-	-	-	-	-	-	-
Operating Fund & Debt Reserve Fund Interest Earnings	32,000	15,941	12,604	7,403	8,866	10,543	12,552
Total Revenue	$ 1,271,518	$ 1,304,324	$ 1,314,546	$ 1,328,359	$ 1,349,307	$ 1,370,957	$ 1,393,440
NET CASH FLOW (DEFICIENCY)	**$ (118,709)**	**$ (353,248)**	**$ (708,392)**	**$ (63,169)**	**$ (73,469)**	**$ (83,891)**	**$ (211,293)**
% of Rate Revenue	10.97%	32.10%	63.31%	5.55%	6.35%	7.13%	17.64%

Test 2: Coverage Sufficiency Test	2018	2019	2020	2021	2022	2023	2024
EXPENSES							
Cash Operating Expenses (Less City Taxes & Capital Outlays)	$ 1,314,298	$ 1,561,263	$ 1,925,657	$ 1,293,052	$ 1,322,668	$ 1,353,055	$ 1,384,238
Revenue Bond Debt Service	-	-	-	-	-	-	116,960
Revenue Bond Coverage Requirement at 1.25	-	-	-	-	-	-	29,240
Total Expenses	$ 1,314,298	$ 1,561,263	$ 1,925,657	$ 1,293,052	$ 1,322,668	$ 1,353,055	$ 1,530,437
ALLOWABLE REVENUES							
Rate Revenue	$ 1,082,268	$ 1,100,384	$ 1,118,941	$ 1,137,956	$ 1,157,442	$ 1,177,414	$ 1,197,888
Other Revenue	157,250	188,000	183,000	183,000	183,000	183,000	183,000
Interest Earnings - All Funds	88,117	73,277	53,789	52,375	66,671	33,142	25,567
Total Revenue	$ 1,327,635	$ 1,361,660	$ 1,355,730	$ 1,373,331	$ 1,407,113	$ 1,393,556	$ 1,406,455
Coverage Realized (Existing Rates)	n/a	n/a	n/a	n/a	n/a	n/a	0.19
COVERAGE SURPLUS (DEFICIENCY)	**$ 13,338**	**$ (199,602)**	**$ (569,926)**	**$ 80,280**	**$ 84,446**	**$ 40,501**	**$ (123,983)**

City of Bainbridge Island
Water Rate Study and COSA
Revenue Requirements Analysis

Rate Increases	2018	2019	2020	2021	2022	2023	2024
Rate Revenue with no Increase	$ 1,082,268	$ 1,100,384	$ 1,118,941	$ 1,137,956	$ 1,157,442	$ 1,177,414	$ 1,197,888
Revenues from Prior Rate Increases	-	-	22,379	45,973	70,845	97,057	124,677
Rate Revenue Before Rate Increase (Incl. previous increases)	1,082,268	1,100,384	1,141,320	1,183,929	1,228,286	1,274,471	1,322,565
Required Annual Rate Increase (Full Year)	12.33%	36.08%	67.80%	2.11%	0.96%	-0.22%	8.53%
Number of Months New Rates Will Be In Effect	12	12	12	12	12	12	12
Info: Percentage Increase to Generate Required Revenue	*12.33%*	*36.08%*	*67.80%*	*2.11%*	*0.96%*	*-0.22%*	*8.53%*
Policy Induced Rate Increases	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
ANNUAL RATE INCREASE	**0.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**
CUMULATIVE RATE INCREASE	**0.00%**	**2.00%**	**4.04%**	**6.12%**	**8.24%**	**10.41%**	**12.62%**

Impacts of Rate Increases	2018	2019	2020	2021	2022	2023	2024
Rate Revenues After Rate Increase	$ 1,082,268	$ 1,122,391	$ 1,164,147	$ 1,207,608	$ 1,252,852	$ 1,299,960	$ 1,349,017
Full Year Rate Revenues After Rate Increase	*1,082,268*	*1,122,391*	*1,164,147*	*1,207,608*	*1,252,852*	*1,299,960*	*1,349,017*
Partial Year Adjustment	-	-	-	-	-	-	-
Additional (Reduction of) Taxes Due to Rate Increases	-	2,427	4,986	7,682	10,523	13,516	16,668
Net Cash Flow After Rate Increase	$ (118,709)	$ (333,667)	$ (668,172)	$ (1,199)	$ 11,419	$ 25,140	$ (76,832)
Coverage After Rate Increase	n/a	n/a	n/a	n/a	n/a	n/a	1.34
Coverage After Rate Increase (Total Debt)	n/a	n/a	n/a	n/a	n/a	n/a	1.34

New Debt Assumptions	2018	2019	2020	2021	2022	2023	2024
Revenue Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,600,000
PWTF Loan Proceeds	-	-	-	-	-	-	-
Other Loan Proceeds	-	-	-	-	-	-	-

Fund Balance Impacts	2018	2019	2020	2021	2022	2023	2024
Ending Fund Balance - Operating Fund	**$ 1,594,087**	**$ 1,260,420**	**$ 592,248**	**$ 591,049**	**$ 602,468**	**$ 627,607**	**$ 550,775**
Minimum Target - Operating Fund	*228,531*	*272,478*	*332,538*	*228,744*	*233,881*	*239,153*	*244,566*
Ending Fund Balance - Capital Fund	**$ 5,733,583**	**$ 4,118,479**	**$ 3,597,785**	**$ 3,853,711**	**$ 1,291,364**	**$ 650,721**	**$ 277,373**
Minimum Target - Capital Fund	125,856	145,588	154,275	155,295	184,688	194,576	217,761
Annual CIP (Inflated)	***$ 77,238***	***$ 1,973,271***	***$ 868,675***	***$ 101,955***	***$ 2,939,323***	***$ 988,827***	***$ 2,318,521***

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City of Bainbridge Island
Water Rate Study and COSA
Fund Activity

Funds	2018	2019	2020	2021	2022	2023	2024
OPERATING							
Beginning Balance	$ 1,712,796	$ 1,594,087	$ 1,260,420	$ 592,248	$ 591,049	$ 602,468	$ 627,607
plus: Net Cash Flow after Rate Increase	(118,709)	(333,667)	(668,172)	(1,199)	11,419	25,140	(76,832)
less: Transfer of Surplus to Capital Fund (If No Manual Entry)	-	-	-	-	-	-	-
Ending Balance	**$ 1,594,087**	**$ 1,260,420**	**$ 592,248**	**$ 591,049**	**$ 602,468**	**$ 627,607**	**$ 550,775**
Minimum Target Balance: 60 days	*$ 228,531*	*$ 272,478*	*$ 332,538*	*$ 228,744*	*$ 233,881*	*$ 239,153*	*$ 244,566*
Maximum Target Balance: 90 days	*$ 342,796*	*$ 408,716*	*$ 498,806*	*$ 343,116*	*$ 350,822*	*$ 358,730*	*$ 366,848*
Info: No of Days of Cash Operating Expenses	*419*	*278*	*107*	*155*	*155*	*157*	*135*
Difference over or (under) target funds	$ 1,365,556	$ 987,942	$ 259,710	$ 362,305	$ 368,587	$ 388,454	$ 306,209
Manual Entry for Transfer to Capital Fund	-	-	-	-	-	-	-
CAPITAL							
Beginning Balance	$ 5,611,704	$ 5,733,583	$ 4,118,479	$ 3,597,785	$ 3,853,711	$ 1,291,364	$ 650,721
plus: Rate Funded System Reinvestment	-	-	-	-	-	-	-
plus: Transfers from Operating Fund	-	-	-	-	-	-	-
plus: Grants/ Donations/ CIAC	-	-	-	-	-	-	-
plus: Additional Proceeds (Costs)	-	-	-	-	-	-	-
plus: System Participation Fee Revenue	143,000	300,832	306,796	312,908	319,170	325,585	332,158
less: System Participation Fee Revenue Towards Debt	-	-	-	-	-	-	-
plus: Revenue Bond Proceeds	-	-	-	-	-	-	1,600,000
plus: PWTF Loans Proceeds	-	-	-	-	-	-	-
plus: Other Loan Proceeds	-	-	-	-	-	-	-
plus: Interest Earnings	56,117	57,336	41,185	44,972	57,806	22,599	13,014
Total Funding Sources	**$ 5,810,821**	**$ 6,091,751**	**$ 4,466,460**	**$ 3,955,666**	**$ 4,230,687**	**$ 1,639,548**	**$ 2,595,894**
less: Capital Expenditures	(77,238)	(1,973,271)	(868,675)	(101,955)	(2,939,323)	(988,827)	(2,318,521)
Ending Capital Fund Balance	**$ 5,733,583**	**$ 4,118,479**	**$ 3,597,785**	**$ 3,853,711**	**$ 1,291,364**	**$ 650,721**	**$ 277,373**
Minimum Target Balance	*$ 125,856*	*$ 145,588*	*$ 154,275*	*$ 155,295*	*$ 184,688*	*$ 194,576*	*$ 217,761*
COMBINED BEGINNING FUND BALANCE	***$ 7,324,500***	***$ 7,327,670***	***$ 5,378,899***	***$ 4,190,033***	***$ 4,444,760***	***$ 1,893,832***	***$ 1,278,329***
COMBINED ENDING FUND BALANCE	***$ 7,327,670***	***$ 5,378,899***	***$ 4,190,033***	***$ 4,444,760***	***$ 1,893,832***	***$ 1,278,329***	***$ 828,148***

City of Bainbridge Island
Water Rate Study and COSA
Price Out of Customer Data

			Winter	Winter	Winter	Winter	Summer	Summer	Summer	Summer	Summer	Summer	Winter	Winter	
Accounts & Billed Consumption - Winslow															
Single-Family	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
Discount															**0 ccf**
5/8" × 3/4"	54		368 ccf	71 ccf	330 ccf	60 ccf	302 ccf	69 ccf	615 ccf	278 ccf	933 ccf	318 ccf	749 ccf	90 ccf	**4,183 ccf**
3/4" x 3/4"	2,017		8,185 ccf	8,549 ccf	8,915 ccf	7,234 ccf	7,606 ccf	8,216 ccf	12,543 ccf	21,717 ccf	20,107 ccf	22,325 ccf	16,620 ccf	11,713 ccf	**153,730 ccf**
1"	51		182 ccf	243 ccf	199 ccf	181 ccf	189 ccf	218 ccf	250 ccf	504 ccf	313 ccf	528 ccf	283 ccf	299 ccf	**3,389 ccf**
1 1/2"	7		40 ccf	0 ccf	68 ccf	144 ccf	41 ccf	152 ccf	81 ccf	250 ccf	256 ccf	223 ccf	305 ccf	253 ccf	**1,813 ccf**
2"															**0 ccf**
3"															**0 ccf**
4"															**0 ccf**
6"															**0 ccf**
Total	**2,129**	**0**	**8,775 ccf**	**8,863 ccf**	**9,512 ccf**	**7,619 ccf**	**8,138 ccf**	**8,655 ccf**	**13,489 ccf**	**22,749 ccf**	**21,609 ccf**	**23,394 ccf**	**17,957 ccf**	**12,355 ccf**	**163,115 ccf**

Block Usage				
Block 1 0-5 ccf	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
				0 ccf
2,332 ccf	905 ccf	712 ccf	234 ccf	4,183 ccf
90,023 ccf	36,631 ccf	19,236 ccf	7,840 ccf	153,730 ccf
2,266 ccf	801 ccf	306 ccf	16 ccf	3,389 ccf
321 ccf	394 ccf	664 ccf	434 ccf	1,813 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
94,942 ccf	**38,731 ccf**	**20,918 ccf**	**8,524 ccf**	**163,115 ccf**

Multi-Family	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
5/8" × 3/4"															**0 ccf**
3/4" x 3/4"	18	51	123 ccf	232 ccf	130 ccf	214 ccf	104 ccf	232 ccf	208 ccf	287 ccf	230 ccf	258 ccf	199 ccf	256 ccf	**2,473 ccf**
1"	16	204	527 ccf	293 ccf	606 ccf	258 ccf	448 ccf	275 ccf	638 ccf	345 ccf	652 ccf	268 ccf	705 ccf	314 ccf	**5,329 ccf**
1 1/2"	24	233	356 ccf	1,181 ccf	316 ccf	933 ccf	288 ccf	941 ccf	375 ccf	1,181 ccf	318 ccf	954 ccf	374 ccf	1,150 ccf	**8,367 ccf**
2"	38	795	2,187 ccf	2,491 ccf	2,145 ccf	2,049 ccf	1,832 ccf	2,297 ccf	2,511 ccf	3,055 ccf	2,172 ccf	3,037 ccf	2,505 ccf	2,600 ccf	**28,881 ccf**
3"	3	96	0 ccf	509 ccf	0 ccf	419 ccf	0 ccf	498 ccf	0 ccf	601 ccf	0 ccf	647 ccf	0 ccf	507 ccf	**3,181 ccf**
4"	1	165	0 ccf	840 ccf	0 ccf	785 ccf	0 ccf	773 ccf	0 ccf	974 ccf	0 ccf	797 ccf	0 ccf	882 ccf	**5,051 ccf**
6"															**0 ccf**
Total	**100**	**1,544**	**3,193 ccf**	**5,546 ccf**	**3,197 ccf**	**4,658 ccf**	**2,672 ccf**	**5,016 ccf**	**3,732 ccf**	**6,443 ccf**	**3,372 ccf**	**5,961 ccf**	**3,783 ccf**	**5,709 ccf**	**53,282 ccf**

Block 1 0-5 ccf	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
				0 ccf
2,053 ccf	418 ccf	2 ccf	0 ccf	2,473 ccf
4,838 ccf	491 ccf	0 ccf	0 ccf	5,329 ccf
8,184 ccf	183 ccf	0 ccf	0 ccf	8,367 ccf
28,423 ccf	458 ccf	0 ccf	0 ccf	28,881 ccf
3,181 ccf	0 ccf	0 ccf	0 ccf	3,181 ccf
5,051 ccf	0 ccf	0 ccf	0 ccf	5,051 ccf
				0 ccf
51,730 ccf	**1,550 ccf**	**2 ccf**	**0 ccf**	**53,282 ccf**

Commercial	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
5/8" × 3/4"	21		26 ccf	843 ccf	25 ccf	723 ccf	28 ccf	919 ccf	42 ccf	885 ccf	59 ccf	746 ccf	108 ccf	835 ccf	**5,239 ccf**
3/4" x 3/4"	110		874 ccf	1,501 ccf	766 ccf	1,003 ccf	675 ccf	1,021 ccf	1,110 ccf	1,877 ccf	1,141 ccf	2,037 ccf	1,074 ccf	1,357 ccf	**14,436 ccf**
1"	52		294 ccf	1,220 ccf	334 ccf	1,068 ccf	398 ccf	1,183 ccf	487 ccf	2,130 ccf	458 ccf	2,285 ccf	417 ccf	1,522 ccf	**11,796 ccf**
1 1/2"	23		99 ccf	388 ccf	113 ccf	413 ccf	99 ccf	429 ccf	186 ccf	1,047 ccf	109 ccf	1,180 ccf	202 ccf	733 ccf	**4,998 ccf**
2"	34		549 ccf	4,816 ccf	756 ccf	4,071 ccf	517 ccf	4,527 ccf	728 ccf	6,520 ccf	392 ccf	6,501 ccf	504 ccf	6,265 ccf	**36,146 ccf**
3"	3		145 ccf	49 ccf	112 ccf	29 ccf	129 ccf	61 ccf	177 ccf	132 ccf	178 ccf	121 ccf	194 ccf	90 ccf	**1,417 ccf**
4"	1		305 ccf	0 ccf	250 ccf	0 ccf	280 ccf	0 ccf	370 ccf	0 ccf	570 ccf	0 ccf	400 ccf	0 ccf	**2,175 ccf**
6"															**0 ccf**
Total	**244**	**0**	**2,292 ccf**	**8,817 ccf**	**2,356 ccf**	**7,307 ccf**	**2,126 ccf**	**8,140 ccf**	**3,100 ccf**	**12,591 ccf**	**2,907 ccf**	**12,870 ccf**	**2,899 ccf**	**10,802 ccf**	**76,207 ccf**

Block 1 0-5 ccf	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
0 ccf	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**

City of Bainbridge Island
Water Rate Study and COSA
Price Out of Customer Data

			Winter	Winter	Winter	Winter	Summer	Summer	Summer	Summer	Summer	Summer	Winter	Winter	
Accounts & Billed Consumption - Winslow (Continued)															
Irrigation	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
5/8" × 3/4"	1		0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	17 ccf	0 ccf	46 ccf	0 ccf	19 ccf	**82 ccf**
3/4" x 3/4"	38		0 ccf	229 ccf	0 ccf	113 ccf	2 ccf	459 ccf	271 ccf	2,258 ccf	1,142 ccf	2,838 ccf	904 ccf	1,506 ccf	**9,722 ccf**
1"	11		6 ccf	1 ccf	0 ccf	3 ccf	12 ccf	14 ccf	114 ccf	517 ccf	267 ccf	959 ccf	316 ccf	370 ccf	**2,579 ccf**
1 1/2"	9		25 ccf	0 ccf	35 ccf	9 ccf	26 ccf	39 ccf	310 ccf	786 ccf	381 ccf	1,181 ccf	301 ccf	255 ccf	**3,348 ccf**
2"	7		0 ccf	0 ccf	1 ccf	0 ccf	1 ccf	20 ccf	852 ccf	389 ccf	2,657 ccf	912 ccf	2,451 ccf	342 ccf	**7,625 ccf**
3"	1		0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	191 ccf	0 ccf	2,017 ccf	0 ccf	367 ccf	0 ccf	**2,575 ccf**
4"															**0 ccf**
6"															**0 ccf**
Total	**67**	**0**	**31 ccf**	**230 ccf**	**36 ccf**	**125 ccf**	**41 ccf**	**532 ccf**	**1,738 ccf**	**3,967 ccf**	**6,464 ccf**	**5,936 ccf**	**4,339 ccf**	**2,492 ccf**	**25,931 ccf**

Block Usage				
Block 1 0-5 ccf	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
0 ccf	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**

Other	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
5/8" × 3/4"															**0 ccf**
3/4" x 3/4"	1		21 ccf	0 ccf	30 ccf	0 ccf	11 ccf	0 ccf	5 ccf	0 ccf	32 ccf	0 ccf	67 ccf	0 ccf	**166 ccf**
1"	3		0 ccf	50 ccf	0 ccf	42 ccf	0 ccf	46 ccf	0 ccf	51 ccf	0 ccf	46 ccf	0 ccf	49 ccf	**284 ccf**
1 1/2"															**0 ccf**
2"															**0 ccf**
3"	1		0 ccf	241 ccf	0 ccf	194 ccf	0 ccf	227 ccf	0 ccf	264 ccf	0 ccf	372 ccf	0 ccf	348 ccf	**1,646 ccf**
4"															**0 ccf**
6"															**0 ccf**
Total	**5**	**0**	**21 ccf**	**291 ccf**	**30 ccf**	**236 ccf**	**11 ccf**	**273 ccf**	**5 ccf**	**315 ccf**	**32 ccf**	**418 ccf**	**67 ccf**	**397 ccf**	**2,096 ccf**

Block Usage				
Block 1 0-5 ccf	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
				0 ccf
0 ccf	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**

Winslow Total	**2,545**	**1,544**	**14,312 ccf**	**23,747 ccf**	**15,131 ccf**	**19,945 ccf**	**12,988 ccf**	**22,616 ccf**	**22,064 ccf**	**46,065 ccf**	**34,384 ccf**	**48,579 ccf**	**29,045 ccf**	**31,755 ccf**	**320,631 ccf**

216,397 ccf

Accounts & Billed Consumption - Rockaway															
Single Family	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
5/8" × 3/4"															**0 ccf**
3/4" x 3/4"	67		713 ccf	0 ccf	547 ccf	8 ccf	438 ccf	7 ccf	1,152 ccf	9 ccf	2,001 ccf	0 ccf	1,841 ccf	0 ccf	**6,716 ccf**
1"	2		12 ccf	0 ccf	26 ccf	0 ccf	19 ccf	0 ccf	96 ccf	0 ccf	218 ccf	0 ccf	164 ccf	0 ccf	**535 ccf**
1 1/2"															**0 ccf**
2"	1		2 ccf	0 ccf	2 ccf	0 ccf	1 ccf	0 ccf	3 ccf	0 ccf	0 ccf	0 ccf	2 ccf	0 ccf	**10 ccf**
3"															**0 ccf**
4"															**0 ccf**
6"															**0 ccf**
Total	**70**	**0**	**727 ccf**	**0 ccf**	**575 ccf**	**8 ccf**	**458 ccf**	**7 ccf**	**1,251 ccf**	**9 ccf**	**2,219 ccf**	**0 ccf**	**2,007 ccf**	**0 ccf**	**7,261 ccf**

Block Usage				
Block 1 0-5 ccf	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
				0 ccf
2,810 ccf	1,797 ccf	1,592 ccf	517 ccf	6,716 ccf
102 ccf	50 ccf	108 ccf	275 ccf	535 ccf
				0 ccf
10 ccf	0 ccf	0 ccf	0 ccf	10 ccf
				0 ccf
				0 ccf
				0 ccf
2,922 ccf	**1,847 ccf**	**1,700 ccf**	**792 ccf**	**7,261 ccf**

Rockaway Total	**70**	**-**	**727 ccf**	**0 ccf**	**575 ccf**	**8 ccf**	**458 ccf**	**7 ccf**	**1,251 ccf**	**9 ccf**	**2,219 ccf**	**0 ccf**	**2,007 ccf**	**0 ccf**	**7,261 ccf**

7,261 ccf

System Total	**2,615**	**1,544**	**15,039 ccf**	**23,747 ccf**	**15,706 ccf**	**19,953 ccf**	**13,446 ccf**	**22,623 ccf**	**23,315 ccf**	**46,074 ccf**	**36,603 ccf**	**48,579 ccf**	**31,052 ccf**	**31,755 ccf**	**327,892 ccf**

223,658 ccf

City of Bainbridge Island
Water Rate Study and COSA
Price Out of Customer Data

Single-Family

2017 Winslow Rate Structure: Monthly				
Meter Charge	Volume Charge (per ccf)			
Monthly	Block 1	Block 2	Block 3	Block 4
$5.39	$0.55	$0.88	$1.25	$1.70
$10.77	$1.09	$1.76	$2.49	$3.39
$10.77	$1.09	$1.76	$2.49	$3.39
$21.24	$1.09	$1.76	$2.49	$3.39
$38.72	$1.09	$1.76	$2.49	$3.39
$59.71	$1.09	$1.76	$2.49	$3.39
$115.70	$1.09	$1.76	$2.49	$3.39
$178.65	$1.09	$1.76	$2.49	$3.39
$353.94	$1.09	$1.76	$2.49	$3.39

Annual Charges - Winslow						
Meter Size	Meter Revenue	Volume Revenue				Total
		Block 1	Block 2	Block 3	Block 4	
Discount	$ -	$ -	$ -	$ -	$ -	$ -
5/8" x 3/4"	6,979	2,542	1,593	1,773	793	13,680
3/4" x 3/4"	260,677	98,125	64,471	47,898	26,578	497,748
1"	12,999	2,470	1,410	762	54	17,695
1 1/2"	3,252	350	693	1,653	1,471	7,420
2"	-	-	-	-	-	-
3"	-	-	-	-	-	-
5"	-	-	-	-	-	-
8"	-	-	-	-	-	-
Total	$ 283,907	$ 103,487	$ 68,167	$ 52,086	$ 28,896	$ 536,543

Multi-Family

Meter Charge	Volume Charge (per ccf)			
per Unit	Block 1	Block 2	Block 3	Block 4
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39
$5.37	$1.09	$1.76	$2.49	$3.39

Meter Size	Meter Revenue	Volume Revenue				Total
		Block 1	Block 2	Block 3	Block 4	
5/8" x 3/4"	$ -	$ -	$ -	$ -	$ -	$ -
3/4" x 3/4"	3,286	2,238	736	5	-	6,265
1"	13,146	5,273	864	-	-	19,283
1 1/2"	15,015	8,921	322	-	-	24,257
2"	51,230	30,981	806	-	-	83,017
3"	6,186	3,467	-	-	-	9,654
4"	10,633	5,506	-	-	-	16,138
6"	-	-	-	-	-	-
Total	$ 99,495	$ 56,386	$ 2,728	$ 5		$ 158,614

Commercial

Meter Charge	Volume Charge (per ccf)	
per Account	Winter	Summer
$16.45	$1.43	$1.43
$16.45	$1.43	$1.43
$36.40	$1.43	$1.43
$69.78	$1.43	$1.43
$109.52	$1.43	$1.43
$215.89	$1.43	$1.43
$335.55	$1.43	$1.43
$667.94	$1.43	$1.43

Meter Size	Meter Revenue	Volume Revenue		Total
		Winter	Summer	
5/8" x 3/4"	$ 4,145	$ 3,661	$ 3,831	$ 11,637
3/4" x 3/4"	21,714	9,402	11,241	42,357
1"	22,714	6,943	9,926	39,582
1 1/2"	19,259	2,786	4,362	26,406
2"	44,684	24,254	27,435	96,373
3"	7,772	885	1,141	9,798
4"	4,027	1,366	1,745	7,137
6"	-	-	-	-
Total	$ 124,315	$ 49,296	$ 59,680	$ 233,291

City of Bainbridge Island
Water Rate Study and COSA
Price Out of Customer Data

Irrigation

Meter Charge	Volume Charge (per ccf)	
per Account	Winter	Summer
$4.73	$3.89	$3.89
$4.73	$3.89	$3.89
$6.22	$3.89	$3.89
$8.70	$3.89	$3.89
$11.70	$3.89	$3.89
$19.64	$3.89	$3.89
$28.59	$3.89	$3.89
$53.47	$3.89	$3.89

Meter Size	Meter Revenue	Volume Revenue		Total
		Winter	Summer	
5/8" x 3/4"	$ 57	$ 74	$ 245	$ 376
3/4" x 3/4"	2,157	10,705	27,113	39,975
1"	821	2,707	7,325	10,853
1 1/2"	940	2,431	10,592	13,963
2"	983	10,869	18,793	30,644
3"	236	1,428	8,589	10,252
4"	-	-	-	-
6"	-	-	-	-
Total	**$ 5,193**	**$ 28,214**	**$ 72,657**	**$ 106,064**

Other

Meter Charge	Volume Charge (per ccf)	
per Account	Winter	Summer
$24.04	$1.43	$1.43
$24.04	$1.43	$1.43
$55.37	$1.43	$1.43
$107.58	$1.43	$1.43
$170.23	$1.43	$1.43
$337.28	$1.43	$1.43
$525.22	$1.43	$1.43
$1,047.31	$1.43	$1.43

Meter Size	Meter Revenue	Volume Revenue		Total
		Winter	Summer	
5/8" x 3/4"	$ -	$ -	$ -	$ -
3/4" x 3/4"	288	169	69	526
1"	1,993	202	204	2,399
1 1/2"	-	-	-	-
2"	-	-	-	-
3"	4,047	1,120	1,234	6,401
4"	-	-	-	-
6"	-	-	-	-
Total	**$ 6,329**	**$ 1,490**	**$ 1,507**	**$ 9,326**

Single Family

2017 Rockaway Rate Structure: Monthly				
Meter Charge	Volume Charge (per ccf)			
per Account	Block 1	Block 2	Block 3	Block 4
$11.64	$1.18	$1.90	$2.69	$3.66
$11.64	$1.18	$1.90	$2.69	$3.66
$22.94	$1.18	$1.90	$2.69	$3.66
$41.85	$1.18	$1.90	$2.69	$3.66
$64.53	$1.18	$1.90	$2.69	$3.66
$0.00	$1.18	$1.90	$2.69	$3.66
$0.00	$1.18	$1.90	$2.69	$3.66
$0.00	$1.18	$1.90	$2.69	$3.66

Annual Charges - Rockaway							
Meter Size	Meter Revenue	Volume Revenue					Total
		Block 1	Block 2	Block 3	Block 4		
5/8" x 3/4"	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3/4" x 3/4"	9,359	3,316	3,414	4,282	1,892		22,263
1"	551	120	95	291	1,007		2,063
1 1/2"	-	-	-	-	-		-
2"	774	12	-	-	-		786
3"	-	-	-	-	-		-
4"	-	-	-	-	-		-
6"	-	-	-	-	-		-
Total	**$ 10,683**	**$ 3,448**	**$ 3,509**	**$ 4,573**			**$ 25,112**

Price Out of 2017 Customer Data	
Estimated Revenue	$ 1,068,951
2017 Reported Revenue	$ 1,055,289
Percent Difference	**-1.28%**

City of Bainbridge Island
Water Rate Study and COSA
Forecast of Customer Data

Growth Assumptions [1]	2017	2018	2019	2020	2021	2022	2023	2024
Single Family Account Growth		1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Multi-Family Account Growth		1.68%	1.68%	1.68%	1.68%	1.68%	1.68%	1.68%
Commercial Account Growth		0.38%	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%
Other Account Growth		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Irrigation Account Growth		4.56%	4.56%	4.56%	4.56%	4.56%	4.56%	4.56%
Rockaway Account Growth		0.29%	0.29%	0.29%	0.29%	0.29%	0.29%	0.29%

[1] Growth Based on Actual Water Accounts

	2013-2018
Single-Family	1.75%
Multi-Family	1.68%
Commercial	0.38%
Irrigation	4.56%
Other	0.00%
Rockaway	0.29%

Single-Family Customer Data Forecast				2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**No. of MSEs**	**No. of MCEs**	**Growth Assumption**								
Discount	1.00	0.67	Single Family Account Growth	0	0	0	0	0	0	0	0
5/8" × 3/4" Meter	1.00	0.67	Single Family Account Growth	53	54	55	56	57	58	59	60
3/4" × 3/4" Meter	1.00	1.00	Single Family Account Growth	1,991	2,026	2,062	2,098	2,135	2,172	2,210	2,249
1" Meter	1.27	1.67	Single Family Account Growth	50	51	52	53	54	55	56	57
1-1/2" Meter	1.64	3.33	Single Family Account Growth	7	7	7	7	7	8	8	8
2" Meter	2.64	5.33	Single Family Account Growth	0	0	0	0	0	0	0	0
3" Meter	10.00	10.67	Single Family Account Growth	0	0	0	0	0	0	0	0
4" Meter	12.73	16.67	Single Family Account Growth	0	0	0	0	0	0	0	0
6" Meter	19.09	33.33	Single Family Account Growth	0	0	0	0	0	0	0	0
Total Number of Meters				2,102	2,139	2,176	2,214	2,253	2,293	2,333	2,374
Total Number of MSEs				2,120	2,157	2,195	2,233	2,273	2,312	2,353	2,394
Total Number of MCEs				2,134	2,171	2,209	2,248	2,287	2,327	2,368	2,410
Billed Water Consumption			Single Family Demand Growth								
Block 1 (0 - 5 ccf)				93,729 ccf	95,372 ccf	97,045 ccf	98,747 ccf	100,478 ccf	102,241 ccf	104,034 ccf	105,858 ccf
Block 2 (5 - 12 ccf)				38,236 ccf	38,907 ccf	39,589 ccf	40,283 ccf	40,990 ccf	41,708 ccf	42,440 ccf	43,184 ccf
Block 3 (12 - 30 ccf)				20,651 ccf	21,013 ccf	21,381 ccf	21,756 ccf	22,138 ccf	22,526 ccf	22,921 ccf	23,323 ccf
Block 4 (30 ccf +)				8,415 ccf	8,563 ccf	8,713 ccf	8,866 ccf	9,021 ccf	9,179 ccf	9,340 ccf	9,504 ccf
Total				161,030 ccf	163,854 ccf	166,728 ccf	169,652 ccf	172,627 ccf	175,654 ccf	178,735 ccf	181,869 ccf
Winter Consumption				64,249 ccf	65,376 ccf	66,522 ccf	67,689 ccf	68,876 ccf	70,084 ccf	71,313 ccf	72,564 ccf
Summer Consumption				96,781 ccf	98,478 ccf	100,205 ccf	101,963 ccf	103,751 ccf	105,570 ccf	107,422 ccf	109,305 ccf
Adopted Monthly Fixed Charges											
Discount				$5.39	$5.39	$5.39	$5.39	$5.39	$5.39	$5.39	$5.39
5/8" × 3/4" Meter				$10.77	$10.77	$10.77	$10.77	$10.77	$10.77	$10.77	$10.77
3/4" × 3/4" Meter				$10.77	$10.77	$10.77	$10.77	$10.77	$10.77	$10.77	$10.77
1" Meter				$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
1-1/2" Meter				$38.72	$38.72	$38.72	$38.72	$38.72	$38.72	$38.72	$38.72
2" Meter				$59.71	$59.71	$59.71	$59.71	$59.71	$59.71	$59.71	$59.71
3" Meter				$115.70	$115.70	$115.70	$115.70	$115.70	$115.70	$115.70	$115.70
4" Meter				$178.65	$178.65	$178.65	$178.65	$178.65	$178.65	$178.65	$178.65
6" Meter				$353.94	$353.94	$353.94	$353.94	$353.94	$353.94	$353.94	$353.94
Adopted Volume Charges											
Block 1 (0 - 5 ccf)				$1.09	$1.09	$1.09	$1.09	$1.09	$1.09	$1.09	$1.09
Block 2 (5 - 12 ccf)				$1.76	$1.76	$1.76	$1.76	$1.76	$1.76	$1.76	$1.76
Block 3 (12 - 30 ccf)				$2.49	$2.49	$2.49	$2.49	$2.49	$2.49	$2.49	$2.49
Block 4 (30 ccf +)				$3.39	$3.39	$3.39	$3.39	$3.39	$3.39	$3.39	$3.39
Estimated Revenue At Adopted Rates:											
Base Charges				$ 280,279	$ 285,194	$ 290,196	$ 295,285	$ 300,463	$ 305,732	$ 311,094	$ 316,550
Consumption Charges				249,407	253,780	258,231	262,760	267,368	272,057	276,828	281,682
Total				$ 529,685	$ 538,974	$ 548,427	$ 558,044	$ 567,831	$ 577,789	$ 587,922	$ 598,232

Multi-Family Customer Data Forecast				2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts - Meters	**No. of MSEs**	**No. of MCEs**	**Growth Assumption**								
5/8" × 3/4" Meter	1.00	0.67	Multi-Family Account Growth	0	0	0	0	0	0	0	0
3/4" × 3/4" Meter	1.00	1.00	Multi-Family Account Growth	18	18	18	19	19	19	20	20
1" Meter	1.27	1.67	Multi-Family Account Growth	16	16	16	17	17	17	17	18
1-1/2" Meter	1.64	3.33	Multi-Family Account Growth	24	24	24	25	25	26	26	27
2" Meter	2.64	5.33	Multi-Family Account Growth	38	38	39	39	40	41	41	42
3" Meter	10.00	10.67	Multi-Family Account Growth	3	3	3	3	3	3	3	3
4" Meter	12.73	16.67	Multi-Family Account Growth	1	1	1	1	1	1	1	1
6" Meter	19.09	33.33	Multi-Family Account Growth	0	0	0	0	0	0	0	0
Total Number of Meters				99	100	102	104	106	107	109	111
Total Number of MSEs				218	221	225	229	233	237	241	245
Total Number of MCEs				371	377	384	390	397	403	410	417
Customer Counts - Units			**Growth Assumption**								
5/8" × 3/4" Meter			Multi-Family Account Growth	0	0	0	0	0	0	0	0
3/4" × 3/4" Meter			Multi-Family Account Growth	50	51	52	53	54	55	56	57
1" Meter			Multi-Family Account Growth	201	205	208	212	215	219	223	226
1-1/2" Meter			Multi-Family Account Growth	230	234	238	242	246	250	254	259
2" Meter			Multi-Family Account Growth	785	798	811	825	839	853	867	882
3" Meter			Multi-Family Account Growth	95	96	98	100	101	103	105	107
4" Meter			Multi-Family Account Growth	163	166	168	171	174	177	180	183
6" Meter			Multi-Family Account Growth	0	0	0	0	0	0	0	0
Total Number of Units				1,524	1,550	1,576	1,602	1,629	1,657	1,685	1,713
Billed Water Consumption			Multi-Family Demand Growth								
Block 1 (0 - 5 ccf)				51,069 ccf	51,928 ccf	52,801 ccf	53,689 ccf	54,592 ccf	55,510 ccf	56,443 ccf	57,392 ccf
Block 2 (5 - 12 ccf)				1,530 ccf	1,556 ccf	1,582 ccf	1,609 ccf	1,636 ccf	1,663 ccf	1,691 ccf	1,720 ccf
Block 3 (12 - 30 ccf)				2 ccf	2 ccf	2 ccf	2 ccf	2 ccf	2 ccf	2 ccf	2 ccf
Block 4 (30 ccf +)				0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf
Total				52,601 ccf	53,486 ccf	54,385 ccf	55,300 ccf	56,229 ccf	57,175 ccf	58,136 ccf	59,114 ccf
Winter Consumption				25,753 ccf	26,186 ccf	26,626 ccf	27,074 ccf	27,529 ccf	27,992 ccf	28,463 ccf	28,941 ccf
Summer Consumption				26,848 ccf	27,300 ccf	27,759 ccf	28,226 ccf	28,700 ccf	29,183 ccf	29,674 ccf	30,173 ccf
Adopted Monthly Fixed Charges											
5/8" × 3/4" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
3/4" × 3/4" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
1" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
1-1/2" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
2" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
3" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
4" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
6" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
Adopted Volume Charges											
Block 1 (0 - 5 ccf)				$1.09	$1.09	$1.09	$1.09	$1.09	$1.09	$1.09	$1.09
Block 2 (5 - 12 ccf)				$1.76	$1.76	$1.76	$1.76	$1.76	$1.76	$1.76	$1.76
Block 3 (12 - 30 ccf)				$2.49	$2.49	$2.49	$2.49	$2.49	$2.49	$2.49	$2.49
Block 4 (30 ccf +)				$3.39	$3.39	$3.39	$3.39	$3.39	$3.39	$3.39	$3.39
Estimated Revenue At Adopted Rates:											
Base Charges				$ 98,224	$ 99,875	$ 101,555	$ 103,263	$ 104,999	$ 106,765	$ 108,560	$ 110,386
Consumption Charges				58,363	59,345	60,342	61,357	62,389	63,438	64,505	65,590
Total				$ 156,587	$ 159,220	$ 161,897	$ 164,620	$ 167,388	$ 170,203	$ 173,065	$ 175,975

City of Bainbridge Island
Water Rate Study and COSA
Forecast of Customer Data

Commercial Customer Data Forecast				2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**No. of MSEs**	**No. of MCEs**	**Growth Assumption**								
5/8" × 3/4" Meter	1.00	0.67	Commercial Account Growth	21	21	21	21	21	21	21	21
3/4" × 3/4" Meter	1.00	1.00	Commercial Account Growth	109	109	109	110	110	111	111	112
1" Meter	1.27	1.67	Commercial Account Growth	51	52	52	52	52	52	53	53
1-1/2" Meter	1.64	3.33	Commercial Account Growth	23	23	23	23	23	23	23	23
2" Meter	2.64	5.33	Commercial Account Growth	34	34	34	34	34	34	34	34
3" Meter	10.00	10.67	Commercial Account Growth	3	3	3	3	3	3	3	3
4" Meter	12.73	16.67	Commercial Account Growth	1	1	1	1	1	1	1	1
6" Meter	19.09	33.33	Commercial Account Growth	0	0	0	0	0	0	0	0
Total Number of Meters				241	242	243	244	245	246	246	247
Total Number of MSEs				362	364	365	367	368	369	371	372
Total Number of MCEs				511	513	515	517	519	521	523	525
Billed Water Consumption			Commercial Demand Growth								
Winter Consumption				34,032 ccf	34,162 ccf	34,293 ccf	34,424 ccf	34,555 ccf	34,687 ccf	34,819 ccf	34,952 ccf
Summer Consumption				41,201 ccf	41,358 ccf	41,516 ccf	41,674 ccf	41,833 ccf	41,993 ccf	42,153 ccf	42,314 ccf
Total				75,233 ccf	75,520 ccf	75,808 ccf	76,098 ccf	76,388 ccf	76,680 ccf	76,972 ccf	77,266 ccf
Adopted Monthly Fixed Charges											
5/8" × 3/4" Meter				$16.45	$16.45	$16.45	$16.45	$16.45	$16.45	$16.45	$16.45
3/4" × 3/4" Meter				$16.45	$16.45	$16.45	$16.45	$16.45	$16.45	$16.45	$16.45
1" Meter				$36.40	$36.40	$36.40	$36.40	$36.40	$36.40	$36.40	$36.40
1-1/2" Meter				$69.78	$69.78	$69.78	$69.78	$69.78	$69.78	$69.78	$69.78
2" Meter				$109.52	$109.52	$109.52	$109.52	$109.52	$109.52	$109.52	$109.52
3" Meter				$215.89	$215.89	$215.89	$215.89	$215.89	$215.89	$215.89	$215.89
4" Meter				$335.55	$335.55	$335.55	$335.55	$335.55	$335.55	$335.55	$335.55
6" Meter				$667.94	$667.94	$667.94	$667.94	$667.94	$667.94	$667.94	$667.94
Adopted Volume Charges											
Winter Consumption				$1.43	$1.43	$1.43	$1.43	$1.43	$1.43	$1.43	$1.43
Summer Consumption				$1.43	$1.65	$1.65	$1.65	$1.65	$1.65	$1.65	$1.65
Estimated Revenue At Adopted Rates:											
Base Charges				$ 122,726	$ 123,195	$ 123,665	$ 124,137	$ 124,611	$ 125,086	$ 125,564	$ 126,043
Consumption Charges				107,583	117,093	117,539	117,988	118,438	118,891	119,344	119,800
Total				$ 230,309	$ 240,287	$ 241,204	$ 242,125	$ 243,049	$ 243,977	$ 244,908	$ 245,843

Irrigation Customer Data Forecast				2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**No. of MSEs**	**No. of MCEs**	**Growth Assumption**								
5/8" × 3/4" Meter	1.00	0.67	Irrigation Account Growth	1	1	1	1	1	1	1	1
3/4" × 3/4" Meter	1.00	1.00	Irrigation Account Growth	38	39	41	43	45	47	49	51
1" Meter	1.27	1.67	Irrigation Account Growth	11	11	12	12	13	14	14	15
1-1/2" Meter	1.64	3.33	Irrigation Account Growth	9	9	10	10	11	11	12	12
2" Meter	2.64	5.33	Irrigation Account Growth	7	7	8	8	8	9	9	9
3" Meter	10.00	10.67	Irrigation Account Growth	1	1	1	1	1	1	1	1
4" Meter	12.73	16.67	Irrigation Account Growth	0	0	0	0	0	0	0	0
6" Meter	19.09	33.33	Irrigation Account Growth	0	0	0	0	0	0	0	0
Total Number of Meters				66	69	72	76	79	83	86	90
Total Number of MSEs				95	99	104	109	114	119	124	130
Total Number of MCEs				133	139	146	152	159	167	174	182
Billed Water Consumption			Irrigation Demand Growth								
Winter Consumption				7,160 ccf	7,487 ccf	7,829 ccf	8,186 ccf	8,560 ccf	8,950 ccf	9,359 ccf	9,786 ccf
Summer Consumption				18,439 ccf	19,281 ccf	20,161 ccf	21,081 ccf	22,043 ccf	23,049 ccf	24,101 ccf	25,201 ccf
Total				25,600 ccf	26,768 ccf	27,990 ccf	29,267 ccf	30,603 ccf	31,999 ccf	33,460 ccf	34,987 ccf
Adopted Monthly Fixed Charges											
5/8" × 3/4" Meter				$4.73	$4.73	$4.73	$4.73	$4.73	$4.73	$4.73	$4.73
3/4" × 3/4" Meter				$4.73	$4.73	$4.73	$4.73	$4.73	$4.73	$4.73	$4.73
1" Meter				$6.22	$6.22	$6.22	$6.22	$6.22	$6.22	$6.22	$6.22
1-1/2" Meter				$8.70	$8.70	$8.70	$8.70	$8.70	$8.70	$8.70	$8.70
2" Meter				$11.70	$11.70	$11.70	$11.70	$11.70	$11.70	$11.70	$11.70
3" Meter				$19.64	$19.64	$19.64	$19.64	$19.64	$19.64	$19.64	$19.64
4" Meter				$28.59	$28.59	$28.59	$28.59	$28.59	$28.59	$28.59	$28.59
6" Meter				$53.47	$53.47	$53.47	$53.47	$53.47	$53.47	$53.47	$53.47
Adopted Volume Charges											
Winter Consumption				$3.89	$3.89	$3.89	$3.89	$3.89	$3.89	$3.89	$3.89
Summer Consumption				$3.89	$3.89	$3.89	$3.89	$3.89	$3.89	$3.89	$3.89
Estimated Revenue At Adopted Rates:											
Base Charges				$ 5,126	$ 5,360	$ 5,605	$ 5,861	$ 6,128	$ 6,408	$ 6,700	$ 7,006
Consumption Charges				99,582	104,127	108,880	113,849	119,045	124,478	130,159	136,099
Total				$ 104,709	$ 109,488	$ 114,485	$ 119,710	$ 125,173	$ 130,886	$ 136,859	$ 143,106

City of Bainbridge Island
Water Rate Study and COSA
Forecast of Customer Data

Other Customer Data Forecast				2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**No. of MSEs**	**No. of MCEs**	**Growth Assumption**								
5/8" × 3/4" Meter	1.00	0.67	Other Account Growth	0	0	0	0	0	0	0	0
3/4" × 3/4" Meter	1.00	1.00	Other Account Growth	1	1	1	1	1	1	1	1
1" Meter	1.27	1.67	Other Account Growth	3	3	3	3	3	3	3	3
1-1/2" Meter	1.64	3.33	Other Account Growth	0	0	0	0	0	0	0	0
2" Meter	2.64	5.33	Other Account Growth	0	0	0	0	0	0	0	0
3" Meter	10.00	10.67	Other Account Growth	1	1	1	1	1	1	1	1
4" Meter	12.73	16.67	Other Account Growth	0	0	0	0	0	0	0	0
6" Meter	19.09	33.33	Other Account Growth	0	0	0	0	0	0	0	0
Total Number of Meters				5	5	5	5	5	5	5	5
Total Number of MSEs				15	15	15	15	15	15	15	15
Total Number of MCEs				16	16	16	16	16	16	16	16
Billed Water Consumption			Other Demand Growth								
Winter Consumption				1,029 ccf	1,029 ccf	1,029 ccf	1,029 ccf	1,029 ccf	1,029 ccf	1,029 ccf	1,029 ccf
Summer Consumption				1,041 ccf	1,041 ccf	1,041 ccf	1,041 ccf	1,041 ccf	1,041 ccf	1,041 ccf	1,041 ccf
Total				2,069 ccf	2,069 ccf	2,069 ccf	2,069 ccf	2,069 ccf	2,069 ccf	2,069 ccf	2,069 ccf
Adopted Monthly Fixed Charges											
5/8" × 3/4" Meter				$24.04	$24.04	$24.04	$24.04	$24.04	$24.04	$24.04	$24.04
3/4" × 3/4" Meter				$24.04	$24.04	$24.04	$24.04	$24.04	$24.04	$24.04	$24.04
1" Meter				$55.37	$55.37	$55.37	$55.37	$55.37	$55.37	$55.37	$55.37
1-1/2" Meter				$107.58	$107.58	$107.58	$107.58	$107.58	$107.58	$107.58	$107.58
2" Meter				$170.23	$170.23	$170.23	$170.23	$170.23	$170.23	$170.23	$170.23
3" Meter				$337.28	$337.28	$337.28	$337.28	$337.28	$337.28	$337.28	$337.28
4" Meter				$525.22	$525.22	$525.22	$525.22	$525.22	$525.22	$525.22	$525.22
6" Meter				$1,047.31	$1,047.31	$1,047.31	$1,047.31	$1,047.31	$1,047.31	$1,047.31	$1,047.31
Adopted Volume Charges											
Winter Consumption				$1.43	$1.43	$1.43	$1.43	$1.43	$1.43	$1.43	$1.43
Summer Consumption				$1.43	$1.65	$1.65	$1.65	$1.65	$1.65	$1.65	$1.65
Estimated Revenue At Adopted Rates:											
Base Charges				$ 6,248	$ 6,248	$ 6,248	$ 6,248	$ 6,248	$ 6,248	$ 6,248	$ 6,248
Consumption Charges				2,959	3,188	3,188	3,188	3,188	3,188	3,188	3,188
Total				$ 9,207	$ 9,436	$ 9,436	$ 9,436	$ 9,436	$ 9,436	$ 9,436	$ 9,436

City of Bainbridge Island
Water Rate Study and COSA
Forecast of Customer Data

Rockaway Customer Data Forecast				2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**No. of MSEs**	**No. of MCEs**	**Growth Assumption**								
5/8" × 3/4" Meter	1.00	0.67	Rockaway Account Growth	0	0	0	0	0	0	0	0
3/4" × 3/4" Meter	1.00	1.00	Rockaway Account Growth	66	66	67	67	67	67	67	67
1" Meter	1.27	1.67	Rockaway Account Growth	2	2	2	2	2	2	2	2
1-1/2" Meter	1.64	3.33	Rockaway Account Growth	0	0	0	0	0	0	0	0
2" Meter	2.64	5.33	Rockaway Account Growth	1	1	1	1	1	1	1	1
3" Meter	10.00	10.67	Rockaway Account Growth	0	0	0	0	0	0	0	0
4" Meter	12.73	16.67	Rockaway Account Growth	0	0	0	0	0	0	0	0
6" Meter	19.09	33.33	Rockaway Account Growth	0	0	0	0	0	0	0	0
Total Number of Meters				69	69	70	70	70	70	70	71
Total Number of MSEs				71	71	72	72	72	72	73	73
Total Number of MCEs				75	75	75	75	76	76	76	76
Billed Water Consumption			Rockaway Demand Growth								
Block 1 (0 - 5 ccf)				2,885 ccf	2,893 ccf	2,901 ccf	2,910 ccf	2,918 ccf	2,926 ccf	2,935 ccf	2,943 ccf
Block 2 (5 - 12 ccf)				1,823 ccf	1,829 ccf	1,834 ccf	1,839 ccf	1,845 ccf	1,850 ccf	1,855 ccf	1,860 ccf
Block 3 (12 - 30 ccf)				1,678 ccf	1,683 ccf	1,688 ccf	1,693 ccf	1,698 ccf	1,703 ccf	1,708 ccf	1,712 ccf
Block 4 (30 ccf +)				782 ccf	784 ccf	786 ccf	789 ccf	791 ccf	793 ccf	795 ccf	798 ccf
Total				7,168 ccf	7,189 ccf	7,210 ccf	7,230 ccf	7,251 ccf	7,272 ccf	7,293 ccf	7,314 ccf
Winter Consumption				3,275 ccf	3,284 ccf	3,294 ccf	3,303 ccf	3,313 ccf	3,322 ccf	3,332 ccf	3,341 ccf
Summer Consumption				3,894 ccf	3,905 ccf	3,916 ccf	3,927 ccf	3,939 ccf	3,950 ccf	3,961 ccf	3,973 ccf
Adopted Monthly Fixed Charges											
5/8" × 3/4" Meter				$11.64	$11.64	$11.64	$11.64	$11.64	$11.64	$11.64	$11.64
3/4" × 3/4" Meter				$11.64	$11.64	$11.64	$11.64	$11.64	$11.64	$11.64	$11.64
1" Meter				$22.94	$22.94	$22.94	$22.94	$22.94	$22.94	$22.94	$22.94
1-1/2" Meter				$41.85	$41.85	$41.85	$41.85	$41.85	$41.85	$41.85	$41.85
2" Meter				$64.53	$64.53	$64.53	$64.53	$64.53	$64.53	$64.53	$64.53
3" Meter				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4" Meter				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6" Meter				$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Adopted Volume Charges											
Block 1 (0 - 5 ccf)				$1.18	$1.18	$1.18	$1.18	$1.18	$1.18	$1.18	$1.18
Block 2 (5 - 12 ccf)				$1.90	$1.90	$1.90	$1.90	$1.90	$1.90	$1.90	$1.90
Block 3 (12 - 30 ccf)				$2.69	$2.69	$2.69	$2.69	$2.69	$2.69	$2.69	$2.69
Block 4 (30 ccf +)				$3.66	$3.66	$3.66	$3.66	$3.66	$3.66	$3.66	$3.66
Estimated Revenue At Adopted Rates:											
Base Charges				$ 10,547	$ 10,577	$ 10,608	$ 10,638	$ 10,669	$ 10,700	$ 10,731	$ 10,762
Consumption Charges				14,245	14,286	14,327	14,368	14,409	14,451	14,493	14,534
Total				$ 24,791	$ 24,863	$ 24,935	$ 25,006	$ 25,079	$ 25,151	$ 25,223	$ 25,296

Estimated Revenue At Adopted Rates - All Customers:	2017	2018	2019	2020	2021	2022	2023	2024
Base Charges	$ 523,150	$ 530,450	$ 537,876	$ 545,432	$ 553,119	$ 560,940	$ 568,897	$ 576,995
Consumption Charges	532,139	551,818	562,507	573,510	584,837	596,502	608,516	620,894
Total	$ 1,055,289	$ 1,082,268	$ 1,100,384	$ 1,118,941	$ 1,137,956	$ 1,157,442	$ 1,177,414	$ 1,197,888

City of Bainbridge Island
Water Rate Study and COSA
Functional Allocation

Allocation of Plant in Service

Plant in Service	Total Costs	FUNCTIONS OF WATER SERVICE					As All Others	TOTAL	ALLOCATION BASIS
		Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection			
Supply & Treatment	$ 4,757,716	0.00%	0.00%	45.45%	54.55%	0.00%	0.00%	100.00%	Peak Demand Ratio
Pumping	8,993	0.00%	0.00%	42.28%	50.73%	6.99%	0.00%	100.00%	Per Pumping Allocation
Storage	1,317,453	0.00%	0.00%	31.70%	10.05%	58.25%	0.00%	100.00%	Per Storage Allocation
Transmission & Distribution	11,776,651	0.00%	0.74%	42.16%	50.60%	6.50%	0.00%	100.00%	Per Main Allocation
Meters & Services	-	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	Meters & Services
Hydrants	54,862	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	Hydrants
General	1,525,914	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Others
Total Utility Plant	$ 19,441,589	$ -	$ 87,068	$ 7,549,388	$ 8,690,508	$ 1,588,710	$ 1,525,914	$ 19,441,589	
Water Service Functions		0.00%	0.49%	42.14%	48.51%	8.87%		**100.00%**	
Allocation of "As All Others"		$ -	$ 7,416	$ 642,997	$ 740,188	$ 135,314	$ (1,525,914)	$ -	
TOTAL	**$ 19,441,589**	**$ -**	**$ 94,484**	**$ 8,192,385**	**$ 9,430,696**	**$ 1,724,024**	**$ -**	**$ 19,441,589**	
Total Allocation Percentages		**0.00%**	**0.49%**	**42.14%**	**48.51%**	**8.87%**	**0.00%**	**100.00%**	
General Water Service - Plant Allocation		**0.00%**	**0.53%**	**46.24%**	**53.23%**	**0.00%**	**0.00%**	**100.00%**	

Allocation of Pumping

Pumps [a]	Pumping Capacity (gpm)	FUNCTIONS OF WATER SERVICE					As All Others	TOTAL	ALLOCATION BASIS
		Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection			
Head of the Bay	600 gpm	0.00%	0.00%	42.28%	50.73%	6.99%	0.00%	100.00%	130 gpm Fire, Rest as Supply
Fletcher Bay	590 gpm	0.00%	0.00%	42.28%	50.73%	6.99%	0.00%	100.00%	130 gpm Fire, Rest as Supply
Sands	620 gpm	0.00%	0.00%	42.28%	50.73%	6.99%	0.00%	100.00%	130 gpm Fire, Rest as Supply
Commodore	50 gpm	0.00%	0.00%	42.28%	50.73%	6.99%	0.00%	100.00%	130 gpm Fire, Rest as Supply
TOTAL PUMPING	**1,860 gpm**	**0.00%**	**0.00%**	**42.28%**	**50.73%**	**6.99%**	**0.00%**	**100.00%**	

[a] 2017 Water System Plan Table 5.5 (Firm, Reliable Booster Pump Capacity)

Allocation of Storage

Function	Million Gallons of Storage	FUNCTIONS OF WATER SERVICE					As All Others	TOTAL	ALLOCATION BASIS
		Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection			
Operational Storage [b]	0.2332	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	All Base
Equalizing Storage	0.0204	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	All Peak
Standby Storage [c]	0.1335	0.00%	0.00%	45.45%	54.55%	0.00%	0.00%	100.00%	Peak Demand Ratio
Fire Suppression Storage [d]	0.5400	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	All Fire
Total Storage: "As all Others" seperated	**0.9271**	0.00%	0.00%	31.70%	10.05%	58.25%	0.00%	100.00%	
TOTAL STORAGE		**0.00%**	**0.00%**	**31.70%**	**10.05%**	**58.25%**	-	**100.00%**	

[b] 2017 Water System Plan Plan: Table 6.3
[c] 2017 Water System Plan Plan: Table 6.8
[d] Specified as .54 MG in Section 6.2.1.3 of the 2017 Water System Plan; WAC 246-290-235 (4) allows fire and standby storage volumes to be nested.

City of Bainbridge Island
Water Rate Study and COSA
Functional Allocation

Allocation of Transmission & Distribution

Main Size	Length (ft.) [e]	Replacement Cost per lf. [f]	Estimated Cost	Incremental Fire Cost [g]	FUNCTIONS OF WATER SERVICE				As All Others	TOTAL	ALLOCATION BASIS
					Meters & Services	Base Capacity	Peak Capacity	Fire Protection			
Less than 4-in	5,753	*236*	$ 1,357,684		0.00%	45.45%	54.55%	0.00%	0.00%	100.00%	Peak Demand Ratio
4-in	25,683	*256*	6,574,848		0.00%	45.45%	54.55%	0.00%	0.00%	100.00%	Peak Demand Ratio
6-in	35,482	*276*	9,793,032		0.00%	45.45%	54.55%	0.00%	0.00%	100.00%	Peak Demand Ratio
8-in	144,335	*296*	40,994,599	2,886,700	0.00%	42.25%	50.70%	7.04%	0.00%	100.00%	Fire Increment
10-in	8,458	*316*	2,672,728	169,160	0.00%	42.58%	51.09%	6.33%	0.00%	100.00%	Fire Increment
12-in	40,450	*335*	13,550,750	768,550	0.00%	42.88%	51.45%	5.67%	0.00%	100.00%	Fire Increment
Hydrants			1,161,702		0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	All Fire
Meters & Services			566,859		100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	Meters & Services
TOTAL T&D	**260,161**		**$ 76,672,202**	**$ 3,824,410**	**0.74%**	**42.16%**	**50.60%**	**6.50%**	**0.00%**	**100.00%**	

[e] Table 4.9 and Section 4.3 of the 2017 Water System Plan.
[f] Table 9.1 of the 2017 Water System Plan
[g] Incremental unit cost times linear feet of pipe at each size

Allocation of Operating Expenses

Test Year ⇨	2019	2020	2021							
OPERATING EXPENSE	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF WATER SERVICE					As All Others	TOTAL	ALLOCATION BASIS
				Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection			
Taxes											
State Excise Taxes	$ 62,146	$ 63,094	$ 64,141	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
City Taxes	96,309	97,280	98,476	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Training	$ 8,000	$ 8,150	$ 8,313	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Salary											
Ex - Water - Admin - Salary	8,627	8,837	9,014	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Legal - Water Fund	11,572	12,102	12,344	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
HR - Water Salary	5,400	5,626	5,739	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Exec - Clerk - Water Salary	2,620	2,684	2,738	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Salary	80,744	89,428	91,216	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
BLD - Water - Admin - Salary	1,979	2,028	2,068	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
PW - Water Salary	19,856	14,976	15,275	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
ENG - Water Admin Salary	27,399	28,562	29,133	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Salary	42,418	43,266	44,131	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
ENG - Water Ops Salary	2,455	2,587	2,638	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Total Plant-In-Service
O&M Water Maintenance	222,288	229,785	234,381	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
O&M Rockaway Maintenance	17,244	17,840	18,197	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
IT Water Salary	27,367	28,072	28,633	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Benefits											
Ex - Water - Admin - Benefits	2,622	2,670	2,777	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Legal - Water Benefits	4,258	4,359	4,534	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
HR - Water Benefits	2,171	2,248	2,338	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Exec - Clerk - Water Benefits	1,272	1,313	1,366	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Benefits	30,496	33,285	34,616	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
BLD - Water - Admin - Benefits	789	817	849	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
ENG - Water - Admin - Benefits	12,472	13,016	13,536	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As Total Plant-In-Service
PW - Water Benefits	7,605	6,726	6,995	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Benefits	16,529	17,190	17,877	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
ENG - Water - Ops - Benefits	1,305	1,362	1,417	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Total Plant-In-Service
Benefits	101,388	105,443	109,661	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Benefits	7,392	7,688	7,996	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service

Allocation of Operating Expenses (Continued)

Test Year ⇨	2019	2020	2021								
OPERATING EXPENSE	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF WATER SERVICE					As All Others	TOTAL	ALLOCATION BASIS
				Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection			
Benefits	101,388	105,443	109,661	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Benefits	7,392	7,688	7,996	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
IT Water Benefits	13,392	13,796	14,348	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
GG Water Works Com	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
GG Water Unemployment	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Salary - Overtime	22,479	23,208	23,672	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Salary - Temporary Employees	8,000	8,000	8,000	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Staff Separation Buyouts	3,000	3,000	3,000	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Supplies	50,796	52,285	53,329	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Supplies - Meter Replacement	-	300,000	-	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Meters & Services
Fuel Consumed	12,226	15,283	15,588	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Professional Services	112,597	106,672	38,801	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Outisde Attorney - Legal Advice	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Telephone/Fax	12,000	12,600	12,851	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Community Information Ads	1,339	1,379	1,407	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Community Outreach/Participation	3,500	3,500	3,500	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Postage	4,200	4,200	4,200	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Travel Expense	250	250	250	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Advertising	-	-	-	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Rents & Leases - Operating	979	993	1,013	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Rents - Interfund	49,300	50,600	51,610	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Insurance	18,000	20,000	20,399	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Utilities - Electric	101,100	103,100	105,158	0.00%	0.00%	45.45%	54.55%	0.00%	0.00%	**100.00%**	To Base / Peak
Utilities - SSWM Fees	400	420	428	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Utilities - BI Water/Sewer	126	129	132	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Repairs	409,256	442,841	152,994	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Computer Support Maintenance	1,300	1,400	1,428	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Dues, Subscriptions & Memberships	3,703	3,800	3,876	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Permits - Cobi or Outside Agency	4,707	4,849	4,946	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Intergovernmental Prof Svcs	200	200	200	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Total 2019 Operating Expenses				$ 71,746	$ 5,812	$ 549,867	$ 635,226	$ 106,044	$ 288,878	$ 1,657,572	
Allocation of "As All Others"				15,143	1,227	116,055	134,071	22,382	(288,878)	-	
Reallocated 2019 Operating Expenses				$ 86,888	$ 7,038	$ 665,922	$ 769,297	$ 128,426	$ -	**$ 1,657,572**	
Percent of Total				5.24%	0.42%	40.17%	46.41%	7.75%	0.00%	**100.00%**	
Total 2020 Operating Expenses				$ 73,484	$ 306,081	$ 574,100	$ 663,167	$ 110,953	$ 295,154	$ 2,022,937	
Allocation of "As All Others"				12,553	52,287	98,072	113,287	18,954	(295,154)	-	
Reallocated 2020 Operating Expenses				$ 86,037	$ 358,368	$ 672,172	$ 776,454	$ 129,907	$ -	**$ 2,022,937**	
Percent of Total				4.25%	17.72%	33.23%	38.38%	6.42%	0.00%	**100.00%**	
Total 2021 Operating Expenses				$ 75,170	$ 4,426	$ 431,535	$ 499,098	$ 80,754	$ 300,545	$ 1,391,528	
Allocation of "As All Others"				20,708	1,219	118,880	137,492	22,246	(300,545)	-	
Reallocated 2021 Operating Expenses				$ 95,878	$ 5,645	$ 550,414	$ 636,590	$ 103,000	$ -	**$ 1,391,528**	
Percent of Total				6.89%	0.41%	39.55%	45.75%	7.40%	0.00%	**100.00%**	

City of Bainbridge Island
Water Rate Study and COSA
Functional Allocation

Allocation of Revenue Requirement

Design Rates For =>	2019	2020	2021								
REVENUE REQUIREMENT	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF WATER SERVICE: Customer	Meters & Services	Base Capacity	Peak Capacity	Fire Protection	As All Others	TOTAL	ALLOCATION BASIS
Rate-Funded Operating & Capital Expenses											
Cash Operating Expenses	$ 1,657,572	$ 2,022,937	$ 1,391,528								As O&M Expenses
Debt Service	-	-	-	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Rate Funded System Reinvestment	-	-	-	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
OTHER REVENUES AND ADJUSTMENTS											
Less:											
Water Sales-Other Misc Rev	**(115,000)**	**(115,000)**	**(115,000)**								As O&M Expenses
Water Sales-Conn/Inspect Fees	**(30,000)**	**(25,000)**	**(25,000)**	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Backflow Testing Revenue	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Engineering Fees	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Facilities Rental-Long Term	**(8,000)**	**(8,000)**	**(8,000)**	0.00%	0.49%	42.14%	48.51%	8.87%	0.00%	**100.00%**	As Total Plant-In-Service
Inventory Markup	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Investment Income	**(15,941)**	**(12,604)**	**(7,403)**	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Operating Transfer In	**(35,000)**	**(35,000)**	**(35,000)**	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	As All Other
Plus:											
Net Cash Flow After Rate Increase	**(333,667)**	**(668,172)**	**(1,199)**	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Incremental Taxes from Rate Increase	**2,427**	**4,986**	**7,682**	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Adjustment for Partial Year Increase	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other
Total 2019 Revenue Requirement				$ 80,860	$ 6,365	$ 603,709	$ 697,492	$ 81,146	$ (347,181)	**$ 1,122,391**	
Allocation of "As All Others"				(19,103)	(1,504)	(142,624)	(164,780)	(19,171)	347,181	-	
Reallocated 2019 Revenue Requirement				$ 61,757	$ 4,862	$ 461,085	$ 532,712	$ 61,976	$ -	**$ 1,122,391**	
Percent of Total				5.50%	0.43%	41.08%	47.46%	5.52%	0.00%	**100.00%**	
Total 2020 Revenue Requirement				$ 81,146	$ 337,835	$ 620,055	$ 716,306	$ 84,595	$ (675,791)	**$ 1,164,147**	
Allocation of "As All Others"				(29,804)	(124,083)	(227,740)	(263,092)	(31,071)	675,791	-	
Reallocated 2020 Revenue Requirement				$ 51,342	$ 213,752	$ 392,315	$ 453,214	$ 53,524	$ -	**$ 1,164,147**	
Percent of Total				4.41%	18.36%	33.70%	38.93%	4.60%	0.00%	**100.00%**	
Total 2021 Revenue Requirement				$ 87,955	$ 5,018	$ 491,021	$ 567,972	$ 56,562	$ (920)	**$ 1,207,608**	
Allocation of "As All Others"				(67)	(4)	(374)	(432)	(43)	920	-	
Reallocated 2021 Revenue Requirement				$ 87,888	$ 5,014	$ 490,647	$ 567,540	$ 56,519	$ -	**$ 1,207,608**	
Percent of Total				7.28%	0.42%	40.63%	47.00%	4.68%	0.00%	**100.00%**	

City of Bainbridge Island
Water Rate Study and COSA
Customer Class Cost Allocation

	Projected 2019 Statistics						
	Single-Family	Multi-Family	Commercial	Irrigation	Other	Rockaway	Total
Accounts	2,176	102	243	72	5	70	2,668
MSEs	2,195	225	365	104	15	72	2,975
MCEs	2,209	384	515	146	16	75	3,345
Summer Use	100,205 ccf	27,759 ccf	41,516 ccf	20,161 ccf	1,041 ccf	3,916 ccf	194,597
Winter Use	66,522 ccf	26,626 ccf	34,293 ccf	7,829 ccf	1,029 ccf	3,294 ccf	139,592
Total Use	166,728 ccf	54,385 ccf	75,808 ccf	27,990 ccf	2,069 ccf	7,210 ccf	334,190
Incremental Summer Use	33,683 ccf	1,133 ccf	7,223 ccf	12,332 ccf	12 ccf	623 ccf	55,005
Fire-Weighted Accounts	2,176	153	364	0	7	70	2,770
Fire Flow Requirement	60,000 gal	90,000 gal	90,000 gal	0 gal	90,000 gal	60,000 gal	390,000 gal
Fire Flow Rate	*1,000 gpm*	*1,500 gpm*	*1,500 gpm*		*1,500 gpm*	*1,000 gpm*	
Duration	*60 Minutes*	*60 Minutes*	*60 Minutes*		*60 Minutes*	*60 Minutes*	

Discount Base Rate Multiplier: **0.50**

	Alllocation Basis
Customer	Accounts
Meters & Services	MSEs
Base Capacity	Total Use
Peak Capacity	Summer Use
Fire Protection	Fire-Weighted Accounts

	Allocation of 2019 Revenue Requirement						
	Single-Family	Multi-Family	Commercial	Irrigation	Other	Rockaway	Total
Customer	$ 50,378	$ 2,363	$ 5,619	$ 1,674	$ 114	$ 1,609	$ 61,757
Meters & Services	3,586	368	597	170	24	117	4,862
Base Capacity	230,036	75,036	104,594	38,618	2,855	9,947	461,085
Peak Capacity	274,313	75,990	113,650	55,190	2,848	10,720	532,712
Fire Protection	48,685	3,425	8,145	-	166	1,555	61,976
	$ 606,998	$ 157,182	$ 232,604	$ 95,652	$ 6,007	$ 23,948	$ 1,122,391

Cost Allocation Summary

	EXISTING STRUCTURE		FULL COST OF SERVICE		DIFFERENCE	
Class	2019 Revenue at Existing Rates	Percent of Total	COSA 2019 Revenue	Percent of Total	$ Difference	Rate Adj. Needed to Cover Variance
Single-Family	$ 548,427	49.8%	$ 606,998	54.1%	$ 58,571	10.7%
Multi-Family	161,897	14.7%	157,182	14.0%	(4,716)	-2.9%
Commercial	241,204	21.9%	232,604	20.7%	(8,600)	-3.6%
Irrigation	114,485	10.4%	95,652	8.5%	(18,833)	-16.5%
Other	9,436	0.9%	6,007	0.5%	(3,429)	-36.3%
Rockaway	24,935	2.3%	23,948	2.1%	(986)	-4.0%
Total	$ 1,100,384	100.0%	$ 1,122,391	100.0%	$ 22,008	2.0%

	EXISTING STRUCTURE		COST-OF-SERVICE ALTERNATIVE		DIFFERENCE	
Class	2019 Revenue at Existing Rates	Percent of Total	COSA 2019 Revenue	Percent of Total	$ Difference	Rate Adj. Needed to Cover Variance
Single-Family	$ 548,427	49.8%	$ 589,954	52.6%	$ 41,527	7.6%
Multi-Family	161,897	14.7%	161,897	14.4%	-	0.0%
Commercial	241,204	21.9%	239,355	21.3%	(1,850)	-0.8%
Irrigation	114,485	10.4%	99,052	8.8%	(15,432)	-13.5%
Other	9,436	0.9%	7,199	0.6%	(2,237)	-23.7%
Rockaway	24,935	2.3%	24,935	2.2%	-	0.0%
Total	$ 1,100,384	100.0%	$ 1,122,391	100.0%	$ 22,008	2.0%

City of Bainbridge Island
Water Rate Study and COSA
Customer Class Cost Allocation

Projected 2020 Statistics	Single-Family	Multi-Family	Commercial	Irrigation	Other	Rockaway	Total
Accounts	2,214	104	244	76	5	70	2,712
MSEs	2,233	229	367	109	15	72	3,024
MCEs	2,248	390	517	152	16	75	3,399
Summer Use	101,963 ccf	28,226 ccf	41,674 ccf	21,081 ccf	1,041 ccf	3,927 ccf	197,911
Winter Use	67,689 ccf	27,074 ccf	34,424 ccf	8,186 ccf	1,029 ccf	3,303 ccf	141,704
Total Use	169,652 ccf	55,300 ccf	76,098 ccf	29,267 ccf	2,069 ccf	7,230 ccf	339,616
Incremental Summer Use	34,274 ccf	1,152 ccf	7,251 ccf	12,895 ccf	12 ccf	624 ccf	56,207
Fire-Weighted Accounts	2,214	156	365	0	7	70	2,813
Fire Flow Requirement	60,000 gal	90,000 gal	90,000 gal	0 gal	90,000 gal	60,000 gal	390,000 gal
Fire Flow Rate	*1,000 gpm*	*1,500 gpm*	*1,500 gpm*		*1,500 gpm*	*1,000 gpm*	
Duration	*60 Minutes*	*60 Minutes*	*60 Minutes*		*60 Minutes*	*60 Minutes*	

Discount Base Rate Multiplier: **0.50**

Alllocation Basis	
Customer	Accounts
Meters & Services	MSEs
Base Capacity	Total Use
Peak Capacity	Summer Use
Fire Protection	Fire-Weighted Accounts

Allocation of 2020 Revenue Requirement	Single-Family	Multi-Family	Commercial	Irrigation	Other	Rockaway	Total
	$ 41,920	$ 1,965	$ 4,613	$ 1,432	$ 93	$ 1,320	$ 51,342
	157,868	16,179	25,917	7,673	1,034	5,081	213,752
	195,977	63,881	87,906	33,809	2,390	8,352	392,315
	233,493	64,637	95,433	48,275	2,383	8,994	453,214
	42,139	2,963	6,955	-	141	1,326	53,524
	$ 671,396	$ 149,624	$ 220,824	$ 91,188	$ 6,041	$ 25,073	$ 1,164,147

Cost Allocation Summary

	2019 FULL COS RATES		2020 FULL COS RATES		DIFFERENCE	
Class	2020 Revenue at 2019 Rates	Percent of Total	COSA 2020 Revenue	Percent of Total	$ Difference	Rate Adj. Needed to Cover Variance
Single-Family	$ 617,643	54.1%	$ 671,396	57.7%	$ 53,754	8.7%
Multi-Family	159,825	14.0%	149,624	12.9%	(10,201)	-6.4%
Commercial	233,492	20.5%	220,824	19.0%	(12,668)	-5.4%
Irrigation	100,017	8.8%	91,188	7.8%	(8,829)	-8.8%
Other	6,007	0.5%	6,041	0.5%	34	0.6%
Rockaway	24,017	2.1%	25,073	2.2%	1,055	4.4%
Total	$ 1,141,002	100.0%	$ 1,164,147	100.0%	$ 23,145	2.0%

	2019 COS ALT RATES		2020 COS ALT RATES		DIFFERENCE	
Class	2020 Revenue at 2019 Rates	Percent of Total	COSA 2020 Revenue	Percent of Total	$ Difference	Rate Adj. Needed to Cover Variance
Single-Family	$ 600,300	52.6%	$ 622,666	53.5%	$ 22,367	3.7%
Multi-Family	164,620	14.4%	164,620	14.1%	-	0.0%
Commercial	240,268	21.1%	240,268	20.6%	-	0.0%
Irrigation	103,573	9.1%	103,573	8.9%	-	0.0%
Other	7,199	0.6%	7,199	0.6%	-	0.0%
Rockaway	25,006	2.2%	25,821	2.2%	814	3.3%
Total	$ 1,140,966	100.0%	$ 1,164,147	100.0%	$ 23,181	2.0%

City of Bainbridge Island
Water Rate Study and COSA
Customer Class Cost Allocation

Projected 2021 Statistics	Single-Family	Multi-Family	Commercial	Irrigation	Other	Rockaway	Total
Accounts	2,253	106	245	79	5	70	2,757
MSEs	2,273	233	368	114	15	72	3,074
MCEs	2,287	397	519	159	16	76	3,454
Summer Use	103,751 ccf	28,700 ccf	41,833 ccf	22,043 ccf	1,041 ccf	3,939 ccf	201,307
Winter Use	68,876 ccf	27,529 ccf	34,555 ccf	8,560 ccf	1,029 ccf	3,313 ccf	143,861
Total Use	172,627 ccf	56,229 ccf	76,388 ccf	30,603 ccf	2,069 ccf	7,251 ccf	345,168
Incremental Summer Use	34,875 ccf	1,171 ccf	7,278 ccf	13,483 ccf	12 ccf	626 ccf	57,446
Fire-Weighted Accounts	2,253	158	367	0	7	70	2,856
Fire Flow Requirement	60,000 gal	90,000 gal	90,000 gal	0 gal	90,000 gal	60,000 gal	390,000 gal
Fire Flow Rate	*1,000 gpm*	*1,500 gpm*	*1,500 gpm*		*1,500 gpm*	*1,000 gpm*	
Duration	*60 Minutes*	*60 Minutes*	*60 Minutes*		*60 Minutes*	*60 Minutes*	

Discount Base Rate Multiplier: **0.50**

Alllocation Basis	
Customer	Accounts
Meters & Services	MSEs
Base Capacity	Total Use
Peak Capacity	Summer Use
Fire Protection	Fire-Weighted Accounts

Allocation of 2021 Revenue Requirement	Single-Family	Multi-Family	Commercial	Irrigation	Other	Rockaway	Total
Customer	$ 71,821	$ 3,364	$ 7,796	$ 2,520	$ 157	$ 2,228	$ 87,888
Meters & Services	3,707	380	600	185	23.86	117.60	5,014
Base Capacity	245,385	79,929	108,584	43,501	2,941	10,307	490,647
Peak Capacity	292,503	80,915	117,940	62,146	2,934	11,104	567,540
Fire Protection	44,595	3,133	7,261	-	147	1,384	56,519
	$ 658,011	**$ 167,720**	**$ 242,181**	**$ 108,352**	**$ 6,203**	**$ 25,141**	**$ 1,207,608**

Cost Allocation Summary

	2020 FULL COS RATES		2021 FULL COS RATES		DIFFERENCE	
Class	2021 Revenue at 2020 Rates	Percent of Total	COSA 2021 Revenue	Percent of Total	$ Difference	Rate Adj. Needed to Cover Variance
Single-Family	$ 683,171	57.7%	$ 658,011	54.5%	$ (25,160)	-3.7%
Multi-Family	152,140	12.9%	167,720	13.9%	15,580	10.2%
Commercial	221,667	18.7%	242,181	20.1%	20,515	9.3%
Irrigation	95,350	8.1%	108,352	9.0%	13,002	13.6%
Other	6,041	0.5%	6,203	0.5%	161	2.7%
Rockaway	25,145	2.1%	25,141	2.1%	(4)	0.0%
Total	**$ 1,183,514**	**100.0%**	**$ 1,207,608**	**100.0%**	**$ 24,094**	**2.0%**

	2020 COS ALT RATES		2021 COS ALT RATES		DIFFERENCE	
Class	2021 Revenue at 2020 Rates	Percent of Total	COSA 2021 Revenue	Percent of Total	$ Difference	Rate Adj. Needed to Cover Variance
Single-Family	$ 633,586	53.5%	$ 656,327	54.3%	$ 22,741	3.6%
Multi-Family	167,388	14.1%	167,720	13.9%	332	0.2%
Commercial	241,185	20.4%	241,185	20.0%	0	0.0%
Irrigation	108,300	9.2%	108,352	9.0%	52	0.0%
Other	7,199	0.6%	7,199	0.6%	0	0.0%
Rockaway	25,895	2.2%	26,824	2.2%	929	3.6%
Total	**$ 1,183,553**	**100.0%**	**$ 1,207,608**	**100.0%**	**$ 24,055**	**2.0%**

City of Bainbridge Island
Water Rate Study and COSA
Rate Table

Single-Family Residential Rates	Adopted		With ATB Rate Increases			COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Monthly Fixed Charge											
5/8" × 3/4"	$10.77	$10.77	$10.99	$11.21	$11.43	$11.92	$12.96	$12.48	$11.59	$12.02	$12.45
3/4" × 3/4"	$10.77	$10.77	$10.99	$11.21	$11.43	$11.92	$12.96	$12.48	$11.59	$12.02	$12.45
1"	$21.24	$21.24	$21.66	$22.10	$22.54	$23.51	$25.55	$24.61	$22.85	$23.70	$24.55
1-1/2"	$38.72	$38.72	$39.49	$40.28	$41.09	$42.86	$46.58	$44.87	$41.65	$43.20	$44.75
2"	$59.71	$59.71	$60.90	$62.12	$63.36	$66.09	$71.84	$69.19	$64.23	$66.62	$69.02
3"	$115.70	$115.70	$118.01	$120.37	$122.78	$128.06	$139.20	$134.07	$124.46	$129.10	$133.73
4"	$178.65	$178.65	$182.22	$185.87	$189.58	$197.73	$214.94	$207.02	$192.18	$199.34	$206.49
6"	$353.94	$353.94	$361.02	$368.24	$375.60	$391.74	$425.83	$410.15	$380.74	$394.93	$409.10
Water Consumption Charge per 100 Cubic Feet											
Block 1 (0 - 5 ccf)	$1.09	$1.09	$1.11	$1.13	$1.16	$1.21	$1.31	$1.26	$1.17	$1.22	$1.26
Block 2 (5 - 12 ccf)	$1.76	$1.76	$1.80	$1.83	$1.87	$1.95	$2.12	$2.04	$1.89	$1.96	$2.03
Block 3 (12 - 30 ccf)	$2.49	$2.49	$2.54	$2.59	$2.64	$2.76	$3.00	$2.89	$2.68	$2.78	$2.88
Block 4 (30 ccf +)	$3.39	$3.39	$3.46	$3.53	$3.60	$3.75	$4.08	$3.93	$3.65	$3.78	$3.92

Multi-Family Residential Rates	Adopted		With ATB Rate Increases			COS Rates			COS Alternative			
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021	
Monthly Fixed Charge												
5/8" × 3/4"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
3/4" × 3/4"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
1"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
1-1/2"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
2"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
3"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
4"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
6"	$5.37	$5.37	$5.48	$5.59	$5.70	$5.21	$4.88	$5.38	$5.37	$5.37	$5.38	
Water Consumption Charge per 100 Cubic Feet												
Block 1 (0 - 5 ccf)	$1.09	$1.09	$1.11	$1.13	$1.16	$1.06	$0.99	$1.09	$1.11	$1.11	$1.11	Winter
Block 2 (5 - 12 ccf)	$1.76	$1.76	$1.80	$1.83	$1.87	$1.71	$1.60	$1.76	$1.11	$1.11	$1.11	Summer
Block 3 (12 - 30 ccf)	$2.49	$2.49	$2.54	$2.59	$2.64	$2.42	$2.26	$2.49				
Block 4 (30 ccf +)	$3.39	$3.39	$3.46	$3.53	$3.60	$3.29	$3.08	$3.40	$1.11	$1.11	$1.11	Uniform

Commercial Rates	Adopted		With ATB Rate Increases			COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Monthly Fixed Charge											
5/8" × 3/4"	$16.45	$16.45	$16.78	$17.11	$17.46	$15.86	$15.00	$16.39	$16.32	$16.32	$16.32
3/4" × 3/4"	$16.45	$16.45	$16.78	$17.11	$17.46	$15.86	$15.00	$16.39	$16.32	$16.32	$16.32
1"	$36.40	$36.40	$37.13	$37.87	$38.63	$35.10	$33.20	$36.27	$36.12	$36.12	$36.12
1-1/2"	$69.78	$69.78	$71.18	$72.60	$74.05	$67.29	$63.64	$69.53	$69.24	$69.24	$69.24
2"	$109.52	$109.52	$111.71	$113.94	$116.22	$105.62	$99.88	$109.13	$108.68	$108.68	$108.68
3"	$215.89	$215.89	$220.21	$224.61	$229.10	$208.19	$196.90	$215.12	$214.23	$214.23	$214.23
4"	$335.55	$335.55	$342.26	$349.11	$356.09	$323.59	$306.03	$334.35	$332.98	$332.98	$332.98
6"	$667.94	$667.94	$681.30	$694.92	$708.82	$644.13	$609.18	$665.56	$662.82	$662.82	$662.82
Water Consumption Charge per 100 Cubic Feet											
Winter Consumption	$1.43	$1.43	$1.46	$1.49	$1.52	$1.38	$1.30	$1.42	$1.54	$1.54	$1.54
Summer Consumption	$1.43	$1.65	$1.68	$1.72	$1.75	$1.59	$1.50	$1.64	$1.54	$1.54	$1.54
All Consumption									$1.54	$1.54	$1.54

City of Bainbridge Island
Water Rate Study and COSA
Rate Table

Irrigation Rates	Adopted		With ATB Rate Increases			COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Monthly Fixed Charge											
5/8" × 3/4"	$4.73	$4.73	$4.82	$4.92	$5.02	$3.95	$3.60	$4.09	$4.09	$4.09	$4.09
3/4" × 3/4"	$4.73	$4.73	$4.82	$4.92	$5.02	$3.95	$3.60	$4.09	$4.09	$4.09	$4.09
1"	$6.22	$6.22	$6.34	$6.47	$6.60	$5.20	$4.74	$5.38	$5.38	$5.38	$5.38
1-1/2"	$8.70	$8.70	$8.87	$9.05	$9.23	$7.27	$6.63	$7.53	$7.53	$7.53	$7.53
2"	$11.70	$11.70	$11.93	$12.17	$12.42	$9.78	$8.91	$10.13	$10.12	$10.12	$10.13
3"	$19.64	$19.64	$20.03	$20.43	$20.84	$16.41	$14.96	$17.00	$16.99	$16.99	$17.00
4"	$28.59	$28.59	$29.16	$29.75	$30.34	$23.89	$21.78	$24.75	$24.74	$24.74	$24.75
6"	$53.47	$53.47	$54.54	$55.63	$56.74	$44.67	$40.73	$46.28	$46.26	$46.26	$46.28
Water Consumption Charge per 100 Cubic Feet											
Winter Consumption	$3.89	$3.89	$3.97	$4.05	$4.13	$3.25	$2.96	$3.37	$3.37	$3.37	$3.37
Summer Consumption	$3.89	$3.89	$3.97	$4.05	$4.13	$3.25	$2.96	$3.37	$3.37	$3.37	$3.37

Other Rates	Adopted		With ATB Rate Increases			COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Monthly Fixed Charge											
5/8" × 3/4"	$24.04	$24.04	$24.52	$25.01	$25.51	$15.30	$15.39	$15.80	$16.32	$16.32	$16.32
3/4" × 3/4"	$24.04	$24.04	$24.52	$25.01	$25.51	$15.30	$15.39	$15.80	$16.32	$16.32	$16.32
1"	$55.37	$55.37	$56.48	$57.61	$58.76	$35.25	$35.45	$36.40	$36.12	$36.12	$36.12
1-1/2"	$107.58	$107.58	$109.73	$111.93	$114.16	$68.49	$68.88	$70.72	$69.24	$69.24	$69.24
2"	$170.23	$170.23	$173.63	$177.11	$180.65	$108.37	$108.99	$111.90	$108.68	$108.68	$108.68
3"	$337.28	$337.28	$344.03	$350.91	$357.92	$214.72	$215.94	$221.70	$214.23	$214.23	$214.23
4"	$525.22	$525.22	$535.72	$546.44	$557.37	$334.36	$336.27	$345.24	$332.98	$332.98	$332.98
6"	$1,047.31	$1,047.31	$1,068.26	$1,089.62	$1,111.41	$666.73	$670.54	$688.42	$662.82	$662.82	$662.82
Water Consumption Charge per 100 Cubic Feet											
Winter Consumption	$1.43	$1.43	$1.46	$1.49	$1.52	$0.91	$0.92	$0.94	$1.54	$1.54	$1.54
Summer Consumption	$1.43	$1.65	$1.68	$1.72	$1.75	$1.05	$1.06	$1.08	$1.54	$1.54	$1.54
All Consumption									$1.54	$1.54	$1.54

Rockaway Rates	Adopted		With ATB Rate Increases			COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Monthly Fixed Charge											
5/8" × 3/4"	$11.64	$11.64	$11.87	$12.11	$12.35	$11.18	$11.67	$11.67	$11.64	$12.02	$12.45
3/4" × 3/4"	$11.64	$11.64	$11.87	$12.11	$12.35	$11.18	$11.67	$11.67	$11.64	$12.02	$12.45
1"	$22.94	$22.94	$23.40	$23.87	$24.34	$22.03	$23.00	$23.00	$22.94	$23.70	$24.55
1-1/2"	$41.85	$41.85	$42.69	$43.54	$44.41	$40.19	$41.96	$41.95	$41.85	$43.20	$44.75
2"	$64.53	$64.53	$65.82	$67.14	$68.48	$61.98	$64.70	$64.69	$64.53	$66.62	$69.02
3"	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$129.10	$133.73
4"	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$199.34	$206.49
6"	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$394.93	$409.10
Water Consumption Charge per 100 Cubic Feet											
Block 1 (0 - 5 ccf)	$1.18	$1.18	$1.20	$1.23	$1.25	$1.13	$1.18	$1.18	$1.18	$1.22	$1.26
Block 2 (5 - 12 ccf)	$1.90	$1.90	$1.94	$1.98	$2.02	$1.82	$1.91	$1.90	$1.90	$1.96	$2.03
Block 3 (12 - 30 ccf)	$2.69	$2.69	$2.74	$2.80	$2.85	$2.58	$2.70	$2.70	$2.69	$2.78	$2.88
Block 4 (30 ccf +)	$3.66	$3.66	$3.73	$3.81	$3.88	$3.52	$3.67	$3.67	$3.66	$3.78	$3.92

Projected Revenue									
Single-Family	$ 559,395	$ 580,589	$ 602,587	$ 606,998	$ 671,396	$ 658,011	$ 589,954	$ 622,666	$ 656,327
Multi-Family	165,135	171,271	177,634	157,182	149,624	167,720	161,897	164,620	167,720
Commercial	246,028	251,907	257,926	232,604	220,824	242,181	239,355	240,268	241,185
Irrigation	116,774	124,546	132,835	95,652	91,188	108,352	99,052	103,573	108,352
Other	9,625	9,817	10,014	6,007	6,041	6,203	7,199	7,199	7,199
Rockaway	25,433	26,017	26,614	23,948	25,073	25,141	24,935	25,821	26,824
Total	$ 1,122,391	$ 1,164,147	$ 1,207,608	$ 1,122,391	$ 1,164,147	$ 1,207,608	$ 1,122,391	$ 1,164,147	$ 1,207,608
Check: Revenue Requirement	*$ 1,122,391*	*$ 1,164,147*	*$ 1,207,608*	*$ 1,122,391*	*$ 1,164,147*	*$ 1,207,608*	*$ 1,122,391*	*$ 1,164,147*	*$ 1,207,608*
Difference	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Appendix B
Bainbridge Island Sewer Rate Model

City of Bainbridge Island
Sewer Rate Study and COSA
Summary

Revenue Requirement	2018	2019	2020	2021	2022	2023	2024
Revenues							
Rate Revenues Under Existing Rates	$ 3,508,963	$ 3,556,746	$ 3,605,318	$ 3,654,693	$ 3,704,885	$ 3,755,908	$ 3,807,777
Non-Rate Revenues	229,875	263,704	265,990	273,226	265,654	271,123	276,827
Total Revenues	**$ 3,738,838**	**$ 3,820,450**	**$ 3,871,307**	**$ 3,927,919**	**$ 3,970,539**	**$ 4,027,031**	**$ 4,084,604**
Expenses							
Cash Operating Expenses	$ 2,761,379	$ 3,131,635	$ 3,067,167	$ 3,009,311	$ 3,001,094	$ 3,066,667	$ 3,133,906
Existing Debt Service	1,027,943	1,025,993	1,018,644	1,016,094	1,013,145	1,009,795	1,006,045
New Debt Service	-	-	-	233,919	233,919	233,919	233,919
Rate Funded System Reinvestment	-	-	-	-	-	69,565	148,285
Total Expenses	**$ 3,789,322**	**$ 4,157,629**	**$ 4,085,811**	**$ 4,259,325**	**$ 4,248,158**	**$ 4,379,947**	**$ 4,522,156**
Net Surplus (Deficiency)	**$ (50,484)**	**$ (337,179)**	**$ (214,504)**	**$ (331,406)**	**$ (277,619)**	**$ (352,916)**	**$ (437,552)**
Additions to Meet Coverage	-	-	-	-	-	-	-
Total Surplus (Deficiency)	**$ (50,484)**	**$ (337,179)**	**$ (214,504)**	**$ (331,406)**	**$ (277,619)**	**$ (352,916)**	**$ (437,552)**
% of Rate Revenue	**1.44%**	**9.48%**	**5.95%**	**9.07%**	**7.49%**	**9.40%**	**11.49%**
Annual Rate Adjustment	**0.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**
Cumulative Annual Rate Adjustment	**0.00%**	**2.00%**	**4.04%**	**6.12%**	**8.24%**	**10.41%**	**12.62%**
Rate Revenues After Rate Increase	$ 3,508,963	$ 3,627,880	$ 3,750,972	$ 3,878,389	$ 4,010,287	$ 4,146,826	$ 4,288,175
Additional In-Lieu of Taxes from Rate Increase	$ -	$ 5,410	$ 11,077	$ 17,011	$ 23,225	$ 29,728	$ 36,533
Net Cash Flow After Rate Increase	**$ (50,484)**	**$ (271,454)**	**$ (79,926)**	**$ (124,721)**	**$ 4,558**	**$ 8,274**	**$ 6,314**
Coverage After Rate Increases	**3.49**	**2.84**	**3.33**	**2.35**	**2.61**	**2.74**	**2.85**
Sample Residential Monthly Bill (Single Family, 4 ccf)	**$ 71.81**	**$ 73.25**	**$ 74.71**	**$ 76.21**	**$ 77.73**	**$ 79.28**	**$ 80.87**
Monthly Average Increase ($)		*$ 1.44*	*$ 1.46*	*$ 1.49*	*$ 1.52*	*$ 1.55*	*$ 1.59*

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City of Bainbridge Island
Sewer Rate Study and COSA
Summary

Fund Balance	2018	2019	2020	2021	2022	2023	2024
OPERATING FUND							
Beginning Balance	$ 2,420,888	$ 2,370,404	$ 2,098,950	$ 2,019,025	$ 742,022	$ 739,996	$ 748,270
plus: Net Cash Flow after Rate Increase	(50,484)	(271,454)	(79,926)	(124,721)	4,558	8,274	6,314
less: Transfer of Surplus to Capital Fund	-	-	-	(1,152,282)	(6,584)	-	-
Ending Balance	**$ 2,370,404**	**$ 2,098,950**	**$ 2,019,025**	**$ 742,022**	**$ 739,996**	**$ 748,270**	**$ 754,584**
O&M Target Balance	*$ 453,925*	*$ 514,789*	*$ 504,192*	*$ 494,681*	*$ 493,330*	*$ 504,110*	*$ 515,163*
Days	*313*	*245*	*241*	*90*	*90*	*89*	*88*
CAPITAL							
Beginning Balance	$ 3,298,734	$ 2,983,456	$ 972,287	$ 1,240,796	$ 2,698,662	$ 2,507,447	$ 1,734,719
plus: Rate Funded System Reinvestment	-	-	-	-	-	69,565	148,285
plus: Transfers from Operating Fund	-	-	-	1,152,282	6,584	-	-
plus: Grants/ Donations/ CIAC	-	-	-	-	-	-	-
plus: Additional Proceeds (Costs)	-	-	-	-	-	-	-
plus: System Participation Fee Revenue	336,600	428,978	435,876	442,891	450,026	457,282	464,662
less: System Participation Fee Revenue Towards Debt	-	-	-	-	-	-	-
plus: Revenue Bond Proceeds	-	-	-	3,200,000	-	-	-
plus: PWTF Loans Proceeds	-	-	-	-	-	-	-
plus: Other Loan Proceeds	-	-	-	-	-	-	-
plus: Interest Earnings	32,987	29,835	9,723	15,510	40,480	43,880	34,694
Total Funding Sources	**$ 3,668,322**	**$ 3,442,268**	**$ 1,417,886**	**$ 6,051,480**	**$ 3,195,752**	**$ 3,078,175**	**$ 2,628,856**
less: Capital Expenditures	(684,866)	(2,469,981)	(177,090)	(3,352,817)	(688,305)	(1,343,456)	(1,777,673)
Ending Working Capital Balance	**$ 2,983,456**	**$ 972,287**	**$ 1,240,796**	**$ 2,698,662**	**$ 2,507,447**	**$ 1,734,719**	**$ 851,183**
Minimum Target Balance	*$ 220,849*	*$ 245,548*	*$ 247,319*	*$ 280,847*	*$ 287,731*	*$ 301,165*	*$ 318,942*
COMBINED BEGINNING FUND BALANCE	**$ 5,719,622**	**$ 5,353,860**	**$ 3,071,238**	**$ 3,259,821**	**$ 3,440,684**	**$ 3,247,443**	**$ 2,482,989**
COMBINED ENDING FUND BALANCE	**$ 5,353,860**	**$ 3,071,238**	**$ 3,259,821**	**$ 3,440,684**	**$ 3,247,443**	**$ 2,482,989**	**$ 1,605,766**
Combined Days	*708*	*358*	*389*	*417*	*395*	*296*	*188*
Total Combined Ending Fund Balance Target	*$ 674,774*	*$ 760,338*	*$ 751,511*	*$ 775,529*	*$ 781,061*	*$ 805,275*	*$ 834,104*

City of Bainbridge Island
Sewer Rate Study and COSA
Assumptions

Economic & Financial Factors	2018	2019	2020	2021	2022	2023	2024
General Cost Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Construction Cost Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Labor Cost Inflation	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Benefit Cost Inflation	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
General Inflation plus Composite Growth	4.29%	3.64%	3.64%	3.65%	3.65%	3.65%	3.65%
Customer Growth	**2.24%**	**1.61%**	**1.62%**	**1.62%**	**1.62%**	**1.62%**	**1.62%**
Single-Family Account Growth	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%
Multi-Family Account Growth	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%
Commercial Account Growth	0.27%	0.27%	0.27%	0.27%	0.27%	0.27%	0.27%
SIS Account Growth	1.27%	1.27%	1.27%	1.27%	1.27%	1.27%	1.27%
Inflow Growth							
Single-Family Inflow Growth	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Multi-Family Inflow Growth	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Commercial Inflow Growth	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
SIS Inflow Growth	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
No Escalation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Investment Interest	1.00%	1.00%	1.00%	1.25%	1.50%	1.75%	2.00%
Excise Taxes	3.852%	3.852%	3.852%	3.852%	3.852%	3.852%	3.852%
Treatment/Transmission Share	95.55%	95.55%	95.55%	95.55%	95.55%	95.55%	95.55%
Net Sewer Tax	1.60%	1.60%	1.60%	1.60%	1.60%	1.60%	1.60%
B&O Taxes	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
City Taxes	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%

City of Bainbridge Island
Sewer Rate Study and COSA
Assumptions

Accounting Assumptions		2018	2019	2020	2021	2022	2023	2024
FISCAL POLICY RESTRICTIONS								
Min. Op. Fund Balance Target (days of O&M expense)		60	60	60	60	60	60	60
Max. Op. Fund Balance (days of O&M expense)		90	90	90	90	90	90	90
Minimum Capital Fund Balance Target								
Select Minimum Capital Fund Balance Target	1	**Defined as % of Plant Net Book Value**						
1 - Defined as % of Plant	Estimated Assets							
Plant Net Book Value in 2017	$ 21,399,992	$ 214,137	$ 214,631	$ 214,666	$ 215,337	$ 215,475	$ 215,743	$ 216,099
Minimum Capital Fund Balance - % of plant assets		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
2 - Amount at Right ==>		$ -	$ -	$ -	$ -	$ -	$ -	$ -
RATE FUNDED SYSTEM REINVESTMENT								
Select Reinvestment Funding Strategy	3	**User Input**						
Amount of Annual Cash Funding from Rates								
1 - Equal to Annual Depreciation Expense		$ 924,141	$ 937,838	$ 987,238	$ 990,780	$ 1,057,836	$ 1,071,602	$ 1,098,471
2 - Equal to Annual Depreciation Expense less Annual Debt Principal Paymer		-	-	-	-	-	-	-
3 - Equal to Amount at Right ==>		$ -	$ -	$ -	$ -	$ -	$ 69,565	$ 148,285
% Phase-In		0.00%	0.00%	0.00%	0.00%	0.00%	8.00%	15.00%
4 - Do Not Fund System Reinvestment				$ (79,926)	$ (124,721)	$ 4,558	$ 8,274	$ 6,314

City of Bainbridge Island
Sewer Rate Study and COSA
Assumptions

Capital Financing Assumptions		2018	2019	2020	2021	2022	2023	2024
System Participation Fees								
Residential	$ 5,123	$ 5,123	$ 8,187	$ 8,187	$ 8,187	$ 8,187	$ 8,187	$ 8,187
Multi Family per Dwelling Unit	3,178	3,178	5,079	5,079	5,079	5,079	5,079	5,079
Commercial per ERU	5,123	5,123	8,187	8,187	8,187	8,187	8,187	8,187
SIS	-	-	3,751	3,751	3,751	3,751	3,751	3,751
Residential Customers		1,751	1,781	1,812	1,843	1,875	1,907	1,940
Annual New Connections			30	31	31	32	32	33
Multi-Family Dwelling Units		1,573	1,600	1,628	1,656	1,685	1,714	1,744
Annual New Connections			27	28	28	29	29	30
Commercial ERUs		1,488	1,492	1,496	1,500	1,504	1,508	1,512
Annual New Connections			4	4	4	4	4	4
SIS ERUs		222	225	228	231	233	236	239
Annual New Connections			3	3	3	3	3	3
1 - System Participation Fee Revenues - Calculated		$ 336,600	$ 428,978	$ 435,876	$ 442,891	$ 450,026	$ 457,282	$ 464,662
2 - System Participation Fee Revenues - Forecasted from Budget		$ 336,600	$ 300,000	$ 300,000	$ 304,852	$ 309,787	$ 314,805	$ 319,909
Select System Participation Fee Forecast Option	1							
System Participation Fee Revenues	$ 636,399	$ 336,600	$ 428,978	$ 435,876	$ 442,891	$ 450,026	$ 457,282	$ 464,662
REVENUE BONDS								
Term (years)		25	25	25	25	25	25	25
Interest Only Payments		0	0	0	0	0	0	0
Interest Rate		4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Issuance Cost		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Revenue Bond Coverage Requirement	1.25							
Use Reserves to Pay for Last Payment	No							
PWTF LOANS								
Term		20	20	20	20	20	20	20
Interest Rate		2.55%	2.55%	2.55%	2.55%	2.55%	2.55%	2.55%
OTHER LOANS								
Term (years)		20	20	20	20	20	20	20
Interest Rate		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Issuance Cost		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

City of Bainbridge Island
Sewer Rate Study and COSA
Operating Revenue and Expenditure Forecast

			Actuals	Budget	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Revenues		**Forecast Basis**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
Acct. #	**Rate Revenue**									
	Single-Family Service Charges	Customer Growth	$ 1,490,560	$ 1,516,283	$ 1,542,451	$ 1,569,070	$ 1,596,149	$ 1,623,695	$ 1,651,717	$ 1,680,222
	Multi-Family Service Charges	Customer Growth	1,051,448	1,069,705	1,088,279	1,107,176	1,126,401	1,145,960	1,165,858	1,186,102
	Non-Residential Service Charges	Customer Growth	861,861	864,147	866,439	868,737	871,042	873,352	875,669	877,992
	South Island Service Charges	Customer Growth	52,747	58,828	59,576	60,334	61,101	61,878	62,665	63,461
	Total Rate Revenue		**$ 3,456,615**	**$ 3,508,963**	**$ 3,556,746**	**$ 3,605,318**	**$ 3,654,693**	**$ 3,704,885**	**$ 3,755,908**	**$ 3,807,777**
	Non Rate Revenue									
343200	Engineering Fees	No Escalation	$ 1,579	$ -	$ -	$ -	$ -	$ -	$ -	$ -
343420	Water Sales - Conn/Inspect Fees	No Escalation	6,297	10,000	10,000	10,000	10,000	10,000	10,000	10,000
343590	Sewer Misc Revenue	No Escalation	17,040	-	-	-	-	-	-	-
361510	Penalties on Cap Assessments	No Escalation	683	-	-	-	-	-	-	-
361550	Interest on Cap Assessments	No Escalation	78,445	-	-	-	-	-	-	-
368100	Spec Assess Prin Captial	No Escalation	99,540	-	-	-	-	-	-	-
361110	Investment Interest	*Calculated*	62,934	20,000	23,704	20,990	25,238	14,639	17,044	19,644
369840	Inventory Markup	No Escalation	(556)	-	-	-	-	-	-	-
379001	System Participation-Lynnwood	No Escalation	867	-	-	-	-	-	-	-
	KCSD #7 Pass-Through Revenue	SIS Account Growth	197,070	199,875	230,000	235,000	237,988	241,014	244,079	247,183
	[Extra]	No Escalation	-	-	-	-	-	-	-	-
	Total Non Rate Revenue		**$ 463,899**	**$ 229,875**	**$ 263,704**	**$ 265,990**	**$ 273,226**	**$ 265,654**	**$ 271,123**	**$ 276,827**
TOTAL REVENUES			**$ 3,920,514**	**$ 3,738,838**	**$ 3,820,450**	**$ 3,871,307**	**$ 3,927,919**	**$ 3,970,539**	**$ 4,027,031**	**$ 4,084,604**

City of Bainbridge Island
Sewer Rate Study and COSA
Operating Revenue and Expenditure Forecast

			Actuals	Budget	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Expenses		**Forecast Basis**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
553000	State Excise Tax	*Calculated*	$ 59,298	$ 81,986	$ 63,658	$ 64,541	$ 65,439	$ 66,351	$ 67,279	$ 68,222
554000	City Tax	*Calculated*	259,638	264,317	254,966	258,431	262,249	265,234	269,059	272,956
443410	Training		$ 5,341							
443410	ENG - Sewer Training	No Escalation		2,000	3,000	3,000	3,000	3,000	3,000	3,000
443410	Winslow Collection Training	Labor Cost Inflation		3,184	5,000	5,150	5,253	5,358	5,465	5,575
510000	Salary		709,942							
510000	Ex - Sewer - Admin - Salary	Labor Cost Inflation		16,170	18,398	18,847	19,224	19,608	20,001	20,401
510000	Legal - Sewer Fund	Labor Cost Inflation		15,752	19,444	20,326	20,732	21,147	21,570	22,001
510000	HR - Sewer Salary	Labor Cost Inflation		9,429	12,151	12,781	13,037	13,297	13,563	13,835
510000	Exec - Clerk - Sewer Salary	Labor Cost Inflation		3,293	2,411	2,469	2,519	2,569	2,620	2,673
510000	Salary	Labor Cost Inflation		95,836	199,584	208,140	212,303	216,549	220,880	225,298
510000	ENG - SIS - Admin - Salary	Labor Cost Inflation		-	3,802	3,894	3,972	4,052	4,133	4,215
510000	ENG - Sewer - Ops - Salary	Labor Cost Inflation		-	5,439	5,619	5,731	5,846	5,963	6,082
510000	BLD - Sewer - Admin - Salary	Labor Cost Inflation		2,521	1,979	2,028	2,068	2,109	2,152	2,195
510000	PW - Sewer Salary	Labor Cost Inflation		33,020	37,388	29,951	30,550	31,161	31,784	32,420
510000	ENG- Sewer Admin	Labor Cost Inflation		120,522	28,202	29,447	30,036	30,636	31,249	31,874
510000	Winslow Collection Salary	Labor Cost Inflation		258,314	230,433	238,373	243,141	248,003	252,963	258,023
510000	WWTP Salary	Labor Cost Inflation		223,465	319,367	327,281	333,827	340,503	347,313	354,260
510000	SIS Salary	Labor Cost Inflation		49,660	23,645	24,396	24,884	25,382	25,890	26,407
510000	IT - Sewer Salary	Labor Cost Inflation		29,520	32,323	33,153	33,816	34,492	35,182	35,886
511000	Salary Overtime	Labor Cost Inflation	36,078	39,079	-	-	-	-	-	-
511000	FIN - Sewer Salary OT	Labor Cost Inflation		-	1,200	1,236	1,261	1,286	1,312	1,338
511000	IT- Sewer - Salary - OT	No Escalation		-	425	425	425	425	425	425
511000	Winslow Collection Salary OT	Labor Cost Inflation		-	76,865	79,071	80,652	82,265	83,911	85,589
515000	Salary Temp	Labor Cost Inflation	7,821	8,000	-	-	-	-	-	-
515000	O&M - WWTP - Salary Temp	No Escalation		-	8,000	8,000	8,000	8,000	8,000	8,000
515000	Winslow Collection Salary Tem	No Escalation		-	8,000	8,000	8,000	8,000	8,000	8,000
519000	Staff Separation Buyouts - GG	Labor Cost Inflation	-	3,600	3,000	5,000	5,100	5,202	5,306	5,412
520000	Benefits		310,454							
520000	Ex - Sewer - Admin - Benefits	Benefit Cost Inflation		5,484	5,646	5,757	5,987	6,227	6,476	6,735
520000	Legal - Sewer Benefits	Benefit Cost Inflation		6,160	7,026	7,313	7,605	7,909	8,226	8,555
520000	HR - Sewer Benefits	Benefit Cost Inflation		4,130	4,815	4,995	5,195	5,403	5,619	5,844
520000	Exec - Clerk - Sewer Benefits	Benefit Cost Inflation		1,606	1,170	1,208	1,257	1,307	1,359	1,413
520000	Benefits	Benefit Cost Inflation		41,116	83,111	86,334	89,788	93,379	97,114	100,999
520000	BLD - Sewer - Admin - Benefits	Benefit Cost Inflation		1,000	789	817	849	883	919	955
520000	PW - Sewer Benefits	Benefit Cost Inflation		13,745	14,370	12,937	13,454	13,992	14,552	15,134
520000	ENG - SIS - Admin - Benefits	Benefit Cost Inflation		-	1,555	1,609	1,673	1,740	1,810	1,882
520000	ENG - Sewer - Ops - Benefits	Benefit Cost Inflation		-	2,425	2,517	2,618	2,722	2,831	2,945
520000	ENG - Sewer Admin	Benefit Cost Inflation		52,694	13,077	13,650	14,196	14,764	15,355	15,969
520000	Winslow Collection Benefits	Benefit Cost Inflation		120,887	111,230	115,241	119,850	124,644	129,630	134,815
520000	WWTP Benefits	Benefit Cost Inflation		106,947	160,472	165,492	172,111	178,996	186,156	193,602
520000	SIS Benefits	Benefit Cost Inflation		23,766	11,124	11,529	11,990	12,470	12,969	13,488
520000	IT - Sewer Benefits	Benefit Cost Inflation		12,546	14,390	14,825	15,418	16,034	16,676	17,343
520000	GG Sewer Works Com	Benefit Cost Inflation		500	-	-	-	-	-	-
520000	GG Sewer Unemployment	Benefit Cost Inflation		3,000	-	-	-	-	-	-

City of Bainbridge Island
Sewer Rate Study and COSA
Operating Revenue and Expenditure Forecast

			Actuals	Budget	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Expenses (Continued)		**Forecast Basis**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
529000	Staff Separation Buyouts - GG	Benefit Cost Inflation	-	5,000	-	-	-	-	-	-
531100	Supplies		94,422							
531100	ENG - Sewer Admin	General Cost Inflation		430	450	450	459	468	477	487
531100	Winslow Collection Supplies	General Cost Inflation		18,180	30,900	31,827	32,462	33,110	33,771	34,445
531100	PW - Sewer Supplies	General Cost Inflation		-	100	100	102	104	106	108
531100	O&M WWTP Supplies	General Cost Inflation		63,630	66,950	68,959	70,335	71,739	73,171	74,631
531100	O&M SIS Supplies	General Cost Inflation		3,091	2,060	2,122	2,164	2,208	2,252	2,297
532000	Fuel Consumed		9,561							
532000	Winslow Collection Fuel	General Cost Inflation		11,825	4,742	5,928	6,046	6,167	6,290	6,416
532000	O&M WWTP Fuel	General Cost Inflation		7,927	4,232	5,290	5,396	5,503	5,613	5,725
532000	O&M SIS Fuel	General Cost Inflation		2,272	2,495	3,118	3,180	3,244	3,308	3,374
541100	Professional Services	General Cost Inflation	20,344	141,923	45,419	116,360	118,682	48,223	49,186	50,167
541100	One-Time WWTP Study	General Cost Inflation			100,000	-	-	-	-	-
541110	Outside Attorney - Legal Advice	General Cost Inflation	-	-	-	-	-	-	-	-
541111	Outside Attorney - Litigation	General Cost Inflation	450	-	-	-	-	-	-	-
542100	Telephone/Fax	General Cost Inflation	19,783	1,000	-	-	-	-	-	-
542100	GG Sewer Fac Phone	General Cost Inflation		-	1,000	1,100	1,122	1,144	1,167	1,190
542100	WWTP Telephone/Fax	General Cost Inflation		-	21,000	22,000	22,439	22,887	23,344	23,810
542450	Eng - Sewer - Admin - Outreach	General Cost Inflation	-	-	2,500	2,500	2,550	2,601	2,653	2,706
542500	Postage	General Cost Inflation	3,136	22,500	-	-	-	-	-	-
542500	FIN-SIS-POSTAGE	General Cost Inflation			500	500	510	520	531	541
542500	GG-Sewer - Fac - Postage	General Cost Inflation			4,000	4,000	4,080	4,161	4,244	4,329
542500	GG-WWTP- Postage/Shipping	General Cost Inflation			4,100	-	-	-	-	-
543100	Travel Expense - ENG Sewer Adm	General Cost Inflation	35	150	250	250	255	260	265	271
544000	Advertising	General Cost Inflation	-	-	-	-	-	-	-	-
545000	Rents & Leases - Operating		746							
545000	ENG - Sewer Admin	General Cost Inflation		600	600	600	612	624	637	649
545000	Winslow Collection - Rents	General Cost Inflation		699	309	318	324	331	337	344
545000	O&M WWTP Rents	General Cost Inflation		1,032	618	637	650	663	676	689
545000	O&M SIS Rents	General Cost Inflation		109	62	64	65	67	68	69
545500	Rents - Interfund	General Cost Inflation	75,040	73,771	68,900	67,700	69,051	70,429	71,835	73,269
546000	Insurance		44,181							
546000	GG - Sewer - Insurance	General Cost Inflation		32,271	55,000	52,000	53,038	54,096	55,176	56,277
546000	GG - SIS - Insurance	General Cost Inflation		1,902	5,000	5,000	5,100	5,202	5,305	5,411
547100	Utilities - Electric		98,287							
547100	GG - Sewer Electric	General Cost Inflation		27,000	27,000	27,000	27,539	28,089	28,649	29,221
547100	GG - WWTP Electric	General Cost Inflation		75,000	75,000	75,000	76,497	78,024	79,581	81,169
547400	Utilities - SSWM Fees		3,217							
547400	GG - Sewer COBI SSWM	General Cost Inflation		500	400	420	428	437	446	455
547400	GG - WWTP - SSWM	General Cost Inflation		2,600	3,300	3,400	3,468	3,537	3,608	3,680

City of Bainbridge Island
Sewer Rate Study and COSA
Operating Revenue and Expenditure Forecast

			Actuals	Budget	Budget	Budget	Forecast	Forecast	Forecast	Forecast
Expenses (Continued)		**Forecast Basis**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**
547500	Utilities - BI Water/Sewer		58,807							
547500	O&M Sewer City Water/Sewer	General Cost Inflation		1,010	1,185	1,220	1,244	1,269	1,295	1,320
547500	O&M SIS City Water/Sewer	General Cost Inflation		202	206	212	216	221	225	229
547500	O&M WWTP Water/Sewer	General Cost Inflation		15,000	40,000	40,000	40,798	41,613	42,443	43,290
547900	Utilities - WWTP Garbage	General Cost Inflation	4,160	4,500	4,500	4,500	4,590	4,681	4,775	4,870
547901	Biosolids Waste Disposal	General Cost Inflation	86,689	117,000	120,510	124,125	126,602	129,129	131,706	134,335
548100	Repairs	General Cost Inflation	34,494			-	-	-	-	-
548100	Annual Swr Coll Upgrade-R&M	General Cost Inflation		148,463	50,000	50,998	52,016	53,054	54,113	55,193
548100	Bldg Svcs Contr-Wwtp-Maint	General Cost Inflation		667	701	722	736	751	766	781
548100	Grinder Pump Maint Contract	General Cost Inflation		17,750	32,960	33,949	34,627	35,318	36,023	36,741
548100	Lovell Beach Mains-Repairs	General Cost Inflation		35,000	36,050	37,132	37,873	38,629	39,400	40,186
548100	O&M - Sewer Opns Repairs	General Cost Inflation		-	229,000	137,000	15,537	15,847	16,163	16,485
548100	O&M-Sis-Repairs	General Cost Inflation		4,121	5,150	5,305	5,411	5,519	5,629	5,741
548100	O&M-Swr-Gen Load Test-R&M	General Cost Inflation		2,525	-	-	-	-	-	-
548100	O&M-WWTP-Gen Load Test-R	General Cost Inflation		758	-	-	-	-	-	-
548100	O&M-WWTP-Repairs	General Cost Inflation		25,250	25,750	26,523	27,052	27,592	28,143	28,705
548100	Win Coll-R&M	General Cost Inflation		25,250	25,750	26,523	27,052	27,592	28,143	28,705
548500	Computer Support Maintenance	General Cost Inflation	1,207	-	1,300	1,400	1,428	1,456	1,486	1,515
549100	Dues, Subscriptions & Memberships		981							
549100	ENG- Sewer Miscellaneous	General Cost Inflation		300	500	500	510	520	531	541
549100	Winslow Collection Dues/Subs	General Cost Inflation		222	410	422	430	439	448	457
549100	O&M WWTP Dues/Subscriptio	General Cost Inflation		1,507	920	948	967	986	1,006	1,026
549100	O&M SIS Dues/Subscriptions	General Cost Inflation		45	75	77	79	80	82	83
549800	WWTP Permits - Cobi or Outside	General Cost Inflation	8,060	7,873	9,500	9,785	9,980	10,179	10,383	10,590
551000	Intergovernmental Prof Svcs									
551000	Clerk Sewer Record	General Cost Inflation		200	200	200	204	208	212	216
551000	Clerk SIS Record	General Cost Inflation		200	200	200	204	208	212	216
551000	SIS - SD #7 Processing	SIS Account Growth	197,070	199,875	230,000	235,000	237,988	241,014	244,079	247,183
551000	Intergovernmental Prof Svcs	General Cost Inflation	6,382	7,000	-	-	-	-	-	-
Total Cash O&M Expenditures			**$ 2,155,623**	**$ 2,761,379**	**$ 3,131,635**	**$ 3,067,167**	**$ 3,009,311**	**$ 3,001,094**	**$ 3,066,667**	**$ 3,133,906**

City of Bainbridge Island
Sewer Rate Study and COSA
Existing Debt Input

Existing Debt Service - Revenue Bonds	2018	2019	2020	2021	2022	2023	2024
2011 WWTP LTGO Bond							
Annual Interest Payment	$ 145,400	$ 136,600	$ 127,400	$ 118,000	$ 108,200	$ 98,000	$ 87,400
Annual Principal Payment	220,000	230,000	235,000	245,000	255,000	265,000	275,000
Total Annual Payment	$ 365,400	$ 366,600	$ 362,400	$ 363,000	$ 363,200	$ 363,000	$ 362,400
Use of Debt reserve for Debt Service	-	-	-	-	-	-	-
TOTAL REVENUE BONDS							
Annual Interest Payment	$ 145,400	$ 136,600	$ 127,400	$ 118,000	$ 108,200	$ 98,000	$ 87,400
Annual Principal Payment	220,000	230,000	235,000	245,000	255,000	265,000	275,000
Total Annual Payment	$ 365,400	$ 366,600	$ 362,400	$ 363,000	$ 363,200	$ 363,000	$ 362,400
Use of Debt reserve for Debt Service	-	-	-	-	-	-	-
Annual Debt Reserve Target on Existing Revenue Bor	366,600	366,600	366,400	366,400	366,400	366,400	366,400

Existing Debt Service - PWTF Loans	2018	2019	2020	2021	2022	2023	2024
SIS constr loan PW-04-691-002							
Annual Interest Payment	$ 10,413	$ 8,925	$ 7,438	$ 5,950	$ 4,463	$ 2,975	$ 1,488
Annual Principal Payment	297,500	297,500	297,500	297,500	297,500	297,500	297,500
Total Annual Payment	$ 307,913	$ 306,425	$ 304,938	$ 303,450	$ 301,963	$ 300,475	$ 298,988
WWTP Constr loan #1 PW-05-691-002							
Annual Interest Payment	$ 8,425	$ 7,372	$ 6,319	$ 5,266	$ 4,212	$ 3,159	$ 2,106
Annual Principal Payment	210,623	210,623	210,623	210,623	210,623	210,623	210,623
Total Annual Payment	$ 219,048	$ 217,995	$ 216,942	$ 215,889	$ 214,836	$ 213,783	$ 212,730
WWTP Constr loan #2 PW-06-962-004							
Annual Interest Payment	$ 9,000	$ 8,000	$ 7,000	$ 6,000	$ 5,000	$ 4,000	$ 3,000
Annual Principal Payment	200,008	200,008	200,008	200,008	200,008	200,008	200,008
Total Annual Payment	$ 209,008	$ 208,008	$ 207,008	$ 206,008	$ 205,008	$ 204,008	$ 203,008
WWTP design PW-04-691-PRE-108							
Annual Interest Payment	$ 738	$ 633	$ 527	$ 422	$ 316	$ 211	$ 105
Annual Principal Payment	21,088	21,088	21,088	21,088	21,088	21,088	21,088
Total Annual Payment	$ 21,826	$ 21,720	$ 21,615	$ 21,509	$ 21,404	$ 21,298	$ 21,193
TOTAL PWTF LOANS							
Annual Interest Payment	$ 28,576	$ 24,930	$ 21,284	$ 17,638	$ 13,991	$ 10,345	$ 6,699
Annual Principal Payment	729,219	729,219	729,219	729,219	729,219	729,219	729,219
Total Annual Payment	$ 757,795	$ 754,149	$ 750,503	$ 746,856	$ 743,210	$ 739,564	$ 735,918

City of Bainbridge Island
Sewer Rate Study and COSA
Existing Debt Input

Existing Debt Service - Other Loans	2018	2019	2020	2021	2022	2023	2024
EHBM Construction PC13-961-046							
Annual Interest Payment	$ 13,333	$ 12,444	$ 11,555	$ 10,666	$ 9,777	$ 8,889	$ 8,000
Annual Principal Payment	177,770	177,770	177,770	177,770	177,770	177,770	177,770
Total Annual Payment	$ 191,103	$ 190,214	$ 189,325	$ 188,436	$ 187,548	$ 186,659	$ 185,770
EHBM Des PR08-951-104							
Annual Interest Payment	$ 1,124	$ 1,022	$ 920	$ 817	$ 715	$ 613	$ 511
Annual Principal Payment	20,434	20,434	20,434	20,434	20,434	20,434	20,434
Total Annual Payment	$ 21,558	$ 21,456	$ 21,354	$ 21,251	$ 21,149	$ 21,047	$ 20,945
TOTAL OTHER LOANS							
Annual Interest Payment	$ 14,457	$ 13,466	$ 12,475	$ 11,484	$ 10,493	$ 9,502	$ 8,511
Annual Principal Payment	198,204	198,204	198,204	198,204	198,204	198,204	198,204
Total Annual Payment	$ 212,661	$ 211,670	$ 210,679	$ 209,688	$ 208,697	$ 207,706	$ 206,715

Total Existing Debt Service	2018	2019	2020	2021	2022	2023	2024
TOTAL SEWER LOANS							
Total Annual Interest Payment	$ 188,432	$ 174,995	$ 161,158	$ 147,121	$ 132,684	$ 117,847	$ 102,610
Total Principal Payment	1,147,423	1,157,423	1,162,423	1,172,423	1,182,423	1,192,423	1,202,423
Total Annual Payment	$ 1,335,856	$ 1,332,418	$ 1,323,581	$ 1,319,544	$ 1,315,107	$ 1,310,270	$ 1,305,033

City of Bainbridge Island
Sewer Rate Study and COSA
Capital Improvement Program

PROJECT COSTS ($ 2018)

No	Function	Description	2018	2019	2020	2021	2022	2023	2024
1		**3b Sewer Prj 2019 CIP**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	Pumping	Rehabilitate Pump Station (Village)	464,157	332,932	-	-	-	-	-
3	Pumping	Pump Station/Force Main Upgrade (NTW/New Brooklyn)	181,203	518,797	-	-	-	-	-
4	Treatment	Rehabilitate Pump Station (Old Treatment Plant)	1,015	450,000	-	-	-	-	-
5	Pumping	Rehabilitate Pumps (Sunday Cove)	-	150,000	-	-	-	-	-
6	Pumping	Lift Station SCADA Upgrades	-	140,000	-	-	-	-	-
7	Pumping	Pump Station & Force Main (Wood Ave)	-	750,000	-	2,500,000	-	-	-
8	Pumping	Rehabilitate Pump Station (Wing Point)	-	-	100,000	450,000	-	-	-
9	Pumping	Rehabilitate Pump Station (Island Terrace)	-	-	-	100,000	400,000	-	-
10	Collection	Install Gravity Sewers (Sunday Cove)	-	-	-	-	200,000	450,000	-
11	Pumping	Rehabilitate Pump Station (Lower Lovell)	-	-	-	-	-	100,000	500,000
12	Treatment	Extend WWTP Outfall (Wing Point)	-	-	-	-	-	200,000	900,000
13			-	-	-	-	-	-	-
14		**Water and Sewer Capital Update as of July 25**	-	-	-	-	-	-	-
15	Pumping	Replace Beach Sewer Force Main	-	-	-	-	-	-	-
16	Collection	Madrona Townhomes/Henshaw	38,491	-	-	-	-	-	-
17			-	-	-	-	-	-	-
18		**Fleet and Equipment Contributions**	-	-	-	-	-	-	-
19	General	Van	-	12,000	-	-	-	-	-
20	General	Light Duty Pick Up	-	11,000	-	-	-	-	-
21	General	Video Inspection Camera	-	35,000	-	-	-	-	-
22	General	Van	-	-	56,000	-	-	-	-
23	General	Medium Duty Pick Up	-	-	15,000	-	-	-	-
24	General	Medium Duty Pick Up	-	-	-	20,000	-	-	-
25	General	Light Duty Pick Up	-	-	-	-	13,000	-	-
26	General	Vactor Truck	-	-	-	-	-	460,000	-
27	General	Light Duty Pick Up	-	-	-	-	-	14,000	-
28	General	Light Duty Pick Up	-	-	-	-	-	-	14,000
29	General	Van	-	-	-	-	-	-	92,000

City of Bainbridge Island
Sewer Rate Study and COSA
Capital Improvement Program

ESCALATED PROJECT COSTS

No	Function	Description	2018	2019	2020	2021	2022	2023	2024
1		**3b Sewer Prj 2019 CIP**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	Pumping	Rehabilitate Pump Station (Village)	464,157	342,920	-	-	-	-	-
3	Pumping	Pump Station/Force Main Upgrade (NTW/New Brooklyn)	181,203	534,361	-	-	-	-	-
4	Treatment	Rehabilitate Pump Station (Old Treatment Plant)	1,015	463,500	-	-	-	-	-
5	Pumping	Rehabilitate Pumps (Sunday Cove)	-	154,500	-	-	-	-	-
6	Pumping	Lift Station SCADA Upgrades	-	144,200	-	-	-	-	-
7	Pumping	Pump Station & Force Main (Wood Ave)	-	772,500	-	2,731,818	-	-	-
8	Pumping	Rehabilitate Pump Station (Wing Point)	-	-	106,090	491,727	-	-	-
9	Pumping	Rehabilitate Pump Station (Island Terrace)	-	-	-	109,273	450,204	-	-
10	Collection	Install Gravity Sewers (Sunday Cove)	-	-	-	-	225,102	521,673	-
11	Pumping	Rehabilitate Pump Station (Lower Lovell)	-	-	-	-	-	115,927	597,026
12	Treatment	Extend WWTP Outfall (Wing Point)	-	-	-	-	-	231,855	1,074,647
13			-	-	-	-	-	-	-
14		**Water and Sewer Capital Update as of July 25**	-	-	-	-	-	-	-
15	Pumping	Replace Beach Sewer Force Main	-	-	-	-	-	-	-
16	Collection	Madrona Townhomes/Henshaw	38,491	-	-	-	-	-	-
17			-	-	-	-	-	-	-
18		**Fleet and Equipment Contributions**	-	-	-	-	-	-	-
19	General	Van	-	12,000	-	-	-	-	-
20	General	Light Duty Pick Up	-	11,000	-	-	-	-	-
21	General	Video Inspection Camera	-	35,000	-	-	-	-	-
22	General	Van	-	-	56,000	-	-	-	-
23	General	Medium Duty Pick Up	-	-	15,000	-	-	-	-
24	General	Medium Duty Pick Up	-	-	-	20,000	-	-	-
25	General	Light Duty Pick Up	-	-	-	-	13,000	-	-
26	General	Vactor Truck	-	-	-	-	-	460,000	-
27	General	Light Duty Pick Up	-	-	-	-	-	14,000	-
28	General	Light Duty Pick Up	-	-	-	-	-	-	14,000
29	General	Van	-	-	-	-	-	-	92,000

City of Bainbridge Island
Sewer Rate Study and COSA
Capital Funding Analysis

Summary of Expenditures	2018	2019	2020	2021	2022	2023	2024
CAPITAL PROJECTS							
Improvement Upgrades & Expansions	$ 94,571	$ 206,008	$ 15,118	$ 169,405	$ 35,562	$ 108,988	$ 98,235
Repairs and Replacements	590,295	2,263,973	161,972	3,183,412	652,743	1,234,467	1,679,438
TOTAL CAPITAL EXPENDITURES	**$ 684,866**	**$ 2,469,981**	**$ 177,090**	**$ 3,352,817**	**$ 688,305**	**$ 1,343,456**	**$ 1,777,673**

Capital Financing Plan	2018	2019	2020	2021	2022	2023	2024
Additional Proceeds (Costs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Specific CIAC	-	-	-	-	-	-	-
Project to be Funded	**$ 684,866**	**$ 2,469,981**	**$ 177,090**	**$ 3,352,817**	**$ 688,305**	**$ 1,343,456**	**$ 1,777,673**
OTHER FUNDING SOURCES							
Other Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rate Funded System Reinvestment	-	-	-	-	-	69,565	148,285
Other Loans	-	-	-	-	-	-	-
Other Loans	-	-	-	-	-	-	-
Revenue Bond Proceeds	-	-	-	3,200,000	-	-	-
TOTAL CAPITAL RESOURCES	**$ -**	**$ -**	**$ -**	**$ 3,200,000**	**$ -**	**$ 69,565**	**$ 148,285**
Info: Working Capital Contingency Deficit	-	-	-	-	-	-	-

City of Bainbridge Island
Sewer Rate Study and COSA
Capital Funding Analysis

New Debt Computations	2018	2019	2020	2021	2022	2023	2024
REVENUE BONDS							
Amount to Fund	$ -	$ -	$ -	$ 3,200,000	$ -	$ -	$ -
Issuance Costs	-	-	-	34,686	-	-	-
Reserve Required	-	-	-	233,919	-	-	-
Amount of Debt Issue	$ -	$ -	$ -	$ 3,468,605	$ -	$ -	$ -
PWTF LOANS							
Amount to Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
OTHER LOANS							
Amount to Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Issuance Costs	-	-	-	-	-	-	-
Amount of Debt Issue	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Debt Service Summary	2018	2019	2020	2021	2022	2023	2024
EXISTING DEBT SERVICE							
Annual Interest Payments	$ 188,432	$ 174,995	$ 161,158	$ 147,121	$ 132,684	$ 117,847	$ 102,610
Annual Principal Payments	1,147,423	1,157,423	1,162,423	1,172,423	1,182,423	1,192,423	1,202,423
Total Debt Service Payments	$ 1,335,856	$ 1,332,418	$ 1,323,581	$ 1,319,544	$ 1,315,107	$ 1,310,270	$ 1,305,033
Revenue Bond Payments Only	365,400	366,600	362,400	363,000	363,200	363,000	362,400
NEW DEBT SERVICE							
Annual Interest Payments	$ -	$ -	$ -	$ 156,087	$ 152,585	$ 148,925	$ 145,100
Annual Principal Payments	-	-	-	77,832	81,335	84,995	88,819
Total Debt Service Payments	$ -	$ -	$ -	$ 233,919	$ 233,919	$ 233,919	$ 233,919
Revenue Bond Payments Only	-	-	-	233,919	233,919	233,919	233,919
TOTAL DEBT SERVICE PAYMENTS	**$ 1,335,856**	**$ 1,332,418**	**$ 1,323,581**	**$ 1,553,464**	**$ 1,549,026**	**$ 1,544,189**	**$ 1,538,952**
Total Interest Payments	188,432	174,995	161,158	303,208	285,269	266,772	247,710
Total Principal Payments	1,147,423	1,157,423	1,162,423	1,250,255	1,263,758	1,277,418	1,291,242
Total Revenue Bond Payments Only	365,400	366,600	362,400	596,919	597,119	596,919	596,319

City of Bainbridge Island
Sewer Rate Study and COSA
Revenue Requirements Analysis

Test 1: Cash Flow Sufficiency Test	2018	2019	2020	2021	2022	2023	2024
EXPENSES							
Cash Operating Expenses	$ 2,761,379	$ 3,131,635	$ 3,067,167	$ 3,009,311	$ 3,001,094	$ 3,066,667	$ 3,133,906
Existing Debt Service (Excluding SIS Loan)	1,027,943	1,025,993	1,018,644	1,016,094	1,013,145	1,009,795	1,006,045
New Debt Service	-	-	-	233,919	233,919	233,919	233,919
Rate Funded System Reinvestment	-	-	-	-	-	69,565	148,285
Additions Required to Meet Minimum Reserve	-	-	-	-	-	-	-
Total Expenses	$ 3,789,322	$ 4,157,629	$ 4,085,811	$ 4,259,325	$ 4,248,158	$ 4,379,947	$ 4,522,156
REVENUES							
Rate Revenue	$ 3,508,963	$ 3,556,746	$ 3,605,318	$ 3,654,693	$ 3,704,885	$ 3,755,908	$ 3,807,777
Other Non Rate Revenue	209,875	240,000	245,000	247,988	251,014	254,079	257,183
System Participation Fee Revenue Towards Debt	-	-	-	-	-	-	-
Operating Fund & Debt Reserve Fund Interest Earnings	20,000	23,704	20,990	25,238	14,639	17,044	19,644
Total Revenue	$ 3,738,838	$ 3,820,450	$ 3,871,307	$ 3,927,919	$ 3,970,539	$ 4,027,031	$ 4,084,604
NET CASH FLOW (DEFICIENCY)	**$ (50,484)**	**$ (337,179)**	**$ (214,504)**	**$ (331,406)**	**$ (277,619)**	**$ (352,916)**	**$ (437,552)**
% of Rate Revenue	1.44%	9.48%	5.95%	9.07%	7.49%	9.40%	11.49%

Test 2: Coverage Sufficiency Test	2018	2019	2020	2021	2022	2023	2024
EXPENSES							
Cash Operating Expenses (Less City Taxes & Capital Outlays)	$ 2,497,062	$ 2,876,670	$ 2,808,736	$ 2,747,062	$ 2,735,860	$ 2,797,608	$ 2,860,950
Revenue Bond Debt Service	365,400	366,600	362,400	596,919	597,119	596,919	596,319
Revenue Bond Coverage Requirement at 1.25	91,350	91,650	90,600	149,230	149,280	149,230	149,080
Total Expenses	$ 2,953,812	$ 3,334,920	$ 3,261,736	$ 3,493,212	$ 3,482,259	$ 3,543,757	$ 3,606,349
ALLOWABLE REVENUES							
Rate Revenue	$ 3,508,963	$ 3,556,746	$ 3,605,318	$ 3,654,693	$ 3,704,885	$ 3,755,908	$ 3,807,777
Other Revenue	209,875	240,000	245,000	247,988	251,014	254,079	257,183
Interest Earnings - All Funds	52,987	53,539	30,712	40,748	55,119	60,924	54,338
Total Revenue	$ 3,771,826	$ 3,850,284	$ 3,881,030	$ 3,943,429	$ 4,011,019	$ 4,070,911	$ 4,119,298
Coverage Realized (Existing Rates)	3.49	2.66	2.96	2.00	2.14	2.13	2.11
COVERAGE SURPLUS (DEFICIENCY)	**$ 818,014**	**$ 515,364**	**$ 619,294**	**$ 450,217**	**$ 528,759**	**$ 527,154**	**$ 512,949**

City of Bainbridge Island
Sewer Rate Study and COSA
Revenue Requirements Analysis

Rate Increases	2018	2019	2020	2021	2022	2023	2024
Rate Revenue with no Increase	$ 3,508,963	$ 3,556,746	$ 3,605,318	$ 3,654,693	$ 3,704,885	$ 3,755,908	$ 3,807,777
Revenues from Prior Rate Increases	-	-	72,106	147,650	226,769	309,608	396,316
Rate Revenue Before Rate Increase (Incl. previous increases)	3,508,963	3,556,746	3,677,424	3,802,342	3,931,654	4,065,516	4,204,093
Required Annual Rate Increase (Full Year)	1.56%	10.26%	4.35%	5.55%	1.87%	1.78%	1.84%
Number of Months New Rates Will Be In Effect	12	12	12	12	12	12	12
Info: Percentage Increase to Generate Required Revenue	*1.56%*	*10.26%*	*4.35%*	*5.55%*	*1.87%*	*1.78%*	*1.84%*
Policy Induced Rate Increases	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
ANNUAL RATE INCREASE	**0.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**
CUMULATIVE RATE INCREASE	**0.00%**	**2.00%**	**4.04%**	**6.12%**	**8.24%**	**10.41%**	**12.62%**

Impacts of Rate Increases	2018	2019	2020	2021	2022	2023	2024
Rate Revenues After Rate Increase	$ 3,508,963	$ 3,627,880	$ 3,750,972	$ 3,878,389	$ 4,010,287	$ 4,146,826	$ 4,288,175
Full Year Rate Revenues After Rate Increase	*3,508,963*	*3,627,880*	*3,750,972*	*3,878,389*	*4,010,287*	*4,146,826*	*4,288,175*
Partial Year Adjustment	-	-	-	-	-	-	-
Additional (Reduction of) Taxes Due to Rate Increases	-	5,410	11,077	17,011	23,225	29,728	36,533
Net Cash Flow After Rate Increase	$ (50,484)	$ (271,454)	$ (79,926)	$ (124,721)	$ 4,558	$ 8,274	$ 6,314
Coverage After Rate Increase	3.49	2.84	3.33	2.35	2.61	2.74	2.85
Coverage After Rate Increase (Total Debt)	1.24	1.01	1.18	1.12	1.25	1.31	1.37

New Dept Assumptions	2018	2019	2020	2021	2022	2023	2024
Revenue Bond Proceeds	$ -	$ -	$ -	$ 3,200,000	$ -	$ -	$ -
PWTF Loan Proceeds	-	-	-	-	-	-	-
Other Loan Proceeds	-	-	-	-	-	-	-

Fund Balance Impacts	2018	2019	2020	2021	2022	2023	2024
Ending Fund Balance - Operating Fund	**$ 2,370,404**	**$ 2,098,950**	**$ 2,019,025**	**$ 742,022**	**$ 739,996**	**$ 748,270**	**$ 754,584**
Minimum Target - Operating Fund	*453,925*	*514,789*	*504,192*	*494,681*	*493,330*	*504,110*	*515,163*
Ending Fund Balance - Capital Fund	**$ 2,983,456**	**$ 972,287**	**$ 1,240,796**	**$ 2,698,662**	**$ 2,507,447**	**$ 1,734,719**	**$ 851,183**
Minimum Target - Capital Fund	220,849	245,548	247,319	280,847	287,731	301,165	318,942
Annual CIP (Inflated)	***$ 684,866***	***$ 2,469,981***	***$ 177,090***	***$ 3,352,817***	***$ 688,305***	***$ 1,343,456***	***$ 1,777,673***

City of Bainbridge Island
Sewer Rate Study and COSA
Fund Activity

Funds	2018	2019	2020	2021	2022	2023	2024
OPERATING							
Beginning Balance	$ 2,420,888	$ 2,370,404	$ 2,098,950	$ 2,019,025	$ 742,022	$ 739,996	$ 748,270
plus: Net Cash Flow after Rate Increase	(50,484)	(271,454)	(79,926)	(124,721)	4,558	8,274	6,314
less: Transfer of Surplus to Capital Fund (If No Manual Entry)	-	-	-	(1,152,282)	(6,584)	-	-
Ending Balance	**$ 2,370,404**	**$ 2,098,950**	**$ 2,019,025**	**$ 742,022**	**$ 739,996**	**$ 748,270**	**$ 754,584**
Minimum Target Balance: 60 Days	*$ 453,925*	*$ 514,789*	*$ 504,192*	*$ 494,681*	*$ 493,330*	*$ 504,110*	*$ 515,163*
Maximum Target Balance: 90 Days	*$ 680,888*	*$ 772,184*	*$ 756,288*	*$ 742,022*	*$ 739,996*	*$ 756,164*	*$ 772,744*
Info: No of Days of Cash Operating Expenses	*313*	*245*	*241*	*90*	*90*	*89*	*88*
Difference over or (under) target funds	$ 1,689,516	$ 1,326,766	$ 1,262,737	$ -	$ -	$ (7,894)	$ (18,160)
Manual Entry for Transfer to Capital Fund	-	-	-				
CAPITAL							
Beginning Balance	$ 3,298,734	$ 2,983,456	$ 972,287	$ 1,240,796	$ 2,698,662	$ 2,507,447	$ 1,734,719
plus: Rate Funded System Reinvestment	-	-	-	-	-	69,565	148,285
plus: Transfers from Operating Fund	-	-	-	1,152,282	6,584	-	-
plus: Grants/ Donations/ CIAC	-	-	-	-	-	-	-
plus: Additional Proceeds (Costs)	-	-	-	-	-	-	-
plus: System Participation Fee Revenue	336,600	428,978	435,876	442,891	450,026	457,282	464,662
less: System Participation Fee Revenue Towards Debt	-	-	-	-	-	-	-
plus: Revenue Bond Proceeds	-	-	-	3,200,000	-	-	-
plus: PWTF Loans Proceeds	-	-	-	-	-	-	-
plus: Other Loan Proceeds	-	-	-	-	-	-	-
plus: Transfer from LID Assesment Reserve	-	-	-	-	-	-	246,494
plus: Interest Earnings	32,987	29,835	9,723	15,510	40,480	43,880	34,694
Total Funding Sources	**$ 3,668,322**	**$ 3,442,268**	**$ 1,417,886**	**$ 6,051,480**	**$ 3,195,752**	**$ 3,078,175**	**$ 2,628,856**
less: Capital Expenditures	(684,866)	(2,469,981)	(177,090)	(3,352,817)	(688,305)	(1,343,456)	(1,777,673)
Ending Capital Fund Balance	**$ 2,983,456**	**$ 972,287**	**$ 1,240,796**	**$ 2,698,662**	**$ 2,507,447**	**$ 1,734,719**	**$ 851,183**
Minimum Target Balance	*$ 220,849*	*$ 245,548*	*$ 247,319*	*$ 280,847*	*$ 287,731*	*$ 301,165*	*$ 318,942*
COMBINED BEGINNING FUND BALANCE	***$ 5,719,622***	***$ 5,353,860***	***$ 3,071,238***	***$ 3,259,821***	***$ 3,440,684***	***$ 3,247,443***	***$ 2,482,989***
COMBINED ENDING FUND BALANCE	***$ 5,353,860***	***$ 3,071,238***	***$ 3,259,821***	***$ 3,440,684***	***$ 3,247,443***	***$ 2,482,989***	***$ 1,605,766***
Info: No of Days of Cash Operating Expenses	708	358	389	417	395	296	188
DEBT RESERVE							
Beginning Balance	$ -	$ -	$ -	$ -	$ 233,919	$ 233,919	$ 233,919
plus: Reserve Funding from New Debt	-	-	-	233,919	-	-	-
less: Use of Reserves for Debt Service	-	-	-	-	-	-	-
Ending Balance	**$ -**	**$ -**	**$ -**	**$ 233,919**	**$ 233,919**	**$ 233,919**	**$ 233,919**
Minimum Target Balance	$ 366,600	$ 366,600	$ 366,400	$ 600,319	$ 600,319	$ 600,319	$ 600,319
LID ASSESMENT RESERVE							
Beginning Balance	$ 1,696,042	$ 1,487,197	$ 1,278,947	$ 1,071,283	$ 864,206	$ 657,716	$ 451,812
plus: Reserve Funding from LID Assesment	99,067	98,175	97,274	96,373	95,472	94,571	93,670
less: Use of Reserves for Debt Service	(307,913)	(306,425)	(304,938)	(303,450)	(301,963)	(300,475)	(298,988)
less: Transfer of Remaining Funds to Capital	-	-	-	-	-	-	(246,494)
Ending Balance	**$ 1,487,197**	**$ 1,278,947**	**$ 1,071,283**	**$ 864,206**	**$ 657,716**	**$ 451,812**	**$ -**

City of Bainbridge Island
Sewer Rate Study and COSA
Price Out of Customer Data

				Winter	Winter	Winter	Winter	Winter	Winter	Summer	Summer	Summer	Summer	Summer	Winter	
Accounts & Billed Consumption																
Single-Family	**Accounts**	**Units**	**Annual Usage**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
				January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
SFR	1,703	0	81,498 ccf	6,527 ccf	6,592 ccf	7,075 ccf	5,667 ccf	6,053 ccf	6,437 ccf	6,791 ccf	6,791 ccf	6,791 ccf	6,791 ccf	6,791 ccf	9,189 ccf	**81,498 ccf**
Flat	16	0	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	**0 ccf**
Total	**1,719**	**0**	**81,498 ccf**	**6,527 ccf**	**6,592 ccf**	**7,075 ccf**	**5,667 ccf**	**6,053 ccf**	**6,437 ccf**	**6,791 ccf**	**6,791 ccf**	**6,791 ccf**	**6,791 ccf**	**6,791 ccf**	**9,189 ccf**	**81,498 ccf**
Multi-Family	**Accounts**	**Units**	**Annual Usage**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
				January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
All	100	1,544	49,092 ccf	3,049 ccf	5,296 ccf	3,053 ccf	4,448 ccf	2,551 ccf	4,789 ccf	4,091 ccf	4,091 ccf	4,091 ccf	4,091 ccf	4,091 ccf	5,451 ccf	**49,092 ccf**
Total	**100**	**1,544**	**49,092 ccf**	**3,049 ccf**	**5,296 ccf**	**3,053 ccf**	**4,448 ccf**	**2,551 ccf**	**4,789 ccf**	**4,091 ccf**	**4,091 ccf**	**4,091 ccf**	**4,091 ccf**	**4,091 ccf**	**5,451 ccf**	**49,092 ccf**
Non-Residential	**Accounts**	**Units**	**Annual Usage**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
				January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
Commercial	200	0	53,376 ccf	1,605 ccf	6,175 ccf	1,650 ccf	5,118 ccf	1,489 ccf	5,701 ccf	2,171 ccf	8,819 ccf	2,036 ccf	9,014 ccf	2,030 ccf	7,566 ccf	**53,376 ccf**
Commercial Flat	1	0	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	**0 ccf**
Other	5	0	2,075 ccf	21 ccf	288 ccf	30 ccf	234 ccf	11 ccf	270 ccf	5 ccf	312 ccf	32 ccf	414 ccf	66 ccf	393 ccf	**2,075 ccf**
Government	22	0	16,295 ccf	490 ccf	1,885 ccf	504 ccf	1,562 ccf	455 ccf	1,741 ccf	663 ccf	2,692 ccf	622 ccf	2,752 ccf	620 ccf	2,310 ccf	**16,295 ccf**
Total	**228**	**0**	**71,746 ccf**	**2,116 ccf**	**8,349 ccf**	**2,184 ccf**	**6,914 ccf**	**1,955 ccf**	**7,712 ccf**	**2,839 ccf**	**11,823 ccf**	**2,689 ccf**	**12,180 ccf**	**2,717 ccf**	**10,269 ccf**	**71,746 ccf**
SIS	**Accounts**	**Units**	**Annual Usage**	**Billed Consumption (Bi-Monthly ccf)**												**Total**
				January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	
With Grinder Pump	140	0	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	**0 ccf**
No Pump	56	0	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	**0 ccf**
Total	**196**	**0**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**
System Total	**2,243**	**1,544**	**202,335 ccf**	**11,692 ccf**	**20,237 ccf**	**12,311 ccf**	**17,028 ccf**	**10,559 ccf**	**18,939 ccf**	**13,722 ccf**	**22,705 ccf**	**13,572 ccf**	**23,062 ccf**	**13,599 ccf**	**24,909 ccf**	**202,335 ccf**

	Rates	
	Meter Charge	Volume Charge
	Monthly	Per ccf
Single-Family		
SFR	$42.69	$7.28
Flat	$119.80	$0.00
Multi-Family		
All	$37.39	$7.28
Non-Residential		
Commercial	$123.69	$7.28
Commercial Flat	$129.43	$0.00
Other	$123.69	$7.28
Government	$123.69	$7.28

	Rates - SIS	
	Meter Charge	Volume Charge
	Monthly	Per ccf
SIS		
With Grinder Pump	$23.59	$0.00
No Pump	$19.42	$0.00

Calculated Revenue		
Base Revenue	Volume Revenue	Total Revenue
$ 872,413	$ 593,303	$ 1,465,716
23,002	-	23,002
$ 692,762	$ 357,386	$ 1,050,148
$ 296,856	$ 388,577	$ 685,433
1,553	-	1,553
7,421	15,106	22,527
32,654	118,628	151,282
$ 1,926,661	**$ 1,473,000**	**$ 3,399,661**

Calculated Revenue - SIS		
Base Revenue	Volume Revenue	Total Revenue
$ 39,631	$ -	$ 39,631
13,050	-	13,050
$ 52,681	**$ -**	**$ 52,681**

Price Out of 2017 Customer Data	
Estimated Revenue	$ 3,452,343
Reported Revenue	$ 3,456,615
Percent Difference	**0.12%**

City of Bainbridge Island
Sewer Rate Study and COSA
Forecast of Customer Data

Growth Assumptions [1]	2017	2018	2019	2020	2021	2022	2023	2024
Single-Family Account Growth		1.73%	1.73%	1.73%	1.73%	1.73%	1.73%	1.73%
Multi-Family Account Growth		1.74%	1.74%	1.74%	1.74%	1.74%	1.74%	1.74%
Non-Residential Account Growth		0.27%	0.27%	0.27%	0.27%	0.27%	0.27%	0.27%
SIS Account Growth		1.27%	1.27%	1.27%	1.27%	1.27%	1.27%	1.27%

[1] Growth Based on Actual Sewer Accounts

	2013-2018
Single-Family	1.73%
Multi-Family	1.74%
Non-Residential	0.27%
SIS	1.27%

Single-Family Customer Data Forecast	Growth Assumption	2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts									
SFR	Single-Family Account Growth	1,705	1,735	1,764	1,795	1,826	1,857	1,889	1,922
Flat	Single-Family Account Growth	16	16	17	17	17	17	18	18
Total Number of Customers		1,721	1,751	1,781	1,812	1,843	1,875	1,907	1,940
ERUs									
SFR		1,705	1,735	1,764	1,795	1,826	1,857	1,889	1,922
Flat		20	20	21	21	21	22	22	23
Total ERUs		1,725	1,755	1,785	1,816	1,847	1,879	1,912	1,945
Total Flow	Single-Family Demand Growth								
SFR		121,472 ccf	123,568 ccf	125,701 ccf	127,870 ccf	130,077 ccf	132,322 ccf	134,605 ccf	136,928 ccf
Flat		767 ccf	780 ccf	793 ccf	807 ccf	821 ccf	835 ccf	850 ccf	864 ccf
Total		122,239 ccf	124,348 ccf	126,494 ccf	128,677 ccf	130,898 ccf	133,157 ccf	135,455 ccf	137,793 ccf
Billed Flow	Single-Family Demand Growth								
SFR		81,599 ccf	83,007 ccf	84,439 ccf	85,896 ccf	87,379 ccf	88,887 ccf	90,421 ccf	91,981 ccf
Flat		0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf
Total		81,599 ccf	83,007 ccf	84,439 ccf	85,896 ccf	87,379 ccf	88,887 ccf	90,421 ccf	91,981 ccf
Adopted Monthly Fixed Charges									
SFR		$42.69	$42.69	$42.69	$42.69	$42.69	$42.69	$42.69	$42.69
Flat		$119.80	$119.80	$119.80	$119.80	$119.80	$119.80	$119.80	$119.80
Adopted Volume Charges									
SFR		$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28
Flat		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Estimated Revenue At Adopted Rates:									
Base Charges		$ 896,522	$ 911,994	$ 927,733	$ 943,744	$ 960,031	$ 976,599	$ 993,453	$ 1,010,598
Consumption Charges		594,037	604,289	614,718	625,326	636,118	647,096	658,264	669,624
Total		$ 1,490,560	$ 1,516,283	$ 1,542,451	$ 1,569,070	$ 1,596,149	$ 1,623,695	$ 1,651,717	$ 1,680,222

City of Bainbridge Island
Sewer Rate Study and COSA
Forecast of Customer Data

Multi-Family Customer Data Forecast		2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**Growth Assumption**								
All	Multi-Family Account Growth	100	102	104	105	107	109	111	113
Total Number of Accounts		100	102	104	105	107	109	111	113
Unit Counts									
All	Multi-Family Account Growth	1,546	1,573	1,600	1,628	1,656	1,685	1,714	1,744
Total Number of Units		1,546	1,573	1,600	1,628	1,656	1,685	1,714	1,744
ERUs									
All		1,546	1,573	1,600	1,628	1,656	1,685	1,714	1,744
Total ERUs		1,546	1,573	1,600	1,628	1,656	1,685	1,714	1,744
Total Flow	Multi-Family Demand Growth								
All		50,939 ccf	51,823 ccf	52,723 ccf	53,639 ccf	54,570 ccf	55,518 ccf	56,482 ccf	57,462 ccf
Total		50,939 ccf	51,823 ccf	52,723 ccf	53,639 ccf	54,570 ccf	55,518 ccf	56,482 ccf	57,462 ccf
Billed Flow	Multi-Family Demand Growth								
All		49,152 ccf	50,006 ccf	50,874 ccf	51,757 ccf	52,656 ccf	53,570 ccf	54,501 ccf	55,447 ccf
Total		49,152 ccf	50,006 ccf	50,874 ccf	51,757 ccf	52,656 ccf	53,570 ccf	54,501 ccf	55,447 ccf
Adopted Monthly Fixed Charges									
All		$37.39	$37.39	$37.39	$37.39	$37.39	$37.39	$37.39	$37.39
Adopted Volume Charges									
All		$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28
Estimated Revenue At Adopted Rates:									
Base Charges		$ 693,619	$ 705,663	$ 717,916	$ 730,382	$ 743,064	$ 755,967	$ 769,093	$ 782,448
Consumption Charges		357,829	364,042	370,363	376,794	383,337	389,993	396,765	403,654
Total		$ 1,051,448	$ 1,069,705	$ 1,088,279	$ 1,107,176	$ 1,126,401	$ 1,145,960	$ 1,165,858	$ 1,186,102

City of Bainbridge Island
Sewer Rate Study and COSA
Forecast of Customer Data

Non-Residential Customer Data Forecast		2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**Growth Assumption**								
Commercial	Non-Residential Account Growth	200	201	201	202	202	203	203	204
Commercial Flat	Non-Residential Account Growth	1	1	1	1	1	1	1	1
Other	Non-Residential Account Growth	5	5	5	5	5	5	5	5
Government	Non-Residential Account Growth	22	22	22	22	22	22	22	22
Total Number of Customers		228	229	229	230	231	231	232	233
ERUs									
Commercial		1,335	1,339	1,342	1,346	1,349	1,353	1,356	1,360
Commercial Flat		7	7	7	7	7	7	7	7
Other		26	26	27	27	27	27	27	27
Government		116	116	117	117	117	118	118	118
Total ERUs		1,484	1,488	1,492	1,496	1,500	1,504	1,508	1,512
Total Flow	Non-Residential Demand Growth								
Commercial		53,442 ccf	53,584 ccf	53,726 ccf	53,868 ccf	54,011 ccf	54,155 ccf	54,298 ccf	54,442 ccf
Commercial Flat		267 ccf	268 ccf	269 ccf	269 ccf	270 ccf	271 ccf	271 ccf	272 ccf
Other		2,078 ccf	2,083 ccf	2,089 ccf	2,094 ccf	2,100 ccf	2,105 ccf	2,111 ccf	2,116 ccf
Government		16,315 ccf	16,358 ccf	16,402 ccf	16,445 ccf	16,489 ccf	16,533 ccf	16,577 ccf	16,621 ccf
Total		72,102 ccf	72,293 ccf	72,485 ccf	72,677 ccf	72,870 ccf	73,063 ccf	73,257 ccf	73,451 ccf
Billed Flow	Non-Residential Demand Growth								
Commercial		53,442 ccf	53,584 ccf	53,726 ccf	53,868 ccf	54,011 ccf	54,155 ccf	54,298 ccf	54,442 ccf
Commercial Flat		0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf	0 ccf
Other		2,078 ccf	2,083 ccf	2,089 ccf	2,094 ccf	2,100 ccf	2,105 ccf	2,111 ccf	2,116 ccf
Government		16,315 ccf	16,358 ccf	16,402 ccf	16,445 ccf	16,489 ccf	16,533 ccf	16,577 ccf	16,621 ccf
Total		71,835 ccf	72,025 ccf	72,216 ccf	72,408 ccf	72,600 ccf	72,793 ccf	72,986 ccf	73,179 ccf
Adopted Monthly Fixed Charges									
Commercial		$123.69	$123.69	$123.69	$123.69	$123.69	$123.69	$123.69	$123.69
Commercial Flat		$129.43	$129.43	$129.43	$129.43	$129.43	$129.43	$129.43	$129.43
Other		$123.69	$123.69	$123.69	$123.69	$123.69	$123.69	$123.69	$123.69
Government		$123.69	$123.69	$123.69	$123.69	$123.69	$123.69	$123.69	$123.69
Adopted Volume Charges									
Commercial		$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28
Commercial Flat		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other		$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28
Government		$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28	$7.28
Estimated Revenue At Adopted Rates:									
Base Charges		$ 338,904	$ 339,803	$ 340,704	$ 341,608	$ 342,514	$ 343,422	$ 344,333	$ 345,247
Consumption Charges		522,957	524,344	525,735	527,130	528,528	529,930	531,336	532,745
Total		$ 861,861	$ 864,147	$ 866,439	$ 868,737	$ 871,042	$ 873,352	$ 875,669	$ 877,992

Estimated Revenue At Adopted Rates - Winslow								
Base Charges	$ 1,929,045	$ 1,957,460	$ 1,986,353	$ 2,015,734	$ 2,045,609	$ 2,075,988	$ 2,106,880	$ 2,138,292
Consumption Charges	1,474,823	1,492,675	1,510,816	1,529,250	1,547,983	1,567,019	1,586,364	1,606,023
Total	$ 3,403,868	$ 3,450,135	$ 3,497,170	$ 3,544,984	$ 3,593,592	$ 3,643,007	$ 3,693,244	$ 3,744,315

City of Bainbridge Island
Sewer Rate Study and COSA
Forecast of Customer Data

SIS Customer Data Forecast		2017	2018	2019	2020	2021	2022	2023	2024
Customer Counts	**Growth Assumption**								
With Grinder Pump	SIS Account Growth	140	142	144	146	147	149	151	153
No Pump	SIS Account Growth	56	80	81	82	83	84	85	86
Total Number of Customers		196	222	225	228	231	233	236	239
ERUs									
With Grinder Pump		140	142	144	146	147	149	151	153
No Pump		56	80	81	82	83	84	85	86
Total Number of ERUs		196	222	225	228	231	233	236	239
Adopted Monthly Fixed Charges									
With Grinder Pump		$23.59	$23.59	$23.59	$23.59	$23.59	$23.59	$23.59	$23.59
No Pump		$19.42	$19.42	$19.42	$19.42	$19.42	$19.42	$19.42	$19.42
Adopted Volume Charges									
With Grinder Pump		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
No Pump		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Estimated Revenue At Adopted Rates:									
Base Charges		$ 52,747	$ 58,828	$ 59,576	$ 60,334	$ 61,101	$ 61,878	$ 62,665	$ 63,461
Consumption Charges		-	-	-	-	-	-	-	-
Total		$ 52,747	$ 58,828	$ 59,576	$ 60,334	$ 61,101	$ 61,878	$ 62,665	$ 63,461

Estimated Revenue At Adopted Rates - Total System	2017	2018	2019	2020	2021	2022	2023	2024
Base Charges	$ 1,981,792	$ 2,016,288	$ 2,045,930	$ 2,076,067	$ 2,106,710	$ 2,137,866	$ 2,169,544	$ 2,201,754
Consumption Charges	1,474,823	1,492,675	1,510,816	1,529,250	1,547,983	1,567,019	1,586,364	1,606,023
Total	$ 3,456,615	$ 3,508,963	$ 3,556,746	$ 3,605,318	$ 3,654,693	$ 3,704,885	$ 3,755,908	$ 3,807,777

City of Bainbridge Island
Sewer Rate Study and COSA
Functional Allocation

Allocation of Plant in Service

Plant in Service	Total Costs	FUNCTIONS OF SEWER SERVICE						As All Others	TOTAL	ALLOCATION BASIS
		Customer	Flow - Collection	Flow - WWTP	BOD	TSS	SIS Only			
Collection	$ 11,405,264	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	All to Flow - Collection
Treatment	20,299,140	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	100.00%	Flow-WWTP/BOD/TSS
Pumping	1,084,160	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	All to Flow
General	1,556,316	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Others
Total Utility Plant	$ 34,344,880	$ -	$ 12,489,424	$ 10,149,570	$ 5,074,785	$ 5,074,785	$ -	$ 1,556,316	$ 34,344,880	
Sewer Service Functions		0.00%	38.09%	30.95%	15.48%	15.48%	0.00%		**100.00%**	
Allocation of "As All Others"		$ -	$ 592,813	$ 481,751	$ 240,876	$ 240,876	$ -	$ (1,556,316)	$ -	
TOTAL	**$ 34,344,880**	**$ -**	**$ 13,082,237**	**$ 10,631,321**	**$ 5,315,661**	**$ 5,315,661**	**$ -**	**$ -**	**$ 34,344,880**	
Allocation Percentages		**0.00%**	**38.09%**	**30.95%**	**15.48%**	**15.48%**	**0.00%**	**0.00%**	**100.00%**	

Allocation of Operating Expenses

Test Year ⇨	2019	2020	2021								
OPERATING EXPENSE	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF SEWER SERVICE						As All Others	TOTAL	ALLOCATION BASIS
				Customer	Flow - Collection	Flow - WWTP	BOD	TSS	SIS Only			
Taxes												
State Excise Tax	$ 63,658	$ 64,541	$ 65,439	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
City Tax	254,966	258,431	262,249	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Training												
ENG - Sewer Training	3,000	3,000	3,000	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Winslow Collection Training	5,000	5,150	5,253	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
Salary												
Ex - Sewer - Admin - Salary	18,398	18,847	19,224	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Legal - Sewer Fund	19,444	20,326	20,732	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
HR - Sewer Salary	12,151	12,781	13,037	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Exec - Clerk - Sewer Salary	2,411	2,469	2,519	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Salary	199,584	208,140	212,303	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
ENG - SIS - Admin - Salary	3,802	3,894	3,972	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
ENG - Sewer - Ops - Salary	5,439	5,619	5,731	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
BLD - Sewer - Admin - Salary	1,979	2,028	2,068	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
PW - Sewer Salary	37,388	29,951	30,550	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
ENG- Sewer Admin	28,202	29,447	30,036	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Winslow Collection Salary	230,433	238,373	243,141	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
WWTP Salary	319,367	327,281	333,827	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
SIS Salary	23,645	24,396	24,884	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
IT - Sewer Salary	32,323	33,153	33,816	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Salary Overtime												
FIN - Sewer Salary OT	1,200	1,236	1,261	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
IT- Sewer - Salary - OT	425	425	425	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Winslow Collection Salary OT	76,865	79,071	80,652	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
Salary Temp												
O&M - WWTP - Salary Temp	8,000	8,000	8,000	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Winslow Collection Salary Temp	8,000	8,000	8,000	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
Staff Separation Buyouts - GG	3,000	5,000	5,100	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses

City of Bainbridge Island
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Allocation of Operating Expenses (Continued)

Test Year ð	2019	2020	2021									
OPERATING EXPENSE	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF SEWER SERVICE						As All Others	TOTAL	ALLOCATION BASIS
				Customer	Flow - Collection	Flow - WWTP	BOD	TSS	SIS Only			
Benefits												
Ex - Sewer - Admin - Benefits	5,646	5,757	5,987	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Legal - Sewer Benefits	7,026	7,313	7,605	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
HR - Sewer Benefits	4,815	4,995	5,195	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Exec - Clerk - Sewer Benefits	1,170	1,208	1,257	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Benefits	83,111	86,334	89,788	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
BLD - Sewer - Admin - Benefits	789	817	849	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
PW - Sewer Benefits	14,370	12,937	13,454	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
ENG - SIS - Admin - Benefits	1,555	1,609	1,673	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
ENG - Sewer - Ops - Benefits	2,425	2,517	2,618	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
ENG - Sewer Admin	13,077	13,650	14,196	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Winslow Collection Benefits	111,230	115,241	119,850	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
WWTP Benefits	160,472	165,492	172,111	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
SIS Benefits	11,124	11,529	11,990	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
IT - Sewer Benefits	14,390	14,825	15,418	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
GG Sewer Works Com	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
GG Sewer Unemployment	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Staff Separation Buyouts - GG	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Supplies												
ENG - Sewer Admin	450	450	459	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Winslow Collection Supplies	30,900	31,827	32,462	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
PW - Sewer Supplies	100	100	102	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
O&M WWTP Supplies	66,950	68,959	70,335	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
O&M SIS Supplies	2,060	2,122	2,164	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
Fuel Consumed												
Winslow Collection Fuel	4,742	5,928	6,046	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
O&M WWTP Fuel	4,232	5,290	5,396	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
O&M SIS Fuel	2,495	3,118	3,180	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
Professional Services	45,419	116,360	118,682	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
One-Time WWTP Study	100,000	-	-	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Outside Attorney - Legal Advice	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Outside Attorney - Litigation	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Telephone/Fax												
GG Sewer Fac Phone	1,000	1,100	1,122	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
WWTP Telephone/Fax	21,000	22,000	22,439	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Eng - Sewer - Admin - Outreach	2,500	2,500	2,550	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Postage												
FIN-SIS-POSTAGE	500	500	510	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
GG-Sewer - Fac - Postage	4,000	4,000	4,080	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
GG-WWTP- Postage/Shipping	4,100	-	-	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Travel Expense - ENG Sewer Admin	250	250	255	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Advertising	-	-	-	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	All Customer
Rents & Leases - Operating												
ENG - Sewer Admin	600	600	612	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Winslow Collection - Rents	309	318	324	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
O&M WWTP Rents	618	637	650	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
O&M SIS Rents	62	64	65	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
Rents - Interfund	68,900	67,700	69,051	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Insurance												
GG - Sewer - Insurance	55,000	52,000	53,038	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
GG - SIS - Insurance	5,000	5,000	5,100	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
Utilities - Electric												
GG - Sewer Electric	27,000	27,000	27,539	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
GG - WWTP Electric	75,000	75,000	76,497	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment

Allocation of Operating Expenses (Continued)

Test Year →	2019	2020	2021									
OPERATING EXPENSE	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF SEWER SERVICE						As All Others	TOTAL	ALLOCATION BASIS
				Customer	Flow - Collection	Flow - WWTP	BOD	TSS	SIS Only			
Utilities - SSWM Fees												
GG - Sewer COBI SSWM	400	420	428	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
GG - WWTP - SSWM	3,300	3,400	3,468	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Utilities - BI Water/Sewer												
O&M Sewer City Water/Sewer	1,185	1,220	1,244	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
O&M SIS City Water/Sewer	206	212	216	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
O&M WWTP Water/Sewer	40,000	40,000	40,798	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Utilities - WWTP Garbage	4,500	4,500	4,590	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Biosolids Waste Disposal	120,510	124,125	126,602	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Repairs												
Annual Swr Coll Upgrade-R&M	50,000	50,998	52,016	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - Collection
Bldg Svcs Contr-Wwtp-Maint	701	722	736	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Grinder Pump Maint Contract	32,960	33,949	34,627	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Lovell Beach Mains-Repairs	36,050	37,132	37,873	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
O&M - Sewer Opns Repairs	229,000	137,000	15,537	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
O&M-Sis-Repairs	5,150	5,305	5,411	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
O&M-Swr-Gen Load Test-R&M	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
O&M-WWTP-Gen Load Test-R&M	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
O&M-WWTP-Repairs	25,750	26,523	27,052	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Win Coll-R&M	25,750	26,523	27,052	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
Computer Support Maintenance	1,300	1,400	1,428	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Dues, Subscriptions & Memberships												
ENG- Sewer Miscellaneous	500	500	510	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	**100.00%**	As Plant-In-Service
Winslow Collection Dues/Subscriptions	410	422	430	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	**100.00%**	As Flow - WWTP
O&M WWTP Dues/Subscriptions	920	948	967	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
O&M SIS Dues/Subscriptions	75	77	79	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
WWTP Permits - Cobi or Outside Agency	9,500	9,785	9,980	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	**100.00%**	As Treatment
Intergovernmental Prof Svcs												
Clerk Sewer Record	200	200	204	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Clerk SIS Record	200	200	204	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
SIS - SD #7 Processing	230,000	235,000	237,988	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	**100.00%**	All SIS
Intergovernmental Prof Svcs	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	**100.00%**	As All Other Direct Expenses
Total 2019 Operating Expenses				$ 10,600	$ 170,330	$ 1,107,886	$ 289,098	$ 289,098	$ 285,874	$ 978,749	$ 3,131,635	
Allocation of "As All Others"				5,395	86,698	563,914	147,151	147,151	28,440	(978,749)	-	
Reallocated 2019 Operating Expenses				$ 15,995	$ 257,028	$ 1,671,800	$ 436,249	$ 436,249	$ 314,314	$ -	**$ 3,131,635**	
Percent of Total				0.51%	8.21%	53.38%	13.93%	13.93%	10.04%	0.00%	**100.00%**	
Total 2020 Operating Expenses				$ 6,500	$ 137,457	$ 1,059,577	$ 255,796	$ 255,796	$ 293,027	$ 1,059,014	$ 3,067,167	
Allocation of "As All Others"				3,882	82,096	632,831	152,774	152,774	34,656	(1,059,014)	-	
Reallocated 2020 Operating Expenses				$ 10,382	$ 219,553	$ 1,692,408	$ 408,570	$ 408,570	$ 327,683	$ -	**$ 3,067,167**	
Percent of Total				0.34%	7.16%	55.18%	13.32%	13.32%	10.68%	0.00%	**100.00%**	
Total 2021 Operating Expenses				$ 6,630	$ 92,994	$ 1,046,111	$ 242,513	$ 242,513	$ 297,438	$ 1,081,114	$ 3,009,311	
Allocation of "As All Others"				4,241	59,482	669,127	155,119	155,119	38,026	(1,081,114)	-	
Reallocated 2021 Operating Expenses				$ 10,870	$ 152,476	$ 1,715,238	$ 397,632	$ 397,632	$ 335,463	$ -	**$ 3,009,311**	
Percent of Total				0.35%	4.97%	55.92%	12.96%	12.96%	10.94%	0.00%	**100.00%**	

City of Bainbridge Island
Sewer Rate Study and COSA
Functional Allocation

Allocation of Revenue Requirement

Design Rates For =>	2019	2020	2021								
REVENUE REQUIREMENT	TOTAL COSTS	TOTAL COSTS	TOTAL COSTS	FUNCTIONS OF SEWER SERVICE						As All Others	TOTAL	ALLOCATION BASIS
				Customer	Flow - Collection	Flow - WWTP	BOD	TSS	SIS Only			
Rate-Funded Operating & Capital Expenses												
Cash Operating Expenses	$ 3,131,635	$ 3,067,167	$ 3,009,311									As O&M Expenses
Debt Service - Treatment	814,324	807,965	806,406	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%	100.00%	As Treatment
Debt Service - Winslow Collection	211,670	210,679	209,688	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	As Flow - WWTP
New Debt Service - General	-	-	233,919	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	100.00%	As Plant-In-Service
Rate Funded System Reinvestment	-	-	-	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	100.00%	As Plant in Service
OTHER REVENUES AND ADJUSTMENTS												
Less:												
Engineering Fees	$ -	$ -	$ -	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	100.00%	As Plant in Service
Water Sales - Conn/Inspect Fees	(10,000)	(10,000)	(10,000)	0.00%	38.09%	30.95%	15.48%	15.48%	0.00%	0.00%	100.00%	As Plant in Service
Sewer Misc Revenue	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Penalties on Cap Assessments	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Interest on Cap Assessments	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Spec Assess Prin Captial	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Investment Interest	(23,704)	(20,990)	(25,238)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Inventory Markup	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
System Participation-Lynnwood	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	All KCSD #7
KCSD #7 Pass-Through Revenue	(230,000)	(235,000)	(237,988)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	All KCSD #7
Plus:												
Net Cash Flow After Rate Increase	(271,454)	(79,926)	(124,721)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Incremental Taxes from Rate Increase	5,410	11,077	17,011	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Adjustment for Partial Year Increase	-	-	-	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	As All Other Direct Expenses
Total 2019 Revenue Requirement				$ 15,995	$ 253,219	$ 2,287,537	$ 638,282	$ 638,282	$ 84,314	$ (289,748)	$ 3,627,880	
Allocation of "As All Others"				$ (1,117)	$ (17,690)	$ (159,805)	$ (44,590)	$ (44,590)	$ (21,958)	289,748	-	
Reallocated 2019 Rate Revenue Requirement				$ 14,878	$ 235,529	$ 2,127,732	$ 593,693	$ 593,693	$ 62,356	$ -	**$ 3,627,880**	
Percent of Total				0.41%	6.49%	58.65%	16.36%	16.36%	1.72%	0.00%	**100.00%**	
Total 2020 Revenue Requirement				$ 10,382	$ 215,744	$ 2,303,974	$ 609,014	$ 609,014	$ 92,683	$ (89,839)	$ 3,750,972	
Allocation of "As All Others"				$ (229)	$ (4,755)	$ (50,784)	$ (13,424)	$ (13,424)	$ (7,223)	89,839	-	
Reallocated 2020 Rate Revenue Requirement				$ 10,153	$ 210,989	$ 2,253,190	$ 595,590	$ 595,590	$ 85,460	$ -	**$ 3,750,972**	
Percent of Total				0.27%	5.62%	60.07%	15.88%	15.88%	2.28%	0.00%	**100.00%**	
Total 2021 Revenue Requirement				$ 10,870	$ 237,768	$ 2,397,442	$ 633,890	$ 633,890	$ 97,475	$ (132,947)	$ 3,878,389	
Allocation of "As All Others"				$ (340)	$ (7,439)	$ (75,008)	$ (19,832)	$ (19,832)	$ (10,496)	132,947	-	
Reallocated 2021 Rate Revenue Requirement				$ 10,530	$ 230,329	$ 2,322,434	$ 614,058	$ 614,058	$ 86,980	$ -	**$ 3,878,389**	
Percent of Total				0.27%	5.94%	59.88%	15.83%	15.83%	2.24%	0.00%	**100.00%**	

City of Bainbridge Island
Sewer Rate Study and COSA
Customer Class Cost Allocation

	Projected 2019 Statistics				
	Single-Family	Multi-Family	Non-Residential	SIS	Total
Accounts	1,781	104	229	225	2,339
Flow	85,233 ccf	50,874 ccf	72,485 ccf	10,732 ccf	219,323 ccf
Flow - Winslow	85,233 ccf	50,874 ccf	72,485 ccf	0 ccf	208,592 ccf
BOD	133,007 lbs	79,390 lbs	227,133 lbs	0 lbs	439,529 lbs
TSS	133,007 lbs	79,390 lbs	195,461 lbs	0 lbs	407,857 lbs
ERUs	1,785	1,600	1,492	225	5,102
BOD Strength	250 mg/L	250 mg/L	502 mg/L	0 mg/L	
TSS Strength	250 mg/L	250 mg/L	432 mg/L	0 mg/L	

	Alllocation Basis	Allocation of 2019 Revenue Requirement				
		Single-Family	Multi-Family	Non-Residential	SIS	Total
Customer	Accounts	$ 11,329	$ 659	$ 1,460	$ 1,430	$ 14,878
Flow - Collection	Flow	91,530	54,633	77,841	11,525	235,529
Flow - WWTP	Flow - Winslow	869,412	518,939	739,381	-	2,127,732
BOD	BOD	179,658	107,235	306,799	-	593,693
TSS	TSS	193,610	115,563	284,520	-	593,693
SIS Only	All to SIS	-	-	-	62,356	62,356
		$ 1,345,540	$ 797,030	$ 1,410,001	$ 75,311	$ 3,627,880

Cost Allocation Summary

	EXISTING STRUCTURE		FULL COST OF SERVICE		DIFFERENCE	
Class	2019 Revenue at Existing Rates	Percent of Total	COSA 2019 Revenue	Percent of Total	$ Difference	Rate Adjustment
Single-Family	$ 1,542,451	43.4%	$ 1,345,540	37.1%	$ (196,912)	-12.8%
Multi-Family	1,088,279	30.6%	797,030	22.0%	(291,250)	-26.8%
Non-Residential	866,439	24.4%	1,410,001	38.9%	543,562	62.7%
SIS	59,576	1.7%	75,311	2.1%	15,735	26.4%
Total	$ 3,556,746	100.0%	$ 3,627,880	100.0%	$ 71,135	2.0%

	EXISTING STRUCTURE		COST-OF-SERVICE ALTERNATIVE		DIFFERENCE	
Class	2019 Revenue at Existing Rates	Percent of Total	COSA 2019 Revenue	Percent of Total	$ Difference	Rate Adjustment
Single-Family	$ 1,542,451	43.4%	$ 1,542,451	42.5%	$ (49,358)	0.0%
Multi-Family	1,088,279	30.6%	1,088,279	30.0%	(81,621)	0.0%
Non-Residential	866,439	24.4%	934,021	25.7%	188,884	7.8%
SIS	59,576	1.7%	63,129	1.7%	13,231	6.0%
Total	$ 3,556,746	100.0%	$ 3,627,880	100.0%	$ 71,135	2.0%

City of Bainbridge Island
Sewer Rate Study and COSA
Customer Class Cost Allocation

	Projected 2020 Statistics				
	Single-Family	Multi-Family	Non-Residential	SIS	Total
Accounts	1,812	105	230	228	2,375
Flow	86,703 ccf	51,757 ccf	72,677 ccf	10,868 ccf	222,007 ccf
Flow - Winslow	86,703 ccf	51,757 ccf	72,677 ccf	0 ccf	211,138 ccf
BOD	135,302 lbs	80,768 lbs	227,735 lbs	0 lbs	443,806 lbs
TSS	135,302 lbs	80,768 lbs	195,979 lbs	0 lbs	412,050 lbs
ERUs	1,816	1,628	1,496	228	5,167
BOD Strength	250 mg/L	250 mg/L	502 mg/L	0 mg/L	
TSS Strength	250 mg/L	250 mg/L	432 mg/L	0 mg/L	

	Alllocation Basis	Allocation of 2020 Revenue Requirement				
		Single-Family	Multi-Family	Non-Residential	SIS	Total
Customer	Accounts	$ 7,746	$ 451	$ 984	$ 973	$ 10,153
Flow - Collection	Flow	82,401	49,189	69,070	10,329	210,989
Flow - WWTP	Flow - Winslow	925,268	552,337	775,586	-	2,253,190
BOD	BOD	181,576	108,391	305,622	-	595,590
TSS	TSS	195,570	116,745	283,275	-	595,590
SIS Only	All to SIS	-	-	-	85,460	85,460
		$ 1,392,561	$ 827,112	$ 1,434,537	$ 96,763	$ 3,750,972

Cost Allocation Summary

	2019 FULL COS RATES		2020 FULL COS RATES		DIFFERENCE	
Class	2020 Revenue at 2019 Rates	Percent of Total	COSA 2020 Revenue	Percent of Total	$ Difference	Rate Adjustment
Single-Family	$ 1,368,761	37.3%	$ 1,392,561	37.1%	$ 23,800	1.7%
Multi-Family	810,869	22.1%	827,112	22.1%	16,243	2.0%
Non-Residential	1,413,741	38.5%	1,434,537	38.2%	20,796	1.5%
SIS	76,268	2.1%	96,763	2.6%	20,494	26.9%
Total	$ 3,669,639	100.0%	$ 3,750,972	100.0%	$ 81,334	2.2%

	2019 COS ALT RATES		2020 COS ALT RATES		DIFFERENCE	
Class	2020 Revenue at 2019 Rates	Percent of Total	COSA 2020 Revenue	Percent of Total	$ Difference	Rate Adjustment
Single-Family	$ 1,569,070	42.7%	$ 1,569,070	41.8%	$ -	0.0%
Multi-Family	1,107,176	30.1%	1,107,176	29.5%	-	0.0%
Non-Residential	936,499	25.5%	1,006,736	26.8%	70,237	7.5%
SIS	63,931	1.7%	67,990	1.8%	4,058	6.3%
Total	$ 3,676,677	100.0%	$ 3,750,972	100.0%	$ 74,295	2.0%

City of Bainbridge Island
Sewer Rate Study and COSA
Customer Class Cost Allocation

	Projected 2021 Statistics				
	Single-Family	Multi-Family	Non-Residential	SIS	Total
Accounts	1,843	107	231	231	2,412
Flow	88,200 ccf	52,656 ccf	72,870 ccf	11,007 ccf	224,733 ccf
Flow - Winslow	88,200 ccf	52,656 ccf	72,870 ccf	0 ccf	213,726 ccf
BOD	137,637 lbs	82,171 lbs	228,339 lbs	0 lbs	448,147 lbs
TSS	137,637 lbs	82,171 lbs	196,499 lbs	0 lbs	416,307 lbs
ERUs	1,847	1,656	1,500	231	5,234
BOD Strength	250 mg/L	250 mg/L	502 mg/L	0 mg/L	
TSS Strength	250 mg/L	250 mg/L	432 mg/L	0 mg/L	

	Alllocation Basis
Customer	Accounts
Flow - Collection	Flow
Flow - WWTP	Flow - Winslow
BOD	BOD
TSS	TSS
SIS Only	All to SIS

	Allocation of 2021 Revenue Requirement				
	Single-Family	Multi-Family	Non-Residential	SIS	Total
Customer	$ 8,047.81	$ 468	$ 1,007	$ 1,007	$ 10,530
Flow - Collection	90,396	53,968	74,685	11,281	230,329
Flow - WWTP	958,415	572,183	791,836	-	2,322,434
BOD	188,592	112,592	312,874	-	614,058
TSS	203,016	121,203	289,839	-	614,058
SIS Only	-	-	-	86,980	86,980
	$ 1,448,468	$ 860,413	$ 1,470,241	$ 99,267	$ 3,878,389

Cost Allocation Summary

	2020 FULL COS RATES		2021 FULL COS RATES		DIFFERENCE	
Class	2021 Revenue at 2020 Rates	Percent of Total	COSA 2021 Revenue	Percent of Total	$ Difference	Rate Adjustment
Single-Family	$ 1,416,593	37.3%	$ 1,448,468	37.3%	$ 31,875	2.3%
Multi-Family	841,474	22.2%	860,413	22.2%	18,939	2.3%
Non-Residential	1,438,342	37.9%	1,470,241	37.9%	31,899	2.2%
SIS	97,993	2.6%	99,267	2.6%	1,274	1.3%
Total	$ 3,794,402	100.0%	$ 3,878,389	100.0%	$ 83,987	2.2%

	2020 FULL COS RATES		2021 COS ALT RATES		DIFFERENCE	
Class	2021 Revenue at 2020 Rates	Percent of Total	COSA 2021 Revenue	Percent of Total	$ Difference	Rate Adjustment
Single-Family	$ 1,596,149	42.0%	1,596,149	41.2%	$ -	0.0%
Multi-Family	1,126,401	29.6%	1,126,401	29.0%	-	0.0%
Non-Residential	1,009,407	26.6%	1,082,735	27.9%	73,329	7.3%
SIS	68,854	1.8%	73,104	1.9%	4,249	6.2%
Total	$ 3,800,811	100.0%	$ 3,878,389	100.0%	$ 77,578	2.0%

City of Bainbridge Island
Sewer Rate Study and COSA
Rate Table

Single-Family Residential Rates	Adopted		With ATB Rate Increases			Full COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Meter Charge	$42.69	$42.69	$43.54	$44.41	$45.30	$37.24	$37.89	$38.74	$42.69	$42.69	$42.69
Volume Charge per 100 Cubic Feet	$7.28	$7.28	$7.43	$7.57	$7.73	$6.35	$6.46	$6.61	$7.28	$7.28	$7.28
Flat Rate	$119.80	$119.80	$122.20	$124.64	$127.13	$104.51	$106.32	$108.72	$119.80	$119.80	$119.80

Multi-Family Residential Rates	Adopted		With ATB Rate Increases			Full COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Meter Charge	$37.39	$37.39	$38.14	$38.90	$39.68	$27.38	$27.93	$28.56	$37.39	$37.39	$37.39
Volume Charge per 100 Cubic Feet	$7.28	$7.28	$7.43	$7.57	$7.73	$5.33	$5.44	$5.56	$7.28	$7.28	$7.28

Non-Residential Rates	Adopted		With ATB Rate Increases			Full COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
Meter Charge	$123.69	$123.69	$126.16	$128.69	$131.26	$201.29	$204.25	$208.78	$126.16	$128.69	$131.26
Volume Charge per 100 Cubic Feet	$7.28	$7.28	$7.43	$7.57	$7.73	$11.85	$12.02	$12.29	$8.12	$8.99	$9.90
Flat Rate	$129.43	$129.43	$132.02	$134.66	$137.35	$210.63	$213.73	$218.47	$139.53	$149.99	$160.89

South Island Rates	Adopted		With ATB Rate Increases			Full COS Rates			COS Alternative		
	2017	2018	2019	2020	2021	2019	2020	2021	2019	2020	2021
With Grinder Pump	$23.59	$23.59	$24.06	$24.54	$25.03	$29.82	$37.83	$38.33	$25.00	$26.58	$28.22
No Pump	$19.42	$19.42	$19.81	$20.20	$20.61	$24.55	$31.15	$31.55	$20.58	$21.88	$23.23

Projected Revenue									
Single-Family	$ 1,573,300	$ 1,632,461	$ 1,693,846	$ 1,345,540	$ 1,392,561	$ 1,448,468	$ 1,542,451	$ 1,569,070	$ 1,596,149
Multi-Family	1,110,045	1,151,906	1,195,346	797,030	827,112	860,413	1,088,279	1,107,176	1,126,401
Non-Residential	883,768	903,834	924,356	1,410,001	1,434,537	1,470,241	934,021	1,006,736	1,082,735
SIS	60,768	62,771	64,841	75,311	96,763	99,267	63,129	67,990	73,104
Total	$ 3,627,880	$ 3,750,972	$ 3,878,389	$ 3,627,880	$ 3,750,972	$ 3,878,389	$ 3,627,880	$ 3,750,972	$ 3,878,389
Check: Revenue Requirement	*$ 3,627,880*	*$ 3,750,972*	*$ 3,878,389*	*$ 3,627,880*	*$ 3,750,972*	*$ 3,878,389*	*$ 3,627,880*	*$ 3,750,972*	*$ 3,878,389*

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (7:50 PM) Set Public Hearing on Ordinance No. 2019-04, Updating the City's Sign Code - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Planning & Community Development

RECOMMENDED MOTION:

I move to set a public hearing on Ordinance No. 2019-04 on the agenda for the May 28, 2019 Business Meeting.

SUMMARY:

Setting the date for a public hearing on Ordinance No. 2019-04, which proposes to update the City's sign code.

FISCAL IMPACT:

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

BACKGROUND:

Staff briefed the City Council on issues related to the City's sign code on September 18, 2018, and again on November 27, 2018. In response, the Council provided the following direction to staff: (1) Review the City's existing sign code for consistency with U.S. Supreme Court ruling in Reed v. Town of Gilbert; (2) Draft changes to the City's existing sign code for consistency with the ruling in Reed v. Town of Gilbert, but keep existing policy to the extent possible; and (3) Present Reed-compliant sign code for Council review and sandwich board discussion.

On March 12, 2019, the Council first considered proposed Ordinance No. 2019-04 and requested that, to the extent possible, staff incorporate the City's current sandwich board sign regulations into Ordinance No. 2019-04 for the Council to consider at a future study session.

On May 7, 2019, the Council further discussed Ordinance No. 2019-04 and directed staff to revise Ordinance No. 2019-04 such that both on-site and off-site temporary commercial sandwich board signs will become prohibited six months after the passage and publication of Ordinance No. 2019-04, should the ordinance be adopted by the City Council. Attached is a revised Ordinance No. 2019-04 that incorporates the requested changes.

In addition, as a result of Council discussion on May 7, 2019, staff have also revised Ordinance No. 2019-04 to prohibit other temporary signs (beyond just sandwich boards) displaying commercial speech.

Staff also proposes to revise Ordinance No. 2019-04 to remove references to "window signs" in BIMC 15.08.140. Such references are duplicative of BIMC 15.08.050.E and are unnecessary. Similarly, staff proposes to remove an exemption for noncommercial signs on private property in BIMC 15.08.050.C as it is unnecessary in light of the temporary sign regulations in BIMC 15.08.140.

For more details on these proposed changes, please see the attached redlined version of Exhibit A to Ordinance No. 2019-04.

ATTACHMENTS:

Ordinance No. 2019-04, Updating The City's Sign Code - Chapter 15.08 BIMC

Exhibit A to Ordinance No. 2019-04 - Redline

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-04

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the regulation of signs erected within the City and repealing and replacing Chapter 15.08 of the Bainbridge Island Municipal Code.

WHEREAS, on June 18, 2015, the United States Supreme Court issued its decision in *Reed v. Town of Gilbert*, which has provided guidance for local governments in revising and updating their sign codes; and

WHEREAS, on September 18, 2018, the City Council identified updating the City's sign code in accordance with *Reed v. Town of Gilbert* as a priority item; and

WHEREAS, on November 27, 2018, the City Council discussed code enforcement more broadly as well as next steps regarding an update to the City's sign code; and

WHEREAS, on March 12, 2019, the City Council first considered Ordinance No. 2019-04, proposing to update the City's sign code in accordance with *Reed v. Town of Gilbert*; and

WHEREAS, on May 7, 2019, the City Council further discussed Ordinance No. 2019-04 and the extent to which sandwich board signs should be permitted under the City's sign code; and

WHEREAS, on May 14, 2019, the City Council set a public hearing on Ordinance No. 2019-04 on the agenda for the City Council's May 28, 2019 Business Meeting; and

WHEREAS, on May 28, 2019, the City Council held a public hearing on Ordinance No. 2019-04.

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

Section 1. Chapter 15.08 of the Bainbridge Island Municipal Code is hereby repealed in its entirety and replaced as shown on attached **Exhibit A**.

Section 2. Subsection 15.08.110.E of the Bainbridge Island Municipal Code shall be repealed, and no longer be in force or effect, six (6) months from the effective date of this ordinance

Section 3. Section 15.08.115 of the Bainbridge Island Municipal Code shall be repealed, and no longer be in force or effect, six (6) months from the effective date of this ordinance.

Section 4. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this __ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 10, 2019
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2019-04

EXHIBIT A
Chapter 15.08
SIGN CODE

Sections:

15.08.010 Purpose.
15.08.020 Definitions.
15.08.030 Permits Required
15.08.040 Permit Fees
15.08.050 Signs not requiring a permit.
15.08.060 Prohibited signs.
15.08.070 Nonconforming signs.
15.08.080 Measurement of sign area.
15.08.090 Height of sign.
15.08.100 General regulations.
15.08.110 Commercial use signs.
15.08.115 Temporary off-site commercial sandwich board signs.
15.08.120 Institutional or public use signs.
15.08.130 Residential use signs.
15.08.140 Temporary Signs
15.08.150 Sign variance.
15.08.160 Enforcement and penalties.

15.08.010 Purpose.

The purpose of this chapter is as follows:

A. To promote and protect the public welfare, health, and safety.

B. To encourage the installation of signs which harmonize with building design, natural settings and other geographical characteristics of the locations in which they are erected.

C. To create a more attractive economic and business climate.

D. To reduce distractions and obstructions from signs which would adversely affect traffic safety and reduce hazards that may be caused by signs overhanging or projecting over or within public rights-of-way.

15.08.020 Definitions.

A. “Awning or marquee sign” means a sign attached to a face or shelter, which face or shelter extends (12 inches or more) in a direction perpendicular to the wall of the building and may be supported by posts or the exterior wall of the building or any combination thereof.

B. “Banneret” means a small banner that is hung vertically from a freestanding support, i.e., curbside bannerets on light standards and bannerets in public squares.

C. “Banner” means a sign of flexible material designed to be displayed between two supports or against another surface.

D. “Changeable copy” means changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the City.

E. “Culturally, historically, or architecturally significant sign” means a sign with unique local characteristics that may not fit other defined categories.

F. “Director” means the City’s Director of Planning and Community Development.

G. “Erect” means to build, construct, raise, assemble, create, alter, display, relocate, attach, hang, place, suspend, affix, paint, draw, engrave, carve, cast, or in any other way bring into being or establish, other than to replace changeable copy and other than in the course of normal sign maintenance as described in this chapter.

H. “Facade sign” means any sign which is erected (including painted) on the wall of a building or other structure, whose face is generally parallel to that wall or other structure and whose face does not extend outward more than 12 inches in a direction perpendicular to that wall or other structure.

I. “Facade” means the wall of a building or other structure whose face is generally parallel to that wall or other structure.

J. “Freestanding sign” means a sign supported by one or more permanently affixed uprights, poles, or braces in or on the ground, and not supported by a building.

K. “Grade” (adjacent ground elevation) means the computed average of the lowest and the highest points of elevation of the original surface of the ground, or existing paving or sidewalk within the area between the building and the property line, or when the property line is more than five feet from the building, between the building and a line five feet from the building. In the case of structures to be built over water or on the shoreline, “grade” shall have the same meaning as “average grade level” as that term is defined in WAC 173-27-030(3).

L. “Neon sign” means a sign illuminated in whole or part by gaseous tubes electrified by a current.

M. “NC” means neighborhood centers.

N. “Portable sign” means a sign that is readily moveable, freestanding, and not permanently affixed to the ground. “Portable signs” include sandwich board signs, signs mounted on weighted bases, and other similar signs. “Portable signs” do not include “temporary signs.”

O. “Primary entrance” means the principal or main entrance of a building or structure which is used by the majority of patrons to access the building or structure.

P. “Projecting/hanging sign” means a sign, which is attached to or supported by a wall or suspended from the overhang of a building or other structure.

Q. “Repair” means the reconstruction or renewal of any part of an existing sign for the purpose of its maintenance.

R. “Sandwich board sign” means a sign which consists of two panels hinged or attached at the top or side, designed to be movable and stand on the ground.

S. “Sign” means any letter, figure, design, symbol, trademark or other device which is intended to attract attention to any activity, service, place, political office, subject, firm, corporation or merchandise, except traffic signs or signals, public or court notices, signs not visible from the public right-of-way or adjacent properties, signs on moving vehicles, newspapers, leaflets or other printed materials intended for individual use or individual distribution to members of the public, government flags, flags and buntings exhibited to commemorate national patriotic holidays.

T. “Street frontage” means that portion of any lot or building facing a street or sidewalk and with direct access to that street or sidewalk.

U. “Temporary sign” means any sign that is used temporarily and is not permanently mounted, painted, or otherwise affixed, including any poster, banner, placard, stake sign, or sign not placed in the ground with concrete or other means to provide permanent support, stability, and rot prevention. Temporary signs may only be made of non-durable materials including, but not limited to, paper, corrugated board, flexible or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20 oz. fabric, vinyl canvas and vinyl mesh products without plasticizers, and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to permanent sign regulations.

V. “Two-sided” means a sign where only one face is visible from any viewing position.

W. “Window sign” means a sign placed inside a building within 15 feet of the window or on a window and visible from the outside. This term does not include merchandise.

15.08.030 Permits required.
A. No signs, except those described in BIMC 15.08.050, shall be erected without a valid sign permit.

B. Permit application requirements shall be determined by the director and shall include a site plan showing the location of the signs, the position of buildings and landscaped areas, the elevations of the signs, and the configuration and size of the signs.

C. A valid sign permit is required before altering an existing sign or repairing a sign where the repair exceeds 50 percent of the replacement cost.

D. Legally established signs that include changeable copy are exempt from permit requirements for altering the changeable copy.

15.08.040 Permit fees.
Permit fees shall be as established by the city council by resolution.

15.08.050 Signs not requiring a permit.
The following signs shall not require a permit:

A. Signs installed by the City, County, State, or federal governmental agency for the protection of the public health, safety, and general welfare.

B. Temporary signs as allowed under BIMC 15.08.140.

C. Culturally, historically, or architecturally significant signs, existing at the time of passage of the ordinance codified in this chapter and officially recognized by the city. Designation of culturally, historically, or architecturally significant signs will be adopted by separate resolution.

D. Any window sign four square feet or less in size; provided, that no single sign or combination of signs shall exceed 25 percent of an individual window area.

E. A single noncommercial sign, not exceeding 24 square feet in area, mounted at a height not exceeding 20 feet above grade, located on “agricultural land” as that term is defined in Chapter 16.26 BIMC.

15.08.060 Prohibited signs.
The following signs are prohibited:

A. Billboards, streamers, pennants, ribbons, spinners, or other similar devices.

B. Flashing signs, roof signs, signs containing moving parts or appearing to move, and signs which sparkle or twinkle in the sunlight.

C. Signs advertising or identifying a business which is defunct.

D. Signs, except for traffic, regulatory, or informational signs, using the words “stop,” “caution,” or “danger,” or incorporating red, amber, or green lights resembling traffic signals, or resembling “stop” or “yield” signs in shape or color.

E. Signs advertising a business not located on the parcel or development containing the business except signs erected by, or with funding from, the City or the State of Washington.

F. Signs mounted on stationary, unlicensed vehicles.

G. Illuminated features, on the exterior of a building, that call attention to the building or product sold within the building.

H. Any window sign(s) exceeding four square feet in area or exceeding 25 percent of an individual window area.

I. Neon signs, except as permitted in BIMC 15.08.100.B.

J. On-premises signs in the natural, conservancy, aquatic conservancy, and aquatic shoreline environments, except for navigation aids and public information.

K. Signs attached or placed on trees, vegetation, or other natural features, except for memorial or species identification labels.

L. Signs on or attached to any utility pole, traffic control device, lamp post, or any other public infrastructure, building, or structure, except bannerets.

M. Any sign placed without the necessary permit or not in accordance with the size, place and manner limitations provided in this chapter.

N. Any sign that:

1. Is structurally, electrically, or otherwise unsafe; or

2. Constitutes a hazard, by design or placement, to public safety and health; or

3. Obstructs free entrance or exit from a door or window that is required to be in place by this code or the City; or

O. Portable signs, except for portable signs owned and placed by a public agency and sandwich board signs allowed under BIMC 15.08.110.E or BIMC 15.08.115.

P. Signs placed on sidewalks, driveways, or other improved areas designed for vehicular, bicycle, wheelchair, or pedestrian use, except as conditioned in a right-of-way use permit issued by the City.

15.08.070 Nonconforming signs.

A. A nonconforming sign lawfully existing prior to July 26, 1993, may remain and be used subject to the provisions of subsections B and C of this section.

B. A nonconforming sign cannot be enlarged, reworded, redesigned, or altered in any way except to conform to this chapter. If the cost to repair a nonconforming sign exceeds 50 percent of its replacement cost, the sign shall not be repaired except to conform to this chapter.

C. A sign replacing a nonconforming sign shall conform to this chapter.

15.08.080 Measurement of sign area.

Sign measurement shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the sign surface. For freestanding signs, support structures (providing that they are not signs) extending up to one foot above the signs shall not be included in the calculation of the sign area. For signs which are a molded, cast, carved, or otherwise integral part of a solid concrete, masonry, wood, or composite wall, foundation, fence, or entry structure, the sign area shall be measured within a continuous perimeter enclosing the extreme limits of the lettering and/or image.

15.08.090 Height of sign.

A. The height of any sign shall be measured from the grade adjacent to the sign.

B. The height of signs located within a marina shall not exceed 15 feet above the ordinary high water mark.

C. Awning structures on which sign images are attached shall be subject to regulation under the Uniform Building Code as adopted in Chapter 15.04 BIMC.

15.08.100 General regulations.

A. Signs within the Shoreline Master Program Jurisdiction.

1. Sign permits shall be submitted for review and approval at the time of shoreline permit submittal.

2. All signs shall be located and designed to minimize interference with vistas, viewpoints, and visual access to the shoreline.

3. Overwater signs or signs on floats or pilings shall be prohibited, except when related to navigation or as approved as part of a water-dependent use.

4. Signs which impair visual access in view corridors are prohibited.

5. Governmental signs indicating the public's right of access to shoreline areas shall be installed and maintained in conspicuous locations at all points of access. Signs shall also indicate all limitations on use of such areas including use of fire, alcohol, jet skis, and other recreational equipment, as well as requirements regarding pets.

B. Illumination Standards.

1. Signs, except for facade or awning signs, shall only be illuminated externally by light sources shielded so that the lamp is not visible from adjacent properties, the public right-of-way or watercourses. Sign lighting shall conform to BIMC 18.15.040.

2. Lights illuminating a sign shall project illumination toward the face of the sign.

3. Signs shall not flash, rotate, or have motorized parts or exposed electrical wires.

4. Signs shall not be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which they are located is open for business.

5. Up to three neon signs are allowed in commercial zones for each business; provided, that they do not exceed four square feet for any individual sign. Total signage of all types shall not exceed 25 percent of an individual window area. For each retail business that has window area in excess of 100 square feet, an additional four square feet of neon sign area is allowed. Neon signs are allowed only on properties zoned for commercial uses, shall not be visible from the shoreline, and shall not flash.

6. One commercial use sign for theaters, including film or performing arts buildings that were constructed prior to November 10, 1999, may be internally illuminated and may include external unshielded neon lights.

7. Facade signs may be internally illuminated if:

a. The background does not emit light;

b. The background constitutes a minimum of 80 percent of the sign area; and

c. The illumination source is shielded.

C. Placement Standards.

1. Signs, including banners and temporary signs, shall not be mounted on roofs, extend above the roof line, or be located more than 20 feet above the grade except for retail businesses with a second-floor exterior entrance.

2. Signs projecting from a building shall not be less than eight feet above grade, unless permitted by the city through an administrative variance procedure.

3. Freestanding signs shall not exceed five feet in height except in the Business/Industrial and NC zones and except as regulated by BIMC 15.08.120.B. Supporting structures (providing that they are not signs) for

freestanding signs may extend one foot higher than the height limit for freestanding signs. In the Business/Industrial and NC zones, freestanding signs shall not exceed eight feet in height.

D. Freestanding signs shall be located within a landscaped area that is twice the area of the sign area, and the plantings or the landscaped area shall be located so as to shield illumination sources.

E. All signs visible from Highway 305 must be in conformance with the standards of the Scenic Vistas Act (Chapter 47.42 RCW and Chapter 468-66 WAC) that is incorporated herein by this reference as well as the related Washington State Department of Transportation ("WSDOT") rules, regulations, and noncompliance penalties; provided, that all signs within the city shall also be subject to any additional restrictions as provided in this chapter. In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply.

15.08.110 Commercial use signs.

In addition to the general regulations of this chapter, the following regulations shall apply to all commercial use signs.

A. Facade Signs.

1. The total aggregate area of all facade signs on each wall shall not exceed 128 square feet.

2. Buildings may have one facade sign with a maximum area of 36 square feet for each tenant. If the building has street frontage on two or more streets, has access from an alley or parking area to the side or behind the building, or has retail uses on a second floor, a facade sign for each tenant is allowed; provided, that no additional sign shall exceed 20 square feet in area, face the same street, alley, or parking area or be on the same floor as another facade sign.

3. Facade signs shall be located less than 20 feet above grade except for retail businesses with a second-floor exterior entrance.

4. A single directory, combining the name of the commercial complex and the individual names of businesses located within, is allowed provided no other facade sign on the building shall exceed 20 square feet in area except for retail businesses with a second-floor exterior entrance may have a facade sign up to 36 square feet. The maximum sign area for this directory is 48 square feet.

5. A single facade sign for a commercial complex is allowed at the primary entrance instead of a directory, provided no other facade sign for building tenants shall exceed 20 square feet in area except for retail businesses with a second floor exterior entrance may have a facade sign up to 36 square feet. The maximum area for this commercial complex sign is 36 square feet.

6. There may be up to three facade sign(s) per tenant in the High School Road commercial zone located more than 200 feet from the edge of any public right-of-way. No additional sign shall exceed 20 square feet in area, face the same street, alley or parking area or be on the same floor as another facade sign.

B. Freestanding Signs.

1. No more than one freestanding sign shall be allowed per tenant. The sign shall not exceed 20 square feet on any single face or 40 square feet on two faces. No more than two freestanding signs, regardless of the number of tenants, shall be allowed on any property.

2. A freestanding identification sign, for a commercial complex, with or without the individual names of businesses located therein, with a maximum sign area of 40 square feet on any single face and a total surface area of 60 square feet if two sided may be erected facing each street frontage. No individual tenant freestanding signs may be erected on such a property that contains this freestanding identification sign.

3. In the Business/Industrial zone, freestanding identification signs may be located on adjacent Business/Industrial zoned properties if the signs contain directional information to assist in locating the

businesses listed and permission is obtained from the owner of the property where the sign is located. The maximum sign area shall be 36 square feet. The sign shall not be counted toward the maximum number of freestanding signs allowed.

C. An awning or marquee sign, not exceeding 20 square feet in area per commercial tenant, is allowed instead of a facade sign. The lowest point of the awning or marquee is at least eight feet above the sidewalk, and the awning shall have a dark background if illuminated from behind.

D. Projecting/Hanging Signs.

1. A business may have one projecting sign, located at least eight feet above grade, with a maximum area of five square feet for each side. The fixture used to suspend the hanging sign must be included in the permit design and approved by the designated officials, but shall not be included in the total size of the sign.

2. Signs for theaters, including film or performing arts buildings, shall not exceed 80 square feet on a single face and 140 square feet on multiple faces and shall be located at least 100 feet from any property zoned single-family.

E. Sandwich Board Signs.

1. One nonilluminated sandwich board sign per business is allowed, with each face not exceeding six square feet in area, shall be allowed per business.

2. Sandwich board signs shall be a minimum of thirty (30) inches high and a maximum of forty-eight (48) inches high.

3. Sandwich board signs shall be located on real property where the business is located. Sandwich board signs may only be placed on other property, including sidewalks, driveways, required landscaping, or improved areas designed for pedestrian or vehicular use, as allowed under BIMC 15.08.115.

15.08.115 Temporary off-site commercial sandwich board signs.
In addition to the regulations of this chapter, the following regulations shall apply to all temporary off-site commercial sandwich board signs.

A. Temporary off-site commercial sandwich board signs, either the same sign or different sign, may be displayed for a maximum of 36 days within a 12-month period. However, no temporary off-site commercial sandwich board signs may be displayed six months after the effective date of Ordinance No. 2019-04. Temporary off-site commercial sandwich board signs located on private property must obtain the permission of the property owner. Temporary off-site commercial sandwich board signs may be posted within public right-of-way only if the sign does not interfere with sight distances and does not create a vehicular, cyclist, wheelchair, or pedestrian traffic obstruction or hazard, and permission to place the sign in the right-of-way has been obtained from the abutting property owner. Contact information for the owner of the temporary off-site commercial sandwich board sign (i.e., name and telephone number) must be included on all temporary off-site commercial sandwich board signs.

B. All temporary off-site commercial sandwich board signs relating to a specific meeting, event, or occurrence shall be removed immediately following the conclusion of the meeting, event, or occurrence to which they relate.

C. All temporary off-site commercial sandwich board signs shall meet the size requirements of BIMC 15.08.110.E.

D. The owner of a temporary off-site commercial sandwich board sign shall regularly inspect the sign to ensure that the sign has not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired by the owner so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

E. Temporary off-site commercial sandwich board signs are exempt from BIMC 15.08.060.E.

F. For temporary off-site commercial sandwich board signs, a permit in accordance with BIMC 15.08.030 and identifying the dates the signs will be displayed shall be obtained for each 12-month period.

15.08.120 Institutional or public use signs.
In addition to the general regulations of this chapter, public institutions or public entities:

A. May have a single sign, either facade-mounted or a freestanding identification sign, visible from each street frontage;

B. May have one additional freestanding identification sign at the principal entrance not to exceed a maximum height of six feet. The maximum sign area of any face shall be no greater than 40 square feet;

15.08.130 Residential use signs.
In addition to the general regulations of this chapter, the following regulations shall apply to all residential use signs.

A. Residential developments may have a single freestanding sign with a maximum sign area of 10 square feet.

B. Home occupations, legally established, may have an identification sign as allowed in BIMC 18.09.030.I.13.

C. Multifamily residential developments may have a directory sign, with a maximum sign area of 20 square feet, at one vehicular entrance on each street frontage.

15.08.140 Temporary Signs.

A. No permit required. No sign permit is required for temporary signs.

B. Commercial Speech. Temporary signs displaying commercial speech are prohibited.

C. Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated, or creates a public nuisance.

D. Materials. See the definition of “temporary sign” in BIMC 15.08.020.

E. City Property (excluding City right-of-way). Temporary signs on City-owned property are allowed only in conjunction with an approved special event permit issued under Chapter 12.06 BIMC and must be removed upon the conclusion of the parade, procession, or other assembly occurring on City-owned property.

F. City Right-of-Way. Temporary signs located within City right-of-way must comply with the following requirements:

1. Location. Allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the roadway.
2. Type. Only temporary signs on stakes that can be manually pushed or hammered into the ground are allowed, except that the City may allow other signs in the City right-of-way through the issuance of a right-of-way use permit.
3. Size and height. Temporary signs located within the City right-of-way shall not exceed four (4) square feet, and three (3) feet in height.
4. Dilapidated or Nuisance signs. Any temporary sign in the right-of-way that is dilapidated or a nuisance, shall be removed by the person responsible for placement of the sign.
5. Banners. Banners on or over City right-of way require permitting through a right-of-way use permit and are limited to a two (2) week period.

G. Residential zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this section and the following:

1. Size and height. Temporary signs located within residential zones shall not exceed four (4) square feet in size and three (3) feet in height.
2. Construction signs. One sign per construction site not to exceed twelve (12) square feet in area located on the parcel being improved. Sign must be in conjunction with an approved building permit. The sign shall be removed within thirty (30) days of the occupancy of the structure.

H. Non-residential zones: Temporary signs are allowed on non-residentially zoned property in accordance with the requirements of this section and the following:

1. Size and height. Temporary signs located within non-residential zones shall not exceed four (4) square feet in size and three (3) feet in height.
2. Construction signs. One sign per construction site not to exceed twelve (12) square feet in area located on the parcel being improved. Sign must be in conjunction with an approved building permit. The sign shall be removed within thirty (30) days of the occupancy of the structure.

15.08.150 Sign variance.

A. A variance is the mechanism by which the city may grant relief from the provisions of this chapter where practical difficulty renders compliance with the provisions of this chapter an unnecessary hardship and where the hardship is a result of the physical characteristics of the subject property.

B. The variance procedure shall be administrative and determined by the director.

15.08.160 Enforcement and penalties.

A. Enforcement of this chapter and the imposition of penalties for violations of this chapter shall be as provided for in Chapter 1.26 BIMC.

B. The city may remove and dispose of signs that it determines are a threat to public safety and recover costs from the owner of the property on which the sign is located or the sign owner. Within 10 days of removal of a sign, and upon payment of the costs of removal, the owner may recover a sign.

EXHIBIT A
Chapter 15.08
SIGN CODE

Sections:

15.08.010 Purpose.
15.08.020 Definitions.
15.08.030 Permits Required
15.08.040 Permit Fees
15.08.050 Signs not requiring a permit.
15.08.060 Prohibited signs.
15.08.070 Nonconforming signs.
15.08.080 Measurement of sign area.
15.08.090 Height of sign.
15.08.100 General regulations.
15.08.110 Commercial use signs.
15.08.115 Temporary off-site commercial sandwich board signs.
15.08.120 Institutional or public use signs.
15.08.130 Residential use signs.
15.08.140 Temporary Signs
15.08.150 Sign variance.
15.08.160 Enforcement and penalties.

15.08.010 Purpose.

The purpose of this chapter is as follows:

A. To promote and protect the public welfare, health, and safety.

B. To encourage the installation of signs which harmonize with building design, natural settings and other geographical characteristics of the locations in which they are erected.

C. To create a more attractive economic and business climate.

D. To reduce distractions and obstructions from signs which would adversely affect traffic safety and reduce hazards that may be caused by signs overhanging or projecting over or within public rights-of-way.

15.08.020 Definitions.

A. “Awning or marquee sign” means a sign attached to a face or shelter, which face or shelter extends (12 inches or more) in a direction perpendicular to the wall of the building and may be supported by posts or the exterior wall of the building or any combination thereof.

B. “Banneret” means a small banner that is hung vertically from a freestanding support, i.e., curbside bannerets on light standards and bannerets in public squares.

C. “Banner” means a sign of flexible material designed to be displayed between two supports or against another surface.

D. “Changeable copy” means changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the City.

E. “Culturally, historically, or architecturally significant sign” means a sign with unique local characteristics that may not fit other defined categories.

F. “Director” means the City’s Director of Planning and Community Development.

G. “Erect” means to build, construct, raise, assemble, create, alter, display, relocate, attach, hang, place, suspend, affix, paint, draw, engrave, carve, cast, or in any other way bring into being or establish, other than to replace changeable copy and other than in the course of normal sign maintenance as described in this chapter.

H. “Facade sign” means any sign which is erected (including painted) on the wall of a building or other structure, whose face is generally parallel to that wall or other structure and whose face does not extend outward more than 12 inches in a direction perpendicular to that wall or other structure.

I. “Facade” means the wall of a building or other structure whose face is generally parallel to that wall or other structure.

J. “Freestanding sign” means a sign supported by one or more permanently affixed uprights, poles, or braces in or on the ground, and not supported by a building.

K. “Grade” (adjacent ground elevation) means the computed average of the lowest and the highest points of elevation of the original surface of the ground, or existing paving or sidewalk within the area between the building and the property line, or when the property line is more than five feet from the building, between the building and a line five feet from the building. In the case of structures to be built over water or on the shoreline, “grade” shall have the same meaning as “average grade level” as that term is defined in WAC 173-27-030(3).

L. “Neon sign” means a sign illuminated in whole or part by gaseous tubes electrified by a current.

M. “NC” means neighborhood centers.

N. “Portable sign” means a sign that is readily moveable, freestanding, and not permanently affixed to the ground. “Portable signs” include sandwich board signs, signs mounted on weighted bases, and other similar signs. “Portable signs” do not include “temporary signs.”

O. “Primary entrance” means the principal or main entrance of a building or structure which is used by the majority of patrons to access the building or structure.

P. “Projecting/hanging sign” means a sign, which is attached to or supported by a wall or suspended from the overhang of a building or other structure.

Q. “Repair” means the reconstruction or renewal of any part of an existing sign for the purpose of its maintenance.

R. “Sandwich board sign” means a sign which consists of two panels hinged or attached at the top or side, designed to be movable and stand on the ground.

S. “Sign” means any letter, figure, design, symbol, trademark or other device which is intended to attract attention to any activity, service, place, political office, subject, firm, corporation or merchandise, except traffic signs or signals, public or court notices, signs not visible from the public right-of-way or adjacent properties, signs on moving vehicles, newspapers, leaflets or other printed materials intended for individual use or individual distribution to members of the public, government flags, flags and buntings exhibited to commemorate national patriotic holidays.

T. “Street frontage” means that portion of any lot or building facing a street or sidewalk and with direct access to that street or sidewalk.

U. “Temporary sign” means any sign that is used temporarily and is not permanently mounted, painted, or otherwise affixed, including any poster, banner, placard, stake sign, or sign not placed in the ground with concrete or other means to provide permanent support, stability, and rot prevention. Temporary signs may only be made of non-durable materials including, but not limited to, paper, corrugated board, flexible or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20 oz. fabric, vinyl canvas and vinyl mesh products without plasticizers, and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to permanent sign regulations.

V. “Two-sided” means a sign where only one face is visible from any viewing position.

W. “Window sign” means a sign placed inside a building within 15 feet of the window or on a window and visible from the outside. This term does not include merchandise.

15.08.030 Permits required.
A. No signs, except those described in BIMC 15.08.050, shall be erected without a valid sign permit.

B. Permit application requirements shall be determined by the director and shall include a site plan showing the location of the signs, the position of buildings and landscaped areas, the elevations of the signs, and the configuration and size of the signs.

C. A valid sign permit is required before altering an existing sign or repairing a sign where the repair exceeds 50 percent of the replacement cost.

D. Legally established signs that include changeable copy are exempt from permit requirements for altering the changeable copy.

15.08.040 Permit fees.
Permit fees shall be as established by the city council by resolution.

15.08.050 Signs not requiring a permit.
The following signs shall not require a permit:

A. Signs installed by the City, County, State, or federal governmental agency for the protection of the public health, safety, and general welfare.

B. Temporary signs as allowed under BIMC 15.08.140.

~~C. Noncommercial signs located on private property with a display area not exceeding three square feet.~~

~~D~~C. Culturally, historically, or architecturally significant signs, existing at the time of passage of the ordinance codified in this chapter and officially recognized by the city. Designation of culturally, historically, or architecturally significant signs will be adopted by separate resolution.

~~E~~D. Any window sign four square feet or less in size; provided, that no single sign or combination of signs shall exceed 25 percent of an individual window area.

~~F~~E. A single noncommercial sign, not exceeding 24 square feet in area, mounted at a height not exceeding 20 feet above grade, located on “agricultural land” as that term is defined in Chapter 16.26 BIMC.

15.08.060 Prohibited signs.
The following signs are prohibited:

A. Billboards, streamers, pennants, ribbons, spinners, or other similar devices.

B. Flashing signs, roof signs, signs containing moving parts or appearing to move, and signs which sparkle or twinkle in the sunlight.

C. Signs advertising or identifying a business which is defunct.

D. Signs, except for traffic, regulatory, or informational signs, using the words “stop,” “caution,” or “danger,” or incorporating red, amber, or green lights resembling traffic signals, or resembling “stop” or “yield” signs in shape or color.

E. Signs advertising a business not located on the parcel or development containing the business except signs erected by, or with funding from, the City or the State of Washington.

F. Signs mounted on stationary, unlicensed vehicles.

G. Illuminated features, on the exterior of a building, that call attention to the building or product sold within the building.

H. Any window sign(s) exceeding four square feet in area or exceeding 25 percent of an individual window area.

I. Neon signs, except as permitted in BIMC 15.08.100.B.

J. On-premises signs in the natural, conservancy, aquatic conservancy, and aquatic shoreline environments, except for navigation aids and public information.

K. Signs attached or placed on trees, vegetation, or other natural features, except for memorial or species identification labels.

L. Signs on or attached to any utility pole, traffic control device, lamp post, or any other public infrastructure, building, or structure, except bannerets.

M. Any sign placed without the necessary permit or not in accordance with the size, place and manner limitations provided in this chapter.

N. Any sign that:

1. Is structurally, electrically, or otherwise unsafe; or

2. Constitutes a hazard, by design or placement, to public safety and health; or

3. Obstructs free entrance or exit from a door or window that is required to be in place by this code or the City; or

O. Portable signs, except for portable signs owned and placed by a public agency and sandwich board signs allowed under BIMC 15.08.110.E or BIMC 15.08.115.

P. Signs placed on sidewalks, driveways, or other improved areas designed for vehicular, bicycle, wheelchair, or pedestrian use, except as conditioned in a right-of-way use permit issued by the City.

15.08.070 Nonconforming signs.

A. A nonconforming sign lawfully existing prior to July 26, 1993, may remain and be used subject to the provisions of subsections B and C of this section.

B. A nonconforming sign cannot be enlarged, reworded, redesigned, or altered in any way except to conform to this chapter. If the cost to repair a nonconforming sign exceeds 50 percent of its replacement cost, the sign shall not be repaired except to conform to this chapter.

C. A sign replacing a nonconforming sign shall conform to this chapter.

15.08.080 Measurement of sign area.

Sign measurement shall be based upon the entire area of the sign, with a single continuous perimeter enclosing the extreme limits of the sign surface. For freestanding signs, support structures (providing that they are not signs) extending up to one foot above the signs shall not be included in the calculation of the sign area. For signs which are a molded, cast, carved, or otherwise integral part of a solid concrete, masonry, wood, or composite wall, foundation, fence, or entry structure, the sign area shall be measured within a continuous perimeter enclosing the extreme limits of the lettering and/or image.

15.08.090 Height of sign.

A. The height of any sign shall be measured from the grade adjacent to the sign.

B. The height of signs located within a marina shall not exceed 15 feet above the ordinary high water mark.

C. Awning structures on which sign images are attached shall be subject to regulation under the Uniform Building Code as adopted in Chapter 15.04 BIMC.

15.08.100 General regulations.

A. Signs within the Shoreline Master Program Jurisdiction.

1. Sign permits shall be submitted for review and approval at the time of shoreline permit submittal.

2. All signs shall be located and designed to minimize interference with vistas, viewpoints, and visual access to the shoreline.

3. Overwater signs or signs on floats or pilings shall be prohibited, except when related to navigation or as approved as part of a water-dependent use.

4. Signs which impair visual access in view corridors are prohibited.

5. Governmental signs indicating the public's right of access to shoreline areas shall be installed and maintained in conspicuous locations at all points of access. Signs shall also indicate all limitations on use of such areas including use of fire, alcohol, jet skis, and other recreational equipment, as well as requirements regarding pets.

B. Illumination Standards.

1. Signs, except for facade or awning signs, shall only be illuminated externally by light sources shielded so that the lamp is not visible from adjacent properties, the public right-of-way or watercourses. Sign lighting shall conform to BIMC 18.15.040.

2. Lights illuminating a sign shall project illumination toward the face of the sign.

3. Signs shall not flash, rotate, or have motorized parts or exposed electrical wires.

4. Signs shall not be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which they are located is open for business.

5. Up to three neon signs are allowed in commercial zones for each business; provided, that they do not exceed four square feet for any individual sign. Total signage of all types shall not exceed 25 percent of an individual window area. For each retail business that has window area in excess of 100 square feet, an additional four square feet of neon sign area is allowed. Neon signs are allowed only on properties zoned for commercial uses, shall not be visible from the shoreline, and shall not flash.

6. One commercial use sign for theaters, including film or performing arts buildings that were constructed prior to November 10, 1999, may be internally illuminated and may include external unshielded neon lights.

7. Facade signs may be internally illuminated if:

a. The background does not emit light;

b. The background constitutes a minimum of 80 percent of the sign area; and

c. The illumination source is shielded.

C. Placement Standards.

1. Signs, including banners and temporary signs, shall not be mounted on roofs, extend above the roof line, or be located more than 20 feet above the grade except for retail businesses with a second-floor exterior entrance.

2. Signs projecting from a building shall not be less than eight feet above grade, unless permitted by the city through an administrative variance procedure.

3. Freestanding signs shall not exceed five feet in height except in the Business/Industrial and NC zones and except as regulated by BIMC 15.08.120.B. Supporting structures (providing that they are not signs) for freestanding signs may extend one foot higher than the height limit for freestanding signs. In the Business/Industrial and NC zones, freestanding signs shall not exceed eight feet in height.

D. Freestanding signs shall be located within a landscaped area that is twice the area of the sign area, and the plantings or the landscaped area shall be located so as to shield illumination sources.

E. All signs visible from Highway 305 must be in conformance with the standards of the Scenic Vistas Act (Chapter 47.42 RCW and Chapter 468-66 WAC) that is incorporated herein by this reference as well as the related Washington State Department of Transportation ("WSDOT") rules, regulations, and noncompliance penalties; provided, that all signs within the city shall also be subject to any additional restrictions as provided in this chapter. In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply.

15.08.110 Commercial use signs.

In addition to the general regulations of this chapter, the following regulations shall apply to all commercial use signs.

A. Facade Signs.

1. The total aggregate area of all facade signs on each wall shall not exceed 128 square feet.

2. Buildings may have one facade sign with a maximum area of 36 square feet for each tenant. If the building has street frontage on two or more streets, has access from an alley or parking area to the side or behind the building, or has retail uses on a second floor, a facade sign for each tenant is allowed; provided, that no additional sign shall exceed 20 square feet in area, face the same street, alley, or parking area or be on the same floor as another facade sign.

3. Facade signs shall be located less than 20 feet above grade except for retail businesses with a second-floor exterior entrance.

4. A single directory, combining the name of the commercial complex and the individual names of businesses located within, is allowed provided no other facade sign on the building shall exceed 20 square feet in area except for retail businesses with a second-floor exterior entrance may have a facade sign up to 36 square feet. The maximum sign area for this directory is 48 square feet.

5. A single facade sign for a commercial complex is allowed at the primary entrance instead of a directory, provided no other facade sign for building tenants shall exceed 20 square feet in area except for retail businesses with a second floor exterior entrance may have a facade sign up to 36 square feet. The maximum area for this commercial complex sign is 36 square feet.

6. There may be up to three facade sign(s) per tenant in the High School Road commercial zone located more than 200 feet from the edge of any public right-of-way. No additional sign shall exceed 20 square feet in area, face the same street, alley or parking area or be on the same floor as another facade sign.

B. Freestanding Signs.

1. No more than one freestanding sign shall be allowed per tenant. The sign shall not exceed 20 square feet on any single face or 40 square feet on two faces. No more than two freestanding signs, regardless of the number of tenants, shall be allowed on any property.

2. A freestanding identification sign, for a commercial complex, with or without the individual names of businesses located therein, with a maximum sign area of 40 square feet on any single face and a total surface area of 60 square feet if two sided may be erected facing each street frontage. No individual tenant freestanding signs may be erected on such a property that contains this freestanding identification sign.

3. In the Business/Industrial zone, freestanding identification signs may be located on adjacent Business/Industrial zoned properties if the signs contain directional information to assist in locating the businesses listed and permission is obtained from the owner of the property where the sign is located. The maximum sign area shall be 36 square feet. The sign shall not be counted toward the maximum number of freestanding signs allowed.

C. An awning or marquee sign, not exceeding 20 square feet in area per commercial tenant, is allowed instead of a facade sign. The lowest point of the awning or marquee is at least eight feet above the sidewalk, and the awning shall have a dark background if illuminated from behind.

D. Projecting/Hanging Signs.

1. A business may have one projecting sign, located at least eight feet above grade, with a maximum area of five square feet for each side. The fixture used to suspend the hanging sign must be included in the permit design and approved by the designated officials, but shall not be included in the total size of the sign.

2. Signs for theaters, including film or performing arts buildings, shall not exceed 80 square feet on a single face and 140 square feet on multiple faces and shall be located at least 100 feet from any property zoned single-family.

E. Sandwich Board Signs.

1. One nonilluminated sandwich board sign per business is allowed, with each face not exceeding six square feet in area, shall be allowed per business.

2. Sandwich board signs shall be a minimum of thirty (30) inches high and a maximum of forty-eight (48) inches high.

3. Sandwich board signs shall be located on real property where the business is located. Sandwich board signs may only be placed on other property, including sidewalks, driveways, required landscaping, or improved areas designed for pedestrian or vehicular use, as allowed under BIMC 15.08.115.

15.08.115 Temporary off-site commercial sandwich board signs.
In addition to the regulations of this chapter, the following regulations shall apply to all temporary off-site commercial sandwich board signs.

A. Temporary off-site commercial sandwich board signs, either the same sign or different sign, may be displayed for a maximum of 36 days within a 12-month period. However, no temporary off-site commercial sandwich board signs may be displayed six months after the effective date of Ordinance No. 2019-04. Temporary off-site commercial sandwich board signs located on private property must obtain the permission of the property owner. Temporary off-site commercial sandwich board signs may be posted within public right-of-way only if the sign does not interfere with sight distances and does not create a vehicular, cyclist, wheelchair, or pedestrian traffic obstruction or hazard, and permission to place the sign in the right-of-way has been obtained from the abutting property owner. Contact information for the owner of the temporary off-site commercial sandwich board sign (i.e., name and telephone number) must be included on all temporary off-site commercial sandwich board signs.

B. All temporary off-site commercial sandwich board signs relating to a specific meeting, event, or occurrence shall be removed immediately following the conclusion of the meeting, event, or occurrence to which they relate.

C. All temporary off-site commercial sandwich board signs shall meet the size requirements of BIMC 15.08.110.E.

D. The owner of a temporary off-site commercial sandwich board sign shall regularly inspect the sign to ensure that the sign has not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired by the owner so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

E. Temporary off-site commercial sandwich board signs are exempt from BIMC 15.08.060.E.

F. For temporary off-site commercial sandwich board signs, a permit in accordance with BIMC 15.08.030 and identifying the dates the signs will be displayed shall be obtained for each 12-month period.

15.08.120 Institutional or public use signs.
In addition to the general regulations of this chapter, public institutions or public entities:

A. May have a single sign, either facade-mounted or a freestanding identification sign, visible from each street frontage;

B. May have one additional freestanding identification sign at the principal entrance not to exceed a maximum height of six feet. The maximum sign area of any face shall be no greater than 40 square feet;

15.08.130 Residential use signs.
In addition to the general regulations of this chapter, the following regulations shall apply to all residential use signs.

A. Residential developments may have a single freestanding sign with a maximum sign area of 10 square feet.

B. Home occupations, legally established, may have an identification sign as allowed in BIMC 18.09.030.I.13.

C. Multifamily residential developments may have a directory sign, with a maximum sign area of 20 square feet, at one vehicular entrance on each street frontage.

15.08.140 Temporary Signs.

A. No permit required. No sign permit is required for temporary signs.

B. Commercial Speech. Temporary signs displaying commercial speech are prohibited.

~~B~~C. Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated, or creates a public nuisance.

~~C~~D. Materials. See the definition of "temporary sign" in BIMC 15.08.020.

~~D~~E. City Property (excluding City right-of-way). Temporary signs on City-owned property are allowed only in conjunction with an approved special event permit issued under Chapter 12.06 BIMC and must be removed upon the conclusion of the parade, procession, or other assembly occurring on City-owned property.

~~E~~F. City Right-of-Way. Temporary signs located within City right-of-way must comply with the following requirements:

1. Location. Allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the roadway.
2. Type. Only temporary signs on stakes that can be manually pushed or hammered into the ground are allowed, except that the City may allow other signs in the City right-of-way through the issuance of a right-of-way use permit.
3. Size and height. Temporary signs located within the City right-of-way shall not exceed four (4) square feet, and three (3) feet in height.
4. Dilapidated or Nuisance signs. Any temporary sign in the right-of-way that is dilapidated or a nuisance, shall be removed by the person responsible for placement of the sign.
5. Banners. Banners on or over City right-of way require permitting through a right-of-way use permit and are limited to a two (2) week period.

~~F~~G. Residential zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this section and the following:

~~1. Window signs. Limited to no more than one temporary window sign per residential unit, not to exceed four (4) square feet. Shall not exceed twenty-five (25) percent of an individual window area.~~

~~2.~~1. Size and height. Temporary signs located within residential zones shall not exceed four (4) square feet in size and three (3) feet in height.

~~3.~~2. Construction signs. One sign per construction site not to exceed twelve (12) square feet in area located on the parcel being improved. Sign must be in conjunction with an approved building permit. The sign shall be removed within thirty (30) days of the occupancy of the structure.

~~G~~H. Non-residential zones: Temporary signs are allowed on non-residentially zoned property in accordance with the requirements of this section and the following:

~~1. Window signs. Limited to twenty-five (25) percent of the window area. No single sign shall exceed four (4) square feet in area.~~

~~2.~~1. Size and height. Temporary signs located within non-residential zones shall not exceed four (4) square feet in size and three (3) feet in height.

~~3.~~2. Construction signs. One sign per construction site not to exceed twelve (12) square feet in area located on the parcel being improved. Sign must be in conjunction with an approved building permit. The sign shall be removed within thirty (30) days of the occupancy of the structure.

15.08.150 Sign variance.

A. A variance is the mechanism by which the city may grant relief from the provisions of this chapter where practical difficulty renders compliance with the provisions of this chapter an unnecessary hardship and where the hardship is a result of the physical characteristics of the subject property.

B. The variance procedure shall be administrative and determined by the director.

15.08.160 Enforcement and penalties.

A. Enforcement of this chapter and the imposition of penalties for violations of this chapter shall be as provided for in Chapter 1.26 BIMC.

B. The city may remove and dispose of signs that it determines are a threat to public safety and recover costs from the owner of the property on which the sign is located or the sign owner. Within 10 days of removal of a sign, and upon payment of the costs of removal, the owner may recover a sign.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 20 Minutes

AGENDA ITEM: (7:55 PM) Resolution No. 2019-19 Lowering Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to forward Resolution No. 2019-19 for approval with the May 28, 2019 consent agenda.

SUMMARY:

A petition from a group of citizens has requested lowering the speed limit on a certain section of Fletcher Bay Road from 35 mph to 25 mph. The Island Center Subarea Planning Committee endorsed the request. The attached resolution would lower the speed limit as described.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

Fletcher Bay Road is classified as a secondary arterial road in accordance with the City's adopted Island-Wide Transportation Plan ("IWTP") and listed as a commute corridor, retail corridor, and freight corridor. The IWTP states that secondary arterials are intended to “carry high level of traffic at a moderate speed, sometimes for through trips.”

This particular section of Fletcher Bay Road has not had a traffic study performed recently, but the section to the south was studied in 2013 (see attachment) and the recommendation was to not change posted speeds.

Until lowered to 35 mph in 2016 (see attached Resolution 2016-08), most of Miller and Fletcher Bay Roads was posted at 40 mph. City staff have indicated that the geometry of these streets supports safe travel at that speed. There have been fifteen (15) documented traffic accidents in this section of road from 2012-18. Eight (8) of the fifteen occurred at the intersection with High School Road (failure to stop, etc.), and seven (7) of the fifteen were single-vehicle accidents (hit dog/deer, distracted driver ran off road, etc.). One (1) of the fifteen involved vehicles entering or exiting a driveway (the victim of this accident addressed City Council on April 9th).

Resolution 2016-08 also lowered the speed limit to 25 mph on Miller Road though the Island Center Neighborhood Town Center ("NTC"). Justifications for why this lower speed was appropriate in this area versus other sections of Miller/Fletcher Bay Rd are:

1. The Miller Road area is zoned as a NTC and has adjacent residential zoning of R-1.0 and R-2.0. The area south of New Brooklyn Road off Fletcher Bay Road is zoned R-0.4.

2. This zoning is indicative of the more intensive uses in this NTC area – multiple business entrances, some with parking areas with direct access to the road, along with residential, and church uses. There is a higher level of activity and potential for traffic hazards in the NTC area.

3. There is an ongoing Subarea planning process for the NTC, and traffic has been identified as a key issue with this planning group. The planning process might result in suggested changes to zoning, NTC boundaries, and perhaps road configurations for traffic calming or NTC gateways, etc.

Public Works has communicated to citizens that we believe that the current posted speed is appropriate for this section of Fletcher Bay Road and has suggested that they participate in the Subarea Planning Process and help shape the transportation recommendations that might come out of this process.

The City Council discussed the proposed speed limit change at their meeting on April 9, 2019 and directed staff to bring back at a future Council meeting a resolution implementing the proposed speed limit change. The attached resolution is in response to that Council request.

As stated in the resolution, at the April 9, 2019 City Council business meeting, the Council considered a petition from a group of citizens requesting to lower the speed limit on Fletcher Bay Road (from New Brooklyn to High School Road) from 35 mph to 25 mph. Additionally, at the April 17, 2019 Island Center Subarea Planning Committee meeting, the Committee considered the request to lower the speed limit as described and endorsed the request.

ATTACHMENTS:

Fletcher Bay Road Speed Limit petitions.pdf

2013FocusedTraffic Study - Final 01082014.pdf

Resolution No. 2016-08 Establishing Maximum Speed Limits Approved 030816.pdf

Resolution No. 2019-19 Fletcher Bay Speed Limit Reduction.docx

FISCAL DETAILS:

Fund Name(s):

Coding:

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Catherine Nickum

Print Name + Sign

Will Nickum

Street Address

Please come drive and walk the stretch of road we live on — there is no other way to understand that 35mph is simply too fast for our area.

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Suzanne Miller Suzanne Miller Patrick Miller

Print Name + Sign

7000 Greg Farm Lane, Bainbridge Island, WA 98110

Street Address

waz.miller@gmail.com 206.920.8796

Email address + phone number (optional)

Additional names & addresses:

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph. !!!!

Jerilyn Brusseau Jerilyn Brusseau

Print Name + Sign

8152 Fletcher Bay Rd, Bainbridge Island WA

Street Address

jerilyn@brusseaus.com

Email address + phone number (optional)

Additional names & addresses:

Personal experience - on the shoulder

I was running in front of my farm, returning from a long run, when a transit bus from either Clearwater Casino or Kitsap Transit came speeding from behind and I had to jump in the ditch to avoid being hit. It was terrifying, to WATCH the speeding tail lights disappear as the driver drove out of sight, completely unaware.

Please reduce speed to 25 mph!

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Leslie Hansen Leslie Hansen

Print Name + Sign

8295 Fletcher Bay Rd NE

Street Address

leslie jhansen@ gmail.com

Email address + phone number (optional)

Additional names & addresses:

We find it hazardous to exit our driveway when traffic is often travelling 40+ mph. Please lower the speed limit.

Leslie Hansen

P.S. Its a very fast speed limit where our children will be catching a school bus and waiting roadside... please lower the Speed.

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Alice Hunting

Print Name + Sign

8387 Fletcher Bay Rd., BI 98110

Street Address

Email address + phone number (optional)

Additional names & addresses:

Lena Davidson 8387 Fletcher Bay Rd BI, WA 98110

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Wayne Purves

Print Name + Sign

8186 Fletcher Bay Rd NE, BI WA 98110

Street Address

wadinks@yahoo.com

Email address + phone number (optional)

Additional names & addresses:

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Christine Marshall Christine Marshall
Print Name + Sign

8620 Fletcher Bay Rd
Street Address

crissysail@gmail.com
Email address + phone number (optional)

Additional names & addresses:

It's great you all are doing this. Thanks!

It's like a highway out here.

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Barbara Eddy of Barnabee Farm
Print Name + Sign Barbara Eddy

8545 Fletcher Bay Rd. NE, Bisl.
Street Address

barbara.eddy89@gmail.com
Email address + phone number (optional)

Additional names & addresses:

I agree 100%! This 35mph speed limit makes no sense.
—Ed
(I hope I'm not too late returning this)

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Daniel Groff Linda H. Groff

Print Name + Sign

Emily Groff

8610 Fletcher Bay Rd

Street Address

dangroff@gmail.com lhgroff@gmail.com

Email address + phone number (optional)

Additional names & addresses:

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Ken Rekow - KE Rekow / Rosalie Fragin Rekow

Print Name + Sign

8489 Fletcher Bay Rd. NE - BI 98110

Street Address

Email address + phone number (optional)

Additional names & addresses:

a good letter - petition. I have recently communicated w. the Police Dept. - encouraging them To ENFORCE - at least - the existing speed limit. - and the no passing areas -

Thank you. We support this effort. Rosalie Ken

City of Bainbridge Island

Traffic Report

Focused Traffic Study

December 11, 2013



Perteet
505 Fifth Avenue S., Suite 300
Seattle, WA 98104
1.800.615.9900 / 206.436.0515

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1.0 EXECUTIVE SUMMARY

A series of engineering studies was conducted for eight segments and three intersections for the City of Bainbridge Island to determine whether the existing traffic control is adequate given the geometric, environmental and traffic conditions. In addition to referencing data provided by the City, measurements were taken and analyzed to determine the appropriate traffic control for each location. Each section of the report includes a discussion of existing conditions, crash history, and issues that were identified during the study. The combination of these factors provides the basis for each recommendation. Table 1-1 is a summary of the recommendations made based on location. Additional details are documented in the report.

Table 1-1: Summary of Recommendations

Location	Study Type	Recommendation
Blakely Ave NE	Speed	Maintain speed limits. Install speed zone ahead signing.
NE Bucklin Hill Rd	Speed	Reduce speed limit to 30 mph.
Fletcher Bay Rd NE	Speed	Maintain speed limits.
Lynwood Center Rd NE	Speed	Shift speed zone locations. Install additional speed limit sign. Install reduced speed limit ahead sign.
Phelps Rd NE	Speed	Maintain speed limits. Install reduced speed limit ahead sign. Examine recommended speeds for curves.
Pleasant Beach Dr NE	Speed	Reduce speed limit to 20 mph. Install recommended speed and curve warning signs.
Sportsman Club Rd NE	Speed	Replace existing 30-mph speed sign with a school zone ahead sign. Maintain all other speed limit signs.
NE New Brooklyn Rd	School Zone	Incorporate crosswalk in school zone.
Lynwood Center Rd NE & NE Baker Hill Rd	Intersection	Maintain existing intersection traffic control. Relocate stop bars on NE Baker Hill Rd. Install crosswalk signing. Review crosswalk illumination.
Miller Rd NE & NE Koura Rd	Intersection	Maintain existing intersection traffic control. Remove vegetation to increase intersection sight distance on west leg. Install stop ahead sign.
NE Valley Rd & Sunrise Dr NE	Intersection	Maintain existing intersection traffic control. Install marked crosswalks and signing. Install stop bars. Install reduced speed limit ahead sign. Relocate speed limit signs.

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2.0 ENGINEERING AND SPEED SURVEY – BLAKELY AVENUE NE: NE COUNTRY CLUB ROAD TO NE BUCKLIN HILL ROAD

Blakely Avenue NE is a minor arterial that connects Blakely Harbor to Bucklin Hill Road NE, which leads to the island's central downtown area. Blakely Avenue NE runs north-south between NE Bucklin Road and W Blakely Ave NE. A horizontal curve in the vicinity of Birkland Rd NE changes the alignment to east-west. Blakely Ave NE has an average daily traffic volume of 3,500 vehicles per day (vpd). The primary objective for this study was to determine the appropriate speed limits for the corridor between NE Country Club Rd and NE Bucklin Hill Rd. Figure 2-1 shows the project limits with the posted regulatory and warning signing along the roadway.

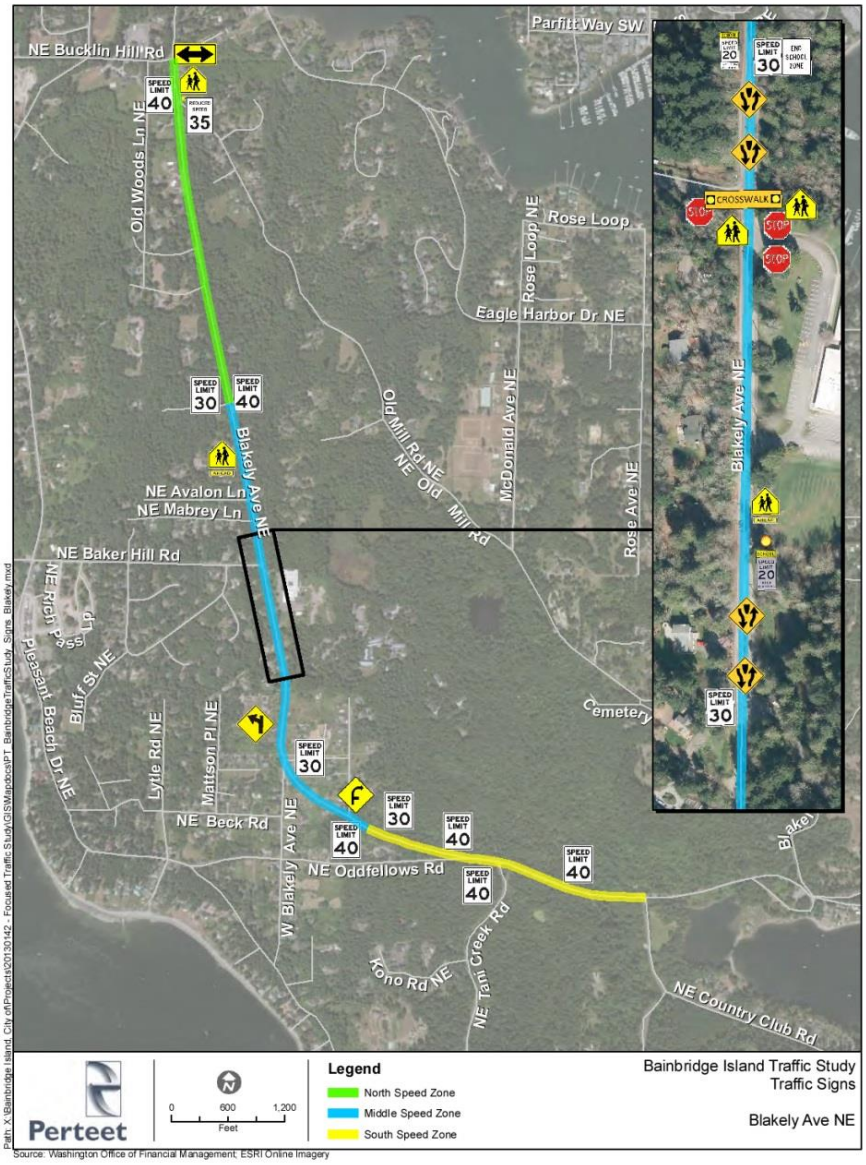


Figure 2-1: Blakely Ave NE corridor map with signing

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2.1 Project Area Description



Figure 2-2: Middle zone facing north



Figure 2-3: South zone facing south

Blakely Ave NE has three marked speed zones with slightly varying characteristics. The attributes for the entire corridor are summarized in Table 2-1.

Table 2-1: Characteristics Summary by Zone for Blakely Ave NE

Item	North Speed Zone	Middle Speed Zone	South Speed Zone
Geometry			
Alignment	North-south	North-south	East-west
Lanes (per direction)	1	1	1
Lane Width	11'	11'	11'
Shoulder Width	1' to 2'	0.5'	0.5' to 3'
Horizontal Curves	Minor	Major near W Blakely Ave NE	Minor
Vertical Curves	Minor	Minor	Moderate near Birkland Rd NE
Surrounding Environment			
Setting	Forested	Forested, occasional open areas	Forested
Roadside Ditches	Infrequent	Infrequent	Infrequent
Driveways	Infrequent	Multiple for Cpt. Blakely Elem. School	Infrequent
Pull-Out Areas	Not present	Not present	Multiple (gravel)
Clear Zones	Infrequent trees	Overgrown vegetation, infrequent obstacles	Infrequent trees
Curb, Gutter and Sidewalk	Not present	Present only at SW and SE corners of intersection with NE Baker Hill Rd	Not present
Lighting	Not present	One streetlight at marked crosswalk	Not present

Traffic Control			
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines, marked bike lanes near Cpt. Blakely Elem. School	Marked centerline and edge lines
Speed Limit	40 mph	30 mph	40 mph
Major Intersections	Thru at NE Bucklin Hill Rd	Thru at NE Baker Hill Rd	Stop at Lynwood Center Rd NE
Additional Measures	None	Two traffic islands	None

2.2 Crash History

Twelve reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013: six in the north segment, three in the middle, and three in the south. Each crash is summarized in Table 2-2.

Table 2-2: Crash Report Summary for Blakely Ave NE

Date	Time	Description
North Speed Zone		
05/12/2010	15:54	Intersection collision after driver failed to see other driver before turning
05/23/2010	23:23	Driver travelling greater than 50 mph left roadway, hit ditch and re-entered
06/03/2010	19:01	Driver lost control of vehicle due to seeing coyote
07/24/2010	11:25	Driver struck deer which jumped in front of vehicle
05/24/2011	13:10	Collision after one driver fell asleep at the wheel
06/08/2011	13:50	Driver left road, hit tree and landed on side due to deer running into road
Middle Speed Zone		
08/23/2008	13:27	Driver turning left was rear ended by a driver talking on a cell phone
12/19/2009	00:00	Driver struck a suddenly-appearing deer
01/04/2012	14:30	Vehicle turned into school parking lot and scraped a parked car
South Speed Zone		
01/29/2010	23:39	Inattentive driver struck fire hydrant
11/24/2012	21:42	Driver drifted off road into utility pole
06/22/2013	00:00	Driver drifted off road into ditch, overcorrected, crossed road, stuck tree

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 2-3 summarizes the crash rates for Blakely Ave NE, with a comparison to county and statewide averages.

Table 2-3: Crash Rates for Blakely Ave NE

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
Blakely Ave NE	12	3,500	2.23	66	0.77
North Speed Zone	6	3,500	0.87	66	0.98
Middle Speed Zone	3	3,500	0.71	66	0.61
South Speed Zone	3	3,500	0.65	66	0.66
Kitsap County[1]	**-**	**-**	**-**	**-**	**1.72**
Washington State[2]	-	-	-	-	2.57

All three segments individually, as well as the corridor as a whole, have crash rates lower than the average for Kitsap County. The Federal Highway Administration (FHWA) recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Blakely Ave NE exceeds this crash rate. Therefore, the speed limits should not be reduced because of crash history.

2.3 Speed Survey

A radar speed survey was conducted on August 22, 2013 for all three segments. The weather was sunny, dry, and clear. Table 2-4 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

Table 2-4: Radar Speed Study Summary for Blakely Ave NE

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
North Speed Zone (1500' N of NE Baker Hill Rd)	99	40	40.7	36 to 46	90%	44.0
Middle Speed Zone (1000' S of NE Baker Hill Rd)	81	30	33.0	28 to 38	89%	37.0
South Speed Zone (800' W of NE Oddfellows Rd)	66	40	40.4	35 to 45	86%	44.0

North Speed Zone

The speed survey for the north speed zone reveals a high (90%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 44.0 mph means that the posted speed limit of 40 mph may be too low for this segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85th percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, increasing the speed limit would decrease the percentage of drivers exceeding the speed limit from 59% (at 40 mph) to 6% (at 45 mph).

Middle Speed Zone

The speed survey for the middle speed zone reveals a high (89%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 37.0 mph means that the currently posted speed limit of 30 mph is being deviated from by a majority of the vehicles on the roadway segment. With this sample, a lower posted speed limit would increase the percentage of drivers exceeding the posted limit from 75% (at 30 mph) to 99% (at 25 mph).

South Speed Zone

The speed survey for the south speed zone reveals a high (86%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 44.0 mph means that the posted speed limit of 40 mph may be too low for this segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85th percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, increasing the speed limit would decrease the percentage of drivers exceeding the speed limit from 52% (at 40 mph) to 11% (at 45 mph).

2.4 Issues and Candidate Mitigation

Wild Animals – Four of twelve crash reports for this corridor cite wild animals as the primary cause. Animal-based crashes can be severe as drivers may swerve quickly to avoid the animal and lose control of the vehicle, exit the roadway, or strike a road user. Currently, there are no warning signs highlighting the presence of animals in the area. The WSDOT Traffic Manual recommends that one of the following criteria be met prior to installation of a deer crossing sign:

(1) Minimum of 5 documented deer/vehicle collisions per mile per year for at least two of the past 10 years
(2) Minimum of 10 carcass counts per mile per year for at least three of the past 10 years
(3) Concurrence from region maintenance personnel

This analysis was only able to evaluate criterion (1) based on available information. There have been four collisions involving wildlife, and three related to deer, since 2008. This criterion is not met and, therefore, wildlife warning signs are not recommended.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. There is illumination at the crosswalk at NE Baker Hill Rd. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

Bicycle Facilities – Multiple cyclists were observed during the radar speed study. The City of Bainbridge Island's Non-Motorized Transportation Plan (2008 revision) recommends bike lanes on both sides of Blakely Ave NE. The addition of bike lanes in this corridor would provide an increase in bicyclist safety.

Speed – Throughout the corridor, the 85th percentile speeds exceed the posted speed limit. The crash rate, which is below the average county and state rates, and a review of the collision descriptions do not indicate that current speed limits need to be modified. The difference between measured 85th

percentile speed and the posted speed limit in the north and south speed zones is less than 5 mph. The difference in the middle zone is 7 mph. This could be indicative of drivers that are unaware of the speed limit change.

Signing – Some signing in the corridor is not consistent with current Manual on Uniform Traffic Control Devices (MUTCD) standards. When the current W6-1 signs at each end of the median islands near Captain Blakely Elementary School reach the end of their functional life, they should be replaced by standard R4-7 signs[3]. Type 1 or Type 3 object markers should also be installed for increased visibility[4]. W3-5 or W3-5a signs should be installed in the southbound direction just north of the middle speed zone and in the northbound direction just south of the middle speed zone to inform drivers that they need to reduce their speed by at least 10 mph[5].



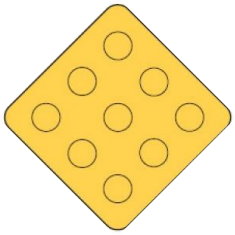
W6-1



R4-7



W3-5



Type 1



Type 3

2.5 Recommendation

The following is recommended for the Blakely Avenue NE corridor:

1. Maintain current speed limits and zones.
2. Replace existing W6-1 signs located in the median islands near Captain Blakely Elementary School at the end of their functional life with standard R4-7 signs and Type 1 object markers per the MUTCD.
3. Install reduced speed limit ahead warning signs (W3-5 and W3-5a) for both north and southbound traffic prior to entering the middle speed zone.

3.0 ENGINEERING AND SPEED SURVEY – NE BUCKLIN HILL ROAD: LYNWOOD CENTER ROAD NE TO BLAKELY AVENUE NE

NE Bucklin Hill Road is a minor arterial that connects Fletcher Bay Road NE, Lynwood Center Road NE, and Blakely Avenue NE to Eagle Harbor Drive NE. NE Bucklin Hill Rd has an average daily traffic of 2,800 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between Lynwood Center Rd NE and Blakely Ave NE. Figure 3-1 shows the project limits with the posted regulatory and warning signing along the roadway.



Figure 3-1: NE Bucklin Hill Rd corridor map with signing

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3.1 Project Area Description



Figure 3-2: Facing west near Blakely Ave NE



Figure 3-3: Facing east near fire station

NE Bucklin Hill Rd has the characteristic listed in Table 3-1.

Table 3-1: Characteristics Summary for NE Bucklin Hill Rd

Item	NE Bucklin Hill Rd
Geometry	
Alignment	East-west
Lanes (per direction)	1
Lane Width	11'
Shoulder Width	0 to 1'
Horizontal Curves	None
Vertical Curves	None
Surrounding Environment	
Setting	Mix of forested and clear
Roadside Ditches	Frequent
Private Driveways	Frequent
Pull-Out Areas	Not present
Clear Zones	Clear
Curb, Gutter and Sidewalk	Not present
Lighting	Street lights present near school and fire station
Traffic Control	
Lane Markings	Marked centerline and edge lines
Speed Limit	35 mph (see below)
Major Intersections	Stop at Blakely Ave NE, thru transition at Lynwood Center Rd NE

3.2 Crash Analysis

Three reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 3-2.

Table 3-2: Crash Report Summary for NE Bucklin Hill Rd

Date	Time	Description
04/24/2009	18:46	Driver drifted into opposing lane after taking curve at high speed; sideswipe
11/24/2009	21:47	Driver spun out and fishtailed into ditch after turning
01/20/2011	17:15	Driver hit oncoming driver after crossing center line

The crash rate for the corridor was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 3-3 summarizes the crash rate for NE Bucklin Hill Rd, with a comparison to county and statewide averages.

Table 3-3: Crash Rate for NE Bucklin Hill Rd

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
NE Bucklin Hill Rd	3	2,800	0.17	66	3.13
Kitsap County[1]	-	-	-	-	1.72
Washington State[2]	-	-	-	-	2.57

The corridor has a higher crash rate than the Kitsap County average. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. NE Bucklin Hill Rd does exceed this crash rate. Therefore, it may be warranted to reduce the speed limit due to crash history.

3.3 Speed Survey

A radar speed survey was taken on November 4, 2013. The weather was partly sunny and dry. Table 3-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

Table 3-4: Radar Speed Survey for NE Bucklin Hill Rd

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
NE Bucklin Hill Rd	94	35	31.4	27 to 37	90%	35.8

The speed survey reveals a high (90%) numbers of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 35.8 mph means that the currently posted speed limit of 35 mph is being followed by a majority of the vehicles on the roadway segment. Speed zoning theory best practices recommend that the 85th percentile speed be captured below the posted speed limit in most cases, suggesting that the speed limit should be increased to 40 mph. However, the difference between the posted speed limit and the 85th percentile speed is minimal. With this sample, a lower posted speed limit would increase the percentage of drivers exceeding the posted limit from 15% (at 35 mph) to 53% (at 30 mph).

3.4 Issues and Candidate Mitigation

Speed – In the current 35-mph speed zone, the 85th percentile speed closely matches the posted speed limit. The crash rate in the corridor exceeds both the Kitsap County and WA State averages. However, an analysis of the crash rate reveals that only two of the reported crashes involved multiple vehicles, the other was a driver who fishtailed. Both of the remaining crashes were sideswipes in which one driver crossed the double-yellow centerline. This type of collision suggests that speed alone may not be the reason behind the issue of optimal safety in this segment. There are other factors to consider; limited roadway width, a school / pedestrian environment, significant bicycle presence and a lack of segregated non-motorized facilities should be taken into consideration. The City's Non-Motorized Transportation Plan calls for bike lanes on either side of NE Bucklin Hill Rd. Once installed, these lanes will allow for emergency maneuver room which should reduce the likelihood of future crashes due to vehicles crossing the centerline. In the interim, a reduction in posted speed limit may alter driver behavior in the segment to reduce the potential for traffic accident.

3.5 Recommendation

The following is recommended for the NE Bucklin Hill Rd corridor:

1. Reduce the posted speed limit in this segment of the corridor from the existing 35 mph to 30 mph until planned roadway improvements to provide segregated non-motorized facilities are in place. Figure 3-4 provides a possible signing configuration for the segment.



Figure 3-4: Proposed NE Bucklin Hill Rd signing

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4.0 ENGINEERING AND SPEED SURVEY – FLETCHER BAY ROAD NE: LYNWOOD CENTER ROAD NE TO NE HIGH SCHOOL ROAD

Fletcher Bay Road NE is a minor arterial that connects Lynwood Center Road NE to NE High School Road and Miller Road NE. Fletcher Bay Rd NE has an average daily traffic of 5,000 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between Lynwood Center Rd NE and NE High School Rd. Figure 4-1 shows the project limits with the posted regulatory and warning signing along the roadway.

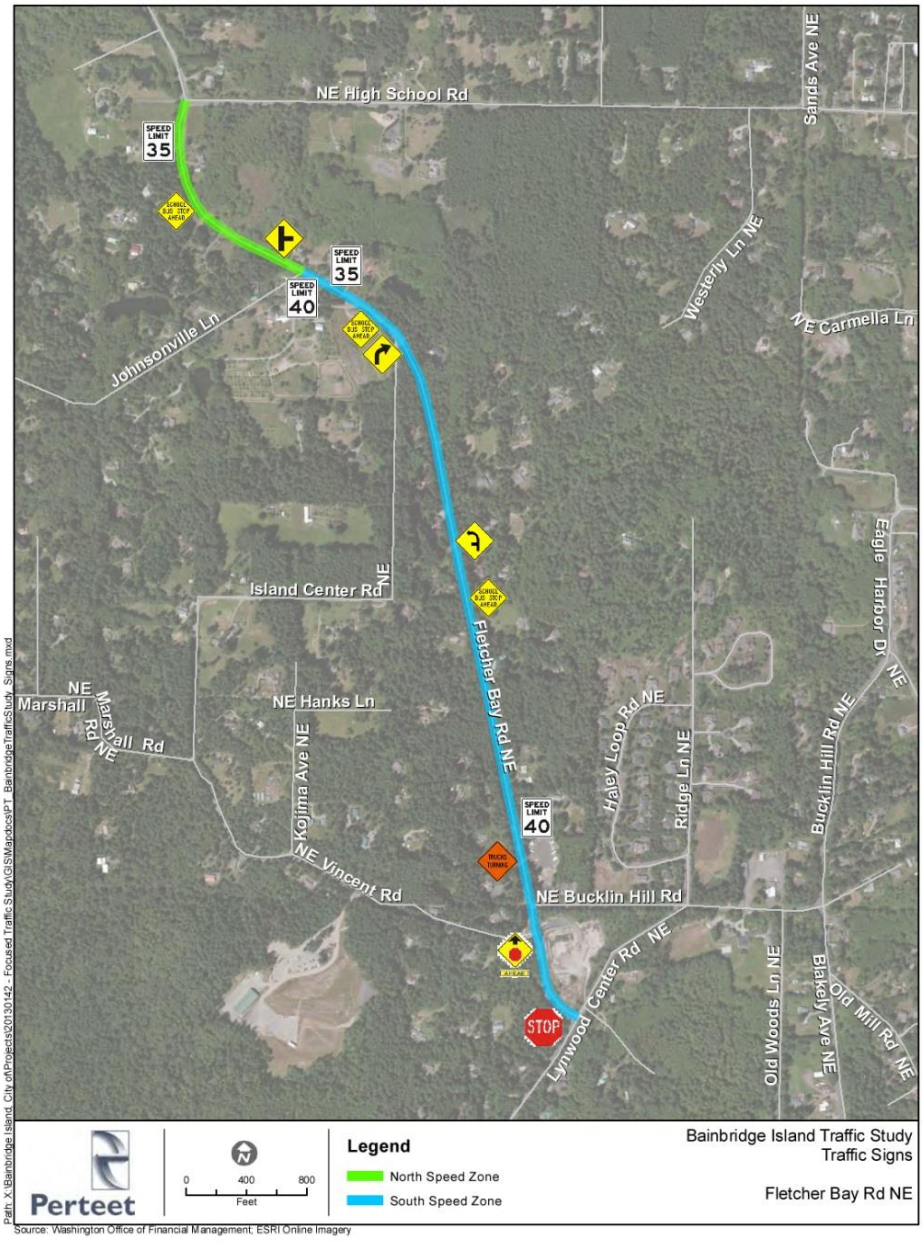


Figure 4-1: Fletcher Bay Rd NE corridor map with signing

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4.1 Project Area Description



Figure 4-2: Facing north near NE High Sch. Rd



Figure 4-3: S. zone near Lynwood Ctr. Rd NE

Fletcher Bay Rd NE has two marked speed zones with slightly varying characteristics. The attributes for the entire corridor are summarized in Table 4-1.

Table 4-1: Characteristics Summary by Zone for Fletcher Bay Rd NE

Item	North Speed Zone	South Speed Zone
Geometry		
Alignment	North-south	North-south
No. of Lanes (per direction)	1	1
Lane Width	12’	12’
Shoulder Width	0.5’ to 3’	0.5’ to 3’
Horizontal Curves	Multiple, large	Major near Lynwood Ctr Rd NE
Vertical Curves	Minor	Minor
Surrounding Environment		
Setting	Forested	Forested
Roadside Ditches	Infrequent	Infrequent
Private Driveways	Infrequent	Infrequent
Pull-Out Areas	Not present	Multiple, gravel
Clear Zones	Infrequent trees	Infrequent trees
Curb, Gutter and Sidewalk	Not present	Not present
Lighting	Not present	Not present
Traffic Control		
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines
Speed Limit	35 mph	40 mph
Major Intersections	Thru at NE High School Rd	Stop at Lynwood Center Rd NE

4.2 Crash History

Two reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Both of these crashes occurred in the north speed zone. Each crash is summarized in Table 4-2.

Table 4-2: Crash Report Summary for Fletcher Bay Rd NE

Date	Time	Description
North Speed Zone		
03/14/2008	20:48	Driver crossed road centerline and struck oncoming vehicle
12/30/2008	06:00	Vehicle left roadway and rolled, due to icy conditions

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 4-3 summarizes the crash rates for Fletcher Bay Rd NE, with a comparison to county and statewide averages.

Table 4-3: Crash Rates for Fletcher Bay Rd NE

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
Fletcher Bay Rd NE	2	5,000	1.35	66	0.15
North Speed Zone	2	5,000	0.55	66	0.36
South Speed Zone	0	5,000	0.80	66	0.00
Kitsap County[1]	-	-	-	-	1.72
Washington State[2]	-	-	-	-	2.57

Both segments individually, as well as the corridor as a whole, have crash rates lower than the average for Kitsap County. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Fletcher Bay Rd NE exceeds this crash rate. Therefore, the speed limits should not be reduced because of crash history.

4.3 Speed Survey

A radar speed survey was conducted on August 22, 2013 for both segments. The weather was sunny, dry, and clear. Table 4-4 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

Table 4-4: Radar Speed Study Summary for Fletcher Bay Rd NE

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
North Speed Zone (550' S of NE High School Rd)	84	35	34.8	29 to 39	95%	38.0
South Speed Zone (800' N of NE Bucklin Hill Rd)	96	40	39.0	36 to 46	88%	42.5

North Speed Zone

The speed survey for the north speed zone reveals a high (95%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 38.0 mph means that the currently posted speed limit of 35 mph is being followed by a majority of the vehicles on the roadway segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85th percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 45% (at 35 mph) to 90% (at 30 mph).

South Speed Zone

The speed survey for the south speed zone also reveals a high (88%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 42.5 mph means that the currently posted speed limit of 40 mph is being followed by a majority of the vehicles on the roadway segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85th percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 33% (at 40 mph) to 87% (at 35 mph).

4.4 Issues and Candidate Mitigation

Speed – Throughout the corridor, the 85th percentile speeds exceed the posted speed limit. The crash rate, however, does not suggest that current speed limits need to be reduced. Because the speed differences are not extreme and the crash rate is low, the speed limits for Fletcher Bay Rd NE are appropriate.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

Bicycle Facilities – Multiple cyclists were observed during the speed study. The City of Bainbridge Island's Non-Motorized Transportation Plan (2008 revision) recommends shoulder bike lanes on both sides of Fletcher Bay Rd NE. The addition of bike lanes in this corridor would provide an increase in bicyclist safety.

4.5 Recommendation

The following is recommended for the Fletcher Bay Rd NE corridor:

1. Maintain current speed limits and zones.

5.0 ENGINEERING AND SPEED SURVEY – LYNWOOD CENTER ROAD NE: POINT WHITE DRIVE NE TO NE BUCKLIN HILL ROAD

Lynwood Center Road NE is a minor arterial that connects the middle of Bainbridge Island to the Lynwood Center commercial district. Lynwood Center Rd NE has an average daily traffic volume of 3,850 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between Point White Drive NE and NE Bucklin Hill Road. Figure 5-1 shows the project limits with the posted regulatory and warning signing along the roadway.

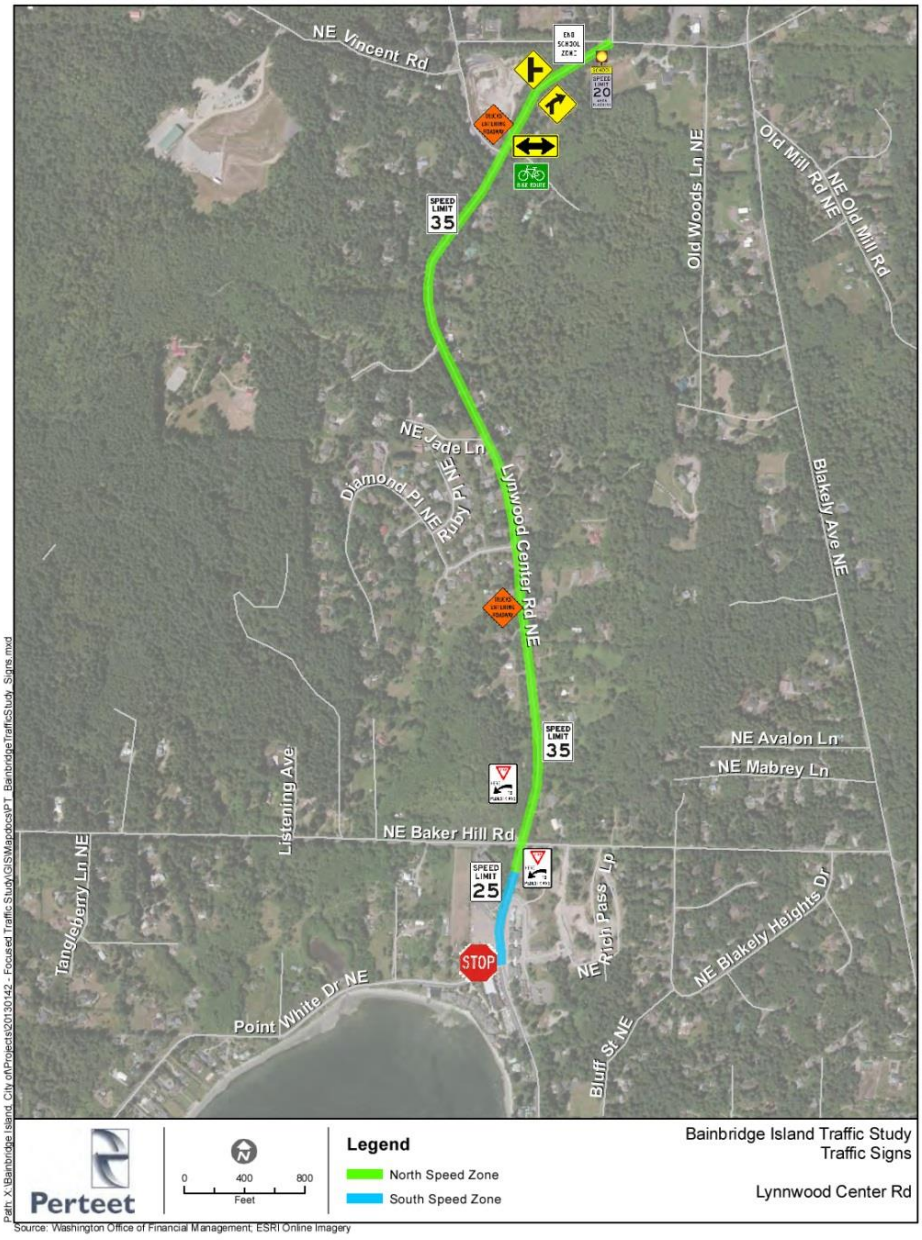


Figure 5-1: Lynwood Center Rd NE corridor map with signing

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5.1 Project Area Description



Figure 5-2: N. zone near Fletcher Bay Rd NE



Figure 5-3: S. zone at Point White Dr NE

Lynwood Center Rd NE has two marked speed zones with varying characteristics. The attributes for the entire corridor are summarized in Table 5-1. The intersection with Baker Hill Rd is discussed in depth in Chapter 10 of this report.

Table 5-1: Characteristics Summary by Zone for Lynwood Center Rd NE

Item	North Speed Zone	South Speed Zone
Geometry		
Alignment	North-south	North-south
No. of Lanes (per direction)	1	1
Lane Width	11'	11'
Shoulder Width	1' (SB) and 3' (NB)	0.5' to 3'
Horizontal Curves	Major near NE Bucklin Hill Rd	Minor
Vertical Curves	Minor	Minor
Surrounding Environment		
Setting	Forested	Commercial
Roadside Ditches	Infrequent	Infrequent
Private Driveways	Infrequent	Infrequent
Pull-Out Areas	Multiple, gravel	Multiple, gravel
Clear Zones	Frequent obstacles, occasionally encroaching vegetation	Infrequent trees
Curb, Gutter and Sidewalk	Not present	Present, both sides
Lighting	Not present	Present
Parking	Not present	Present, angled and straight
Traffic Control		
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines, 4' bike lanes on either side
Speed Limit	35 mph	25 mph
Major Intersections	Thru at NE Baker Hill Rd and NE Bucklin Hill Rd	Stop at Lynwood Center Rd NE
Additional Measures	Marked crosswalk at south leg of NE Baker Hill Rd intersection	Multiple marked crosswalks

5.2 Crash History

Eleven reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Of these, nine have occurred in the north segment and two in the south segment. Each crash is summarized in Table 5-2.

Table 5-2: Crash Report Summary for Lynwood Center Rd NE

Date	Time	Description
North Speed Zone		
01/23/2008	08:50	Driver turned on to Lynwood Center Rd NE and lost control due to ice
08/08/2008	21:14	Driver struck deer
01/27/2009		Driver slid on wet/snowy pavement, vehicle flipped and landed on its top
12/12/2008	16:09	Tree limb fell on vehicle
05/07/2009	15:25	Driver crossed centerline, struck two vehicles, sending one over a steep embankment
06/30/2010	00:38	Cyclist lost control and slid off shoulder into ravine
07/31/2010	11:00	Single car rollover, found abandoned
03/28/2012	23:05	Driver took corner too fast, overcorrected and went into ditch
03/20/2013	02:30	Driver unable to negotiate curve on wet roadway
South Speed Zone		
10/23/2008	22:26	Bicyclist struck pedestrian
05/24/2010	12:00	Driver backed out of parking space into another parked vehicle

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 5-3 summarizes the crash rates for Lynwood Center Rd NE, with a comparison to county and statewide averages.

Table 5-3: Crash Rates for Lynwood Center Rd NE

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
Lynwood Center Rd NE	11	3,850	1.30	66	1.12
North Speed Zone	9	3,850	1.15	66	1.00
South Speed Zone	2	3,850	0.15	66	2.24
Kitsap County[1]	-	-	-	-	1.72
Washington State[2]	-	-	-	-	2.57

The north speed zone and corridor as a whole have crash rates below the Kitsap County average. The south section has a higher crash rate though it has seen much fewer crashes since 2008 due primarily to segment length. A review of the two crashes in this segment indicates that speed may only be a factor in the bicycle-pedestrian crash. Removal of the parking vehicle collision results in a crash rate of 1.12, which is lower than the county rate. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Lynwood Center Rd NE exceeds this crash rate. Based on this and a review of the crash descriptions, the speed limits should not be reduced because of crash history.

5.3 Speed Survey

A radar speed survey was conducted on August 22, 2013 for the north segment and September 19, 2013 for the south segment. On each day, the weather was sunny, dry, and clear. Table 5-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

Table 5-4: Radar Speed Study Summary for Lynwood Center Rd NE

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
North Speed Zone (½ mi N of NE Baker Hill Rd)	93	35	38.2	34 to 44	88%	41.9
South Speed Zone (Near Woodson Lane NE)	107	25	26.4	22 to 32	84%	31.0

North Speed Zone

The speed survey for the north speed zone reveals a high (88%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 41.9 mph means that the currently posted speed limit of 35 mph is being deviated from by a high number of drivers. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, based on the crash history, which includes several incidents involving drivers losing control on large curves, raising the speed limit is not recommended. Lowering the speed limit does not tend to increase compliance with the posted speed limit, though it would likely lower average travel speeds. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 80% (at 35 mph) to 98% (at 30 mph).

South Speed Zone

The speed survey for the north speed zone reveals a high (84%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 31.0 mph means that the currently posted speed limit of 25 mph is being deviated from by a high number of drivers. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 35 mph. However, based on the commercial nature of the area and high pedestrian volumes, it is not recommended to raise the speed limit. Doing so would reduce the percentage of drivers exceeding the posted limit from 55% (at 25 mph) to 16% (at 30 mph). Lowering the speed limit does not tend to increase compliance with the posted speed limit, though it would likely lower average travel speeds. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 55% (at 25 mph) to 94% (at 20 mph).

5.4 Issues and Candidate Mitigation

Speed – Throughout the corridor, the 85th percentile speeds exceed the posted speed limit. In the north speed zone, excessive speeds may be contributing to an increased crash rate because of drivers losing control on the large curve between Fletcher Bay Rd NE and NE Baker Hill Rd, so an increased speed limit is not recommended. Conversely, the north speed zone crash rate is still below county and statewide averages, so a reduced speed is not recommended. To improve compliance in the north speed zone, additional speed limit signs should be installed to inform drivers of the appropriate speed. This treatment should be monitored to gauge if compliance increases. In the commercial area, the current speed limit of 25 mph is consistent with similar areas on the island. The crash history and high pedestrian volumes suggest that the speed is appropriate. To improve compliance as drivers enter the speed zone from the north, a W3-5 (reduced speed limit ahead) sign should be installed before drivers enter the 25-mph speed zone. Northbound traffic through the south zone is adequately controlled by stop signs and crosswalks and slightly higher speeds beyond the commercial area do not pose a safety threat.



W3-5

Speed Zone Limits – The speed limits at the intersection with NE Baker Hill Rd are not consistent: southbound traffic is operating under a 35-mph speed limit while northbound traffic is in a 25-mph zone. Speed zones should be consistent whenever possible to improve driver expectations. Because the intersection of Lynwood Center Rd NE and NE Baker Hill Rd has a marked pedestrian crosswalk across the south leg with a bus stop at the southeast corner, and the surrounding environment changes abruptly between commercial and rural at the intersection, the posted speed limit should match the lower of the two values. In the northbound direction, the current 35-mph speed limit sign should remain in place. In the southbound direction, the 25-mph speed limit sign should be moved to match the opposing speed limit sign.

Illumination – This north speed zone has no illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This north speed zone segment is not classified as commercial and, therefore, does not meet illumination warrants.

Bicycle Facilities – Multiple cyclists were observed during the radar speed study. The City of Bainbridge Island's Non-Motorized Transportation Plan (2008 revision) recommends bike lanes on both sides of Lynwood Center Rd NE. The addition of bike lanes in this corridor would provide an increase in bicyclist safety.

5.5 Recommendation

The following is recommended for the Lynwood Center Rd NE corridor:

1. Make the speed limits near NE Baker Hill Rd consistent by moving the existing 25-mph speed limit sign to be in-line with the existing 35-mph speed limit sign in the northbound direction north of the intersection.
2. Add one additional 35-mph speed limit sign in the north speed zone in the southbound direction, prior to entering the large horizontal curve.
3. Install a reduced speed limit ahead (W3-5) sign prior to the relocated 25-mph speed sign for southbound traffic. Monitor effectiveness of treatment.

6.0 ENGINEERING AND SPEED SURVEY – PHELPS ROAD NE: NE DAY ROAD TO MADISON AVENUE NE

Phelps Road NE is a minor arterial that connects the Port Madison area to SR-305. Phelps Rd NE has an average daily traffic volume of 1,350 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between NE Day Road and Madison Avenue NE. Figure 6-1 shows the project limits with the posted regulatory and warning signing along the roadway.

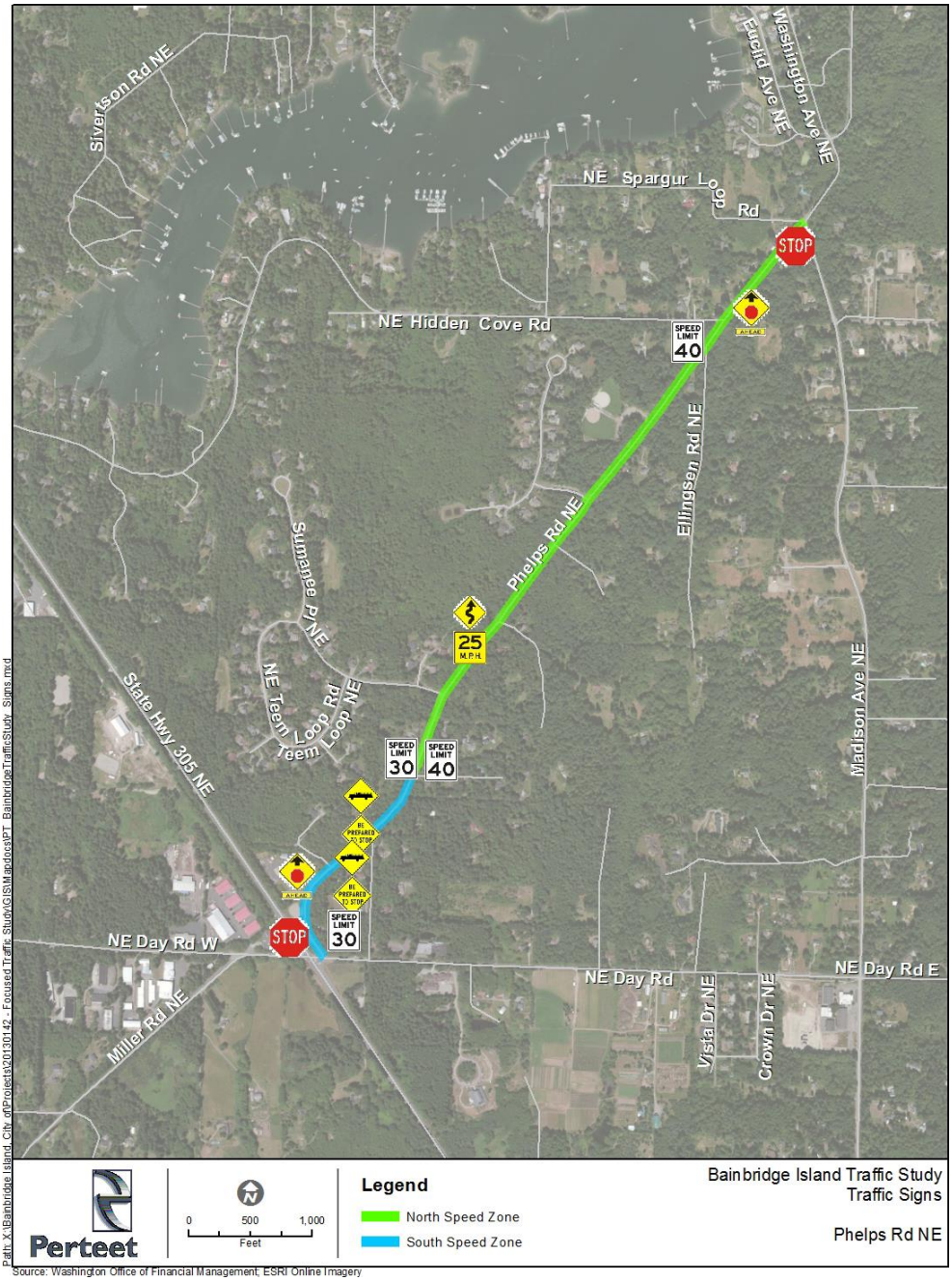


Figure 6-1: Phelps Rd NE corridor map with signing

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6.1 Project Area Description



Figure 6-2: N. zone near Madison Ave NE



Figure 6-3: Guardrail along west side

Phelps Road NE has two marked speed zones with varying characteristics. The attributes for the entire corridor are summarized in Table 6-1.

Table 6-1: Characteristics Summary by Zone for Phelps Rd NE

Item	North Speed Zone	South Speed Zone
Geometry		
Alignment	North-south	North-south
No. of Lanes (per direction)	1	1
Lane Width	11'	11'
Shoulder Width	0.5' north of NE Hidden Cove Rd, 4' to 6' (SB only) south of NE Hidden Cove Rd	0.5' (NB), 4' to 6' (SB)
Horizontal Curves	Minor	Major near fire station
Vertical Curves	Minor	Minor
Surrounding Environment		
Setting	Forested	Forested
Roadside Ditches	Continuous along east side	Infrequent
Private Driveways	Frequent	Infrequent
Pull-Out Areas	Multiple (gravel)	Multiple (gravel)
Clear Zones	Infrequent obstacles, occasionally encroaching vegetation	Infrequent obstacles, occasionally encroaching vegetation
Curb, Gutter and Sidewalk	Not present	Not present
Lighting	Not present	Not present
Guardrails	Two (150' each) along west side	Not present
Traffic Control		
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines
Speed Limit	40 mph	30 mph
Major Intersections	Stop at Madison Ave NE	Stop at NE Day Rd

6.2 Crash History

Six reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Of these, five have occurred in the north segment and one in the south segment. Each crash is summarized in Table 6-2.

Table 6-2: Crash Report Summary for Phelps Rd NE

Date	Time	Description
North Speed Zone		
03/17/2008	18:07	Driver swerved to miss cat, left roadway and hit two mailboxes
01/10/2009	16:44	Driver took eyes off road and ran off shoulder
04/29/2010	21:27	Driver struck deer that jumped into roadway
09/05/2010	01:30	Driver crashed into fence and abandoned vehicle
05/05/2011	08:27	Driver fell asleep at wheel, struck bus shelter, tree and utility pole
South Speed Zone		
02/27/2009	16:00	Driver lost control and left roadway, vehicle flipped

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 6-3 summarizes the crash rates for Phelps Rd NE, with a comparison to county and statewide averages.

Table 6-3: Crash Rates for Phelps Rd NE

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
Phelps Rd NE	6	1,350	1.40	66	1.61
North Speed Zone	5	1,350	1.00	66	1.84
South Speed Zone	1	1,350	0.40	66	0.97
Kitsap County[1]	-	-	-	-	1.72
Washington State[2]	-	-	-	-	2.57

The south speed zone and corridor as a whole have crash rates below the Kitsap County average, while the crash rate for the north speed zone exceeds the county average. A review of the five crashes in the north segment indicates that speed may be a factor in four of the crashes. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Phelps Rd NE exceeds this crash rate. Based on this and a review of the crash descriptions, the speed limits should not be reduced because of crash history.

6.3 Speed Survey

A radar speed survey was conducted on August 12, 2013 for both segments. The weather was sunny, dry, and clear. Table 6-4 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

Table 6-4: Radar Speed Study Summary for Phelps Rd NE

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
North Speed Zone (Near Ellingsen Rd NE)	82	40	38.5	34 to 44	93%	41.0
South Speed Zone (1000' N of fire station)	75	30	35.7	31 to 41	79%	40.0

North Speed Zone

The speed survey for the north speed zone reveals a high (93%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 41.0 mph means that the currently posted speed limit of 40 mph is being followed by a majority of the vehicles on the roadway segment.

Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the posted speed limit and the 85th percentile speed is minimal. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 18% (at 40 mph) to 79% (at 35mph).

South Speed Zone

The data sample for the south speed zone was taken near the transition zone for the two speed limits because of several factors. First, the south speed zone is primarily comprised of a large horizontal curve. This curve will slow driver speeds and is more appropriately governed by an advisory speed sign than a posted statutory limit. Second, the fire station and additional signing that drivers "be prepared to stop" will tend to decrease travel speeds and negatively impact the study by preventing the true segment travel speed from being captured. To avoid these factors, the speed survey was conducted in a tangent segment away from the effects of the fire station signing. The only location that met these criteria was north of the fire station near the transition zone. Tube speed measurements by Traffic Count Consultants, Inc. were referenced to verify travel speeds within the south speed zone.

The speed survey for the south speed zone reveals a medium (78%) number of vehicles within the 10-mph pace speed, indicating a moderately consistent flow speed.

The 85th percentile of 40.0 mph means that the currently posted speed limit of 30 mph is being deviated from by a majority of the vehicles on the roadway segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 40 mph. Several other factors need to be considered, however. First, the data near the transition zone may have been clouded by drivers who were in the process of adjusting to a new speed zone by either accelerating or decelerating. Second, a low crash rate indicates that this segment does not have any issues with speed as it is currently posted, though the crash rate could change if the speed limit is adjusted. Third, the geometry in the area, particularly the multiple horizontal curves near

the fire station, may prohibit the speed limit from rising due to limiting factors such as sight distance. Assuming no change in driver behavior, raising the posted speed limit would decrease the percentage of drivers exceeding the posted limit from 85% (at 30 mph) to 13% (at 40 mph).

6.4 Issues and Candidate Mitigation

Speed – In the north speed zone, the 85th percentile speed (41.0 mph) only slightly exceeds the posted speed limit (40 mph). Because of that, as well as similar characteristics of other 40-mph corridors on the Island, the speed limit should not change. In the south zone, however, the situation is more complicated. In the south zone, north of the fire station, the 85th percentile speeds for northbound traffic (40 mph) were very similar to southbound (41 mph). Northbound traffic at this location is accelerating out of the curve and into a higher speed zone. Southbound traffic, however, should already be slowing due to entering the 30 mph speed zone. The data suggests that southbound vehicles entering the south speed zone are not yet slowing significantly to match the 10-mph speed reduction. An analysis of the tube speed measurements by Traffic Count Consultants, Inc. reveals that just before the fire station, 20% of drivers are travelling between 41 and 45 mph, 35% between 36 and 40 mph, 26% between 31 and 35 mph, and only 10% between 26-30 mph. To reduce speeds for southbound traffic, a reduced speed limit ahead (W3-5) warning sign should be installed prior to entering the 30-mph zone.



W3-5

Curve Signing – The recommended signing for curves on Phelps Rd NE is inconsistent. Within the north speed zone, W1-5 and W13-1P signs inform southbound drivers that they are approaching an S-curve with a recommended speed of 25 mph. While traversing the S-curve, drivers encounter a 30-mph statutory speed limit sign. These signs are not installed for northbound traffic. The large horizontal curve south of the fire station is not marked by any signing and does not have a posted recommended speed. Based on area maps, the curve radius for the horizontal curve appears to be tighter than the radii for the reverse S-curves in the transition speed area, suggesting that a lower advisory speed is appropriate. While this study did not investigate the radii or appropriate recommended travel speeds for each curve, each curve should be evaluated either by using record drawings or a ballbank test to establish the maximum safe travel speed and to determine the appropriate signing that should be installed.

Wild Animals – One of six crash reports for this corridor cite wild animals as the primary cause. Animal-based crashes can be severe as drivers may swerve quickly to avoid the animal and lose control of the vehicle, exit the roadway, or strike a road user. Currently, there are no warning signs highlighting the presence of animals in the area. The WSDOT Traffic Manual recommends that one of the following criteria be met prior to installation of a deer crossing sign:

(1) Minimum of 5 documented deer/vehicle collisions per mile per year for at least two of the past 10 years
(2) Minimum of 10 carcass counts per mile per year for at least three of the past 10 years
(3) Concurrence from region maintenance personnel

This analysis was only able to evaluate criterion (1) based on available information. There has been only one crash involving deer since 2008. This criterion is not met and, therefore, wildlife warning signs are not recommended.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

6.5 Recommendation

The following is recommended for the Phelps Rd NE corridor:

1. Maintain current speed limits and zones.
2. Install a reduced speed limit ahead (W3-5) warning sign for southbound traffic north of the 30-mph speed zone. Monitor effectiveness of treatment.
3. Analyze whether advisory speeds are necessary for the reverse S-curves north of the fire station and the horizontal curve between the station and NE Day Rd. Analysis may be done either by referencing record drawings or by conducting ballbank tests.

7.0 ENGINEERING AND SPEED SURVEY – PLEASANT BEACH DRIVE NE: NE ODDFELLOWS RD TO FORT WARD PARK

Pleasant Beach Drive NE is a local road that connects the Lynwood Center commercial area to Fort Ward Park. Pleasant Beach Dr NE has an average daily traffic volume of less than 500 vpd. The primary objective for this study was to determine the appropriate speed limit for the corridor between NE Oddfellows Rd and Fort Ward Park. Figure 7-1 shows the project limits with the posted regulatory and warning signing along the roadway.



Figure 7-1: Pleasant Beach Dr NE corridor map with signing

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7.1 Project Area Description



Figure 7-2: Pleasant Beach Dr NE facing north



Figure 7-3: Pleasant Beach Dr NE facing south

Pleasant Beach Dr NE has one marked speed zone with the characteristics listed in Table 7-1.

Table 7-1: Characteristics Summary for Pleasant Beach Dr NE

Item	Pleasant Beach Dr NE
Geometry	
Alignment	North-south
Pavement Width	18'
Horizontal Curves	Moderate near Campbell St NE
Vertical Curves	Minor
Surrounding Environment	
Setting	Forested, Residential
Roadside Ditches	Infrequent
Private Driveways	Frequent
Pull-Out Areas	Occasional private pull-outs near driveways (gravel), multiple Fort Ward Park parking lots (gravel)
Clear Zones	Infrequent obstacles, occasionally encroaching vegetation
Curb, Gutter and Sidewalk	Not present
Lighting	Not present
Traffic Control	
Lane Markings	Not present
Speed Limit	25 mph
Major Intersections	Stop at NE Oddfellows Rd
Additional Measures	Speed bump near Fort Ward Park

7.2 Crash History

One reported crash has occurred along this segment from January 1, 2008 to June 30, 2013. The crash is summarized in Table 7-2.

Table 7-2: Crash Report Summary for Pleasant Beach Dr NE

Date	Time	Description
09/03/2012	13:04	Cyclist lost control after crossing speed bump at Fort Ward Park

The crash rate for the corridor was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 7-3 summarizes the crash rate for Pleasant Beach Dr NE, with a comparison to the county average.

Table 7-3: Crash Rate for Pleasant Beach Dr NE

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
Pleasant Beach Dr NE	1	500	0.82	66	1.22
Kitsap County[1]	-	-	-	-	1.72

The corridor has a lower crash rate than the Kitsap County average. FHWA recommends reducing speed limits if crash rates exceed the statewide average. However, statewide crash rates are not available for local roads such as Pleasant Beach Dr NE. As such, this criterion cannot be evaluated.

7.3 Speed Survey

A radar speed survey was conducted on September 19, 2013. The weather was sunny, dry, and clear. Table 7-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

Table 7-4: Radar Speed Study Summary for Pleasant Beach Dr NE

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
Pleasant Beach Dr NE	39	25	22.1	18 to 28	95%	25.0

The speed survey reveals a very high (95%) numbers of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 25.0 mph means that the currently posted speed limit of 25 mph is being followed by a majority of the vehicles on the roadway segment. Speed zoning theory best practices recommend that the 85th percentile speed be captured below the posted speed limit, a condition satisfied by existing conditions on this roadway segment. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 10% (at 25 mph) to 69% (at 20 mph).

7.4 Issues and Candidate Mitigation

Narrow Travel Lanes – Pleasant Beach Drive NE has an 18'-wide paved surface for bi-directional travel. Furthermore, there are no pavement markings to help guide drivers. On tangent segments, this is rarely an issue as approaching vehicles are visible to drivers, however curved areas with limited sight distance

may present a larger challenge for drivers. During the speed survey, multiple vehicles passed each other near curves and slowed down in order to do so. To improve safety, W1-5 curve warning signs with a 20-mph recommended speed (W13-1P) should be installed.

Roadside environment – Exacerbating the issue of narrow travel lanes is the unforgiving roadside condition throughout this roadway segment. Vegetation encroaches to the pavement edge, compounding all sight-distance considerations as well as allowing no escape room beyond the narrow pavement. With no segregated facilities for non-motorized users, local residents and those accessing the Fort Ward Park, the combination of physical features creates a challenging environment for all users. When considered as a whole, these factors justify a variance from the 85th percentile convention in speed zone theory.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.



W1-5



W13-1P

7.5 Recommendation

The following is recommended for the Pleasant Beach Dr NE corridor:

1. Reduce the current speed limit from 25 to 20 mph.
2. Install a W1-5 turn warning sign with a 20-mph W13-1P advisory speed sign for each direction at the roadway curves immediately south of Campbell St NE.

8.0 ENGINEERING AND SPEED SURVEY – SPORTSMAN CLUB ROAD NE: NE HIGH SCHOOL ROAD TO NE NEW BROOKLYN ROAD

Sportsman Club Road NE is a minor arterial that connects SR-305 to multiple residential areas near the center of Bainbridge Island. Sportsman Club Rd NE has an average daily traffic volume of 3,300 vpd. The primary objective for this study was to determine the appropriate speed limit for the corridor between NE High School Rd and NE New Brooklyn Rd. Figure 8-1 shows the project limits with the posted regulatory and warning signing along the roadway.

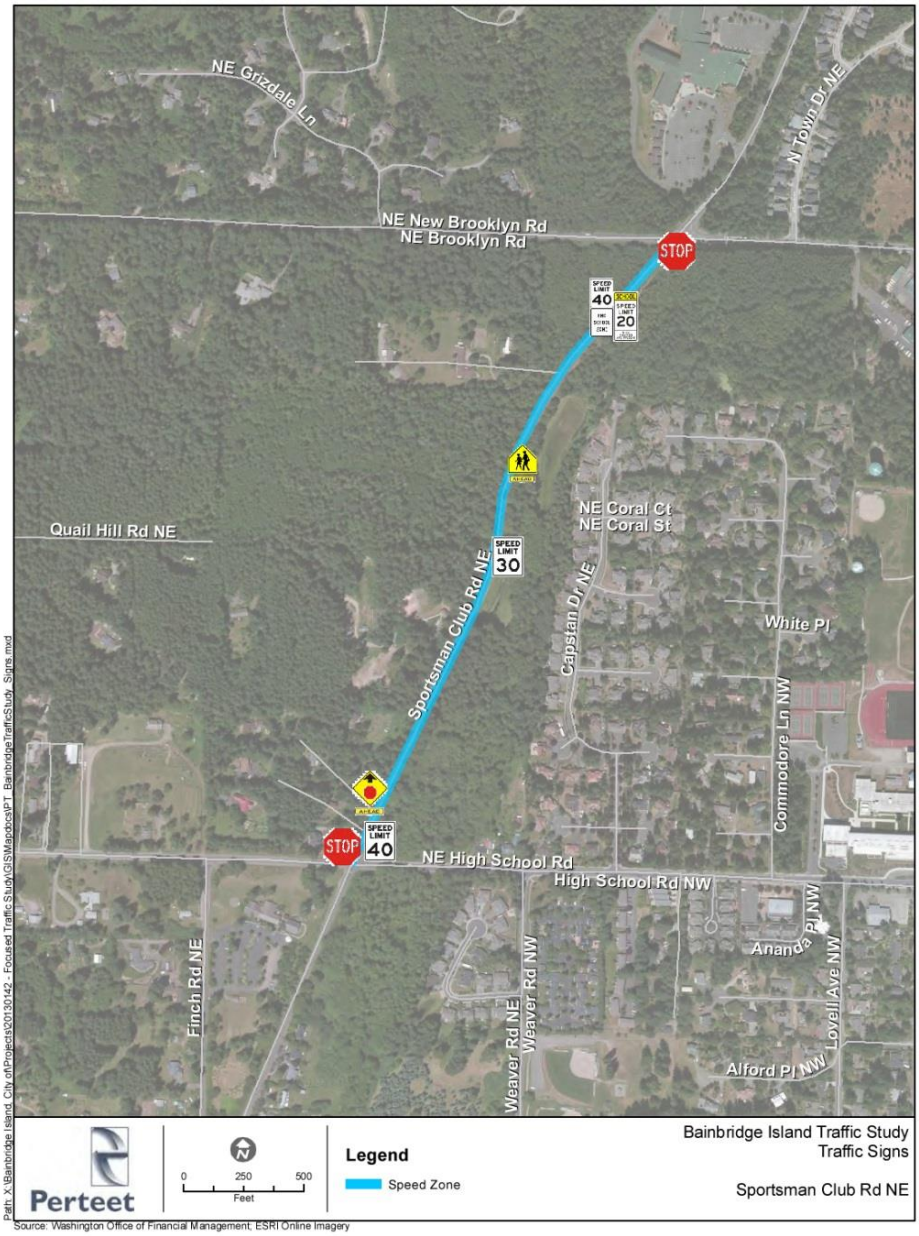


Figure 8-1: Sportsman Club Rd NE corridor map with signing

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8.1 Project Area Description



Figure 8-2: Facing south



Figure 8-3: Facing north

Sportsman Club Rd NE has the characteristic listed in Table 8-1.

Table 8-1: Characteristics Summary for Sportsman Club Rd NE

Item	Sportsman Club Rd NE
Geometry	
Alignment	North-south
Lanes (per direction)	1
Lane Width	12’
Shoulder Width	4.5’
Horizontal Curves	Minor
Vertical Curves	Moderate
Surrounding Environment	
Setting	Forested
Roadside Ditches	Infrequent
Private Driveways	Infrequent
Pull-Out Areas	Not present
Clear Zones	Infrequent obstacles, occasionally encroaching vegetation
Curb, Gutter and Sidewalk	Not present
Lighting	Not present
Traffic Control	
Lane Markings	Marked centerline and edge lines
Speed Limit	40 mph (see below)
Major Intersections	Stop at NE High School Rd, stop at NE New Brooklyn Rd

The speed limits for northbound and southbound traffic are not consistent. Northbound traffic enters the study area at 40 mph and is then stepped-down to 30-mph and 20-mph during school zone hours (5 am to 7 pm, Monday through Friday). Southbound traffic is consistently in a 40-mph speed zone. This analysis treated the study corridor as 40-mph speed zone throughout.

8.2 Crash Analysis

Two reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 8-2.

Table 8-2: Crash Report Summary for Sportsman Club Rd NE

Date	Time	Description
08/02/2008	22:35	Driver travelled too fast for curve and left roadway
05/31/2013	08:35	Driver blacked out, ran off road, struck tree

The crash rate for the corridor was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 8-3 summarizes the crash rate for Sportsman Club Rd NE, with a comparison to county and statewide averages.

Table 8-3: Crash Rate for Sportsman Club Rd NE

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
Sportsman Club Rd NE	2	3,300	0.56	66	0.54
Kitsap County[1][i]	-	-	-	-	1.72
Washington State[2]	-	-	-	-	2.57

The corridor has a lower crash rate than the Kitsap County average. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. Sportsman Club Rd NE does not exceed this crash rate. Therefore, the speed limits should not be reduced because of crash history.

8.3 Speed Survey

A radar speed survey was taken on August 12, 2013. The weather was sunny, dry, and clear. Table 8-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

Table 8-4: Radar Speed Survey for Sportsman Club Road NE

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
Sportsman Club Rd NE	188	40	37.5	32 to 42	91%	41.0

The speed survey reveals a high (91%) numbers of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85th percentile of 41.0 mph means that the currently posted speed limit of 40 mph is being followed by a majority of the vehicles on the roadway segment. Speed zoning theory best practices recommend that the 85th percentile speed be captured below the posted speed limit in most cases, suggesting that the speed limit should be increased to 45 mph. However, the difference between the posted speed limit

and the 85th percentile speed is minimal. With this sample, a lower posted speed limit would increase the percentage of drivers exceeding the posted limit from 17% (at 40 mph) to 76% (at 35 mph).

8.4 Issues and Candidate Mitigation

Speed – In the current 40-mph speed zone, the 85th percentile speed slightly exceeds the posted speed limit. The crash rate, however, does not suggest that current speed limits need to be reduced. Because the speed difference is minimal and the crash rate is low, the speed limits for Sportsman Club Rd NE should not change.

Speed Zones – The current speed limits for this corridor are not consistent: southbound is posted at 40 mph, while northbound is posted at 40 mph, 30 mph, and 20 mph (during school zone hours only). Speed zones should be balanced whenever possible to improve operations and meet driver expectations. Because of a minimal crash history and no apparent geometric restrictions, the northbound speed limit should be raised to 40 mph in all portions of the corridor that are not currently within a school zone. The existing 30-mph statutory speed limit sign should be removed and replaced with a reduced school speed limit ahead (S4-5) sign to notify drivers that they are approaching a school zone.



S4-5

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

8.5 Recommendation

The following is recommended for the Sportsman Club Rd NE corridor:

2. Maintain the current speed limit for the southbound direction.
3. Replace the existing 30-mph speed limit sign with a S4-5 sign to notify drivers that they are approaching a designated school zone.

9.0 ENGINEERING AND SCHOOL ZONE ANALYSIS – NE NEW BROOKLYN ROAD AT NORTH TOWN DRIVE NE

NE New Brooklyn Road is a minor arterial that connects residential areas in the middle of the Island to other arterials near various schools and commercial areas. NE New Brooklyn Rd has an average daily traffic volume of 3,100 vpd. The primary objective for this location is to assess if the current school zone to the west of North Town Dr NE should be extended east to include the entrance to the North Town Woods neighborhood. Figure 9-1 shows the project limits with the posted signing along the roadway.



Figure 9-1: NE New Brooklyn Rd corridor map with signing

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9.1 Project Area Description



Figure 9-2: NE New Brooklyn Rd at crosswalk



Figure 9-3: NE New Brooklyn Rd school zone

NE New Brooklyn Rd, at the intersection with North Town Dr NE, has the characteristics listed in Table 9-1.

Table 9-1: Characteristics Summary for NE New Brooklyn Rd at North Town Dr NE

Item	NE New Brooklyn Rd
Geometry	
Alignment	East-west
Lanes (per direction)	1
Lane Width	12’
Shoulder Width	4’
Horizontal Curves	None
Vertical Curves	Moderate on either side of North Town Dr NE
Intersection Configuration	T-intersection
Surrounding Environment	
Setting	Forested
Clear Zones	Well-maintained
Curb, Gutter and Sidewalk	Curb and sidewalk present at all NW, NE and SE corners, sidewalk and planter strip line the south edge
Lighting	Not present
Traffic Control	
Lane Markings	Marked centerline and edge lines
Speed Limit	30 mph
Pedestrian Facilities	Marked crosswalk at east leg, curb ramps at east and north legs
Vehicle Pavement Markings	Stop bars on either side of marked crosswalk
Additional Measures	Small median traffic island at the beginning of North Town Dr NE

9.2 Crash History

There have been no reported crashes for this location between January 1, 2008 and June 30, 2013.

9.3 Speed Survey

Two radar speed surveys were taken on September 19, 2013. The weather was sunny, dry, and clear. Table 9-2 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

Table 9-2: Radar Speed Survey for NE New Brooklyn Rd

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
At Crosswalk	63	30	27.1	22 to 32	81%	32.0
Within School Zone	91	20	21.5	17 to 27	84%	26.0

9.4 Assessment

At the crosswalk, speeds generally conform to the posted speed limit of 30 mph. The percent within pace is good, though not as high as at other locations surveyed in this report. Within the school zone, however, the overall 85th percentile speed is significantly higher than the school zone speed of 20 mph. Furthermore, within the school zone, there is a strong directional difference between 85th percentile speeds. Vehicles travelling westbound moved slower that eastbound traffic (21.0 versus 28.1 mph). In addition to entering a school zone, westbound traffic is headed toward a visible stop sign at the intersection of NE New Brooklyn Rd and Sportsman Club Rd NE.

Eastbound traffic is not adhering to the current school zone speed requirement. The eastbound 85th percentile speed is more than 40% higher than the posted speed limit of 20 mph. This non-compliance is likely due to the fact that drivers entering this area from the east are unaware that the school zone is still in effect as no school zone sign has been displayed to them. The only sign indicating that they are within a school zone is an "end school zone" (S5-2) sign.

9.5 Recommendation

The following is recommended for the school zone near North Town Drive NE:

1. The existing school zone should be extended to include the marked crosswalk at the intersection of NE Brooklyn Rd and North Town Dr NE. Because the marked crosswalk is being used by children to travel to and from school, it warrants being part of a designated school zone. As such, the current school zone should be extended east to incorporate the crosswalk. A school zone sign should be posted in the westbound direction such that vehicles travelling over the crest hill have ample time to react to the reduced speed limit and stop for any children that may be present. Eastbound traffic, which is accelerating from the intersection at Sportsman Club Rd NE, should be informed that a school zone is still in effect. A school zone sign should be placed where the current "end school zone" sign is located for eastbound traffic. Enacting these measures should substantially slow traffic at the crosswalk and increase safety for crossing pedestrians. An example signing plan is shown in Figure 9-4.



Figure 9-4: Example signing plan for NE New Brooklyn Rd

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10.0 INTERSECTION TRAFFIC OPERATIONS – LYNWOOD CENTER ROAD NE AND NE BAKER HILL ROAD

Lynwood Center Road NE intersects NE Baker Hill Road less than 500 feet north of the Lynwood Center urban area. Currently, Lynwood Center Rd NE near this intersection has an average daily traffic volume of 3,850 vpd. NE Baker Hill Rd has an average daily traffic volume of 1,700 vpd. The primary objective for this intersection was to determine if Lynwood Center Rd NE should be stop-controlled, creating all-way stop control at the intersection. Figure 10-1 shows the intersection with the posted regulatory and warning signing.

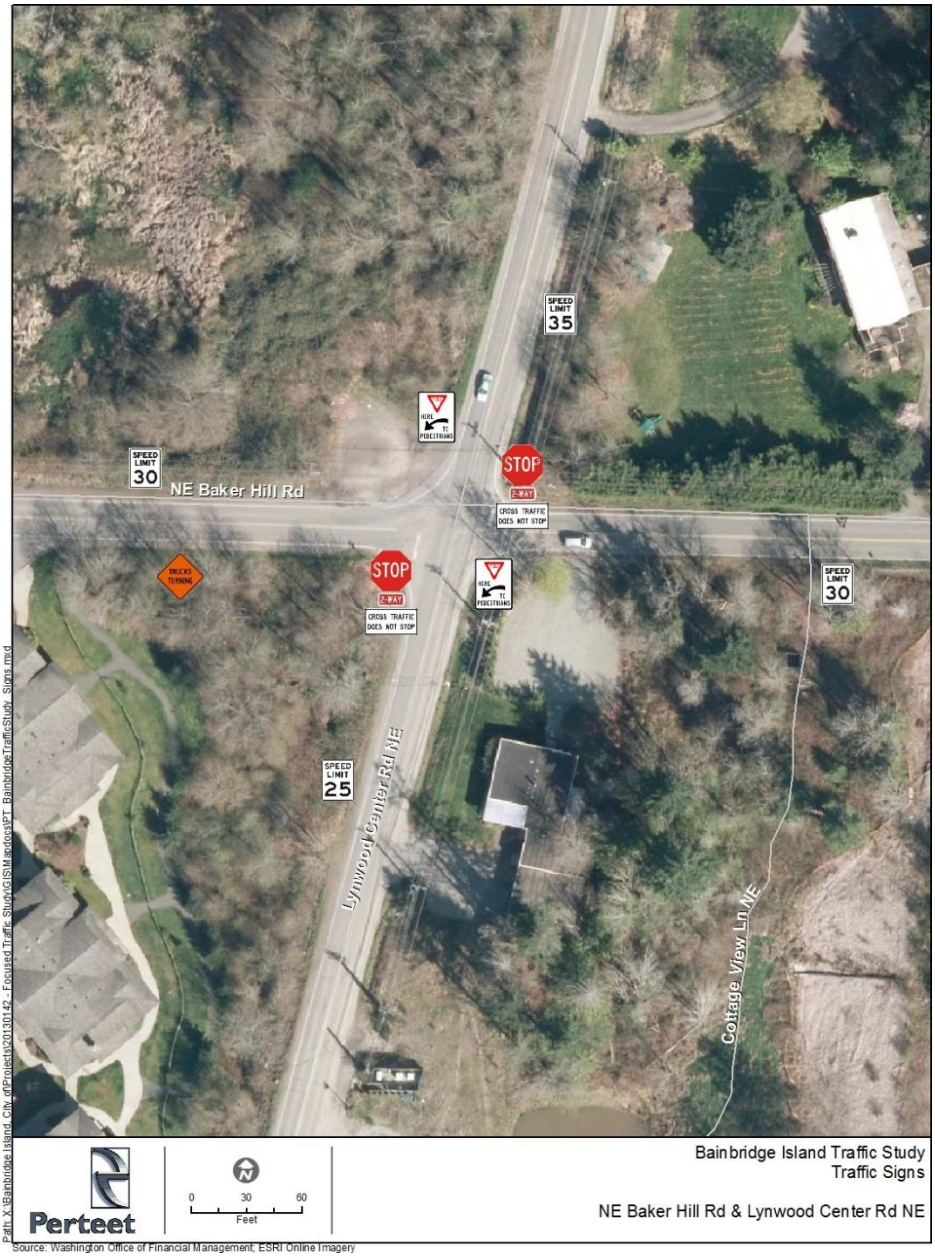


Figure 10-1: Signing at Lynwood Center Rd NE & NE Baker Hill Rd

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10.1 Project Area Description



Figure 10-2: Facing north



Figure 10-3: Facing west

The intersection and influence area of Lynwood Center Rd and NE Baker Hill Rd have the characteristics listed in Table 10-1.

Table 10-1: Characteristics Summary for Lynwood Center Rd NE & NE Baker Hill Rd

Item	Intersection
Geometry	
Alignment	Lynwood Center Rd NE: north-south NE Baker Hill Rd: east-west
Lanes (per direction)	1
Lane Width	12’
Shoulder Width	3’
Intersection Skew	15 degrees
Approach Grades	Lynwood Center Rd NE: minor NE Baker Hill Rd NE: minor for west approach, steep for east approach (sloping toward intersection)
Surrounding Environment	
Setting	Mixed, open and forested
Utility Furniture	Power poles at NE and SE corners, cabinets at NE corner
Parking	Angled parking on Lynwood Center Rd NE south approach, gravel parking at NW corner
Transit	Kitsap Transit bus stop at SE corner
Vegetation	Overgrown at SW and NE corners
Curb, Gutter and Sidewalk	Present only at SE corner
Lighting	Not present
Traffic Control	
Lane Markings	Marked centerline and edge lines
Stop Control	Lynwood Center Rd NE: no stop control NE Baker Hill Rd: both approaches stop controlled
Legal Maneuvers	Left, through, and right at all approaches
Pedestrian Facilities	Marked crosswalk at south leg with curb ramp at SE corner
Vehicle Pavement Markings	Stop bars: NE Baker Hill Rd; yield lines: Lynwood Center Rd NE

10.2 Crash History

Two reported crashes have occurred within this intersection influence area from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 10-2.

Table 10-2: Crash Report Summary for Lynwood Center Rd NE & NE Baker Hill Rd

Date	Time	Description
01/23/2008	08:50	Driver turned northbound onto Lynwood Ctr Rd and lost control due to ice
09/22/2012	11:57	Driver stopped at stop sign but failed to yield to and struck an oncoming car

10.3 Traffic Count

A traffic count was performed from 4:00 PM to 5:00 PM on August 22, 2013. The weather was sunny, dry and clear. The volume for all movements is summarized in Table 10-3.

Table 10-3: Intersection Turning Movements for Lynwood Center Rd NE & NE Baker Hill Rd

From NORTH			From SOUTH			From EAST			From WEST			Ped	Bike
L	T	R	L	T	R	L	T	R	L	T	R	Total	Total
6	154	57	7	133	1	5	11	1	45	3	3	1	11

L = left T = through R = right

10.4 Intersection Operations

Left-turning traffic from NE Baker Hill Rd frequently stopped between the stop bar and travel lanes before turning. Sight distance for left-turn maneuvers is limited by vegetation and, occasionally, site furniture. No crashes or significant delays were observed during the study.

Most approaching vehicles from NE Baker Hill Rd were able to clear the intersection within one minute of stopping. The worst observed case was a roughly two-minute wait for one driver. A Synchro analysis was performed to quantify the average delay per vehicle at the intersection. The analysis is summarized in Table 10-4.

Table 10-4: Synchro Analysis for Lynwood Center Rd NE & NE Baker Hill Rd

Approach	Traffic Control	Average Delay (s)	Level of Service
Eastbound	Stop	11.9	B
Westbound	Stop	11.7	B
Northbound	Free	0.4	-
Southbound	Free	0.2	-

The Highway Capacity Manual (HCM) defines level of service (LOS) for two-way stop controlled intersections based on average delay for a particular approach. The level of service is not calculated for free movements. LOS B for vehicle movements is an average delay between 10 and 15 seconds.

10.5 Traffic Control Warrants

The MUTCD establishes the criteria for whether or not an intersection warrants having a traffic signal based on volumes for the major and minor streets. A full signal warrant analysis requires an 8-hour

minimum vehicle count. A peak hour warrant is also available, and was applied in this case because of the limited collected data. If the peak hour warrant is not met, then it is reasonable to assume that no warrants will be met despite not having a complete count to justify it.

Based on the above traffic count data, a peak hour warrant was evaluated for the intersection of Lynwood Center Rd NE and NE Baker Hill Rd. Figure 10-4 shows the warrant analysis in graphical form.

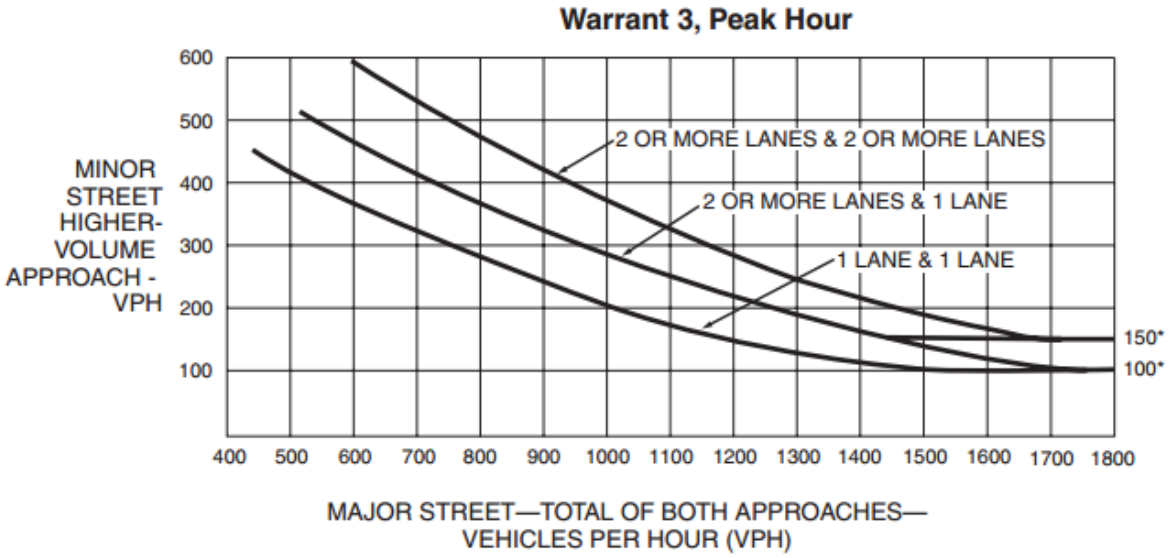


Figure 10-4: MUTCD traffic signal peak hour warrant

The major street (Lynwood Center Rd NE) volume for this intersection during the peak hour is 358, while the minor street higher volume approach (NE Baker Hill Rd, eastbound) is 51. The minimum required peak hour volume for the minor street higher volume approach is 100 vehicles. The volumes do not meet this warrant and are not expected to meet either the four- or eight-hour warrants.

While all-way stop-controlled intersections do not have a warrant process in the MUTCD, several justifications are provided for their installation. These justifications include: relatively equal major and minor street volumes, temporary traffic control measure prior to signal installation, correctable 12-month crash history, and 300 vehicles per hour (vph) for the major street over eight hours in a single day with 200 vph for the minor street over the same eight hours. Based on the major to minor street volume ratio (5.26), crash history, and vehicle count, these justifications are not met.

10.6 Issues and Candidate Mitigation

Intersection Traffic Control – All-way stop control is not warranted at this intersection. The approach delays for the east and west approaches are under 12 seconds, meaning that the existing traffic control does not cause undue delay to any driver, even at the peak hour. While installing stop signs for the Lynwood Center Rd NE approaches might decrease delay for east and westbound traffic, it would substantially increase delay for north and southbound traffic. Additionally, the peak hour MUTCD warrant for signals (or all-way stops) is not met in this case because the minor street volumes are too low. Two-way stop control is appropriate for this intersection.

Sight Distance – Traffic on NE Baker Hill Rd has limited sight distance at the marked stop bars. Most drivers continue beyond these before stopping at the edge of the closest travel lane on Lynwood Center Rd NE. The reduced sight distance is a combination of overgrown vegetation, the intersection skew, and various site furniture including a wooden bus stop. To improve sight distance, the stop bars should be moved closer to the north-south travel lanes and overgrown vegetation should be trimmed.

Signing and Markings – Both northbound and southbound Lynwood Center Rd NE approaches have a Yield Here for Pedestrians regulatory sign (MUTCD Sign R1-5) and an associated yield line. Based on comments and discussions with the City of Bainbridge Island, these markings have resulted in driver confusion. Because of this confusion, additional signing to Baker Hill Road has been added, including a 2-way supplemental sign and a Cross Traffic Does Not Stop warning sign. The 2009 MUTCD states that the 2-way supplemental plaque is prohibited. Removal of the sign will help reduce driver confusion between all-way stop locations. Additionally, drivers on NE Baker Hill Rd may misinterpret the yield line as a stop line and assume that northbound and southbound traffic will stop. Removal of the yield line will reduce driver confusion.

Crosswalk – Fluorescent yellow-green crosswalk signs (W11-2) and supplemental warning plates (W16-7P) should be installed at the crosswalk to warn drivers of pedestrians. Additionally, adequate illumination should be provided at both corners to improve pedestrian safety and further increase visibility.



R1-5



W11-2



W16-7P

10.7 Recommendation

The following is recommended for the intersection of Lynwood Center Rd NE and NE Baker Hill Rd:

1. Maintain existing east and westbound stop control for NE Baker Hill Rd.
2. Remove and replace existing stop lines for east and westbound traffic on NE Baker Hill Rd. Place stop bar approximately 4-feet from the shoulder edge on Lynwood Center Rd NE.
3. Remove existing "2-way" supplemental plaque on NE Baker Hill Rd approaches.
4. Remove existing yield line markings.
5. Install fluorescent yellow-green pedestrian crosswalk warning signs (W11-2) and supplemental warning plaques (W16-7P) at the crosswalk. Maintain existing "yield here to pedestrians" (R1-5) signs.
6. Review illumination to determine if adequate visibility is available at the crosswalk.

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11.0 INTERSECTION TRAFFIC OPERATIONS – MILLER ROAD NE AND NE KOURA ROAD

Miller Road NE intersects NE Koura Road 1.4 miles west of SR-305. Currently, Miller Rd NE near this intersection has an average daily traffic volume of 4,800 vpd. NE Koura Rd has an average daily traffic volume of 1,625 vpd. The primary objective for this intersection was to determine if Miller Rd NE should be stop-controlled, creating all-way stop control at the intersection. Figure 11-1 shows the intersection with the posted regulatory and warning signing.

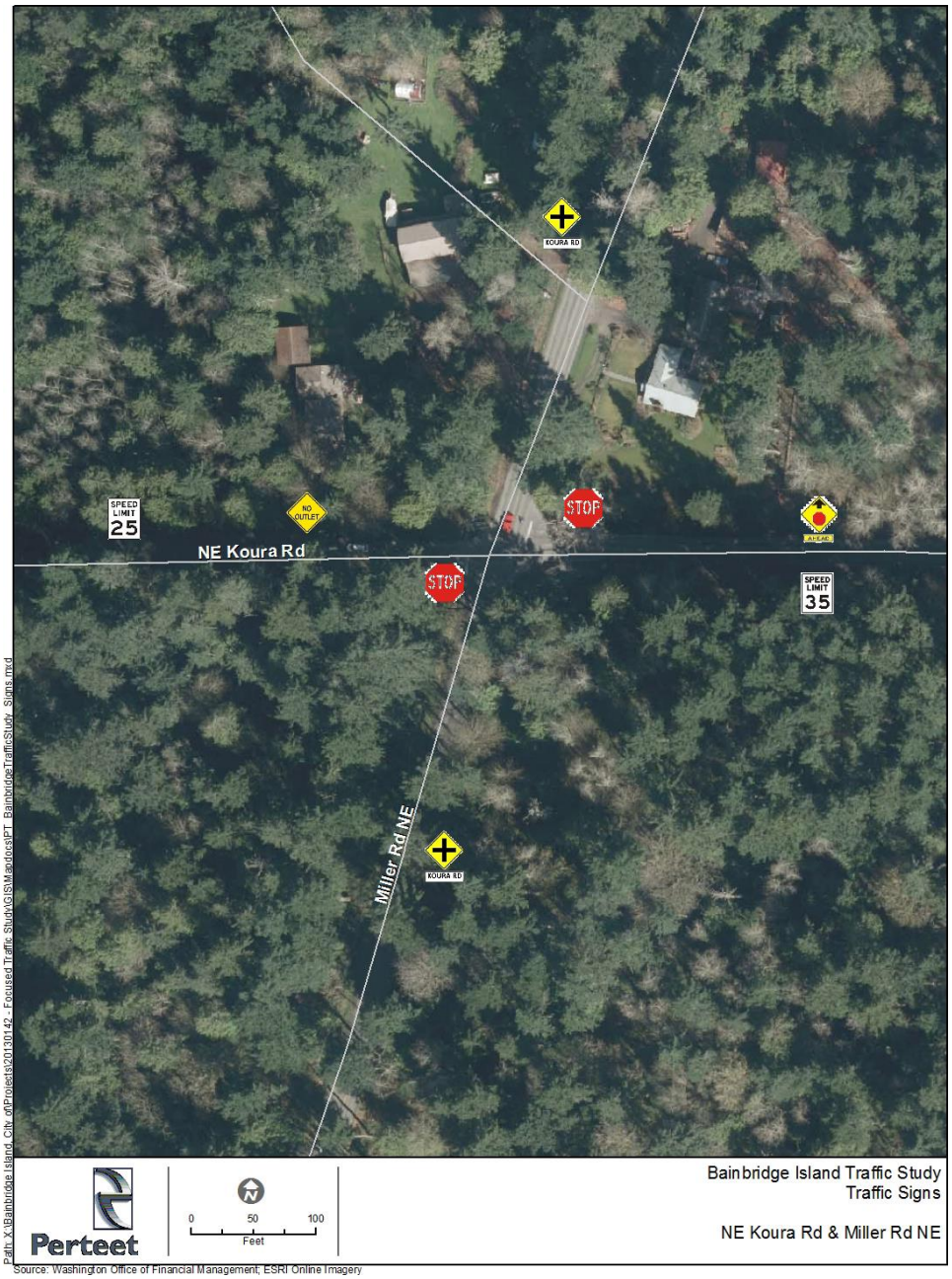


Figure 11-1: Signing at Miller Rd NE & NE Koura Rd

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11.1 Project Area Description



Figure 11-2: NW corner facing north



Figure 11-3: SW corner facing south

The intersection and influence area of Miller Rd NE and NE Koura Rd have the characteristics listed in Table 11-1.

Table 11-1: Characteristics Summary for the Intersection of Miller Rd NE & NE Koura Rd

Item	Intersection
Geometry	
Alignment	Miller Rd NE: north-south NE Koura Rd: east-west
Lanes (per direction)	1
Lane Width	11'
Intersection Skew	15 degrees
Approach Grades	Lynwood Center Rd NE: minor NE Baker Hill Rd NE: minor for east approach, steep for west approach (sloping away from intersection)
Surrounding Environment	
Setting	Forested
Utility Furniture	Multiple utility poles and junction boxes
Parking	Not present, wide unpaved pull-out area on east leg
Transit	Not present
Vegetation	Some trees in clear zone
Shoulders	Present on all sides of all approaches
Curb, Gutter and Sidewalk	Not present
Lighting	Not present
Traffic Control	
Lane Markings	Miller Rd NE: Marked centerline and edge lines NE Koura Rd: Single dashed yellow centerline
Stop Control	Miller Rd NE: no stop control NE Koura Rd: both approaches stop controlled
Legal Maneuvers	Left, through, and right at all approaches
Pedestrian Facilities	Not present
Vehicle Pavement Markings	Stop bars on NE Koura Rd

11.2 Crash History

Eight reported crashes have occurred within this intersection influence area from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 11-2.

Table 11-2: Crash Report Summary for Miller Rd NE & NE Koura Rd

Date	Time	Description
08/01/2008	15:06	Vehicle stopped at stop sign on Koura was rear-ended
08/01/2008	15:17	Driver attempted to make U-turn at intersection and was T-boned
12/31/2008	17:50	Driver sideswiped other vehicle while turning at intersection
10/13/2009	18:55	Westbound driver was struck by a southbound driver
10/24/2009	00:10	Eastbound driver failed to stop at stop sign, hit southbound vehicle
11/05/2009	10:00	Driver who was waiting for a turn was rear-ended
06/26/2011	11:21	Driver failed to yield right-of-way and hit another vehicle
01/22/2013	15:27	Driver turning east onto Koura failed to yield to northbound vehicle

11.3 Traffic Count

A traffic count was performed from 3:15 – 4:15 PM on August 12, 2013. Conditions were sunny, dry and clear. The volume for all movements is summarized in Table 11-3.

Table 11-3: Intersection Turning Movements for Miller Rd NE & NE Koura Rd

From NORTH			From SOUTH			From EAST			From WEST		
L	T	R	L	T	R	L	T	R	L	T	R
18	134	6	10	160	32	42	10	20	4	12	10

L = left T = through R = right

11.4 Intersection Operations

Drivers are presented with rural roadway characteristics typical to the general condition of many roadways in the area as they approach this intersection from all directions. The intersection is not easily identified in approaching it along Miller Rd NE due to trees and other roadside foliage, particularly in the southbound approach due to the crest vertical curve and horizontal curve. Of particular concern is the sight distance from the stop-bar decision point on the western leg. Eastbound traffic entering the intersection is challenged by a combination of factors:

- A utility pole and telephone splice box at the northwest corner
- Vegetation on the northwest corner
- The +8% eastbound approach grade
- The horizontal and crest vertical curves partially obstructing southbound traffic sight line
- No shoulder / narrow lanes
- Intersection skew
- Shadowing created by the overhead tree canopy
- Lack of area lighting

Vehicles passing through the intersection on Miller Rd NE travel roughly 35 mph. The south and east approaches are relatively tangent and level. The north leg approach has both a horizontal curve and a crest vertical curve reducing sight distance.

A Synchro analysis was performed to quantify the average delay per vehicle at the intersection. The analysis is summarized in Table 11-4.

Table 11-4: Synchro Analysis for Miller Rd NE & NE Koura Rd

Approach	Traffic Control	Average Delay (s)	Level of Service
Eastbound	Stop	12.2	B
Westbound	Stop	12.0	B
Northbound	Free	0.4	-
Southbound	Free	0.9	-

The HCM defines LOS for two-way stop controlled intersections based on average delay for a particular approach. The level of service is not calculated for free movements. LOS B for vehicle movements is an average delay between 10 and 15 seconds.

11.5 Traffic Control Warrants

The MUTCD establishes the criteria for whether or not an intersection warrants having a traffic signal based on volumes for the major and minor streets. A full signal warrant analysis requires an 8-hour minimum vehicle count. A peak hour warrant is also available, and was applied in this case because of the limited collected data. If the peak hour warrant is not met, then it is reasonable to assume that no warrants will be met despite not having a complete count to justify it.

Based on the above traffic count data, a peak hour warrant was evaluated for the intersection of Miller Rd NE and NE Koura Rd. Figure 11-4 shows the warrant analysis in graphical form.

The major street (Miller Rd NE) volume for this intersection during the peak hour is 360, while the minor street higher volume approach (NE Koura Rd, WB) is 72. The minimum required peak hour volume for the minor street higher volume approach is 100 vehicles. The volumes do not meet this warrant and are not expected to meet either the eight- or four-hour warrant.

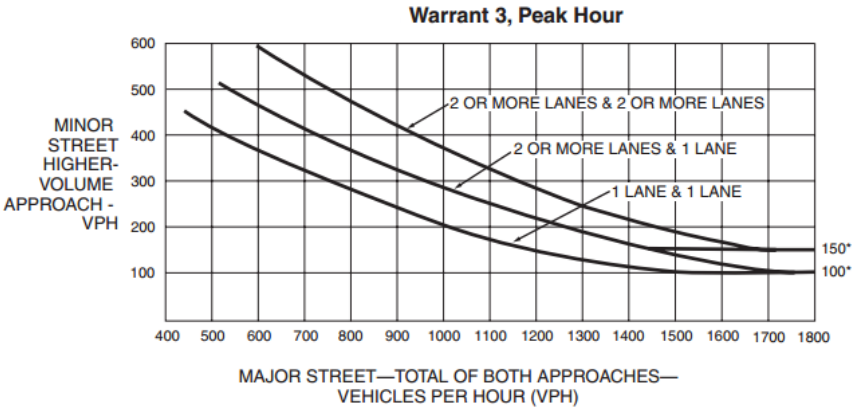


Figure 11-4: MUTCD traffic signal peak hour warrant

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While all-way stop-controlled intersections do not have a warrant process in the MUTCD, several justifications are provided for their installation. These justifications include: relatively equal major and minor street volumes, temporary traffic control measure prior to signal installation, correctable 12-month crash history, and 300 vph for the major street over eight hours in a single day with 200 vph for the minor street over the same eight hours. Based on the major to minor street volume ration (3.67), crash history, and vehicle count, these justifications are not met.

11.6 Issues and Candidate Mitigation

Intersection Traffic Control – All-way stop control is not warranted at this intersection. The approach delays for the east and west approaches are under 13 seconds, meaning that the existing traffic control does not cause undue delay to any driver, even at the peak hour. While installing stop signs for the Miller Rd NE approaches might decrease delay for east and westbound traffic, it would substantially increase delay for north and southbound traffic. Additionally, the peak hour MUTCD warrant for signals (or all-way stops) is not met in this case because the minor street volumes are too low. The intersection should retain its current stop sign arrangement.

Sight Distance – Sight distance is limited due to vegetation and site furniture such as utility poles and junction boxes. The western leg is particularly troublesome as the approach grade is roughly 8%. According to *A Policy on Geometric Design of Highways and Streets*, additional sight distance is required for traffic that approaches an intersection at a grade exceeding 3%. To reduce this risk of increased crashes, obstacles should be removed from the critical sight locations near the intersection. Where obstacles cannot be removed, maintenance efforts should be taken to improve sight distance as much as possible.

11.7 Recommendation

The following is recommended for the intersection of Miller Rd NE and NE Koura Rd:

1. Maintain existing east and westbound stop control for NE Koura Rd.
2. Provide proper sight distance by trimming or removing overgrown vegetation as necessary.
3. Install a stop sign ahead (W3-1) warning sign for the west NE Koura Rd approach.



W3-1

12.0 INTERSECTION TRAFFIC OPERATIONS – NE VALLEY ROAD AND SUNRISE DRIVE NE

NE Valley Rd intersects Sunrise Dr NE at the Rolling Bay commercial area. Currently, NE Valley Rd near this intersection has an average daily traffic volume of 2,800 vpd. Sunrise Dr NE has an average daily traffic volume of 1,500 vpd. The primary objective for this intersection was to determine if NE Valley Rd should be stop-controlled, creating all-way stop control. Figure 12-1 shows the intersection with the posted regulatory and warning signing.

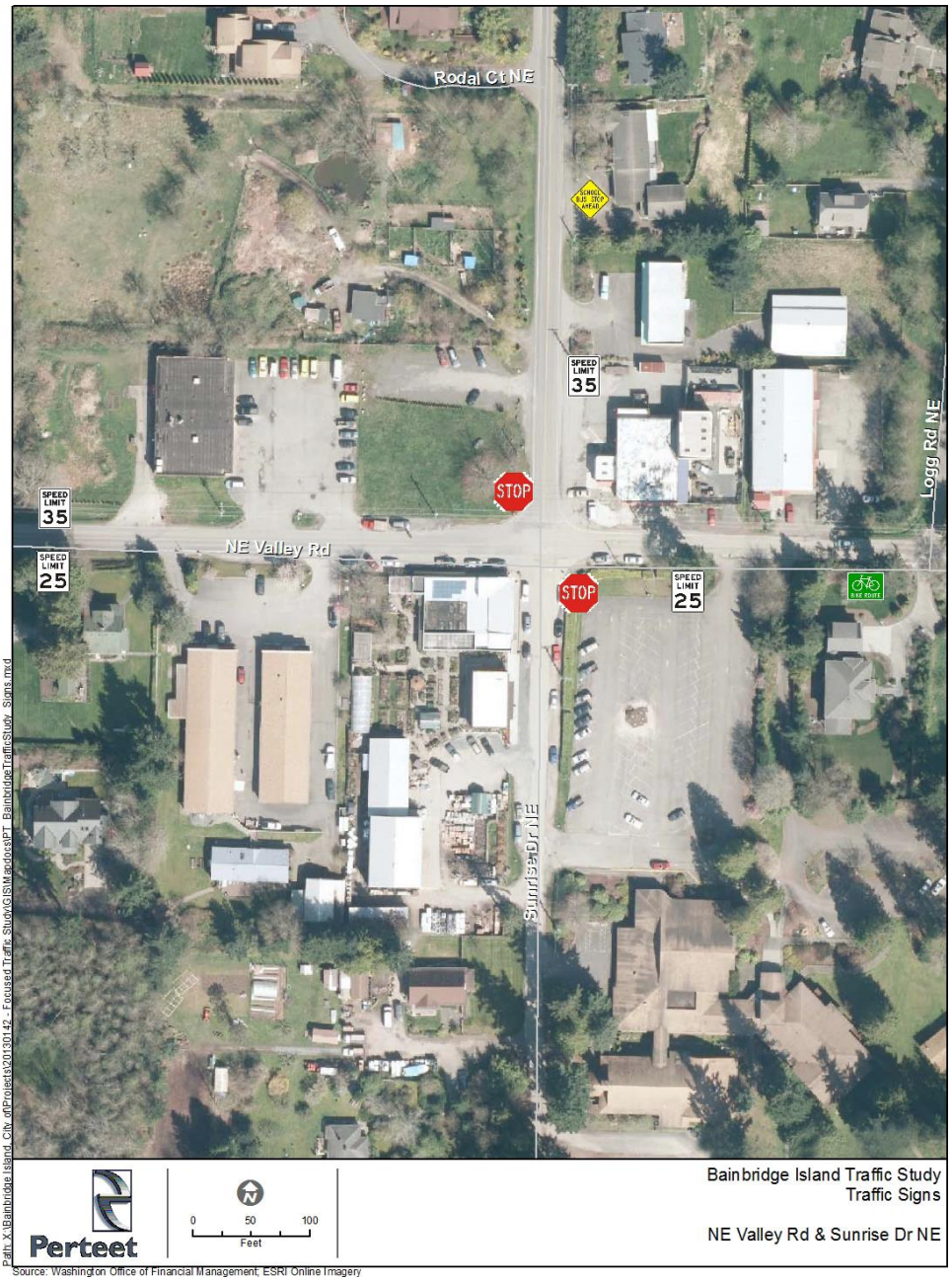


Figure 12-1: Signing at NE Valley Rd & Sunrise Dr NE

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12.1 Project Area Description



Figure 12-2: West approach



Figure 12-3: Intersection freight delivery

The intersection and influence area of NE Valley Road and Sunrise Drive NE have the characteristics listed in Table 12-1.

Table 12-1: Characteristics Summary for the Intersection of NE Valley Rd & Sunrise Dr NE

Item	Intersection
Geometry	
Alignment	NE Valley Rd: east-west Sunrise Dr NE: north-south
Lanes (per direction)	1
Lane Width	11'
Intersection Skew	None
Approach Grades	None
Surrounding Environment	
Setting	Commercial
Utility Furniture	Not present
Parking	Various configurations throughout influence area
Transit	Not present
Vegetation	Not present
Shoulders	Present on all sides of all approaches
Curb, Gutter and Sidewalk	Curb present only at NW corner
Lighting	Not present
Traffic Control	
Lane Markings	Marked centerline and edge lines
Stop Control	NE Valley Rd: no stop control Sunrise Dr NE: both approaches stop controlled
Legal Maneuvers	Left, through, and right at all approaches
Pedestrian Facilities	Not present
Vehicle Pavement Markings	Not present

12.2 Crash History

One reported crash has occurred within this intersection influence area from January 1, 2008 to June 30, 2013. The crash is summarized in Table 12-2.

Table 12-2: Crash Report Summary for NE Valley Rd & Sunrise Dr NE

Date	Time	Description
04/14/2008	13:31	Driver failed to yield and t-boned another vehicle

12.3 Traffic Count

A traffic count was performed from 4:15 – 5:25 PM on August 12, 2013. The weather was sunny, dry and clear. The volume for all movements is summarized in Table 12-3.

Table 12-3: Intersection Turning Movements for NE Valley Rd & Sunrise Dr NE

From NORTH			From SOUTH			From EAST			From WEST				Ped	Bike
L	T	R	L	T	R	L	T	R	U	L	T	R	Total	Total
3	9	59	12	8	4	3	36	21	2	83	27	20	35	21

L = left T = through R = right U = U-turn

12.4 Speed Survey

A radar speed study was conducted for NE Valley Rd on November 4, 2013. Data was captured for eastbound traffic before entering the 25-mph speed zone as well as before entering the intersection influence area. The weather was overcast and dry. Table 12-4 is a summary of these studies. Traffic was light, and vehicles that were slowed or obstructed by parking activities were not considered.

Table 12-4: Radar Speed Study Summary for NE Valley Rd

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85th Percentile Speed (mph)
35-mph Speed Zone	29	35	34.1	28 to 38	83%	39.5
25-mph Speed Zone (outside influence area)	38	25	23.2	18 to 28	97%	27

12.5 Intersection Operations

There is considerable local access demand for the commercial establishments, which include a post office adjacent to the intersection. The local activities generate a noticeable presence of pedestrian and bicycle traffic in and around the intersection area. Combined with the local destinations at the intersection there is a significant sub-regional travel demand through the intersection. The most significant traffic demands for the intersection are the eastbound-left and southbound-right movements. Additionally, east-west through traffic is also substantial.

There is a mixture of on-street and adjacent off-street parking in the area, and a fairly consistent lack of access management. Fairly high parking demand persists throughout the business day, with a high turnover rate due principally to the post office generation. In the immediate intersection area there is a

mixture of on-street parallel parking and 90-degree parking accessible directly from the street. Combined with the high intersection turning volumes, lack of segregated facilities for pedestrian and bicycle movement, and a low level of access control and traffic control devices (including advance warning signing, marked crosswalks or stop bars), the intersection area presents a localized and isolated area of high friction and unpredictability incongruous with the surrounding rural roadway system.

A Synchro analysis was performed to quantify the average delay per vehicle at the intersection. The analysis is summarized in Table 12-5.

Table 12-5: Synchro Analysis for NE Valley Rd & Sunrise Dr NE

Approach	Traffic Control	Average Delay (s)	Level of Service
Eastbound	Free	4.8	-
Westbound	Free	0.4	-
Northbound	Stop	11.1	B
Southbound	Stop	9.3	A

The HCM defines LOS for two-way stop controlled intersections based on average delay for a particular approach. The level of service is not calculated for free movements. LOS A for vehicle movements is an average delay of 10 seconds or less. LOS B for vehicle movements is an average delay between 10 and 15 seconds.

12.6 Traffic Control Warrants

The MUTCD establishes the criteria for whether or not an intersection warrants having a traffic signal based on volumes for the major and minor streets. A full signal warrant analysis requires an 8-hour minimum vehicle count. A peak hour warrant is also available, and was applied in this case because of the limited collected data. If the peak hour warrant is not met, then it is reasonable to assume that no warrants will be met despite not having a complete count to justify it.

Based on the above traffic count data, a peak hour warrant was evaluated for the intersection of NE Valley Rd and Sunrise Dr NE. Figure 12-4 shows the warrant analysis in graphical form.

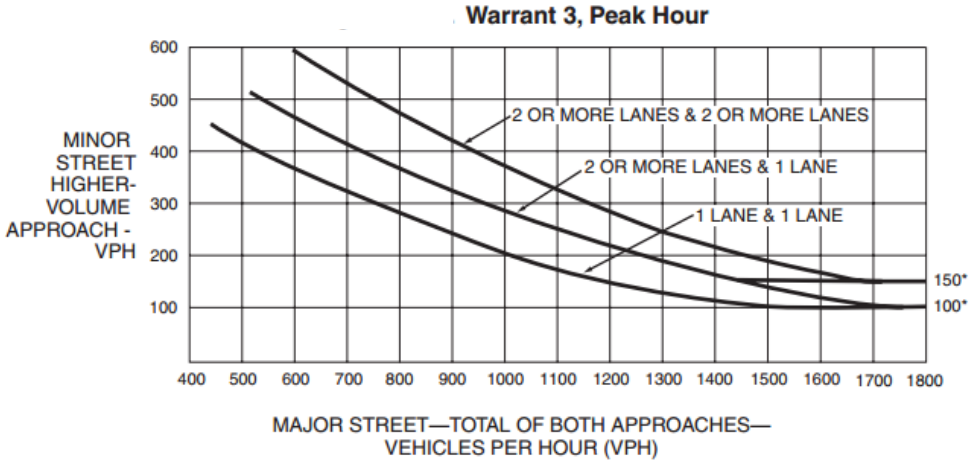


Figure 12-4: MUTCD traffic signal peak hour warrant

File location: X:\Bainbridge Island, City of\Projects\20130142 - Focused Traffic Study\Traffic\Submittals\Focused Traffic Study - Final - 20131227.docx

The major street (NE Valley Rd) volume for this intersection during the peak hour is 192, while the minor street higher volume approach (Sunrise Dr NE, SB) is 71. The minimum required peak hour volume for the minor street higher volume approach is 100 vehicles. The volumes do not meet this warrant and are not expected to meet either the eight- or four-hour warrant.

While all-way stop-controlled intersections do not have a warrant process in the MUTCD, several justifications are provided for their installation. These justifications include: relatively equal major and minor street volumes, temporary traffic control measure prior to signal installation, correctable 12-month crash history, and 300 vph for the major street over eight hours in a single day with 200 vph for the minor street over the same eight hours. Based on the major to minor street volume ration (2.02), crash history, and vehicle count, these justifications are not met.

12.7 Issues and Candidate Mitigation

Stop Control – All-way stop control is not warranted at this intersection. The approach delays for the north and south approaches are under 12 seconds, meaning that the existing traffic control does not cause undue delay to any driver, even at the peak hour. While installing stop signs for the Miller Rd NE approaches might decrease delay for east and westbound traffic, it would substantially increase delay for north and southbound traffic. Additionally, the peak hour MUTCD warrant for signals (or all-way stops) is not met in this case because the minor street volumes are too low. The intersection should retain its current stop sign arrangement.

Speed on NE Valley Rd – Travel speeds prior to entering the 25-mph speed zone are higher than ideal. The 85th percentile speed in the 35-mph zone is 39.5 mph. This study only measured eastbound traffic, which at this location is on a very steep downgrade, which is likely contributing to higher operating speeds. Within the 25-mph speed zone, however, travel speeds are substantially lower. The 10-mph pace drops by 10 mph between the two zones, and the 85th percentile speed is reduced from 39.5 mph to 27 mph. The difference between the posted speed limit and 85th percentile speed in the intersection area does not present an issue as the difference is minor. To calm speeds in the 35-mph zone, a reduced speed ahead (W3-5) sign should be installed prior to eastbound traffic entering the 25-mph zone. It is also noted that the commercial area and its influence zone have grown westward and northward in recent years and now extend beyond the existing location of the speed limit change on NE Valley Rd and Sunrise Dr NE, respectively. To incorporate the influence zone within the 25-mph zone, and noting that speeds at the western end of this area are higher than desired, it is recommended that the 25-mph zone be extended somewhat further to the west and north.

Channelization – Stop bars should be installed at each stop-controlled approach. Due to the pedestrian nature of the area, marked crosswalks should be installed across all legs to improve safety.

Signing – Warning signs (W11-2) should be installed at the crosswalk to inform drivers of possible pedestrian activity.



W3-5



W11-2



W16-7P

12.8 Recommendation

1. Maintain existing north and southbound stop control for Sunrise Dr NE.
2. Install stop bars for both Sunrise Dr NE approaches.
3. Install marked crosswalks at all legs.
4. Install a crosswalk (W11-2) sign and a supplemental warning plaque (W16-7P) at each crosswalk.
5. Relocate the existing speed limit signs (eastbound 25 mph and westbound 35 mph) approximately 200' westward on NE Valley Rd.
6. Relocate the existing speed limit sign (northbound 35 mph) approximately 200' northward on Sunset Dr NE.
7. Install a reduced speed limit ahead (W3-5) sign for eastbound traffic prior to entering the 25-mph intersection speed zone.

13.0 REFERENCES

American Association of State Highway and Transportation Officials. *A Policy on Geometric Design of Highways and Streets, 2011*.

American Association of State Highway and Transportation Officials. *Guide for the Development of Bicycle Facilities, 2012*.

Federal Highway Administration. *Manual on Uniform Traffic Control Devices, 2009 edition with 2012 revisions*.

Washington State Department of Transportation. *WSDOT 2011 Collision Report*.

Washington State Department of Transportation. *WSDOT 2011 Traffic Manual*.

[1] Kitsap County crash rate covers all types of roadways and crashes.
[2] Washington State crash rate covers only state routes. 2.57 is the crash rate for urban minor arterials. No crash rate is published for local state routes.
[3] See MUTCD Section 2C.22
[4] See MUTCD Section 2C.64
[5] See MUTCD Section 2C.38

RESOLUTION NO. 2016-08

A RESOLUTION of the City of Bainbridge Island, Washington, establishing maximum speed limits on Bainbridge Island roads.

WHEREAS, City Council and City staff receive numerous requests each year to evaluate speed limits on Bainbridge Island roads; and

WHEREAS, City Council has the authority to set speed limits on Bainbridge Island roads; and Washington Department of Transportation has the authority to set speed limits on State Route 305; and

WHEREAS, the Non-Motorized Transportation Advisory Committee has proposed that the City adopt maximum speed limits island-wide on Bainbridge Island roads to enhance safety for non-motorized transportation modes; and

WHEREAS, the proposal is that in more densely-zoned and developed areas such as Mixed Use Town Center, Neighborhood Service Center, High School Road District I and II, and all roads designated as Residential the maximum speed limit would be 25-mph. In less-densely zoned areas, roads designated as Collectors and Arterials would have a maximum speed limit of 35-mph.; and

WHEREAS, portions of Phelps Road, Sportsman Club Road, New Brooklyn Road, High School Road, Fletcher Bay Road and Blakely Avenue are currently posted with a maximum speed limit of 40 miles per hour; and

WHEREAS, portions of Miller Road, Fletcher Bay Road, and New Brooklyn Road within the Island Center Neighborhood Service Center, are currently posted with a maximum speed limit of greater than 25 miles per hour; and

WHEREAS, City Council has considered public comment; and

WHEREAS, the City Council is the Local Agency with authority to establish maximum speed limits in accordance with WAC 308-330 and RCW 46.61; now, therefore,

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

In accordance with the Washington Model Traffic Ordinance, Chapter 308-330 adopted by BIMC 10.04.010, and the Manual Uniform Traffic Control Devices (MUTCD), the City Council establishes that the maximum speed limit on Bainbridge Island roads shall be 35 miles per hour. Within areas with zoning designations Mixed Use Town Center, Neighborhood Service Center for Lynwood Center, Island Center, and Rolling Bay Center, High School Road District I and II, and all roads designated as Residential, the City Council establishes that the maximum speed limit shall be 25-mph. The speed limit on all roads not currently in accordance with these established limits will be lowered to the established limits.

PASSED by the City Council this 8th day of March, 2016.

APPROVED by the Mayor this 8th day of March, 2016.

Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	March 3, 2016
PASSED BY THE CITY COUNCIL:	March 8, 2016
RESOLUTION NO:	2016-08

RESOLUTION NO. 2019-19

A RESOLUTION of the City of Bainbridge Island, Washington, lowering the speed limit on a portion of Fletcher Bay Road from 35 mph to 25 mph.

WHEREAS, the City Council and City staff receive numerous requests each year to evaluate speed limits on Bainbridge Island roads; and

WHEREAS, the City Council has the authority to set speed limits on Bainbridge Island roads; and

WHEREAS, in 2016, the Non-Motorized Transportation Advisory Committee proposed that the City adopt maximum speed limits island-wide on Bainbridge Island to enhance safety for non-motorized transportation modes; and

WHEREAS, Resolution No. 2016-08 was adopted by the City Council at its March 8, 2016 meeting, resulting in speed limits of 25 mph in densely-zoned and developed areas and designated residential roads, and speed limits of 35 mph in less-densely zoned areas and roads designated as collectors and arterials; and

WHEREAS, Fletcher Bay Road is classified as a secondary arterial road in accordance with the City's adopted Island-Wide Transportation Plan; and

WHEREAS, at the April 9, 2019 City Council business meeting, the Council considered a petition from a group of citizens requesting to lower the speed limit on Fletcher Bay Road (from New Brooklyn to High School Road) from 35 mph to 25 mph; and

WHEREAS, the City Council considered the public comments received from the April 9, 2019 business meeting and directed staff to prepare a resolution lowering the speed limit from 35 mph to 25 mph on Fletcher Bay Road from New Brooklyn Road to High School Road; and

WHEREAS, at the April 17, 2019 Island Center Subarea Planning Committee meeting, the Committee considered the request to lower the speed limit on Fletcher Bay Road (from New Brooklyn to High School Road) from 35 mph to 25 mph and endorsed the request; and

WHEREAS, the City Council is the Local Agency with authority to establish maximum speed limits in accordance with Chapter 308-330 WAC and Chapter 46.61 RCW.

NOW, THERFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. In accordance with the Washington Model Traffic Ordinance, Chapter 308-330 WAC adopted by BIMC 10.04.010, and the Manual on Uniform Traffic Control Devices ("MUTCD"), the City Council establishes that the speed limit be lowered on Fletcher Bay Road

from New Brooklyn Road to High School Road from 35 mph to 25 mph.

Section 2. This resolution shall take effect immediately after its passage.

PASSED by the City Council this _____ day of _____, 2019.

APPROVED by the Mayor this _____ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 1, 2019
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2019-19

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:15 PM) Resolution No. 2019-17, Increasing the Size and Membership and Revising the Duties of the Public Safety Committee - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution **PROPOSED BY:** Executive

RECOMMENDED MOTION:

I move to approve Resolution No. 2019-17 related to increasing the size and membership and revising the duties of the Public Safety Committee.

SUMMARY:

At the April 2, 2019, City Council meeting, the Council directed staff to prepare a resolution to, among other changes, increase the size and membership of the Public Safety Committee from three to five, including the addition of two members of the public. The resolution that accompanies this agenda item is in response to what was requested by the Council.

FISCAL IMPACT:

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

BACKGROUND:

The City Council last discussed this topic at the April 2, 2019, Council meeting. At that meeting, the Council directed staff to prepare a resolution to increase the size and membership of the Public Safety Committee ("PSC") from three to five, including the addition of two members of the public. The Council also provided other guidance as part of that discussion, including that the two non-City Council members who are members of the

PSC will serve one year terms and the PSC structure will be reevaluated toward the end of that one year period.

Further Background:

At the Council meeting on March 5, 2019, Councilmember Deets brought forth for Council discussion a proposed restructuring of the PSC. Attached is a memo dated March 14, 2019, from Councilmembers Deets, Blossom, and Peltier related to the proposal.

As the PSC operates currently, it consists of three Councilmembers. The Police Chief and City Manager generally also attend the PSC's meetings on a regular basis. PSC meetings are open to the public, and public comment is commonly accepted at PSC meetings. As described in the memo, the three Councilmembers who constitute the PSC (Councilmembers Deets, Blossom, and Peltier) have been evaluating over the past year the structure of the PSC and believe that broadening its membership to include members of the public would be more in keeping with the intent and purpose of the PSC.

The PSC was established by a vote of the Council (via motion) on August 25, 2015, based on a memo that was prepared by then-Councilmembers Tollefson, Townsend, and Scott that described the purpose of establishing such a committee. That memo, dated February 28, 2015, is attached.

Under the proposed resolution, the PSC would continue as a Standing Committee of the Council, and the mission of the committee would be revised to state: "The mission of the Public Safety Committee is to serve as an ongoing City-led communications bridge between the community and the Bainbridge Island Police Department." Under the proposal, the PSC membership would be revised to establish a membership of five members, three of which would be Councilmembers and two of which would be members of the public.

Requirements for membership related to the members who are members of the public would be: (1) successful completion of the Bainbridge Island Police Department's Citizens' Academy; (2) successful passage of a background check; and (3) successful completion of an interview with sitting PSC members. Diversity would be sought for PSC membership, with the terms of service staggered.

Regarding Council Standing Committees, as described in Section 3.1.2 of the Governance Manual, a Council Standing Committee consists of no more than three Councilmembers, approved by the full Council for a calendar year term, with staff support appointed by the City Manager. The purpose of a Standing Committee is to perform oversight functions in a prescribed policy area, and to develop and recommend actions in that area for the Council. Such committees generally don't have an established expiration date.

Note that Section 3.1.2 of the Governance Manual, as above summarized, doesn't include reference to members of the public serving on such committees, whereas the description for a Council Ad Hoc Committee in the Governance Manual refers to the option of including citizens as members. That said, the Council can decide to establish a committee in a manner that is different than what is described in the Governance Manual.

ATTACHMENTS:

Resolution No. 2019-17 Public Safety Committee

Public Safety Committee Memo - Proposed Changes

February 28, 2015 Police Oversight Proposal

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2019-17

A RESOLUTION of the City Council of Bainbridge Island, Washington, further formalizing the role and duties of the Public Safety Committee and restructuring the committee by adding two positions for members of the public to serve a one-year term.

WHEREAS, the Public Safety Committee ("PSC") was established by a vote of the City Council (via motion) on August 25, 2015, based on a memorandum (dated February 28, 2015) that was prepared by then-Councilmembers Tollefson, Townsend, and Scott that described the purpose of establishing such a committee; and

WHEREAS, as the PSC operates currently, it consists of three Councilmembers, and the Police Chief and City Manager generally attend the PSC's meetings on a regular basis; and

WHEREAS, the PSC's meetings are open to the public, and public comment is commonly accepted at PSC meetings; and

WHEREAS, current Councilmembers Deets, Blossom, and Peltier are the three Councilmembers who constitute the PSC and these Councilmembers have been evaluating over the past year the structure of the PSC and believe that broadening its membership to include members of the public would be more in keeping with the intent and purpose of the PSC; and

WHEREAS, this resolution will further formalize the PSC as a Council Standing Committee and will further specify the role and membership of the PSC.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Mission.

The mission of the Public Safety Committee ("PSC") is to serve as an ongoing City-led communications bridge between the community and the Bainbridge Island Police Department.

Section 2. Membership, appointment, and term.

A. The PSC, which was established by the City Council by motion in 2015, is hereby further formally recognized as a Standing Committee of the Council. The PSC shall consist of five (5) members who shall be appointed by the Mayor and confirmed by a vote of the City Council. Three of those members shall be current City Councilmembers ("Councilmember Members"), and the other two shall be non-Councilmember members of the public ("Public Members").

B. The Public Members of the PSC shall meet all of the following requirements:

1. Successful completion of the Bainbridge Island Police Department's Citizens'

Academy.

2. Successful passage of a background check.

3. Successful completion of an interview with current PSC members.

C. Diversity will be sought for PSC membership.

D. Public Members shall not be employees or officers of the City or persons appointed to another City committee, board, or commission, except for specialized committees or task forces of limited duration.

E. Councilmember Members of the PSC shall serve for a period of three years, commencing on July 1 and ending on June 30 three years later. Councilmember Members shall be appointed to Position 1, Position 2, or Position 3, and the terms are to be staggered, with no more than two Councilmember Member positions expiring in any given year. A Councilmember Member may be reappointed, and shall hold office until his or her successor has been deemed qualified and been appointed. No Councilmember Member shall serve more than three consecutive terms unless the City Council determines that special expertise is required, or there are no other qualified applicants.

F. Public Members of the PSC shall serve for a period of one year, commencing on July 1 and ending on June 30 one year later. Public Members shall be appointed to either Position 4 or Position 5. At the end of the initial one year period, the City Council will determine whether Positions 4 and 5 will continue to exist. If the Council determines that those positions will continue for Public Members, new Public Members may be appointed, or a current Public Member may be reappointed, and current Public Members shall hold office until his or her successor has been deemed qualified and been appointed. No Public Member shall serve more than two consecutive terms unless the City Council determines that special expertise is required, or there are no other qualified applicants.

G. Members shall serve without compensation.

H. Members shall sign a conflict of interest statement in accordance with the City's ethics program upon appointment and any reappointment.

Section 3. Vacancies – Removal.

Councilmember Members and Public Members may be removed upon a majority vote of the City Council. In the event of a vacancy, the Mayor, subject to confirmation of the City Council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the City's appointment cycle. Unexcused absences from three consecutive meetings by any member shall constitute grounds for removal.

Section 4. Duties and Responsibilities.

A. The PSC will accept public comment and provide the opportunity for public comment during meetings.

B. The PSC will provide feedback to City management related to;

1. Police Department organization, practices, policies, and performance standards.

2. Police training programs.

3. Police responsiveness to the needs of all members of the community.

4. Police Department processes for responding to community concerns, and its performance in that regard.

5. Issues of public concern.

C. The PSC will meet with the Chief of Police and discuss his/her proposed annual report before the report is finalized and delivered to the full City Council.

D. The PSC will continually evaluate the appropriate scope of the PSC's responsibilities.

E. The PSC will report to the full City Council after each quarterly meeting, or more often as appropriate.

Section 5. Meetings, officers, records, and quorum.

A. The PSC shall meet quarterly. Generally, the PSC shall establish a regular meeting schedule and announce the specific day and time each quarter that the PSC will conduct its regular meeting(s). Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. PSC meetings are not an appropriate forum for receipt of confidential or sensitive complaints or issues regarding the Police Department. Such matters should be submitted to the City Manager or City Attorney for evaluation. The PSC does not operate in a judicial or quasi-judicial capacity.

C. A majority of the members then serving on the PSC shall constitute a quorum.

D. At the first regular meeting of each term, the PSC shall select from among its members a chairperson and a secretary for a one-year term.

E. For meetings consisting of a majority of PSC members, the PSC shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the PSC. The approved meeting minutes shall be posted on the City's web site.

F. The City shall provide City email accounts to PSC members and related training on

the use of email accounts, including personal computer privacy expectations while serving on the PSC.

Section 6. This resolution shall take effect immediately after its passage.

PASSED by the City Council this _____ day of _____, 2019.

APPROVED by the Mayor this _____ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 8, 2019
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2019-17

MEMO

Date: March 14, 2019

From: Councilmembers and PSC Members Joe Deets, Sarah Blossom, and Ron Peltier

To: Mayor Kol Medina, Deputy Mayor Leslie Schneider, Councilmembers Matt Tirman and Rasham Nassar, City Manager Morgan Smith and Interim Police Chief Jeff Horn

Subject: Proposed restructuring of the Public Safety Committee (PSC)

For the past year, current members of the PSC have been evaluating the structure of the PSC and believe that opening-up its membership to non-Councilmembers (i.e. members of the public) would be more in keeping with the spirit of the committee's intent. By way of background, the PSC has been in existence since a motion to appoint three Councilmembers as members was passed 6-0 at the August 25th, 2015 Regular Business Meeting. It was not created via Resolution or Ordinance, a change that is also recommended.

The following are what is currently on the City's website (which came from the August 2015 motion), with proposed changes, in red. Note that some of the changes below are grammatical, going from what was future tense to present tense:

The mission of the Public Safety Committee is to serve as an on-going City-led communications bridge between the community and the Bainbridge Island Police Department.

As a standing committee, the PSC:

- Holds quarterly meetings noticed and open to the public;
- Accepts written public comment, and provides the opportunity for public comment during meetings;
- Provides feedback to management on;
    - Police Department organization, practices, policies and performance standards;
    - Police training programs;
    - Police responsiveness to the needs of all members of the community;
    - Police Department process for responding to community concerns, and its performance in that regard;
    - Issues of public concern.
- Meets with the Chief of Police and discusses his/her proposed annual report before the report is finalized and delivered to the full council;
- Continually evaluates the appropriate scope of the PSC's responsibilities; and
- Reports to the Council after each quarterly meeting, or more often as appropriate.

PSC meetings are open public meetings and are not an appropriate forum for receipt of confidential or sensitive complaints or issues regarding the Police Department. Such matters should be submitted to the City Manager or City Attorney for evaluation. The PSC does not operate in a judicial or quasi-judicial capacity.

Committee Membership

Five members, of which three are Councilmembers and two are members of the public. Requirements for membership from the public are i) successfully completing the Department's Citizens' Police Academy, ii) passing a background check, and iii) passing an interview by sitting PSC members. Diversity will be sought, with terms of service staggered.

February 28, 2015

From: Councilmembers Val Tollefson, Roger Townsend, and Mike Scott

To: City Manager Doug Schulze and Chief Matt Hamner

Subject: Police Department Oversight

Background.

A variety of operational and personnel problems had plagued the Bainbridge Island Police Department in the years prior to the hiring of the current City Manager. The fatal shooting of Doug Ostling resulted in a lawsuit which was resolved adverse to the City, and shed a harsh light on the Department. Other issues also played a role leading to several independent investigations or studies of our Police Department.

An October, 2011 report by Pailca Consulting was critical of the Department's procedures for handling citizen complaints, and among its recommendations was that the City "…[c]reate alternative forums for citizens to make complaints about police conduct to persons or entities other than sworn police officers, i.e., to other city personnel, to a monitored email address, to an ombudsman or monitor dedicated to that function." Pailca report, p. 4.

Of the three investigative reports, the one by Michael Pendleton in 2013 seems to be the most comprehensive and authoritative. Dr. Pendleton offered a number of recommendations, three of which are germane to this discussion:

2. Fully develop and implement a police accountability system comprised of both internal affairs and the city performance evaluation system.

3. Develop a formal Police Commission of citizens with the role of reviewing the internal affairs activities of the Department, advising the Chief of Police and the City Manager on key police issues, and assist the police department with outreach to the full community.

4. The Chief of Police conduct an annual performance evaluation compliance audit and report the findings of the audit to the City Manager.

Pendleton Report, p. 1-2.

Most recently, ex-Seattle Police Chief Norm Stamper, writing in the current issue of YES! Magazine, stated: "**Local political jurisdictions must implement independent citizen oversight of police practices.** Currently, no single model works flawlessly, and many flounder." Chief Stamper goes on to suggest a level of involvement and authority that we don't think is indicated for Bainbridge Island at this point in time, but his core suggestion of <u>some</u> civilian oversight finds wide support. YES! Magazine, Spring 2015, p. 64.

History.

In early 2013, the Council decided that it wished to move ahead with some form of civilian oversight of the Police Department on Bainbridge. In response, the Chief arranged for some community input both on the need for such oversight, and on what form it should take should it in fact be implemented. He presented a proposal to Council at the September 23 Council meeting that contemplated a Civilian

Police Advisory Board that was (1) appointed by the City Manager, (2) Advisory to the Chief of Police, and (3) could be essentially suspended if the Board so recommended, and could thereafter be reactivated by the City Manager. Because of concerns over the sunsetting provision, and the lack of appearance of true independence of the proposed Board, a Council ad hoc committee was assigned the task of, in cooperation with the City Manager and the Chief, giving this matter further study and coming back to Council with a new proposal.

Analysis.

With the highly publicized problems of a number of large-city police departments, including Seattle's, in recent years, and with the more recent and continuing publicity surrounding a number of controversial police shootings in the past year, the subject of civilian oversight of police departments is a hot topic.

A review of the considerable literature on the subject makes clear, however, (1) that there is no consensus as to whether or not civilian oversight is necessary or effective, and (2) it is abundantly clear from the wide variety of solutions that have been employed across the country that "one size does not fit all".

The September, 2014 recommendation by Chief Hamner envisioned the purpose of a Board as follows:

> The citizen police advisory board will have the responsibility to review the health of the BIPD by reviewing the department in a holistic manner i.e. meeting state training requirements, instituting best practices, CIO progress, CIT training updates, complaint summary, progress of state accreditation, Lexipol policy implementation, FTO program, hiring practices, promotional processes, community outreach programs, and other such functions that define the health of the police department.

It is our view, given the size of our community, the apparent improvement of our Police Department in the past several years, and the fact that our Police Chief is subject to management and oversight by a professional City Manager, that a civilian oversight body on Bainbridge Island should serve three primary functions:

1. Provide the general public with assurance that the general conduct, performance and professionalism of our Police Department receives regular and thoughtful consideration by a civilian body wholly independent of the Department.
2. Provide a clearly identified resource for individuals or groups who feel for one reason or another that established complaint or grievance procedures established by the Police Department are not responsive to their needs.
3. Provide a level of assurance that if material negative issues start to develop surrounding police management and operations on Bainbridge Island, that there is an "early warning system" in place to help guide early course correction.

Recommendations.

Rather than establishing yet another citizen committee or commission requiring administration, we suggest as follows:

1. The Council should establish a Public Safety Committee ("PSC") comprised of three Council members serving staggered 3 year terms, so that one new member comes on the Committee each year.
2. The Police Department should create a one-day mini-civilian police academy program, available to the general public. Each member of the Public Safety Committee would attend either the mini- or the regular civilian police academy program offered by the Department.
3. The PSC would advise the Chief of Police and the City Manager on key police issues, and assist the police department with outreach to the full community.
4. The PSC would be available to receive communications of any sort from the public at large on subjects related to the Police Department, and would be responsible for responding to such communications.
5. The PSC would meet with Police Department and City management as needed, but no less than once each quarter, to hear informally from management on subjects of mutual interest, and to communicate to management on subjects of community interest or concern.
6. Police Department management would report annually to the City Council in a form and manner that will inform the Council as to how successfully the Police Department is accomplishing its mission.
7. The PSC would report no less than annually to the full Council on its interactions with the public and the Department, and its view of Department performance related to the needs of the City.

Conclusion.

We recognize that there are people intensely interested in the subject of civilian oversight that would prefer a more activist role for such a body, including, for instance, independent investigative authority. However, it is our view that the foregoing suggested procedure would accomplish the bulk of our current and foreseeable needs without creating a structure that appears at the outset to challenge the authority and professionalism of the Department. We believe a community of our size, and with our level of community activism, will have no difficulty creating a new solution should a new problem present itself.

We look forward to discussing these ideas and recommendations with you both at our meeting next Tuesday.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:25 PM) Dedicated Staffing to Implement Affordable Housing Workplan,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

Discussion.

I move to forward for approval with the consent agenda at the May 28, 2019 Council Business Meeting authorization for the City Manager to use $100,000 in funding from the Housing Trust Fund to support consulting services related to implementation of the Affordable Housing Workplan.

SUMMARY:

At the City Council meeting on April 23, the Council requested that the City Manager consider options to provide dedicated staff to complete implementation of the priority recommendations from the 2018 Affordable Housing Task Force (AHTF). The goal of this approach would be to accelerate implementation of these initiatives. The completion of this work is identified as part of the development moratorium workplan, and is one of the Council's highest priorities for the City in 2019-2020.

FISCAL IMPACT:

Amount:	$300,000
Ongoing Cost:	
One-Time Cost:	$300,000
Included in Current Budget?	Yes

BACKGROUND:

At the April 23 City Council meeting, the Council reviewed a proposed workplan to implement the highest priority recommendations from the 2018 Affordable Housing Task Force Final Report. At that time, the Council requested that the City Manager consider options to provide dedicated staff to complete implementation of the

priority recommendations from the 2018 Affordable Housing Task Force (AHTF). The goal of this approach would be to accelerate implementation of these initiatives. The completion of this work is identified as part of the development moratorium workplan, and is one of the Council's highest priorities for the City in 2019-2020.

The City Manager recommends that the City move forward with identifying a senior planner who would be dedicated to this work for the remainder of 2019 and through 2020. This staff member would require additional support from consultants for technical aspects of two initiatives: an inclusionary zoning ordinance and a multi-family tax exemption (MFTE). In addition, a term-limited position would be needed to support other tasks that would otherwise be completed by the senior planner (who will now be dedicated to affordable housing). The cost for the term-limited position during the remainder of 2019 through December, 2020 would be roughly $200,000.

The City Manager recommends that the $100,000 for affordable housing consulting services be provided by Affordable Housing Funds (AHF). The $200,000 in funding to support the term-limited position could be provided from the funds allocated in the City budget for Comprehensive Plan Implementation.

The AHF currently has roughly $400,000 available and use of these funds is determined by City Council approval. Earlier this year, the Council approved a feasibility study for the Suzuki affordable housing project, at a cost of roughly $50,000. City staff propose that the City Council approve the use of the HTF for this purpose, and this proposal is presented within the Q1 Budget Amendments. The recommended approach to dedicate staffing includes a request for $100,000 in support from the HTF. If the Council approves both of these requests, there would be roughly $250,000 in remaining funds available in the HTF.

ATTACHMENTS:

Draft AH Work Program - Apr 2019.pdf

FISCAL DETAILS:

The cost for this approach is roughly $300,000 and it is proposed that $100,000 in support would be provided from the Housing Trust Fund and $200,000 in support would be provided from the existing budget for Comprehensive Plan Implementation.

Fund Name(s): General Fund

Coding:

POTENTIAL/IN PROGRESS

AHTF REPORT RECOMMENDATION		2019				2020				NOTES
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
P 1A	Develop and Implement Mandatory Inclusionary Zoning Ordinance									**Complex, High Public Involvement Will require supplemental consulting resources**
P 1B	Zoning/FAR Changes to Incentivize Affordability in Centers a) Set FAR for HS & Ferry = Core b) Use FAR method in NC's c) Allow flexible commercial FAR d) Increase max. building height e) Reduce parking reqt's near WSF f) Allow subdivisions in Mixed Use TC									(a) and (b) could be addressed via Inclusionary Zoning Ordinance (c) through (f) are discrete Code changes, but can be considered together.
P 1C	Adopt Multi-family Property Tax Exemption • Identify requirements, area, and 8- or 12-year program • Identify monitoring approach • Coordination with other taxing jurisdictions?		?	?	?	?				**Complex Will require external/consulting resources**
P 2	Affordable Housing on Public Land									Suzuki Project is In Progress (2019-2021); Other options TBD
P 3	Adopt procedures to encourage Accessory Dwelling Units • proposal related to Tiny Homes w/wheels									

Abbreviation Key for AHTF Report Recommendations **P**= Priority Recommendations **QW**= Quick Wins **Other**= Additional Strategies to be explored

POTENTIAL/IN PROGRESS - continued

AHTF REPORT RECOMMENDATION		2019				2020				NOTES
		Q1	NOTES	Q3	Q4	Q1	Q2	Q3	Q4	
QW 1	Allow more liveaboards in Eagle Harbor									Will address via SMP Periodic Update
QW 3	Prioritized Permit Review & Reduced Fees for Affordable Housing Projects									Can consider within PCD Rate Study
QW 4	Housing Trust Fund Grants	*HTF Funds in Biennial Budget*								City Council considers requests on ongoing basis
Other 9	Transportation Alternatives: e.g. Car Sharing/ Public Transit (with P 1B)									Can consider within new BI Ride options

OUTSTANDING/TO BE ADDRESSED IN THE FUTURE

AHTF REPORT RECOMMENDATION		2019				2020				NOTES
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
P 4	Adopt an "Innovations Program"									High Public Involvement
P 5	Permanent committee and designated staff support for Affordable Housing									Committee is no longer active; ongoing staff support TBD
QW 2	Adopt Short-term Vacation Rental Regulations									High Public Involvement
QW 5	Adopt a Cottage Housing Ordinance									Suggest reconsider after Subdivision Reg.

Abbreviation Key for AHTF Report Recommendations **P**= Priority Recommendations **QW**= Quick Wins **Other**= Additional Strategies to be explored

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:35 PM) Tyler Moniz Bench Donation Agreements - Public Works,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to forward for approval with the May 28, 2019 consent agenda the Tyler Moniz Bench Donation Agreements that are included with this agenda item for the two benches that are to be located in Waterfront Park as recommended by the Design Review Board.

SUMMARY:

The Tyler Moniz project proposes placement of four (4) bench donations at various locations on the island. The proposed benches differ from the list of approved bench types in the City's Donation Policy. The benches were reviewed by the City's Design Review Board and were found to be acceptable in the Waterfront Park locations, but not in the other two locations.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

The Tyler Moniz project has proposed to place donated benches in various locations on the Island for the public's use and enjoyment. Public Works has reviewed the proposed locations and finds them to be suitable. The proposed benches differ from the list of approved bench types in the City's Donation Policy. The benches have been reviewed by the City's Design Review Board and were found to be acceptable in the Waterfront Park locations, but not in the other two locations.

- Bench placement locations recommended by the DRB are:

Eagle Harbor Waterfront Park – Overlook - Plaque reads: “Conversation Bench. In memory of PD & Patricia Coldren. Someone is always willing to listen.”

Eagle Harbor Waterfront Park - Plaque reads: “Conversation Bench. Sam’s Bench 1994-2018”

- Bench placement locations not recommended by the DRB are:

Madison Avenue and Winslow Way Intersection - Plaque reads: “Conversation Bench. Once you choose hope anything is possible.”

Madison Avenue South Road-end - Plaque reads: “Conversation Bench. I don’t need you to fix me, I just need you to listen to me."

Once the benches are donated, they shall become the property of the City and the City shall be responsible for their maintenance. See attached Agreements for more details.

ATTACHMENTS:

Waterfront Park Overlook Bench Agreement

Waterfront Park Overlook Bench - Attachments A, B, & C

Waterfront Park Restroom Bench Agreement

Waterfront Park Restroom Bench - Attachments A, B, & C

Winslow Madison Bench Agreement

Winslow Madison Bench - Attachments A, B, & C

Madison Plaza Bench Agreement

Madison Plaza Bench - Attachments A, B, & C

FISCAL DETAILS:

Fund Name(s):

Coding:

DONATION AGREEMENT

THIS DONATION AGREEMENT ("Agreement") is entered into between the City of Bainbridge Island, a Washington state municipal corporation ("City"), and The Tyler Moniz Project, a Washington state nonprofit corporation ("Donor").

WHEREAS, the Donor and the City recognize the importance of public facilities and amenities; and

WHEREAS, the Donor desires to formally donate benches to encourage discussions about mental health and emotional well-being; and

WHEREAS, the City Council accepted this donation at its meeting on _____, 2019.

NOW, THEREFORE, the City and the Donor, for the consideration and under the conditions and obligations set forth below, agree as follows:

Section 1. The donation, known as the *Tyler Moniz Project Conversation Bench* ("Donation"), as described below and in the attached Attachments A, B, and C, which are incorporated herein, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description**: The item is the Transit Bay model bench from Urban Accessories, blue color, with custom lettering as shown in Attachment A.

Space or Facility: Eagle Harbor Waterfront Park – Overlook.

Location: Placed in the overlook plaza along Brien Dr. in Waterfront Park, as depicted in Attachment B.

Additional information: A plaque on the bench will have wording, as shown in Attachment C, stating: "Conversation Bench. In Memory of PD & Patricia Coldren. Someone is always willing to listen."

Section 3. The City reserves the right to move, remove, or retire the donation if the donation interferes with site safety, maintenance, or construction activities, or for other reasons deemed appropriate by the City, at the City's sole discretion.

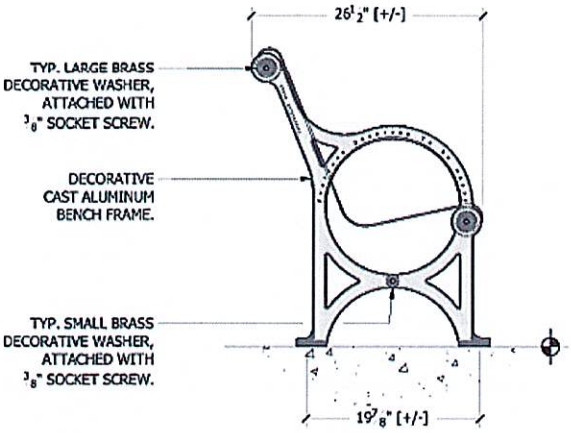
Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the Donation. However, any and all maintenance, repair, or replacement of the Donation will be at the City's sole discretion.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

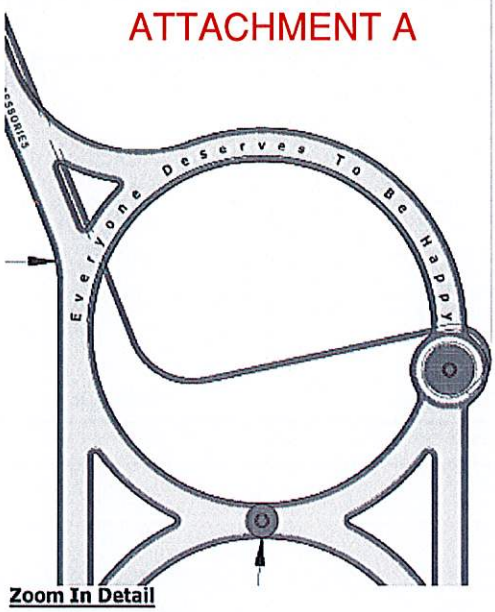
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

Morgan Smith, City Manager City of Bainbridge Island 280 Madison Avenue N. Bainbridge Island, WA 98110	The Tyler Moniz Project 10468 Barkentine Road Bainbridge Island, WA 98110

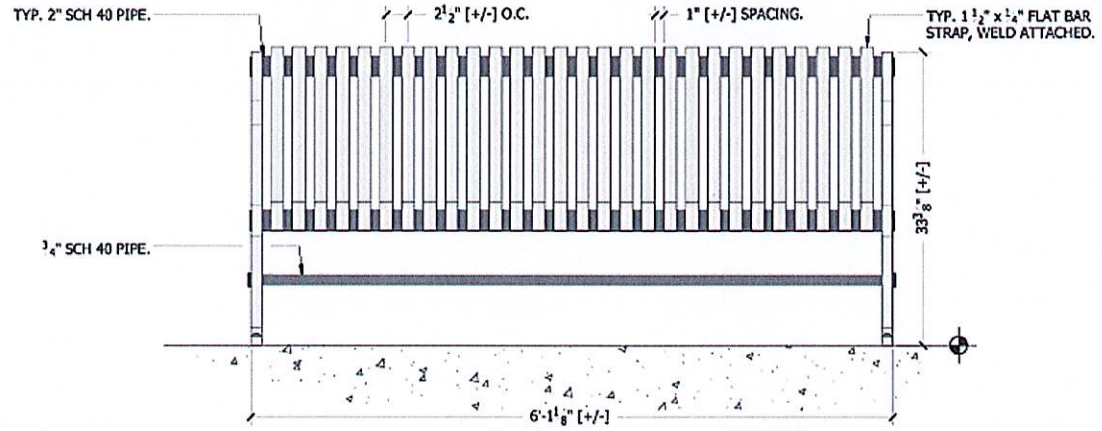
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

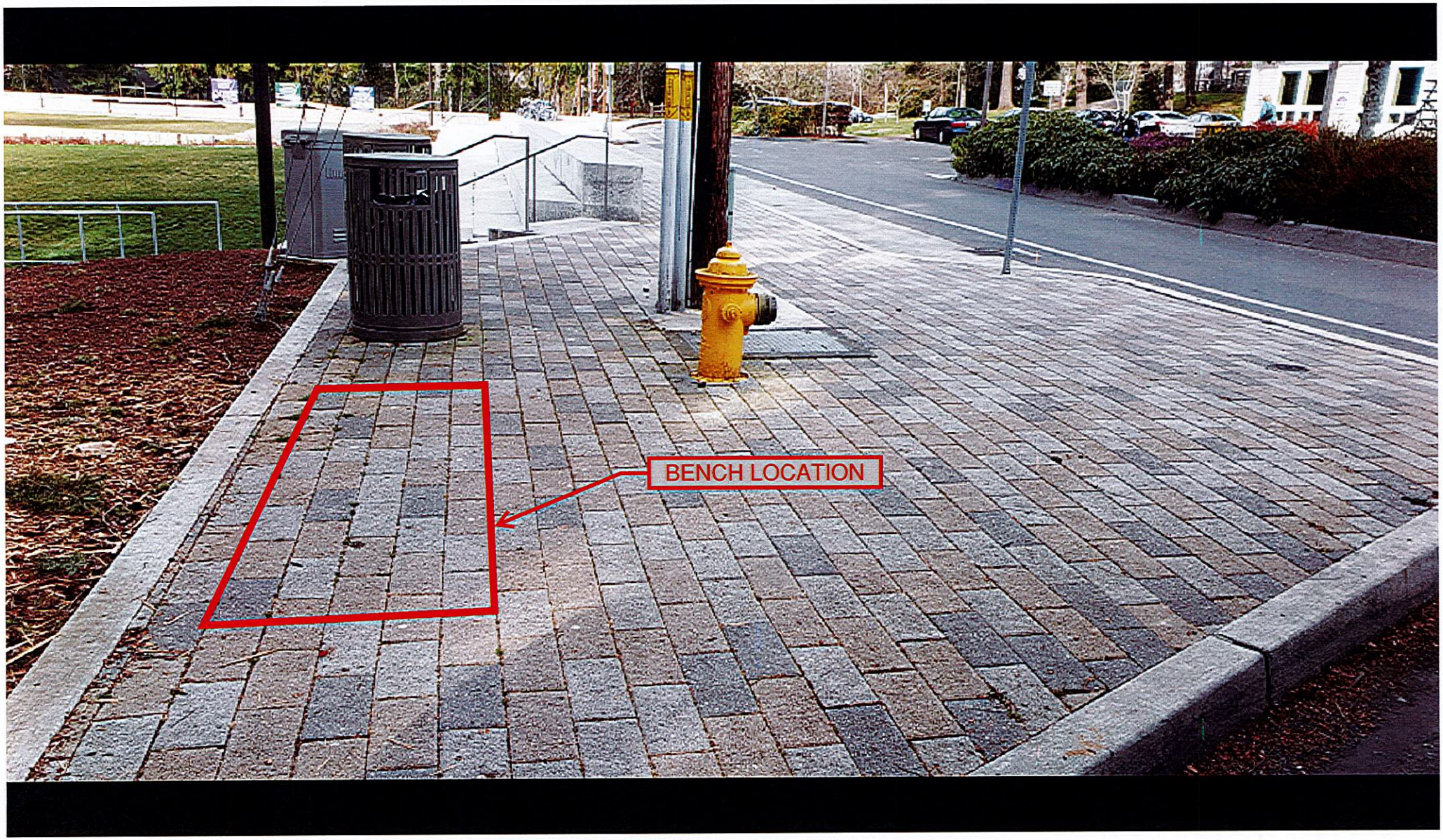
- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
- Fabricated components will be mild carbon steel, ASTM A36.
- All visible welds to be ground smooth on outside edges.
- Fabrication will be true to square, or diameter and sized within 1/8".
- Finish to be powder coat, standard UA color and applied per UA specifications. If alternate color or finish is required, please provide all finish information for UA approval.
- Dimensions shown are nominal.
- For cases of "or equal" consideration, our finished, full size product should be compared with the alternative product for general quality, surface finish, precise pattern work, metal characteristics, and overall design aesthetics.

Bench - Custom

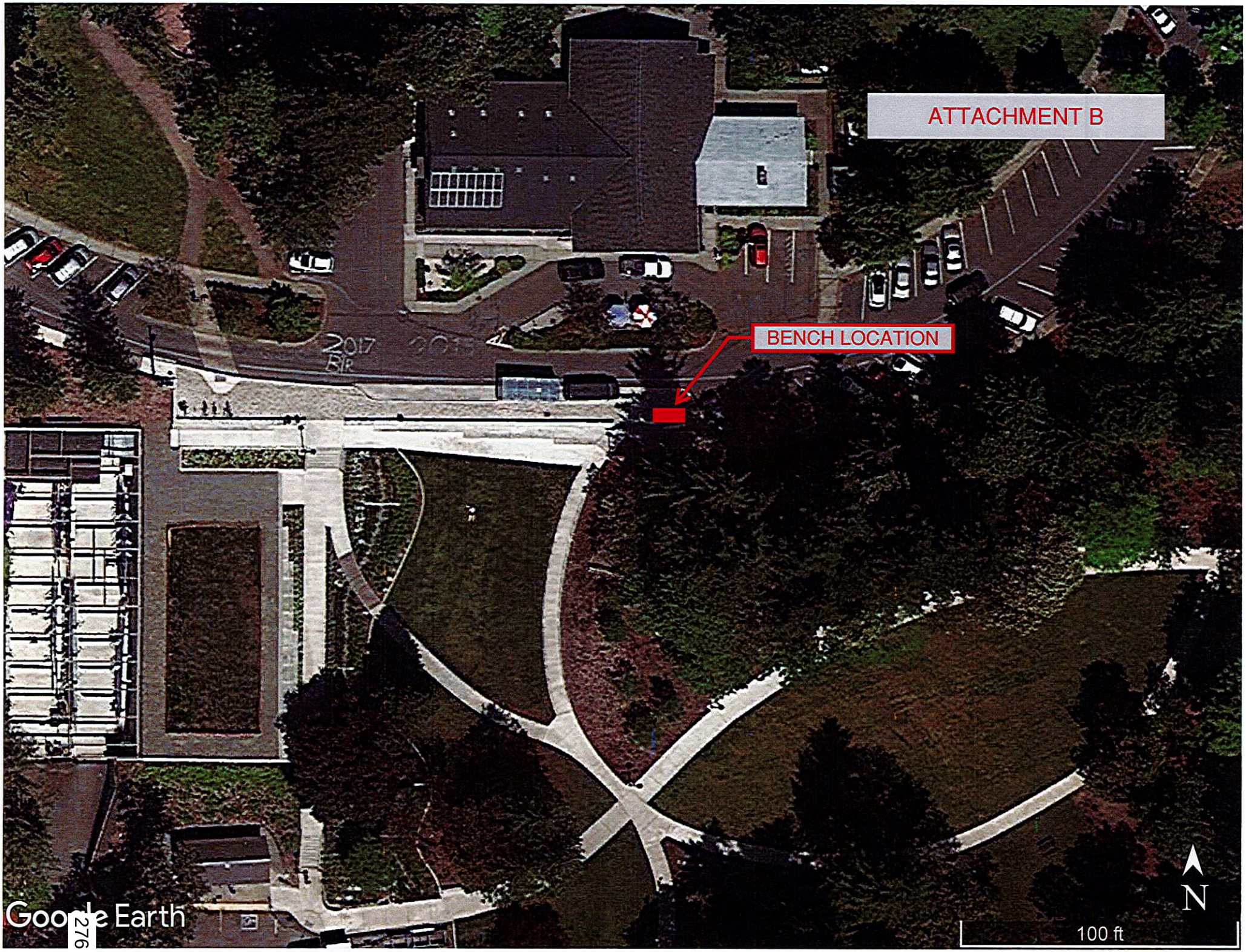
Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18

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TACOMA, WA 98421 www.urbanaccessories.com
(877) 487-0488



ATTACHMENT B


ATTACHMENT B
BENCH LOCATION
Google Earth
N
100 ft

ATTACHMENT C

Conversation Bench
In memory of
P.D. & Patricia Coldren
Someone is always willing to listen.

DONATION AGREEMENT

THIS DONATION AGREEMENT ("Agreement") is entered into between the City of Bainbridge Island, a Washington state municipal corporation ("City"), and The Tyler Moniz Project, a Washington state nonprofit corporation ("Donor").

WHEREAS, the Donor and the City recognize the importance of public facilities and amenities; and

WHEREAS, the Donor desires to formally donate benches to encourage discussions about mental health and emotional well-being; and

WHEREAS, the City Council accepted this donation at its meeting on _____, 2019.

NOW, THEREFORE, the City and the Donor, for the consideration and under the conditions and obligations set forth below, agree as follows:

Section 1. The donation, known as the *Tyler Moniz Project Conversation Bench* ("Donation"), as described below and in the attached Attachments A, B, and C, which are incorporated herein, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description**: The item is the Transit Bay model bench from Urban Accessories, blue color, with custom lettering as shown in Attachment A.

Space or Facility: Eagle Harbor Waterfront Park.

Location: Placed in front of the restroom at Waterfront Park, as depicted in Attachment B.

Additional information: A plaque on the bench will have wording, as shown in Attachment C, stating: "Conversation Bench. Sam's Bench, 1994-2018."

Section 3. The City reserves the right to move, remove, or retire the donation if the donation interferes with site safety, maintenance, or construction activities, or for other reasons deemed appropriate by the City, at the City's sole discretion.

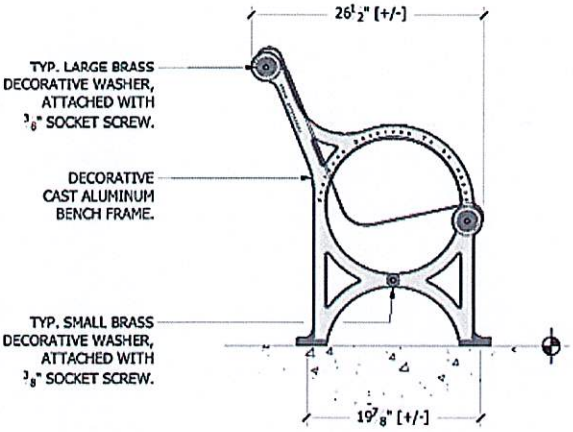
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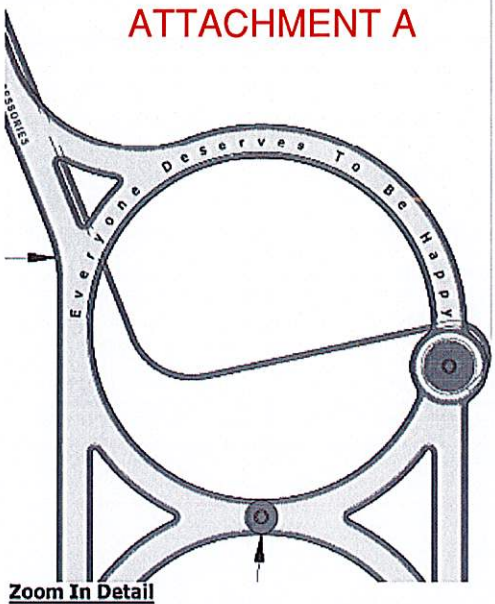
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

Morgan Smith, City Manager City of Bainbridge Island 280 Madison Avenue N. Bainbridge Island, WA 98110	The Tyler Moniz Project 10468 Barkentine Road Bainbridge Island, WA 98110

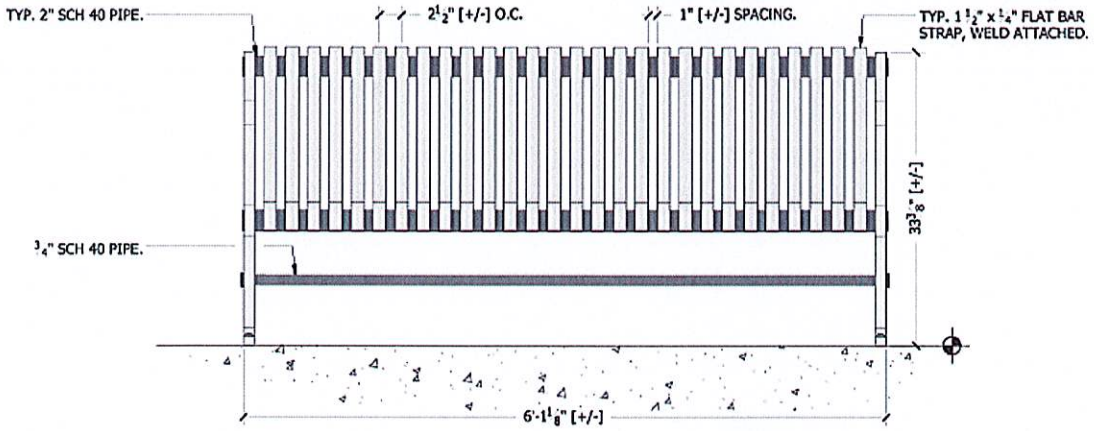
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

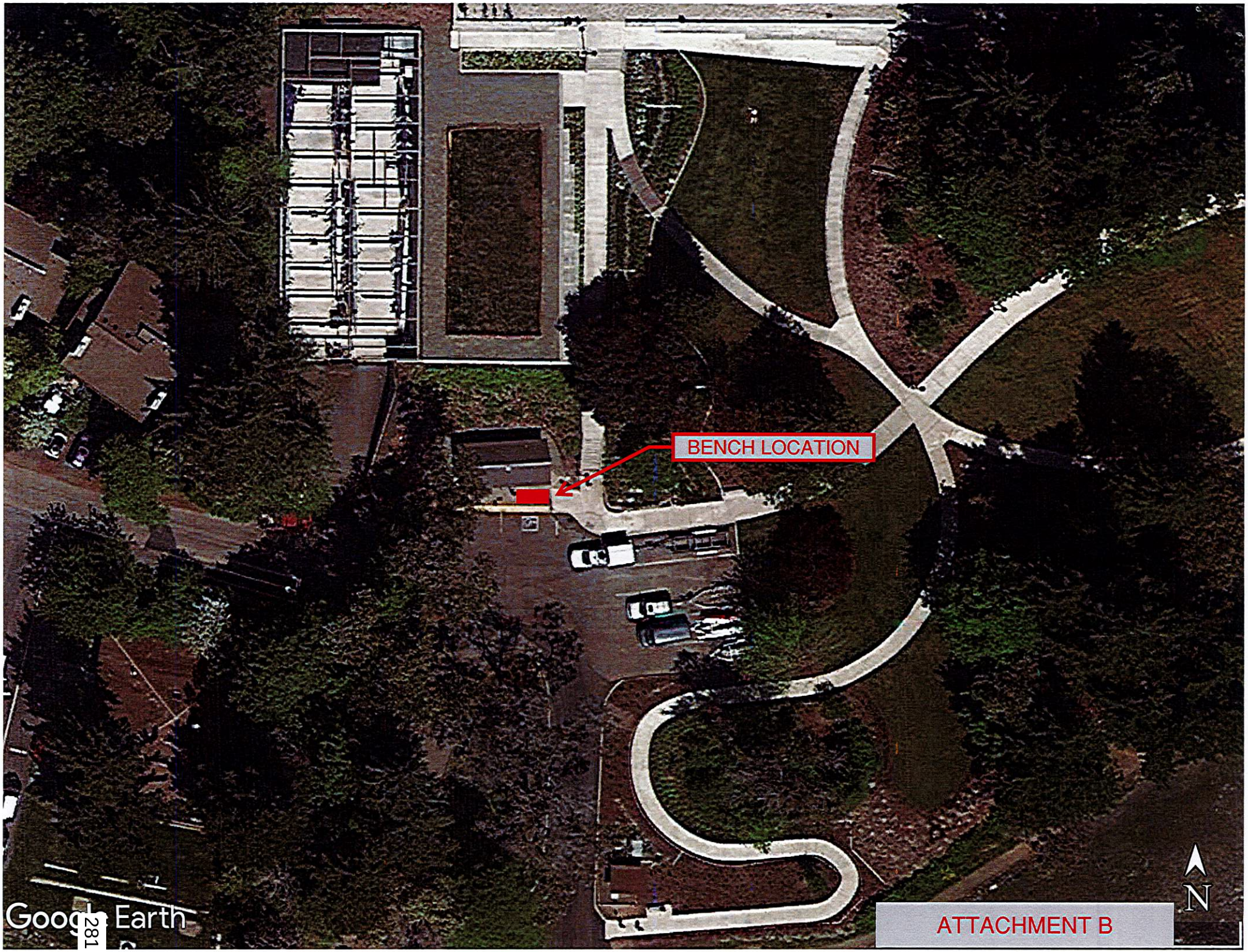
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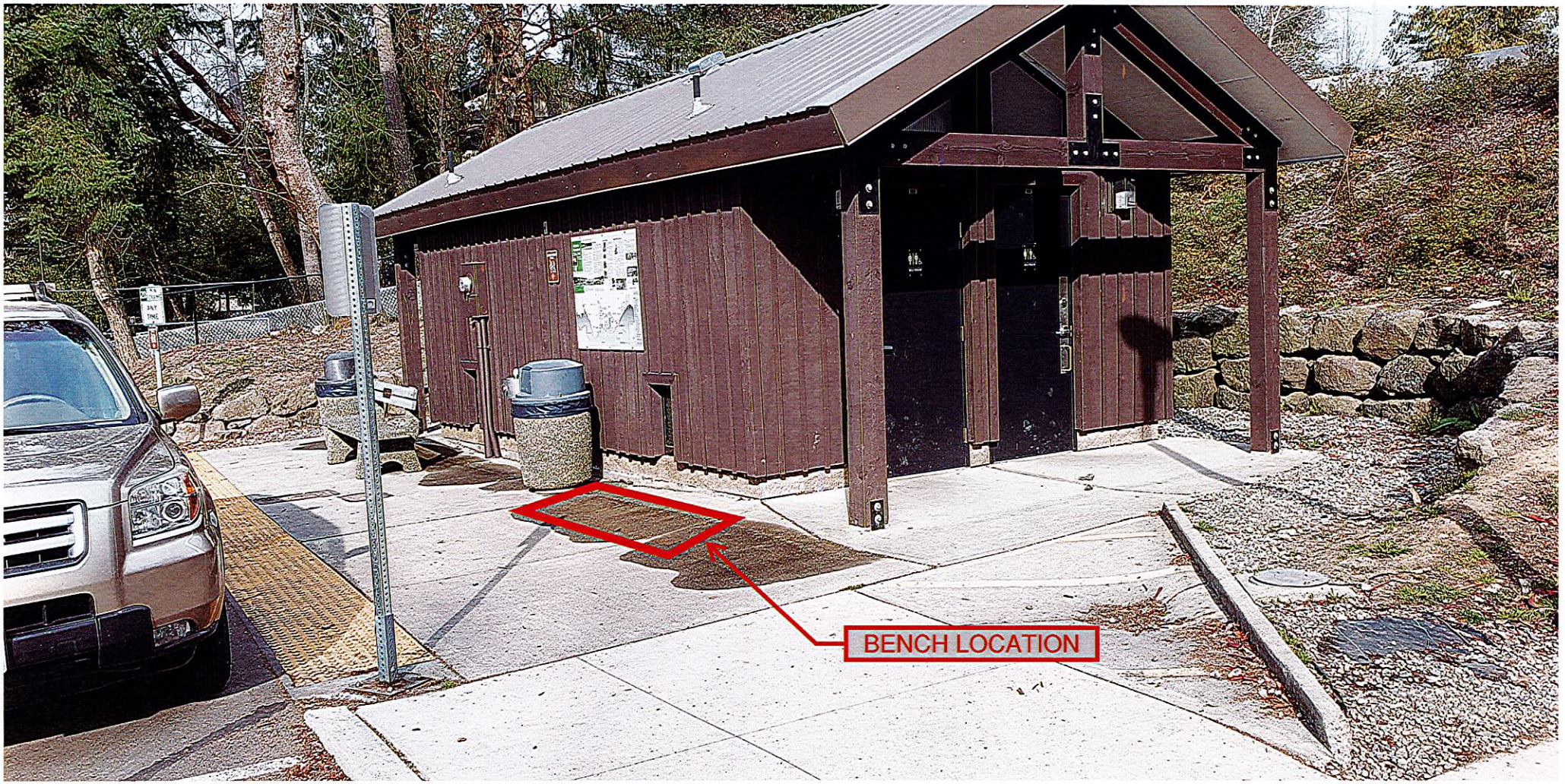
Bench - Custom

Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18

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BENCH LOCATION
N
Google Earth
281
ATTACHMENT B



ATTACHMENT B

ATTACHMENT C

Conversation Bench
SAM'S BENCH
1994-2018

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WHEREAS, the Donor desires to formally donate benches to encourage discussions about mental health and emotional well-being; and

WHEREAS, the City Council accepted this donation at its meeting on _____, 2019.

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Section 2. **Description**: The item is the Transit Bay model bench from Urban Accessories, blue color, with custom lettering as shown in Attachment A.

Space or Facility: Madison Avenue and Winslow Way intersection.

Location: Placed in the expanded sidewalk on the northwest corner of Madison Avenue and Winslow Way, as depicted in Attachment B.

Additional information: A plaque on the bench will have wording, as shown in Attachment C, stating: "Conversation Bench. Once You Choose Hope, Anything is Possible."

Section 3. The City reserves the right to move, remove, or retire the donation if the donation interferes with site safety, maintenance, or construction activities, or for other reasons deemed appropriate by the City, at the City's sole discretion.

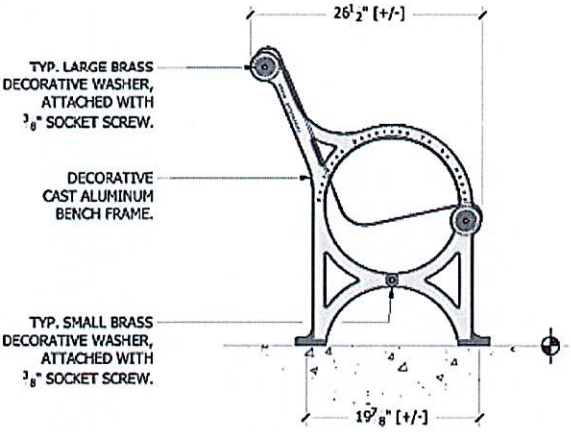
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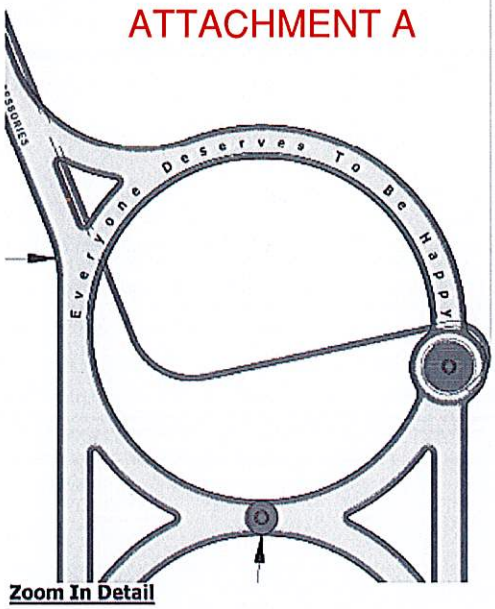
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
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Morgan Smith, City Manager City of Bainbridge Island 280 Madison Avenue N. Bainbridge Island, WA 98110	The Tyler Moniz Project 10468 Barkentine Road Bainbridge Island, WA 98110

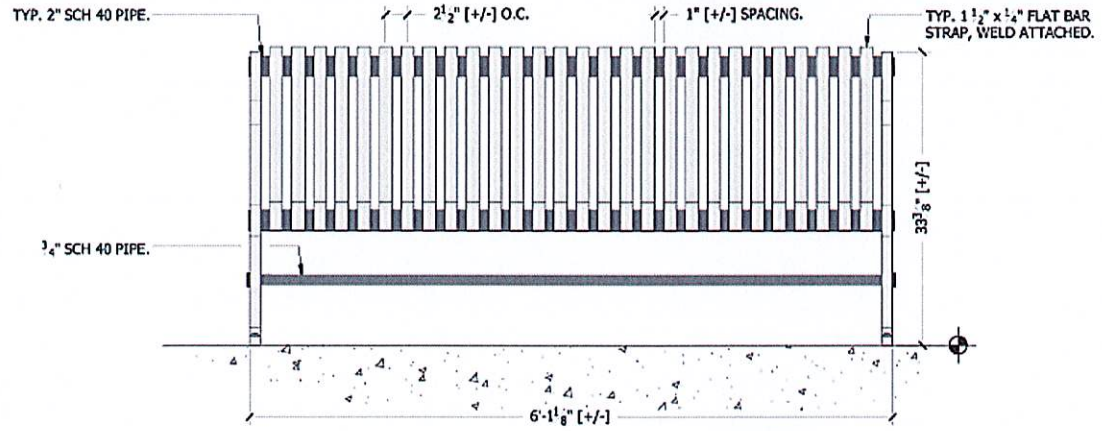
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

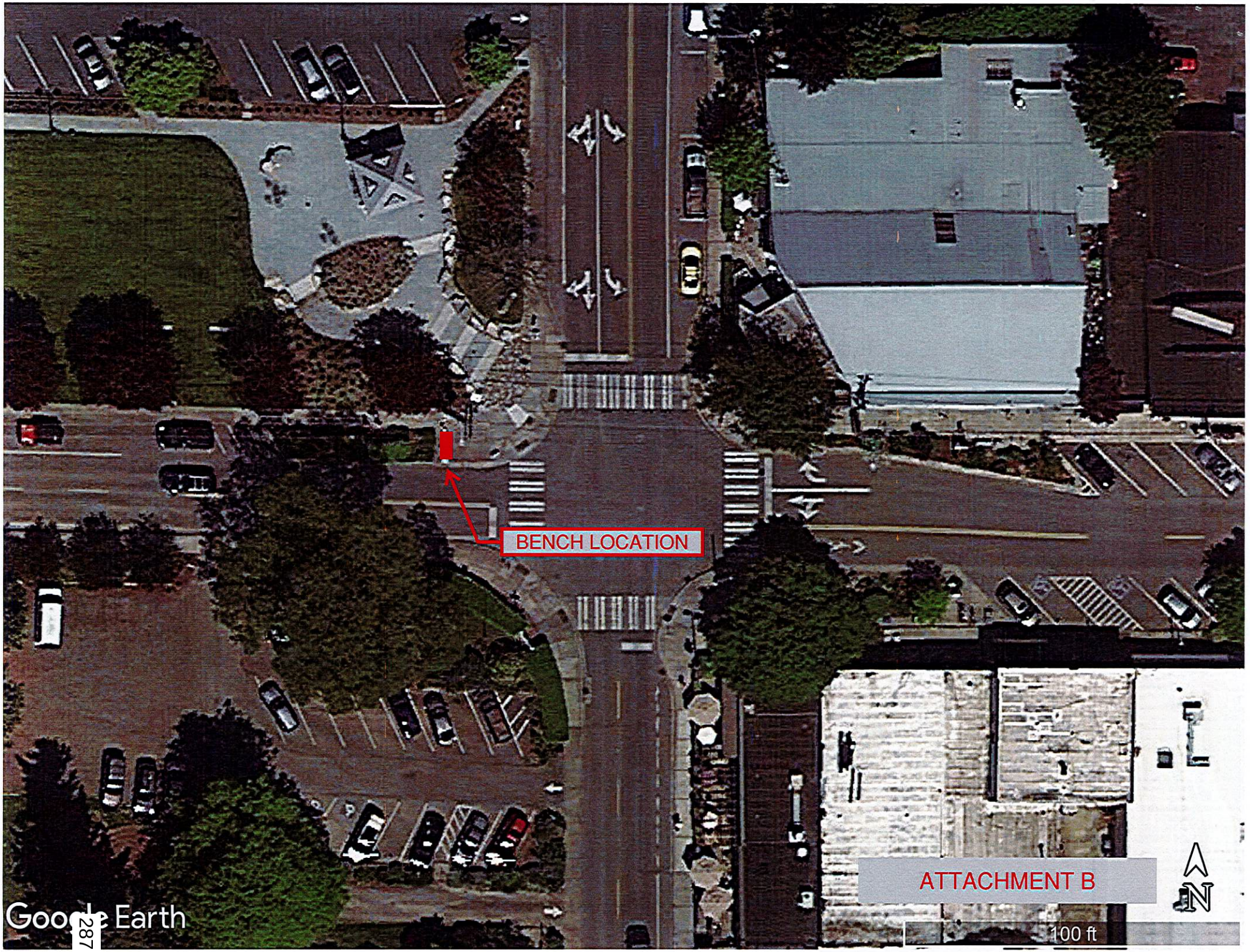
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Bench - Custom

Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18

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BENCH LOCATION
ATTACHMENT B
N
100 ft
Google Earth
287



ATTACHMENT B

ATTACHMENT C

Conversation Bench
Once You Choose Hope
Anything Is Possible

DONATION AGREEMENT

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Section 2. **Description**: The item is the Transit Bay model bench from Urban Accessories, blue color, with custom lettering as shown in Attachment A.

Space or Facility: Madison Avenue South road end.

Location: Placed in the plaza at the south end of Madison Avenue South, as depicted in Attachment B.

Additional information: A plaque on the bench will have the wording, as shown in Attachment C, stating: "Conversation Bench. I don't need you to fix me. I just need you to listen to me."

Section 3. The City reserves the right to move, remove, or retire the donation if the donation interferes with site safety, maintenance, or construction activities, or for other reasons deemed appropriate by the City, at the City's sole discretion.

Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the Donation. However, any and all maintenance, repair, or replacement of the Donation will be at the City's sole discretion.

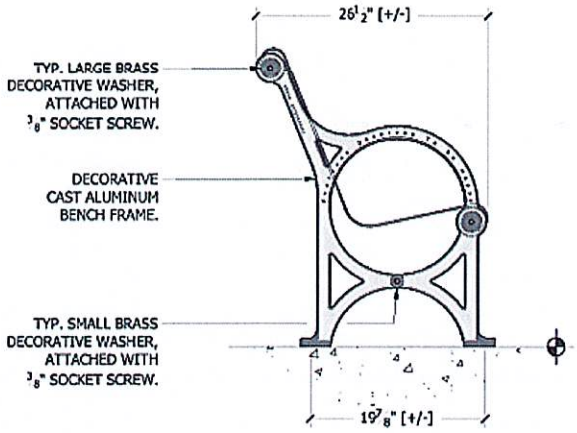
IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

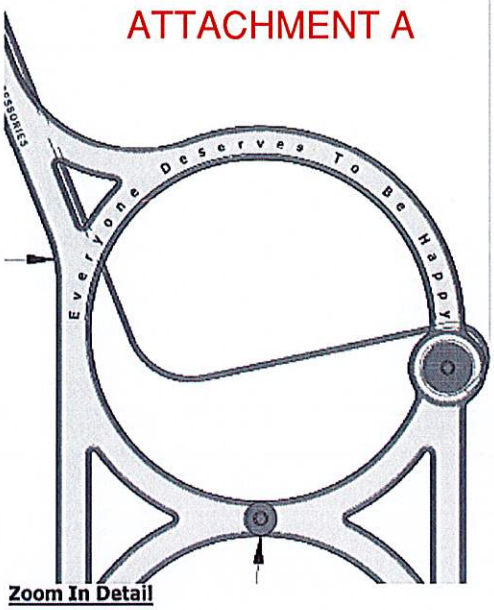
Morgan Smith, City Manager
City of Bainbridge Island
280 Madison Avenue N.
Bainbridge Island, WA 98110

The Tyler Moniz Project
10468 Barkentine Road
Bainbridge Island, WA 98110

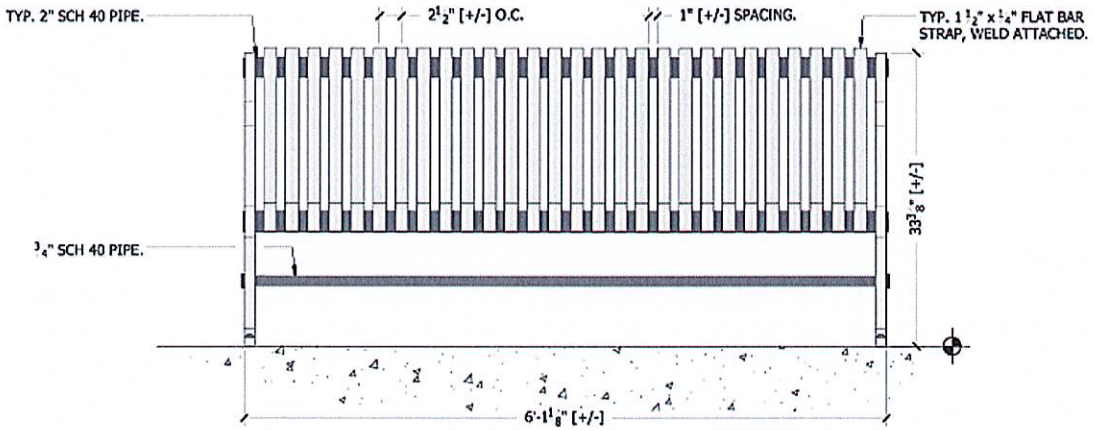
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
- Fabricated components will be mild carbon steel, ASTM A36.
- All visible welds to be ground smooth on outside edges.
- Fabrication will be true to square, or diameter and sized within 1/8".
- Finish to be powder coat, standard UA color and applied per UA specifications. If alternate color or finish is required, please provide all finish information for UA approval.
- Dimensions shown are nominal.
- For cases of "or equal" consideration, our finished, full size product should be compared with the alternative product for general quality, surface finish, precise pattern work, metal characteristics, and overall design aesthetics.

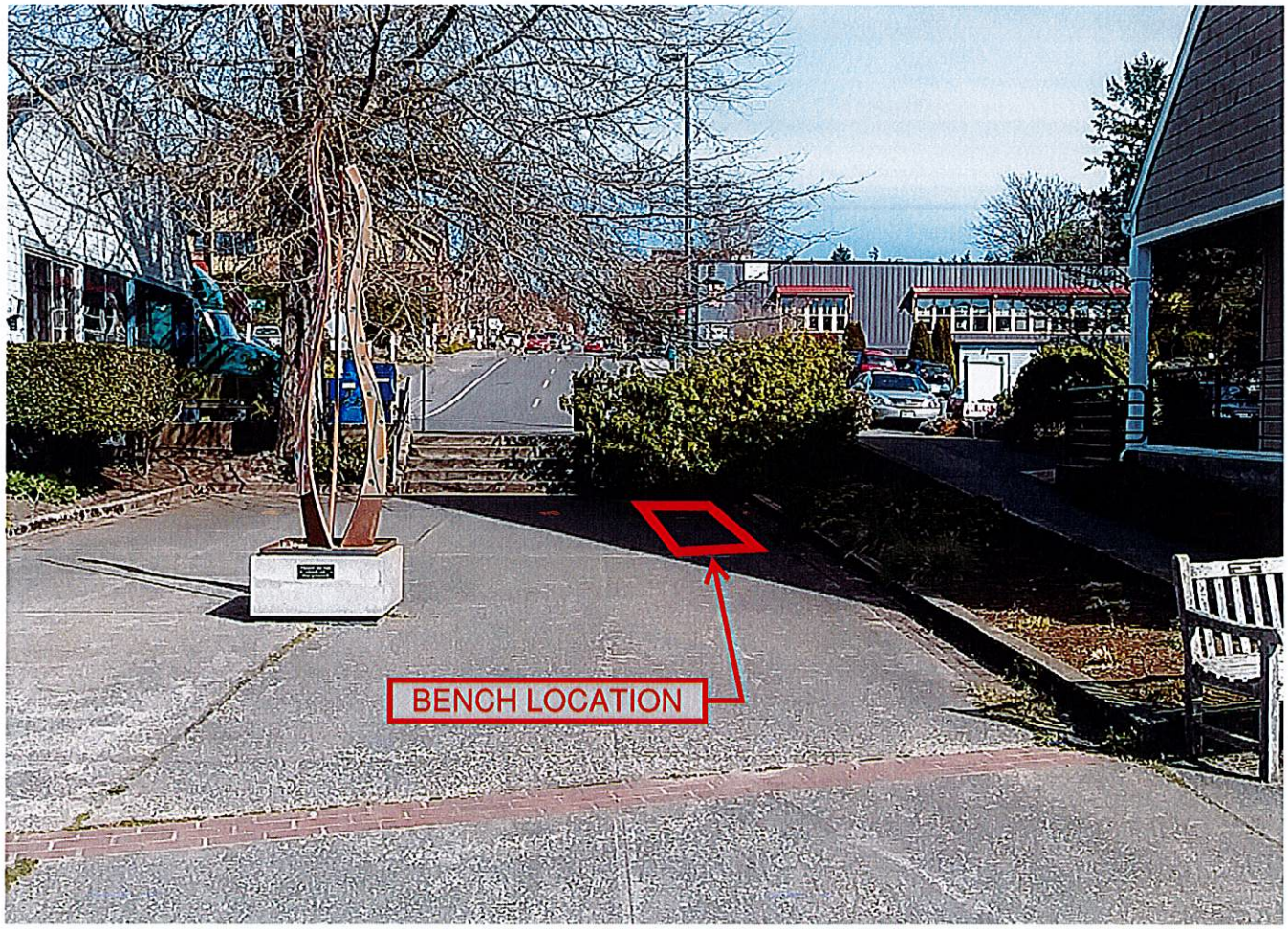
Bench - Custom

Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18

URBAN ACCESSORIES
Founded 1972
465 E. FIFTEENTH ST. sales@urbanaccessories.com
TACOMA, WA 98421 www.urbanaccessories.com
(877) 487-0488


BENCH LOCATION
ATTACHMENT B
N
200 ft
Google Earth



ATTACHMENT B

ATTACHMENT C

Conversation Bench

I DON'T NEED YOU TO FIX ME.
I JUST NEED YOU TO LISTEN TO ME.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:45 PM) Donation Agreement with Bainbridge Community Piano Association for a Theatrical Curtain and Track System in Huney Hall at the Bainbridge Island Commons - Public Works,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to forward the Donation Agreement with Bainbridge Community Piano Association for the donation of a theatrical curtain and track system for approval with the May 28, 2019 Consent Agenda.

SUMMARY:

The City has entered into a facility use agreement with the Bainbridge Community Piano Association ("BCPA"), allowing BCPA rent-free use of the Bainbridge Island Commons. As part of the consideration for use of the City's property, BCPA has agreed to donate a theatrical curtain and track system to the City for use in the Bainbridge Island Commons' Huney Hall. Under the City's Donation Policy, City Council approval and acceptance of this donation is required.

FISCAL IMPACT:

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

BACKGROUND:

During the City's prior audit, the auditors noted that the Bainbridge Community Piano Association ("BCPA") received rent-free use of the Bainbridge Island Commons. In response, the City and BCPA have entered into a facility use agreement to formalize BCPA's use of City property.

In exchange for use of the City's property under the terms of the facility use agreement, BCPA has agreed to:

(1) Host at least eight concerts every year at Bainbridge Island Commons;

(2) Procure and maintain liability insurance covering both the City and BCPA;

(3) Allow the general public to rent BCPA's grand piano for concerts, recitals, weddings, or other events held at Bainbridge Island Commons;

(4) Tune, and maintain insurance for, the grand piano;

(5) Submit an annual report to the City showing attendance at concerts, revenue, and expenditures; and

(6) Formally donate a theatrical curtain and track system previously installed at the Bainbridge Island Commons to the City.

The attached donation agreement formalizes the donation of the theatrical curtain and track system, originally purchased by BCPA for $2,717.50. The City Council's approval of this donation is required in accordance with the City's Donation Policy.

ATTACHMENTS:

Facility Use Agreement with BCPA

Attachment A to BCPA Facility Use Agreement - Insurance Requirements

Attachment B to BCPA Facility Use Agreement - Donation Agreement

Exhibit 1 to Donation Agreement - invoice for Donated Asset

Donation Policy

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

Facility Use Agreement

THIS FACILITY USE AGREEMENT ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and the Bainbridge Community Piano Association, a Washington State nonprofit corporation, ("BCPA").

WHEREAS, BCPA's mission is to provide a high-quality grand piano in a public space for nonprofit groups and individuals to rent for concerts, recitals, music scholarship competitions, master classes, and musical entertainment; and

WHEREAS, BCPA also sponsors student recitals and concerts on Bainbridge Island, including the Bainbridge Community Student Recitals and First Sundays Concert series; and

WHEREAS, BCPA's Yamaha C6 grand piano is the only high-quality grand piano on Bainbridge Island that is in a public space and available for rental to the general public; and

WHEREAS, Goal CUL-1 of the City's Comprehensive Plan is to "[s]upport, protect and enhance the value of the arts and humanities as essential to education, quality of life, economic vitality, broadening of mind and as treasure in trust for our descendants."; and

WHEREAS, Policy CUL 1.4 of the City's Comprehensive Plan is for the City to "[m]aintain cooperative working relationships with the Island's cultural institutions."; and

WHEREAS, Policy CUL 2.6 of the City's Comprehensive Plan directs the City to "[f]oster a climate that enhances the Island's national reputation as a center of artistic excellence."; and

WHEREAS, in April 2014, BCPA purchased a theatrical curtain and track system for a total cost of $2,717.50; and

WHEREAS, BCPA now desires to formally donate the theatrical curtain and track system to the City in consideration of this Agreement.

NOW, THEREFORE, the City and BCPA agree as follows:

1. USE OF CITY FACILITIES

In consideration of the performance of BCPA's responsibilities under this Agreement, the City agrees to allow BCPA rent-free use of a designated area within the Bainbridge Island Commons for the storage of a grand piano as well as for BCPA to hold concerts, recitals, music scholarship competitions, master classes, or other forms of musical entertainment or education. The City will specify what areas within or around the Bainbridge Island Commons such storage, activities, and events may occur and at what times, and such storage, activities, and events may only be operated in such designated areas and at such designated times.

2. BCPA'S RESPONSIBILITIES

A. BCPA agrees to, at BCPA's sole expense, organize, promote, and host at least eight concerts each year at Bainbridge Island Commons. The cost of admission to each concert shall be set by BCPA and BCPA shall retain all proceeds collected.

B. For the duration of every concert, recital, music scholarship competition, master class, or other event held by BCPA at the Bainbridge Island Commons, BCPA shall procure and maintain the insurance, and provide to the City the associated insurance documentation, specified in **Attachment A** to this Agreement.

C. BCPA agrees to allow the general public to rent BCPA's grand piano for concerts, recitals, weddings, or other events held at Bainbridge Island Commons. The rental fee for the grand piano shall be set by BCPA and BCPA shall retain all such rental fees collected.

D. BCPA agrees to, at BCPA's sole expense, tune the grand piano stored at Bainbridge Island Commons as needed and also maintain insurance on the grand piano.

E. BCPA agrees to annually submit a report to the City showing attendance at each concert, revenue generated from admissions to the concerts and from rental of the grand piano, and expenditures made by BCPA to provide the services and maintain the insurance described in this Agreement.

F. BCPA agrees to execute the Donation Agreement included as **Attachment B** to this Agreement to formally donate to the City the theatrical curtain and track system purchased in April 2014 and installed at the Bainbridge Island Commons, as described on the invoice included as **Exhibit 1** to **Attachment B**.

3. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective when executed and shall continue in full force and effect until December 31, 2023, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party, which shall be sent by hand-delivery or by registered or certified mail, postage prepaid. Such notice shall be deemed effective when mailed or hand-delivered at the address specified below:

To the City:
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To BCPA:
Bainbridge Community Piano Association
10575 NE Darden LN
Bainbridge Island, WA 98110
Attention: Darden Burns

4. INDEMNIFICATION

A. BCPA will defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, liabilities, expenses, or damages, including reasonable attorneys' fees, arising out of or resulting from the acts, errors, or omissions of BCPA, its officers, employees, or volunteers, in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. The provisions of this Section 4 of the Agreement shall survive the expiration or termination of this Agreement.

5. NONDISCRIMINATION

A. BCPA agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. Violation of this Section 5 shall be a material breach of this Agreement and grounds for immediate cancellation, termination, or suspension by the City, in whole or in part.

6. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

7. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

8. EXTENT OF AGREEMENT AND MODIFICATION

This Agreement, together with **Attachments A and B**, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

9. INDEPENDENT CONTRACTOR

BCPA and the City understand and expressly agree that BCPA, its officers, employees, and volunteers, are independent contractors in the performance of each and every part of this Agreement. BCPA expressly represents, warrants, and agrees that BCPA's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. BCPA, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. BCPA shall make no claim of City employment nor shall BCPA claim any related employment benefits, social security, or retirement benefits.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE COMMUNITY PIANO ASSOCIATION

Date: 2/4/19

By: Darden H Barnes

Name Darden H Barnes

Title president

CITY OF BAINBRIDGE ISLAND

Date: 1/25/19

By: M Smith

Morgan Smith, City Manager

ATTACHMENT A
INSURANCE REQUIREMENTS

A. No Limitation

BCPA' maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the BCPA to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance

BCPA shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the BCPA' Commercial General Liability insurance policy with respect to the work performed under this Agreement using an additional insured endorsement at least as broad as ISO CG 20 26.

C. Minimum Amounts of Insurance

BCPA shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

D. Other Insurance Provision

BCPA's Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the BCPA' insurance and shall not contribute with it.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage

Before any event is held at the Bainbridge Island Commons, BCPA shall provide to the City a Certificate of Insurance evidencing the required insurance. BCPA shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of BCPA before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

G. Notice of Cancellation

BCPA shall provide the City with written notice of any policy cancellation no later than thirty (30) days before the next scheduled event on City-owned property.

H. City Full Availability of BCPA Limits

If BCPA maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by BCPA, irrespective of whether such limits maintained by BCPA are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by BCPA.

ATTACHMENT B

DONATION AGREEMENT

THIS DONATION AGREEMENT ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and the Bainbridge Community Piano Association, a Washington State nonprofit corporation, ("BCPA").

WHEREAS, BCPA and the City recognize the importance of public facilities and amenities; and

WHEREAS, in April 2014, BCPA purchased a theatrical curtain and track system for a total cost of $2,717.50; and

WHEREAS, BCPA now desires to formally donate the theatrical curtain and track system to the City.

NOW, THEREFORE, the City and BCPA, for the consideration and under the described conditions and obligations set forth below, agree as follows:

Section 1. The donation, known as the *theatrical curtain and track system*, as described below and on attached and incorporated **Exhibit 1**, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. Description and Location: A theatrical curtain and track system installed in the Bainbridge Island Commons.
Space or Facility: Huney Hall
Location: 402 Brien Drive, Bainbridge Island, WA 98110
Additional information: The theatrical curtain and track system were originally installed in April 2014.

Section 3. The City reserves the right to move, remove, or retire the donation at the City's sole discretion.

Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the donation. However, any and all maintenance, repair, or replacement of the donation will be at the City's sole discretion.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE COMMUNITY PIANO ASSOCIATION

Date: 2/4/19

By: Darden H Burn

Name Darden H Burn

Title president

CITY OF BAINBRIDGE ISLAND

Date: _____

By: _____

Morgan Smith, City Manager

Exhibit 1

PNTA
engage enlighten entertain
2414 SW ANDOVER ST. C100, SEATTLE WA 98106
P: 206.622.7250 F: 206.257.1789
www.pnta.com

INVOICE

Date	Transaction #
04/16/2014	01-7087778-0

Page: 1 of 1

BILL TO	SHIP TO
Darden Burns 10575 NE Darden Lane Bainbridge Island WA 98110 Tel.: 842-3380 Fax: dardenburns@comcast.net	Waterfront Park Community Center 370 Brien Dr Bainbridge Island WA 98110 Darden Burns 842-3380 dardenburns@comcast.net;;

Quotation #	5019414-2	Customer no	DARBUR
Reservation #	2040252-1	Terms	30 Days
P.O. #			
DELIVERY		EVENTNAME	D # 54566 REV 2
COM/RES		NEED-BY:	FM 287858
Representative	Silas Morse		

Qty	Description	Days	Item	Price	Total
1	wall drape: FR 12oz duvetyn sewn with 50% fullness, webbing, grommets, S-hooks; chain in pocket in hem 2 @ 24'W by 11'9"H		DRAPE	1,250.00	1,250.00
1	steel channel track/fittings for walk-along drape operation		A170	1,000.00	1,000.00
1	10 @ Unistrut double-angle joints		DRAPE	50.00	50.00
1	Shipping total - inserted below (drapes separate from track)		DRAPE		
	DEPOSIT CC 3225 - $1369.75				
	BALANCE CC 4/16 1348.75				

Shipping Notes	1Z69F8Y80367749645 1Z69F8Y80369160857

The above details are accepted subject to terms and conditions printed herewith

Signature _____ Date _____

Print Name _____

Rental	0.00
Sales & Services	2,300.00
Shipping	200.00
Subtotal	2,500.00
Bainbridge	55.00
WA State Tax	162.50
TOTAL	2,717.50
Deposit	0.00
Amount due	2,717.50

City of Bainbridge Island
Donation Policy

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated public improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, benches, bicycle racks, picnic tables, drinking fountains, and other types of public space accessories. This policy does not apply to buildings, land, or naming rights. The City desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate on-going maintenance costs.

The City strongly encourages donations that improve the public space ability to meet the varied recreational, social, wellness, and educational needs of users.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy.

Standards for Donations

Definitions of New Donations: New donations are those made after the adoption date of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that public space elements that are purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. City staff will be responsible for coordinating purchases and installations of all public space elements, unless mutual agreement for alternative coordination has been reached.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Public space elements should reflect the character of the space or facility. All public space elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated public space elements will become City property once installed and/or permanently placed in the mutually agreed upon location. Accordingly, the City has the duty to provide only routine maintenance and repair of the donation for up to five years post signed donation policy agreement. Within the five-year period, the City is not obligated to replace the gift or public space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

Repair: The community has an interest in ensuring that all public space elements remain in good repair. In addition, the community has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated public space elements must be of high quality to ensure longevity, be resistant to the elements, wear and tear, and acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated public space elements. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently, the City may assess, at the

time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated public space elements during their anticipated life cycle.

Procedure for Making Donations

The City's Public Works Department will manage all donations located on City property.

The donor must contact the Public Works Director to determine whether a donation will be accepted and the conditions of acceptance. If the donation is accepted, the donor will work with City staff to complete Donation Agreement (appendix A).

Donations of benches, tables, bicycle racks, drinking fountains and similar amenities, which are not on the list of approved amenities (appendix B) will be reviewed by the Design Review Board prior to City Council acceptance of the donations.

Final approval will be granted by the City Council for the acceptance of all donations.

Criteria For Acceptance

To accept donation/s of a public space element for a specific facility, the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. The City reserves the right to deem a space and/or facility fully developed and thus rejects the donation.

The City reserves the right to accept or deny any/all donations.

Below are general donation guidelines. These guidelines are intended to be general in nature and do not serve as formal acceptance criteria.

Guidelines:
All determinations will be based upon, but not limited to, the following guidelines:

1. Flowers, shrubs, bushes
    a. Donated plants become the exclusive property and maintenance responsibility of the City.
    b. Only those plantings that require a maintenance effort consistent with other plantings will be considered.
    c. Site preparation, installation and site restoration will be the responsibility of the City.
    d. Only perennial flowering plants will be permitted and incorporated in existing beds.
    e. The placement of plants will be based on the variety, color, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

2. Trees
    a. Donated trees become the exclusive property and maintenance responsibility of the City.
    b. Site preparation, installation, and site restoration will be the responsibility of the City.

c. Tree placement/location will be based upon variety of tree selected, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for trees and their location.
d. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City.

3. Signage
    a. Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.
    b. Donation Acknowledgements/Memorial Plaques: Donation acknowledgments will be determined by City staff.

4. Benches, Tables, Bicycle Racks, Drinking Fountains, and Other Amenities
    a. Donated benches become the exclusive property and maintenance responsibility of the City.
    b. Site preparation, installation, and site restoration will be the responsibility of the City.
    c. The amenity must be similar to or complement other amenities in the area.

5. Buildings, Structures, and Public Art
    a. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

Conditions

Installation: Installation of donated public space elements, including any donor acknowledgement, will be completed by City personnel, unless mutual agreement for other arrangements has been reached. The installation will be scheduled at a time and date as determined by Public Works Operations and Maintenance, so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated public space elements and their associated signage, when they interfere with site safety, maintenance or construction activities.

Approved by the City Council on _____, 2014

APPENDIX A

Agreement Between
City of Bainbridge Island
and
[Donors' Name]
for donation

THIS AGREEMENT, entered into this ____ day of _____, 201_, is by and between the City of Bainbridge Island (the "City"), a municipal corporation, and Donors' Name, (the "Donor"), Donors' Address.

WHEREAS the Donor and the City recognize the importance of public facilities and amenities;

WHEREAS the Donor has offered to donate (specify item- planting, park amenity, etc.);

NOW, THEREFORE, the City and the Donor, for the consideration and under the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1. The donation, known as *name of item*, as described below, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. Description and Location: The item is (describe).
Space or Facility:
Location:
Additional information: (does it have a plaque?)

Section 3. The City reserves the right to move/remove and/or retire the said donation following cessation of a five year period. The five year period shall commence upon the date entered into and indicated above.

Section 4. **Maintenance**
The City shall be responsible for maintenance of the item, including any reasonable repairs, and will have the discretion to not replace and/or repair the donation, if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to cessation of the five year period. Maintenance or replacement of the item will be at the City's sole discretion.

Section 5. **Term**
The initial term of this agreement shall be five years. Following cessation of the five year period, the City may treat the donation, as it would any other City property similar in nature.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officials:

IN WITNESS whereof the parties have executed this Agreement on the date set forth above.

_____

City of Bainbridge Island
280 North Madison Avenue
Bainbridge Island, WA 98110

ATTEST:
City Clerk

_____
City of Bainbridge Island

Approved as to form:

_____
City Attorney's Office

Date_____, 201__

_____By,
By,
Donor
Address

APPENDIX B

APPROVED BENCHES

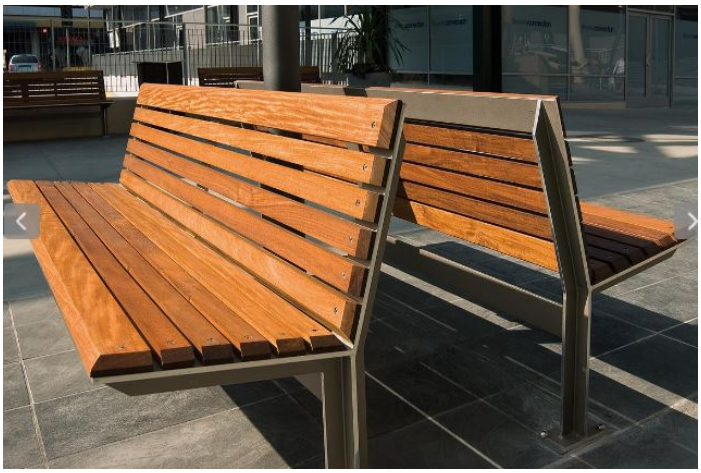
Name:			
Giverny Bench			
Vendor:	Thomas Baker	**Website:**	http://www.thosbaker.com
Description:	Adapted from the original found in Claude Monet's gardens, this bench has arching backs and deep seats. Made from premium teak timber, fairly harvested from plantation grown trees over 40 years old, this bench is tomorrow's heirloom.		
Cost:	$995		
Notes:			

Name:			
Balustrade Bench			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	A Landscape Forms classic: handsome, durable and timely as ever. Offered in select woods and PolySite recycled plastic for indoor and outdoor applications.		
Cost:	Quote available by request		
Notes:			

Name:			
Gretchen Bench			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	A Landscape Forms classic: handsome, durable and timely as ever. Offered in select woods and PolySite recycled plastic for indoor and outdoor applications		
Cost:	Quote available by request		
Notes:			

Name:			
Plainwell Bench			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	Good design entices and endures. Plainwell combines exuberant gesture with a commanding posture and stance. The harmonic balance invites attention and transcends time. A master of versatility, Plainwell in wood expresses traditional values, while in aluminum it reveals a contemporary spirit.		
Cost:	Quote available by request		
Notes:			

Name:			
Classic Teak Garden Bench			
Vendor:	Allegro Classics	**Website:**	http://www.allegroclassics.com/
Description:	Stoutly built, classically styled bench features hand selected, premium teak frames. Precise mortis and tenon construction. Available in 4, 5 or 6 foot widths. Some assembly required.		
Cost:	$1020.00		
Notes:			

Name:			
Knight Bench			
Vendor:	Forms + Surfaces	**Website:**	https://www.forms-surfaces.com/
Description:	Knight Benches blend understated refinement, high-performance green materials, and the simple forms of the rest of the Knight family.		
Cost:	Quote available by request		
Notes:			

Name:			
Madison Memorial Bench			
Vendor:	The Bench Factory	**Website:**	http://www.thebenchfactory.com/
Description:	Handsome recycled plastic boards with high-gloss inlay engraved lettering. Contoured seat & back provide hours of comfortable seating. No painting, rotting, peeling, rusting or cracking. Black powder-coated cast aluminum frame pre-drilled for surface mounting. Easy to assemble with included stainless steel hardware		
Cost:	$815.91		
Notes:			

Name:			
Classic Memorial Bench with Color Inlay			
Vendor:	The Bench Factory	**Website:**	http://www.thebenchfactory.com/
Description:	50-year guarantee against breakage Letter height is 2" Font is Times New Roman Maximum characters (including spaces) per board is: 22 characters		
Cost:	$527.25		
Notes:			

APPROVED TABLES

Name:			
Accessible Table with Benches			
Vendor:	TimberForm	**Website:**	http://www.columbia-cascade.com/
Description:	ADA Accessible. Black powder coated frame. Kiln dried Douglas fir slats.		
Cost:	Quote available by request		
Notes:			

Name:			
Gretchen Picnic Table			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	Handsome, practical and durable Gretchen picnic table features a built-in umbrella holder and clever angled supports to offer wheelchair access at either end; special ADA compliant style with longer table top also offered. To create a shady seat, just add Equinox umbrellas		
Cost:	Quote available by request		
Notes:			

APPROVED TRASH RECEPTACLES

Name:			
Big Belly Solar Trash Container			
Vendor:	Big Belly Solar	**Website:**	http://bigbelly.com/
Description:	Available in waste and recycling models		
Cost:	Quote available by request		
Notes:			

Name:			
Litter Container with Ash/Dome Top			
Vendor:	TimberForm	**Website:**	http://www.columbia-cascade.com/
Description:	Powder-coated recycled cast iron and key-locking steel top. Choose from ten standard colors.		
Cost:	Quote available by request		
Notes:			

Name:			
Gretchen Litter Ash Receptacle			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	A Landscape Forms classic: handsome, durable and timely as ever. Offered in select woods and PolySite recycled plastic for indoor and outdoor applications. Teams with Gretchen bench and picnic table for a coordinated look.		
Cost:	Quote available by request		
Notes:			

APPROVED BIKE RACKS

Name:			
Spokesman Bike Rack			
Vendor:	Spokesman Bike Racks	**Website:**	No website available
Description:	2 bike capacity.		
Cost:	Quote available by request		
Notes:	Local vendor; will discount 10% off price for donations to the City		

Name:			
Bicilinea Bike Rack			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	Urban utility and sweeping gesture come together in this robust polished stainless steel bike rack. Tubular arms mounted to a simple rectilinear support arc gracefully to the ground. Bicilinea is shipped as a complete 10-foot unit that holds up to 8 bikes or a 20-foot unit that holds up to 16.		
Cost:	Quote available by request		
Notes:			

Name:			
Tactil Bike Rack			
Vendor:	Landscape Forms	**Website:**	http://www.landscapeforms.com/en-us/Pages/default.aspx
Description:	A handy new bike rack for city cycles. Cheerful, uninhibited and very sturdy. Minimal, elegant in their simplicity, and beautifully resolved, they bring an international spirit to our collection of outdoor furnishings for creating a sense of place.		
Cost:	Quote available by request		
Notes:			

Name:			
Capitol Bike Rack			
Vendor:	Forms + Surfaces	**Website:**	https://www.forms-surfaces.com/
Description:	The Capitol Bike Rack's clean, bold lines are perfect for cityscapes and contemporary architectural settings. Solid cast aluminum construction. Durable powdercoat finish. Varied configuration options for creating multiple locking points. High recycled content; fully recyclable.		
Cost:	Quote available by request		
Notes:			

APPROVED DRINKING FOUNTAINS

Name:			SEARCH / OUTDOOR FOUNTAIN 
Elkay 4420			
Vendor:	Elkay	**Website:**	http://www.elkay.com/
Description:	Outdoor tubular pedestal fountain ideal for parks and recreational areas. Powder-coated exterior over a corrosion-resistant primary coating to provide protection from the elements.		
Cost:	$4,264.00		
Notes:			

Name:			
Barrier Free Pedestal Model 3377FR			
Vendor:	Haws	**Website:**	http://www.hawsco.com/
Description:	Model 3377, barrier-free, pedestal drinking fountain with a satin finish stainless steel bowl and bracket, with 100% lead-free waterways, and galvanized steel green powder-coated finish pedestal.		
Cost:	Quote available by request		
Notes:			

APPROVED INTERPRETIVE SIGNAGE

Name:			
Waypoint Interpretive Sign			
Vendor:	Local Vendor	**Website:**	
Description:	Custom, locally crafted signage.		
Cost:	Quote available by request		
Notes:			

Name:			
Interpretive Sign			
Vendor:	Garth Edwards	**Website:**	
Description:	Custom, locally crafted signage.		
Cost:	Quote available by request		
Notes:			

Name:			
Interpretive Sign			
Vendor:	Garth Edwards	**Website:**	
Description:	Custom, locally crafted signage.		
Cost:	Quote available by request		
Notes:			

Name:			
Interpretive Sign			
Vendor:	Garth Edwards	**Website:**	
Description:	Custom, locally crafted signage.		
Cost:	Quote available by request		
Notes:			

APPROVED BUS SHELTERS

Name:			
Timber Bus Shelter			
Vendor:	Vermont Timber Works	**Website:**	http://www.vermonttimberworks.com/
Description:	Custom built timber bus shelters.		
Cost:	Quote available by request		
Notes:			

Name:			
Sierra Shelter			
Vendor:	Tolar Mfg	**Website:**	http://www.tolarmfg.com/
Description:	The Sierra Series line is one of Tolar's initial-and still most popular-transit shelter designs that was originally engineered for a project in San Diego in 1991. As styles and community expectations have evolved over the years, we have added even more choices to the line.		
Cost:	Quote available by request		
Notes:			

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:55 PM) Wyatt Way Reconstruction Phase 1 Project - Amendment No. 3 to Professional Services Agreement with MIG/SvR - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to forward Amendment No. 3, in the amount of $41,120.00 for the Wyatt Way Reconstruction Phase 1 Project, for approval with the May 28, 2019 Consent Agenda.

SUMMARY:

Amendment No. 3, in the amount of $41,120.00, is needed to address design changes to the storm system and roundabout layout revisions that were not included in the original contract for the Wyatt Way Reconstruction Phase 1 Project (from Madison Avenue N. to Lovell Avenue). Under the City's Procurement Policy, City Council approval is required because Amendment No. 3, taken together with previously approved Amendments No. 1 and 2, would increase the contract amount by more than $50,000.00 over the original contract amount.

FISCAL IMPACT:

Amount:	$41,120.00
Ongoing Cost:	
One-Time Cost:	$41,120.00
Included in Current Budget?	Yes

BACKGROUND:

The Wyatt Way Reconstruction Phase 1 Project consists of roadway resurfacing, intersection capacity improvements at Wyatt and Madison, and sidewalks and bike lanes on each side of the roadway between Madison Ave. and Lovell Ave.

On June 29, 2016, the City Council approved a professional services agreement with the MIG/SvR Design Company in the amount of $258,960.00. Since that time two amendments have been issued due to additional design revisions bringing the revised contract amount to $307,743.00.

Amendment No. 3, in the amount of $41,120.00, is needed to address design changes to the storm system and roundabout layout revisions.

Under Section 9.0 of the City's Procurement Policy, City Council approval is required to increase the contract amount by $50,000.00 or more over the original contract amount. The City Manager is authorized approve cost increases below this threshold. Together, Amendment Nos. 1 and 2 increased the contract amount by a total of $48,783.00 in order to compensate the Consultant for additional work not included in the original contract.

ATTACHMENTS:

Amendment No. 3 to PSA with MIG/SVR

Exhibit A to Amendment No. 3 to PSA with MIG/SVR

FISCAL DETAILS:

Transportation CIP + State Funds

Fund Name(s): General Fund

Coding:

AMENDMENT NO. 3 TO
AGREEMENT FOR PROFESSIONAL SERVICES

THIS AMENDMENT NO. 3 TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Amendment") amends the Agreement for Professional Services ("Agreement") entered into on June 29, 2016, by the City of Bainbridge Island, a Washington State municipal corporation, ("City"), and Moore Iacofano Goltsman, Inc., d/b/a MIG/SvR, a California corporation ("Consultant").

WHEREAS, the City and the Consultant entered into the Agreement to design the Wyatt Way Reconstruction Project (Madison Ave. to Lovell Ave. NW); and

WHEREAS, on January 22, 2018, the City and the Consultant executed Amendment No. 1 to the Agreement, retaining the Consultant for potholing services, extending the term of the Agreement to January 10, 2020, and increasing the maximum amount payable under the Agreement by $38,893.00; and

WHEREAS, on February 1, 2019, the City and the Consultant executed Amendment No. 2 to the Agreement, retaining the Consultant to perform an initial redesign of the roundabout, extend the term of the Agreement to January 10, 2021, and to increase the maximum amount payable under the Agreement by $9,890.00; and

WHEREAS, the City now desires to retain the Consultant to perform a redesign of the storm system and roundabout and to increase the maximum amount payable under the Agreement by $41,120.00.

NOW, THEREFORE, the City and the Consultant agree to amend the Agreement as follows:

1. Section 2.A is hereby amended to read as follows:

A. The City shall pay the Consultant for such services: (check one)

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~Three Hundred Seven Thousand Seven Hundred Forty-Three Dollars ($307,743.00);~~ Three Hundred Forty-Eight Thousand Eight Hundred Sixty-Three Dollars ($348,863.00);
[ ] Fixed Sum: a total amount of $_____;
[ ] Other: $_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

2. Attachment A, Scope of Services, is hereby amended to include additional work related to Tasks 1 and 10, as set forth in attached Exhibit A, which is fully incorporated into this Amendment by this reference.

3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Agreement as of the later of the signature dates included below.

MOORE IACOFANO GOLTSMAN, INC.	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Morgan Smith, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

Fee Estimate for Storm Drain and Roundabout Redesign
Wyatt Way Street Reconstruction
3/28/2019

Scope of Work	*Hours*	*Fee*
Task 1: Project Management *- Time in this task includes additional project management and City and team coordination time for an extended project duration (the project was originally intended to be completed in 2018). This task also includes time for the design team to re-start following the R/W acquisition process (the last design submittal, 60% Design, was completed in Feb 2017) and meet with the City to discuss any changes.*		
Coordination with City and Project Team	24	$4,340
Project re-start including meeting with City at MIG|SvR's office	23	$3,975
Task 1 Hours	*47*	
Task 10: Storm Main and Roundabout Redesign for 90% Design *- This task allows for time to redesign 800 LF of storm drain main, including catch basins, manholes and water quality structures, to accommodate and work around existing underground franchise utilities, which include several direct bury Century Link cables. The design will reflect the conceptual redesign submitted to the City on 12/17/2018.* *- This task includes time to redesign street and utility improvements at the intersection of Wyatt Way and Madison Ave as documented in the 2/22/2019 memorandum "Conceptual Roundabout Redesign and Property Impacts Summary".*		
Revise storm drain plan and profile (2 sheets) and verify utility crossings	42	$6,100
Update Site Prep and Paving Plan Sheets (4 sheets)	6	$820
Update water quality design documentation and drainage report	5	$750
Coordination with Arborist for roundabout redesign	7	$1,030
Adjust horizontal and vertical alignments for roundabout redesign	16	$2,600
Drainage and wall layout redesign at SE corner Madison/Wyatt	6	$940
Update Plans (Typical Sections, Site Prep, Utility, Paving, and Landscape Plan Sheets)	60	$8,350
Update curb ramp design and grading	20	$2,940
Cost estimate revisions	5	$810
QA/QC	6	$1,500
Task 10 Hours	*173*	
Deliverables:		
Conceptual Roundabout Layout and Technical Memorandum		
MIG|SvR Subtotal	$ 34,155.00	
Subconsultant Expense (Lochner)	$ 2,750.00	incl. 10% markup
Subconsultant Expense (Tree Solutions)	$ 3,215.00	incl. 10% markup
Reimbursable Expenses	$ 1,000.00	
Total Basic Services Including Markup	$ 41,120.00	

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (9:05 PM) Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Public Works

RECOMMENDED MOTION:

I move to forward for approval with the May 28, 2019 Consent Agenda the Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) and to authorize the City Manager to execute the ILA in substantially the form as the ILA that is attached with this agenda item.

SUMMARY:

The Peninsula Regional Transportation Planning Organization (PRTPO) was established through an Interlocal Agreement (ILA) executed in 1990 including the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO has, by the attached letter, invited the City of Bainbridge Island to join the executive board of the PRTPO to collaborate on regional transportation planning. The ILA is attached to the letter.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

PRTPO - Invite Letter & ILA

FISCAL DETAILS:

Fund Name(s):

Coding:

April 22, 2019

Kol Medina, Mayor
City of Bainbridge Island
280 Madison Avenue N
Bainbridge Island, WA 98110

Peninsula RTPO Interlocal Agreement

Greetings Kol;

The Peninsula Regional Transportation Planning Organization (PRTPO) was established through an Interlocal Agreement (ILA) executed in 1990 including the counties of Clallam, Jefferson, Kitsap and Mason. Recently the PRTPO undertook updating of the ILA to:

- Reflect statutory and regulatory changes;
- Memorialize a clearer operating structure;
- Give voting membership to every public agency who signs the updated ILA; and
- Reflect the change of lead planning agency following WSDOT's notification that it will no longer serve in that role.

We invite Bainbridge Island to join the executive board of the PRTPO to collaborate on regional transportation planning.

Some of the key duties of the PRTPO are:

- Development of the long-range Regional Transportation Plan(RTP) to guide development of regional transportation systems;
- Development and regular updating of the Regional Transportation Improvement Program (RTIP);
- Certifying concurrency of the transportation elements of local comprehensive plans; and
- Evaluation and prioritization of grant application for programs such as the Public Transportation Consolidated Grant Program and the Transportation Alternatives Programs(TAP)

More information about the duties and responsibilities of the PRTPO are detailed in RCW 47.80- Regional Transportation Planning Organizations. The work of the PRTPO is funded through a planning grant from Washington State Department of Transportation. No direct dues or assessments are levied on members.

The strength of the PRTPO springs from its members and their collective knowledge of local and regional transportation needs and the power of collaboration. To maintain designation as a Regional Transportation Planning Organization the PRTPO must have as members all four counties and at least sixty percent of the cities and towns within the region representing a minimum of seventy five percent of the cities' and towns' population. I encourage you to continue your commitment to membership in the RPTPO. [or make a commitment through membership in the PRTPO]

By executing the ILA Bainbridge Island will be a member with full voting rights on all matters brought before the Executive Board and will have a seat on the Technical Advisory Committee. I ask that you give execution of the ILA your immediate consideration and should you choose to become a signatory to the PRTPO ILA you authorize such action as soon as possible so that re-certification of the PRTPO can be confirmed.

Attached to this letter you will find:

- A copy of the ILA; and
- An example resolution authorizing adoption of the ILA
- Guidance for signing the ILA

If you wish, a member of the PRTPO executive committee will meet with elected leaders in your jurisdiction to explain the role and benefits of membership in the PRTPO.

If you have questions, please contact myself at anesse@jamestowntribe.org or 360-681-4620. A staff member of the PRTPO will follow up with you as we track progress towards full execution of the ILA.

With Regards,



Annette Nesse
Executive Board Chair
Jamestown S'Klallam Tribe

Distribution:

Clallam County
Jefferson County
Kitsap County
Mason County
Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton
Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton
Jamestown S'Klallam Tribe
Hoh
Lower Elwha Klallam Tribe
Makah
Quileute Nation
Port Gamble S'Klallam
Squaxin Island Tribe
Skokomish Indian Tribe
Suquamish
WSDOT Olympic Region

INTERLOCAL AGREEMENT

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

THIS AGREEMENT is made and entered into by and between the undersigned public agencies to establish and jointly participate in the Peninsula Regional Transportation Planning Organization (PRTPO), pursuant to provisions of the Interlocal Cooperation Act of 1967, chapter 39.34 RCW, and the Growth Management Act, chapters 36.70A and 47.80 RCW.

Recitals

WHEREAS, the undersigned public agencies recognize the need and desirability to participate in a forum for cooperative decision making by elected officials of said agencies in order to implement a comprehensive regional transportation planning process; and

WHEREAS, the undersigned public agencies adopt transportation plans; and

WHEREAS, the Growth Management Act authorizes establishment of Regional Transportation Planning Organizations through the voluntary association of local governments within a county, or geographically contiguous counties; and

WHEREAS, it is the belief of the undersigned public agencies that state and regional transportation planning should receive policy direction from all affected governments and special purpose districts and major employers; and

WHEREAS, the undersigned public agencies are authorized and empowered to enter into this agreement pursuant to RCW 47.80.020 and chapter 39.34 RCW; and

WHEREAS, the undersigned public agencies recognize that the Interlocal Agreement (ILA) establishing the PRTPO in 1990 needs to be reviewed and updated to conform to current law and practices, and that now is an opportune time given the impending change of the Lead Planning Agency. This 2019 ILA fully replaces and supersedes the 1990 ILA.

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

Agreement

1. Organization and Membership

The Peninsula Regional Transportation Planning Organization (PRTPO), a separate legal entity, originally established in 1990 and hereby re-established, encompasses the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.

Voting membership in the PRPTO shall be open to the following public agencies within the boundaries of the PRTPO: all county and city governments, all federally recognized tribes, all port districts organized under title 53 RCW, all transit districts organized under chapter 36.57A RCW, and the WSDOT Olympic Region. Current voting membership belongs to each of the public agencies who have executed this Agreement. New voting members may be added by the execution of this Agreement when approved by the Executive Board.

Nonvoting membership is authorized and encouraged to facilitate cooperative regional transportation planning. Nonvoting membership shall be open to community organizations, employers and other public agencies that are not voting members. Nonvoting membership shall be as approved by the voting membership in accordance with the Bylaws.

2. Purpose and Authority

The purpose of the PRTPO is to fulfill the legislature's intent to have local jurisdictions, tribes, and the state come together for coordinated transportation planning and to have an interconnected and coordinated transportation system that achieves both statewide and local transportation goals.

To accomplish these purposes, the PRTPO shall have the following authority and duties, as established by chapter 47.80 RCW:

A. Provide a forum for cooperative decision making by the region's elected officials in order to bring about a continuous and comprehensive transportation planning process.

B. Foster cooperation and collaboration among local, state and tribal governments throughout the region.

C. Maintain an ongoing transportation strategy for the region and coordinate actions of local and state government so that we may make the best use of our land, air, water and energy resources and overcome the problems of waste and pollution.

D. Develop and adopt a Regional Transportation Plan that is consistent with countywide planning policies, with county and city transportation plans, and with state transportation plans.

E. Certify that transportation elements of comprehensive plans adopted by Clallam, Jefferson, and Mason Counties and cities therein are consistent with the Growth Management Act and with the PRTPO's Regional Transportation Plan. Also, where appropriate, certify that their countywide planning policies adopted under RCW 36.70A.210 and the adopted Regional Transportation Plan are consistent.

F. Develop a six-year Regional Transportation Improvement Program (RTIP) for areas within Clallam, Jefferson and Mason counties that proposes regionally significant transportation project and programs and transportation demand measures.

G. Develop a Coordinated Transit-Human Services Transportation Plan and include specific opportunities and projects aimed to advance special needs coordinated transportation.

H. Designate and direct a lead planning agency to coordinate preparation of the Regional Transportation Plan and carry out other responsibilities of the PRTPO as set forth in the Bylaws.

I. Provide assistance to others to develop level of services standards or alternative transportation performance measures and review those standards of GMA counties and cities to promote a consistent regional evaluation of transportation facilities and services.

J. Foster and facilitate cooperation and coordination between other regional transportation planning organizations and metropolitan planning organizations.

K. Foster transportation facilities which encourage economic growth and stability for the region.

L. Provide assistance and information to public agencies in their preparation of local transportation plans.

3. Organization Structure

The PRTPO shall have the following structure as set forth herein and as further described in the Bylaws.

A. Executive Board. An Executive Board is hereby established to be the governing body of the PRTPO. All voting members shall have representation on the Executive Board as described in the Bylaws.

B. Transportation Policy Board. A Transportation Policy Board is hereby established to provide policy advice to the Executive Board on regional transportation issues as provided by RCW 47.80.040. Composition of the Transportation Policy Board shall be determined as provided in the Bylaws.

C. Technical Advisory Committee. A Technical Advisory Committee is hereby established to provide technical advice to the Executive Board on all matters that may come before the Board. Composition of the Technical Advisory Committee shall be determined as provided in the Bylaws.

D. The Executive Board may establish other committees as needed to perform the duties of the PRTPO as provided in the Bylaws.

//

4. Bylaws

Bylaws shall be adopted to carry out the purpose and objectives set forth herein and shall, at a minimum, include schedules and rules for meetings as well as voting structures for the PRTPO and any board or committee thereof. The Bylaws shall initially be adopted by a majority vote of the total members of the organization and shall be amended as provided for in the Bylaws.

5. Lead Planning Agency

The PRTPO shall designate a Lead Planning Agency to perform the duties required by chapter 47.80 RCW and such other duties as assigned by the Executive Board.

The duties of the Lead Planning Agency shall include, but not be limited to, the following: provide staff support and coordination for the Executive Board, the Transportation Policy Board and the Technical Advisory Committee; hire, supervise and administer personnel, contractors and consultants as directed by the Executive Board; and provide such information, data, inventories and services as may be necessary to carry out the purposes of the PRTPO.

6. Fiscal Agent

The PRTPO shall designate a Fiscal Agent to perform the financial duties as assigned by the Executive Board. These may include, but are not limited to, the collection and disbursement of funds for the purposes of the organization and the provision of information, data, and services as may be necessary to carry out the financial obligations of the PRTPO. At the Executive Board's discretion, the Fiscal Agent may be the same entity as the Lead Planning Agency.

7. Financing

The PRTPO shall be financed in a manner as provided for in the Bylaws and through such local, state, federal, and/or private funding as becomes available. The PRTPO, or the Lead Planning Agency on behalf of the organization, is authorized to apply for such federal, state or private funding of any nature as may become available to assist the PRTPO in carrying out its purposes and functions.

8. Budget

The Lead Planning Agency shall develop a budget which will meet the anticipated expenses of the PRTPO for the coming budget year. The Lead Planning Agency shall submit the proposed budget to the Executive Board for review and comment.

9. Insurance

The Executive Board shall procure insurance sufficient to provide adequate coverage for the obligations and liabilities of the PRTPO.

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10. Duration

This Agreement is perpetual unless a member decides to withdraw from the PRTPO pursuant to Section 11 or the members agree to dissolve the PRTPO pursuant to Section 12 of this Agreement.

11. Withdrawal from the PRTPO

Any member shall have the right to withdraw from the PRTPO and this agreement by giving six months written notice to the Executive Board. The remaining members agree that such withdrawal will not absolve them of responsibility for meeting financial and other obligations of annual contracts or agreements of the PRTPO. Further, such withdrawal will not affect the continuation of the PRTPO unless the requirements of RCW 47.80.020 are no longer met.

12. Dissolution of the PRTPO

The PRTPO may be dissolved at any meeting of the Executive Board by a majority vote of all voting members, so long as all voting members were provided at least six months written notice of the proposed dissolution, or as otherwise provided for in the bylaws, and all voting members were provided an opportunity for comment on the motion.

Upon dissolution of the PRTPO, all liabilities, costs, expenses, and charges validly incurred shall be resolved. If any funds or assets of the PRTPO remain, such shall be returned as provided by law or contract, or distributed as determined by the Executive Board. The debts, liabilities, and obligations of the PRTPO shall not constitute a debt, liability or obligation of any member.

13. Binding effect

The undersigned public agencies agree that this Interlocal Agreement is binding and that each will use their best efforts for coordinated and cooperative transportation planning. All tribes expressly agree to a limited waiver of their sovereign immunity for the sole and limited purpose of committing to the terms and obligations of this Interlocal Agreement.

14. General Terms

A. Severability. If any provision of this Agreement, or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.

B. Counterparts. This agreement may be signed in multiple counterparts, each of which shall be considered the same as an original.

C. Publishing. In accordance with RCW 39.34.040, this Agreement shall be made available on the PRTPO website.

IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this ____ day of _____, 20___.

[signatures to follow]

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

[insert signature block here]

Guidance for Signing the PRTPO ILA

Signing the Agreement

Please insert a signature block onto the signature page of the ILA substantially in the form below. Add additional blocks if you require more than one signature to execute the agreement.

Jurisdiction:

_____ _____

Name Date
Title

Returning the Signed ILA

Please email a scanned version of signature page to Carla Sawyer carlasawyer@progressionsconsulting.com.

Please also send by USPS an original of the signature page to:

Jill Boltz
Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337

I

City Council Regular Business Meeting Agenda Bill

CITY OF BAINBRIDGE ISLAND

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (9:20 PM) Ordinance No. 2019-16 Relating to 2019 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

I move to forward for approval with the Consent Agenda on May 28, 2019, Ordinance No. 2019-16, amending the City's 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan.

SUMMARY:

This agenda item is for the City Council to consider amendments to the City's budget and the update to the Capital Improvement Plan. Included with this item is a consolidated ordinance capturing decisions which have been made previously by the Council since the beginning of this year.

FISCAL IMPACT:

Amount:	Net reduction of $126,358 across all items and funds.
Ongoing Cost:	
One-Time Cost:	-126,358
Included in Current Budget?	No

BACKGROUND:

During the calendar year, staff provides detail on budget adjustments for Council approval. Attached for the Council's consideration is an ordinance with first quarter budget amendments. The proposed ordinance also includes an amendment to the Capital Improvement Plan to adjust the dollar amount for the Sportsman/New Brooklyn Intersection Capital Project.

The following six budget amendments are proposed:

Appropriation decreases:

- Police Boat Repairs - The 2018 4th Quarter Budget Amendment moved forward sufficient spending authority for the police boat repair from the Adopted 2019-2020 Biennium Budget. This 2019 amendment reduces the 2019 budget as additional funding is not required for this item.

- Police Body Cameras - The 2018 4th Quarter Budget Amendment moved forward sufficient spending authority for the police body camera contract from the Adopted 2019-2020 Biennium Budget. This 2019 amendment reduces the 2019 budget as additional funding is not required for this item.

Appropriation increases:

- Police Search and Rescue Canine - This item increases appropriation authority to provide for the purchase of canine Officer Whitney, the City's new search and rescue canine.

- Housing Resources Bainbridge (HRB) – On February 5, 2019, the Council authorized the City Manager to execute a professional services agreement with HRB to develop a financial feasibility study in conjunction with development of the City-owned Suzuki property.

- Strategic Government Resources (SGR) Executive Search - This item increases appropriation authority to provide funding for a comprehensive search/recruitment to fill the Director of Finance vacancy.

- Sportsman Club/New Brooklyn Intersection Capital Project - This item increases appropriation authority and amends the 2019 CIP to reflect current project plans and estimates. On November 27, 2018, the Council authorized the City Manager to execute an amendment to the professional services agreement with Skillings Connolly, Inc. and approved the associated budget amendment to prepare the proposed roundabout design for the Sportsman Club New Brooklyn Intersection.

ATTACHMENTS:

Ord_2019-16_Attachment_A_-_Q1_Budget_Amendments.pdf

Ordinance 2019-16 - 2019 1st QTR Budget and CIP Amendments

FISCAL DETAILS:

Fund Name(s):

Coding:

2019 BUDGET AMENDMENTS
Presented to City Council May 14, 2019
Approved on May _____, 2019

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
Police Boat FEMA grant	The 2018 4th Quarter Budget Amendment moved forward sufficient spending authority for the police boat repair from the Adopted 2019-2020 Biennium Budget. This 2019 amendment reduces the 2019 budget as additional funding is not required for this item.	General Fund / Public Safety	$ 229,000	Decrease	No
Police Body Cameras	The 2018 4th Quarter Budget Amendment moved forward sufficient spending authority for the police body camera contract from the Adopted 2019-2020 Biennium Budget. This 2019 amendment reduces the 2019 budget as additional funding is not required for this item.	General Fund / Public Safety	$ 96,430	Decrease	No
Police Search and Rescue Canine	This item increases appropriation authority to provide for the purchase of canine Officer Whitney, the City's new search and rescue canine.	General Fund / Public Safety	$ 8,000	Increase	No
Housing Resources Bainbridge (HRB)	On February 5, 2019 the Council authorized the City Manager to execute a PSA with HRB to develop a financial feasibility study in conjunction with development of the City owned Suzuki property.	Affordable Housing Fund / Executive	$ 45,000	Increase	No
SGR Executive Search	This item increases appropriation authority to provide funding for a comprehensive search to fill the Director of Finance vacancy.	General Fund / Executive	$ 30,000	Increase	No
	TOTAL GENERAL FUND EXPENDITURE DECREASE		**$ (242,430)**		
Sportsman / New Brooklyn Capital Project	This item increases appropriation authority and amends the 2019 CIP to reflect current project plans and estimates. On November 27, 2018 Council authorized the City Manager to execute an amendment to the professional services agreement with Skillings Connolly, Inc. and approved the associated budget amendment to prepare the proposed roundabout design for the Sportsman Club New Brooklyn Intersection.	Capital Construction Fund / Public Works	$ 116,072	Increase	No

ORDINANCE NO. 2019-16

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan and providing for uses and/or expenditure amounts not foreseen at the time the budget and the Capital Improvement Plan were adopted.

WHEREAS, on October 23, 2018, the City Council adopted the 2019-2024 update to the Capital Improvement Plan via Ordinance No. 2018-36; and

WHEREAS, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget via Ordinance No. 2018-39; and

WHEREAS, a number of situations have occurred during 2019 which require the City to expend money on items, projects, and categories not included in the 2019-2020 biennial budget, including an amended expenditure in the 2019-2024 update to the Capital Improvement Plan.

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

Section 1. Ordinance No. 2018-39 adopting the 2019-2020 biennial budget, and Ordinance No. 2018-36 adopting the 2019-2024 update to the six-year Capital Improvement Plan, are amended as shown on the attached Exhibit A.

Section 2. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2019-2020 biennial budget and the 2019-2024 update to the Capital Improvement Plan. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 3. This ordinance shall take effect and be in force five days from and after its passage, approval, and publication as required by law.

PASSED by the City Council this ___ day of May 2019.

APPROVED by the Mayor this ___ day of May 2019.

_____
Kol Medina, Mayor

ATTEST / AUTHENTICATE:

_____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	May 6, 2019
PASSED BY THE CITY COUNCIL:	___ __, 2019
PUBLISHED:	___ __, 2019
EFFECTIVE DATE:	___ __, 2019
ORDINANCE NO:	2019-____

Attached: Exhibit A

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (9:30 PM) Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Executive

RECOMMENDED MOTION:

I move to adopt Ordinance No. 2019-11.

SUMMARY:

Ordinance No. 2019-11 is an emergency ordinance that, if adopted, would create a comprehensive permitting procedure for small wireless facilities ("SWFs") on Bainbridge Island. Staff recommends immediate adoption of Ordinance No. 2019-11 on May 14, 2019, in order to respond to changes in federal law regarding the processing of SWF permits.

FISCAL IMPACT:

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

BACKGROUND:

Under federal law, the Federal Communications Commission ("FCC") is granted extensive powers to regulate telecommunication services in the United States. On September 5, 2018, the FCC issued an order that dramatically changed how local governments can regulate deployments of small wireless facilities ("SWFs"). Some of the order came into effect on January 14, 2019, while the rest of the order came into effect on April 14, 2019.

The purpose of SWFs is to augment capacity for wireless data traffic in dense areas (primarily downtown cores and residential neighborhoods). SWFs typically consist of an antenna less than 3 cubic feet in volume, an equipment box, and wiring or "fiber." SWFs are typically mounted on utility or light poles in the right-of-way, or on an existing building or structure located outside of the right-of-way.

In response to the FCC's order, staff have consulted attorneys from the law firm Ogden Murphy Wallace ("OMW") on what updates to the City Code are now required. OMW have advised dozens of jurisdictions in Washington on these issues and have worked to develop model code language for local governments in Washington State.

In collaboration with OMW, staff have developed an interim regulatory framework for small wireless facilities in accordance with the requirements of the FCC's order. This framework consists of the following four pieces of legislation, all of which are before the City Council on May 14, 2019:

(1) Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities;

(2) Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards;

(3) Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees; and

(4) Resolution No. 2019-20, Updating the Administrative Manual to Address Small Wireless Facilities.

Staff recommends the immediate adoption of all four pieces of legislation on May 14, 2019, in order to have in place a complete interim regulatory framework for SWFs. Without this framework, the City Code conflicts with the FCC's order and doesn't provide a clear permitting process for SWFs. In the absence of a clear process, the disorderly deployment of SWFs within the City is likely and the City will likely be unable to effectively manage the use of the City's right-of way, leading to potential conflicts among the various uses of the right-of-way.

Under RCW 35A.13.190, a majority plus one of the City Council may adopt an emergency ordinance with an immediate effective date when necessary for the protection of public health, public safety, public property, or the public peace. If adopted, Ordinance No. 2019-11's permitting process for SWFs would remain in place indefinitely. However, staff anticipates further review of this permitting process in conjunction with the public process that will be undertaken with respect to Ordinance No. 2019-15. For more information on this process, see the cover page for Ordinance No. 2019-15.

ATTACHMENTS:

Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-11

AN ORDINANCE of the City OF Bainbridge Island, Washington, concerning small wireless facilities; Amending Title 19 of the Bainbridge Island Municipal Code to add a new Chapter 19.10 BIMC, authorizing and establishing permitting procedures for the deployment of small wireless facilities; Amending Chapter 19.02 BIMC regarding definitions and general applicability; Adopting findings in support of the foregoing; Providing for severability; Declaring a public emergency and establishing an immediate effective date.

WHEREAS, the Federal Communications Commission ("FCC") recently adopted a Declaratory Ruling, Order, and Regulation ("FCC Order"), which imposes limitations on local municipalities, including the City of Bainbridge Island ("City"), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, such regulations effectively required the City to have small wireless standards and procedures in place on or before January 14, 2019; and

WHEREAS, poles within the public rights-of-way have been identified by the FCC as a primary resource for the deployment of small wireless facilities which are intended to increase the density and accessibility of radio frequency signals employed by smart phones and other wireless devices; and

WHEREAS, the City does not have such regulations in place and so the City Council deems it to be in the public interest to revise, update, and add to its master permit requirements to deal specifically with small wireless facilities to be located in the City's rights-of-way, and to do so in conjunction with revisions and additions to the zoning code; and

WHEREAS, contemporaneously with the consideration of this ordinance, the City Council enacted amendments to Title 18 BIMC by amending Chapter 18.10 BIMC and adopting a new Chapter 18.10A BIMC authorizing and establishing aesthetic standards for the deployment of small wireless facilities; and

WHEREAS, the City Council finds that the existence of the federal regulations requires the immediate enactment of administrative procedures and processes to comply with the FCC Order; and

WHEREAS, RCW 35A.13.190 authorizes the City to expeditiously adopt ordinances due to a public emergency for the protection of the public peace, safety, or health; and

WHEREAS, the potential conflict between existing City review timelines and the presumptive safe harbor review times mandated by the FCC Order would likely prevent the City from effectively managing the use of the City's right-of-way leading to potential conflicts among the various uses of the right-of-way; and

WHEREAS, the absence of a clear permitting process is likely to lead to the disorderly deployment of small wireless facilities within the City of Bainbridge Island; and

WHEREAS, for the foregoing reasons, the City Council finds that an emergency exists and that the adoption of the permitting procedures set forth herein is necessary for the immediate preservation of the public peace, health, and safety.

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

Section 1. Purpose. The purpose of this ordinance is to adopt and establish revisions to the City's Telecommunications Code in response to the FCC Order restricting the City's ability to regulate the deployment of small wireless facilities.

Section 2. Findings. The City Council adopts its findings above and further finds that this ordinance is necessary, in conjunction with Ordinance No. 15, to address potential applications for small wireless facilities within the presumptive safe harbor review periods prescribed by the FCC Order. As such, a public emergency exists requiring that this ordinance take effect immediately upon passage.

Section 3. Amendment of BIMC 19.02.030. Section 19.02.030 of the Bainbridge Island Municipal Code is hereby amended to include a definition of "Small Wireless Facility" to read as follows:

"Small wireless facility" has the same meaning as defined in 47 CFR 1.6002.

Section 4. Amendment of BIMC 19.02.040.A. Section 19.02.040.A of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. Master Permit Requirement. An operator of a telecommunications ~~facility~~ system or a small wireless facility who seeks to locate telecommunications facilities in the right-of-way must obtain a master permit prior to constructing a telecommunication ~~facility~~ system or providing telecommunications services. The fact that a particular master permitted telecommunication ~~communications facility~~ system may be used for multiple purposes does not obviate the need to obtain a master permit for other purposes unless applicable federal or state law prohibits the City from requiring such additional master permit. No master permit shall become effective without the grantee signing an acceptance of the master permit.

Section 5. Adoption of New Chapter 19.10 BIMC. Title 19 of the Bainbridge Island Municipal Code is hereby amended to include a new Chapter 19.10 BIMC, to read as follows:

Chapter 19.10
SMALL WIRELESS FACILITIES

19.10.010	General provisions.
19.10.020	Application requirements for small wireless facilities.
19.10.030	Review Process.
19.10.040	Permit Requirements.
19.10.050	Modifications to small wireless facilities.
19.10.060	Concurrent Permit.
19.10.070	Appeals.
19.10.080	Removal of abandoned small wireless facilities.

19.10.010 General provisions.

A. Small wireless facilities shall not be considered nor regulated as essential public facilities.

B. Small wireless facilities located outside of the public rights-of-way may be either a primary or a secondary use. A different use of an existing structure on the same lot shall not preclude the installation of a small wireless facility.

C. No person may place, construct, or modify a wireless communication facility subject to this chapter without first obtaining the required permit(s), issued in accordance with this chapter.

D. Any request to deviate from this chapter shall be based on the modifications set forth in this chapter.

E. For the purposes of this chapter, the term “Director” shall mean the Director of Planning and Community Development or her or his designee.

19.10.020 Application requirements for small wireless facilities.

A. In order to manage its rights-of-way in a thoughtful manner which balances the need to accommodate new and evolving technologies with the preservation of the natural and aesthetic environment of the City, the City of Bainbridge Island has adopted this administrative process for the deployment of small wireless facilities.

B. Any application for a small wireless facility both inside and outside of the right-of-way shall comply with the following application requirements for a small wireless facility permit described in this chapter. Applications must also comply with the requirements of Chapter 18.10A BIMC. For small wireless facilities inside the right-of-way, the applicant must also comply with the requirements pursuant to Chapters 19.02 and 19.04 BIMC.

C. Consistent with BIMC 19.10.060, all permits, leases, and right-of-way use authorizations necessary for the deployment of small wireless facilities and, if applicable an application for a master permit, shall be reviewed concurrently and a decision rendered to the full extent feasible consistent with the timeframes established within federal and state law.

D. The small wireless facility permits and any other land use permit application submitted pursuant to this chapter shall be reviewed and issued by the Director. Applicants are encouraged and expected to provide all related applications in one submittal, unless they have already obtained a master permit. The Director is authorized to establish master permit and other application forms to gather the information required by these ordinances from applicants and to determine the completeness of the application process as provided herein.

1. Master Permit. The process typically begins with and depends upon approval of a Master Permit for the use of the public right-of-way to deploy small wireless facilities if any portion of the applicant's facilities are to be located in the right-of-way. An applicant with a master permit for the deployment of small wireless facilities in the City may proceed to directly apply for a small wireless facility permit and related approvals. An applicant at its option may utilize phased deployment.

2. Small Wireless Facility Permits. The application requires specification of the small wireless facility components and locations as further required in the small wireless facility permit application described in subsection E below. Prior to the issuance of a small wireless facility permit, the applicant shall pay a permit fee in an amount as determined by the City Council and adopted by resolution.

3. Associated Permit(s). The applicant shall attach all associated permit requirements, such as applications or check lists required under the Critical Areas, Shoreline, or SEPA ordinances. Applications for deployment of small wireless facilities in Design Zones or for new poles shall comply with the requirements in BIMC 18.10A.060.

4. Leases. An applicant who desires to attach a small wireless facility to any pole or structure which is owned by the City shall include an application for a lease as a component of its application. The City Council authorizes the Director to approve leases for small wireless facilities for City-owned light poles located in the right-of-way. Leases for the use of other public property, structures or facilities shall be submitted to the City Council for approval.

E. The following information shall be provided by all applicants for a small wireless facility permit:

1. The application shall provide specific locational information, including GIS coordinates of all proposed small wireless facilities, and specify where the small wireless facilities will utilize existing, replacement, or new poles or towers, existing buildings, or other structures. Ground mounted equipment (if authorized pursuant to Chapter 18.10A BIMC), conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the

additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:

(a) The location of overhead and underground public utility, telecommunication, cable, water, adjacent lighting, sewer drainage, and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees, and structures within 50 feet from the proposed project area.

(b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.

(c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility.

(d) Compliance with the aesthetic requirements of BIMC 18.10A.050.

2. The applicant must show written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. To extent that the pole or structure is not owned by the applicant, the applicant shall demonstrate in writing that they have authority from the pole owner to install the small wireless facility on the pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the pole owner and the applicant is not required. If the proposed small wireless facility is not within the rights-of-way, the applicant must provide written approval from the property owner. For City-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless facility permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.

3. The applicant can batch multiple small wireless facility sites in one application. The applicant is encouraged to batch the small wireless facility sites within an application in a contiguous service area.

4. Any application for a small wireless facility permit which contains an element which is not exempt from SEPA review shall simultaneously apply under Chapter 43.21C RCW and Chapter 16.04 BIMC. Further, any application proposing small wireless facilities in Shoreline Management Zones (pursuant to Chapter 16.12 BIMC) or in Critical Areas (pursuant to Chapter 16.20 BIMC) must indicate that the application is exempt or comply with the review processes in such codes.

5. The applicant shall submit a sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless facility permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.

6. The applicant shall provide proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

7. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans of the small wireless facilities and the antenna support structure or pole and foundation are designed to reasonably withstand typical loading requirements as well as wind and seismic loads.

8. Proof of a valid City of Bainbridge Island business license.

9. Recognizing that small wireless facility technology is rapidly evolving, the Director is authorized to adopt and publish standards for the technological and structural safety of City-owned structures and to formulate and publish application questions for use when an applicant seeks to attach to City-owned structures.

10. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.

19.10.030 Review Process.

A. Review. The following provisions relate to review of applications for a small wireless facility permit.

1. The City will review the permit application to determine compliance with this Chapter.

2. Vertical clearance shall be reviewed by the Director to ensure that the small wireless facilities will not pose a hazard to other users of the rights-of-ways.

3. Replacement poles and new poles shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, traffic warrants, city ordinances, and state and federal statutes and regulations in order to provide a clear and safe passage within the rights-of-way. Further, the location of any replacement pole or new pole must: be physically possible, cannot obstruct vehicular or pedestrian traffic or the clear zone, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health, or safety.

4. No equipment shall be operated so as to produce noise in violation of Chapter 16.16 BIMC.

5. Small wireless facilities may not encroach onto or over private property or property outside of the right of way without the property owner's express written consent.

B. Final Review. Small wireless facility permits will be reviewed and approved or denied by the Director.

C. Eligible Facilities Requests. The design approved in a small wireless facility permit shall be considered concealment elements and such facilities may only be expanded upon an Eligible Facilities Request described in Chapter 18.11 BIMC when the modification does not defeat the concealment elements of the small wireless facility.

D. Review of Facilities. Review of the site locations proposed by the applicant shall be governed by the provisions of 47 USC 253 and 47 USC 332 and other applicable statutes, regulations, and case law. Applicants for master permits and small wireless facility permits shall be treated in a competitively neutral and non-discriminatory manner with other service providers, utilizing supporting infrastructure that is functionally equivalent, that is, service providers whose facilities are similarly situated in terms of structure, placement, or cumulative impacts. Small wireless facility permit review under this Chapter shall neither prohibit nor have the effect of prohibiting the ability of an applicant to provide telecommunications services.

E. Withdrawal. Any applicant may withdraw an application submitted pursuant to BIMC 19.10.020 at any time, provided the withdrawal is in writing and signed by all persons who signed the original application or their successors in interest. When a withdrawal is received, the application shall be deemed null and void. If such withdrawal occurs prior to the Director's decision, then reimbursement of fees submitted in association with said application shall be prorated to withhold the amount of City costs incurred in processing the application prior to time of withdrawal. If such withdrawal is not accomplished prior to the Director's decision, there shall be no refund of all or any portion of such fee.

F. Supplemental Information. Failure of an applicant to provide supplemental application information as requested by the Director within sixty (60) days of notice by the Director shall be deemed a denial of that application, unless an extension period has been approved by the Director.

19.10.040 Permit Requirements.

A. Compliance. The grantee of any permit shall comply with all of the requirements within the small wireless facility permit.

B. Post-Construction As-Builts. Within thirty (30) days after construction of the small wireless facility, the grantee shall provide the City with as-builts of the small wireless facilities demonstrating compliance with the permit and site photographs.

C. Permit Time Limit. Construction of the small wireless facility must be completed within twelve (12) months after the approval date by the City. The grantee may request one (1) extension, to be limited to six (6) months, if the applicant cannot construct the small wireless facility within the original twelve (12) month period.

D. Site Safety and Maintenance. The grantee must maintain the small wireless facilities in safe and working condition. The grantee shall be responsible for the removal of any graffiti or other vandalism and shall keep the site neat and orderly, including but not limited to following any maintenance or modifications on the site.

E. Operational Activity. The grantee shall commence operation of the small wireless facility no later than six (6) months after construction. The grantee may request one (1) extension for an additional six (6) month period if the grantee can show that such operational activity is delayed due to the inability to connect to electrical or backhaul facilities.

19.10.050 Modifications to small wireless facilities.

A. If a grantee desires to make a modification to an existing small wireless facility, including but not limited to expanding or changing the antenna type, increasing the equipment enclosure, placing additional pole-mounted or ground-mounted equipment, or modifying the concealment elements, then, depending on the proposed modification, the applicant shall apply for a small wireless facility permit or an eligible facilities request, if appropriate, under Chapter 18.11 BIMC.

B. A small wireless facility permit shall not be required for routine maintenance and repair of a small wireless facility, or the replacement of an antenna or equipment of similar size, weight, and height, provided that such replacement does not defeat the concealment elements used in the original deployment of the small wireless facility, does not impact the structural integrity of the pole, and does not require pole replacement. Further, a small wireless facility permit shall not be required for replacing equipment within the equipment enclosure or reconfiguration of fiber or power to the small wireless facility. Right-of-way construction permits or building permit may be required for such routine maintenance, repair or replacement consistent with Chapters 19.02 and 19.04 BIMC.

19.10.060 Concurrent Permit.

A. As an exercise of police powers pursuant to RCW 35.99.040(2), if the applicant requires a new master permit to utilize the right-of-way, the master permit review and approval may run concurrently with the small wireless facility permit review if requested by the applicant, and the review shall be governed by the time limits established by federal law for small wireless facilities.

B. General standards applicable to the use of the rights-of-way described in Chapters 19.02 and 19.04 BIMC shall apply to all small wireless facility permits.

19.10.070 Appeals.

Small wireless facilities permit decisions are final decisions appealable to the Kitsap County Superior Court. The applicant may proceed forward with a permitted project that has been appealed at the applicant's own risk and subject to any subsequent court decision that may impact the applicant's ability to install such facilities.

19.10.080 Removal of abandoned small wireless facilities.

A. Any small wireless facility that, after the initial operation of the facility, is not used for the purpose for which it was intended at the time of filing the application for a continuous period of 12 months shall be considered abandoned.

B. The wireless telecommunication carrier of such abandoned small wireless facility shall remove the same within 90 days of receipt of a notice from the City notifying the owner or operator of such abandonment.

C. Whenever a facility is abandoned or ceases operation, the entire facility shall be removed, including, but not limited to, all antennas, antenna supports, feeder lines, base stations, electronic equipment, and the pole upon which the small wireless facility is located, unless the City determines that such pole shall remain. Failure to remove such an abandoned facility shall result in declaring the small wireless facility a public nuisance.

D. If there are two or more users of a single pole, then this section shall not become effective until all users cease using the pole.

Section 6. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 7. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 8. Declaration of Emergency; Effective Date. Based upon the findings set forth above, the City Council hereby declares, pursuant to RCW 35A.13.190, a public emergency requiring this ordinance to take effect immediately. This ordinance shall accordingly be in full force and effect immediately upon passage.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 10, 2019
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2019-11

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:40 PM) Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance **PROPOSED BY:** Executive

RECOMMENDED MOTION:

I move to adopt Ordinance No. 2019-15 and to set a public hearing on Ordinance No. 2019-15 to be held as part of the June 11, 2019 Business Meeting.

SUMMARY:

Ordinance No. 2019-15 is an interim official control that, if adopted, would set design standards for small wireless facilities ("SWFs") on Bainbridge Island. If adopted, Ordinance No. 2019-15 would take effect immediately and remain in effect for six months unless terminated earlier or subsequently extended by the City Council. A public hearing on Ordinance No. 2019-15 must be held within 60 days of adoption. Staff recommends immediate adoption of Ordinance No. 2019-15 on May 14, 2019, in order to respond to changes in federal law regarding the processing of SWF permits.

FISCAL IMPACT:

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

BACKGROUND:

The Federal Communications Commission ("FCC") has taken the position that some local aesthetic requirements for small wireless facilities ("SWFs") are preempted by federal law. Specifically, the FFC has decided that aesthetic requirements are not preempted if they are: (1) reasonable; (2) no more burdensome than those applied to other types of infrastructure deployments; and (3) published in advance.

Staff have consulted attorneys from the law firm Ogden Murphy Wallace ("OMW") regarding what aesthetic requirements the City could adopt related to SWFs. Attorneys from OMW have advised dozens of jurisdictions in Washington on these issues and have worked to develop model code language for local governments in Washington State. Staff and OMW have collaborated to draft the interim design standards contained in Ordinance No. 2019-15, which draw extensively from OMW's model code and experience from other jurisdictions.

Ordinance No. 2019-15 proposes to amend Title 18 BIMC to adopt interim design standards for SWFs. In addition to setting general standards for all SWFs, the interim design standards include specific standards for SWFs:

>Located on existing or replacement non-wooden light poles or utility poles;

>Located on existing or replacement wooden poles;

>Attached to existing buildings;

>Strung on cables between existing utility poles;

>Mounted on new poles; and

>Installed in certain design zones located within the City.

If Ordinance No. 2019-15 is adopted on May 14, 2019, the next step would be for the City Council to hold a public hearing on the interim design standards. Following the public hearing, staff would then begin development of permanent design standards. Under the City Code, Planning Commission review and recommendation is required, including a public hearing before the Planning Commission. Residents, wireless providers, and other interested parties would have the opportunity to submit comments at either of the public hearings or during regular public comment at City Council and Planning Commission meetings.

For additional background outlining the necessity of immediate action on Ordinance Nos. 2019-11 and 2019-15 and Resolutions Nos. 2019-18 and 2019-20, please see the cover page for Ordinance No. 2019-11.

ATTACHMENTS:

Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-15

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communications facilities; Amending Title 18 of the Bainbridge Island Municipal Code to add a new Chapter 18.10A BIMC, authorizing and establishing design and concealment standards for small wireless facilities; Amending BIMC 18.10.030 regarding definitions; Revising BIMC 18.10.010 to adopt applicability section; Repealing and replacing in full Chapter 18.11 BIMC concerning eligible facilities requests; Adopting findings in support of the foregoing; Requiring a post-adoption public hearing on the foregoing; Providing for severability; Declaring a public emergency and establishing an immediate effective date.

WHEREAS, the Federal Communications Commission ("FCC") recently adopted a Declaratory Ruling, Order, and Regulation ("FCC Order"), which imposes limitations on local municipalities including the City of Bainbridge Island ("City") regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council finds that the existence of the federal regulations requires the immediate enactment of administrative procedures and processes which can comply with the FCC Order; and

WHEREAS, the aesthetic design and concealment standards that govern deployment of small wireless facilities will become part of Chapter 18.10A BIMC; and

WHEREAS, contemporaneous with the consideration of this ordinance, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City's standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of this interim official control ordinance will allow the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for its citizens to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that adopting interim official control as set forth herein for up to six (6) months is necessary for the immediate preservation of the public peace, health, or safety.

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

Section 1. Purpose. The purpose of this ordinance is to adopt and establish interim aesthetic requirements and revisions to the City's wireless communications facilities code provisions in response to the FCC Order for a period of six (6) months, or until such earlier time as permanent regulations may be adopted.

Section 2. Findings. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council further finds that this ordinance is necessary, in conjunction with Ordinance No. 2019-11, to address potential applications for small wireless facilities within the presumptive safe harbor review periods prescribed by the FCC Order. As such, a public emergency exists requiring that this ordinance take effect immediately upon passage.

Section 3. Amendment of BIMC 18.10.010. Section 18.10.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

18.10.010 – ~~Purpose.~~ General Provisions.

A. This chapter addresses the issues of location and appearance associated with wireless communication facilities ("WCFs"). It provides adequate siting opportunities through a wide range of locations and options which minimize safety hazards and visual impacts sometimes associated with wireless communications technology. The chapter encourages siting of facilities on existing buildings or structures, co-location of several providers' facilities on a single support structure, and visual mitigation measures to maintain neighborhood appearance and reduce visual clutter in the city.

B. Applicability

1. Applicability. The provisions of this chapter shall apply to all new WCFs located within the boundaries of the City, and for any modification to an existing WCF that is not governed by Chapter 18.11 BIMC, provided that this chapter shall not apply to small wireless facilities that are permitted under Chapter 19.10 BIMC and are subject to Chapter 18.10A BIMC.

2. Permit Required. Any person who desires to place any WCF within the boundaries of the city must apply to the city for the appropriate wireless communication facility permit.

3. Lease Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.

4. Master Permit Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the WCF will be located within the city's right-of-way, the applicant shall be required to obtain a master permit, consistent with Chapters 19.02 and 19.04 BIMC, from the city for the use of the city's right-of-way.

Section 4. Amendment of Table 18.09.020. The Utility and Telecommunications section of Table 18.09.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

UTILITY AND TELECOMMUNICATIONS Note: Utility and telecommunications uses may be subject to additional requirements in BIMC 16.12.030.C.7.																				
ZONING DISTRICT USE CATEGORY/TYPE	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-1	Use-Specific Standards BIMC 18.09.030
											CC	MA	EA	Gate	Ferry [1]					
Monopole or Lattice Tower	P																	P		
Small Wind Energy Generator	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P/C	P/C	P/C	F-1
Utility, Primary	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	F-2
Public Communications Tower	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P	A	F-3
Wireless Communication Facilities, Facility I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Wireless Communication Facilities, Facility II	P										P	P	P	P	P	P	P	P	P	
Wireless Communication Facilities, Facility III	P																	P	P	
Small Wireless Facilities	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B-5

Section 5. Amendment of BIMC 18.09.030. Section 18.09.030 of the Bainbridge Island Municipal Code is hereby amended to include a new Subsection 18.09.030.B.5, to read as follows:

5. Small wireless facilities. Except for locations in the right-of-way, small wireless facilities are prohibited on any property containing a residential use in the residential zones.

Section 6. Adoption of New Chapter 18.10A BIMC. Title 18 of the Bainbridge Island Municipal Code is hereby amended to include a new Chapter 18.10A BIMC, to read as follows:

Chapter 18.10A
USE REGULATIONS - SMALL WIRELESS FACILITIES

18.10A.010 Purpose.
18.10A.020 Applicability.
18.10A.030 Definitions.
18.10A.040 Design Zones.
18.10A.050 Design and Concealment standards for small wireless facilities.
18.10A.060 New poles for small wireless facilities and installations in a Design Zone.

18.10A.010 Purpose.

The purposes of this chapter are to set forth regulations for the placement and development of small wireless facilities. Among the purposes included are to:

A. Manage reasonable access to the right-of-way of the City for communication purposes on a nondiscriminatory basis.

B. Conserve the limited physical capacity of the public rights-of-way held in public trust by the City.

C. Ensure that all service providers maintaining facilities or providing services within the City comply with the ordinances, rules, and regulations of the City.

D. Reduce unnecessary local regulation of providers and services.

E. Ensure that the City can continue to fairly and responsibly protect the public health, safety, and welfare.

F. Encourage the provision of advanced and competitive telecommunications, on the widest possible basis to the businesses, institutions and residents of the City.

G. Minimize potential adverse visual, aesthetic, and safety impacts of small wireless facilities.

H. Encourage the design of such small wireless facilities to be aesthetically and architecturally compatible with the surrounding built and natural environments where possible.

I. Encourage the collocation or attachment of small wireless facilities on existing support structures to help minimize the total number and impact of such structures throughout the community.

J. Reserve to the City and provide for the fullest exercise possible of the authority and discretion of the City to require that:

1. Facilities are installed and maintained within the public rights-of-way in such manner and at such points so as not to inconvenience the public use of the public rights-of-way or to adversely affect the public, safety and welfare; and

2. All non-City users of the rights-of-way shall be required to reimburse and hold harmless the City for the actual costs incurred by the City by reason of the construction or presence in the public rights-of-way of the facilities of such other users.

18.10A.020 Applicability.

Any application for a small wireless facility both inside and outside of the right-of-way shall comply with the following application requirements for a small wireless facility permit described in this chapter. Applications must also comply with the requirements of Chapter 19.10 BIMC. For small wireless facilities inside the right-of-way, the applicant must also comply with the requirements of Chapters 19.02 and 19.04 BIMC.

18.10A.030 Definitions.

For the purpose of this chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein. Words not otherwise defined shall have their common and ordinary meaning:

A. "Antenna" means an apparatus designed for the purpose of emitting radiofrequency ("RF") radiation, to be operated or operating from a fixed location pursuant to FCC authorization, for the provision of personal wireless service and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under 47 CFR Part 15.

B. "Applicant" means any person or corporation submitting an application for a small wireless facility permit.

C. "City property" means any real property owned by City, whether in fee or other ownership estate of interest.

D. "Collocation" means (1) mounting or installing an antenna facility on a pre-existing structure, and/or (2) modifying a structure for the purpose of mounting or installing an antenna facility on that structure. Provided that, for purposes of Eligible Facilities Requests, "collocation" means the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.

E. “Director” means the Director of Planning and Community Development or his/her designee.

F. “FCC” or “Federal Communications Commission” means the federal administrative agency, or lawful successor, authorized to regulate and oversee telecommunications carriers, services and providers on a national level.

G. “Grantee” means a person holding a master permit.

H. “Light Pole” means a pole used primarily for lighting streets, parking areas, parks or pedestrian paths.

I. “Master Permit” means the authorization granted by the City to an operator of a telecommunications system, under this title, giving the operator the nonexclusive right to occupy the space, or use facilities upon, across, beneath, or over any public right-of-way in the City, to provide a specified service within a master permit area. Such master permit shall not include or be a substitute for:

1. Any other permit or authorization required for the privilege of transacting and carrying on a business within the City required by the ordinances and laws of the City;

2. Any permit, agreement or authorization required in connection with operations on or in public streets or property, including, by way of example and not limitation, street cut permits;

3. Any permits or agreements for occupying any other property of the City or private entities to which access is not specifically granted by the master permit including, without limitation, permits and agreements for placing devices on or in poles, conduits, other structures, or railroad easements, whether owned by the City, or a private entity; or

4. The right to place devices in the right-of-way, such as pay telephones, for end user use in terminating or originating transmissions.

By way of example, and without limiting the foregoing, this title shall not be read to diminish or in any way affect the authority of the City to control the use of the City’s real estate, fixtures or personal property. Therefore, any person who desires to use such property must obtain additional approvals, or agreements for that purpose, as may be required by the City.

J. “Public right-of-way” or “right-of-way” means land acquired or dedicated for public roads and streets but does not include:

1. State highways;

2. Land dedicated for road, streets, and highways not opened and not improved for motor vehicle use by the public;

3. Structures, including poles and conduits, located within the right-of-way;

4. Federally granted trust lands or forest board trust lands;

5. Lands owned or managed by the state parks and recreation commission; or

6. Federally granted railroad rights-of-way acquired under 43 U.S.C. Sec 912 and related provisions of federal law that are not open for motor vehicle use.

K. "Service provider" is defined consistently with RCW 35.99.010(6). Service provider shall include those infrastructure companies that provide telecommunications services or equipment to enable the deployment of telecommunication services.

L. "Small wireless" and "small wireless facility" shall have the same meaning as a "small wireless facility" as set forth in 47 CFR 1.6002.

M. "Structure" means a pole, tower, base station, or other building, whether or not it has an existing antenna facility, that is used or to be used for the provision of telecommunications service (whether on its own or comingled with other types of services).

N. "Telecommunications facilities" means the plant, equipment and property including, but not limited to, cables, wires, conduits, ducts, pedestals, electronics, and other appurtenances used or to be used to transmit, receive, distribute, provide or offer wireline or wireless telecommunications service.

O. "Telecommunications service" means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means for hire, sale, or resale to the general public. For the purpose of this subsection, "information" means knowledge or intelligence represented by any form of writing, signs, signals, pictures, sounds, or any other symbols. For the purpose of this chapter, telecommunications service excludes the over-the-air transmission of broadcast television or broadcast radio signals.

P. "Traffic Signal Poles" means a pole that supports equipment used for controlling traffic, including but not limited to traffic lights, rapid flashing beacons, speed radar, and school zone flashers.

Q. "Transmission equipment" means equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

R. "Unified enclosure" means a small wireless facility providing concealment of antennas and equipment within a single enclosure.

S. "Utility pole" means a structure designed and used primarily for the support of electrical wires, telephone wires, television cable, traffic signals, or lighting for streets, parking areas, or pedestrian paths.

T. "Wireline" means services provided using a physically tangible means of transmission, including without limitation wire or cable, and the apparatus used for such transmission.

18.10A.040 Design Zones.

A. The following areas, as defined in Chapter 18.06 BIMC, are designated as Design Zones for the purpose of siting small wireless facilities:

1. Mixed Use Town Center;

2. Neighborhood Service Centers;

3. HS Road zoning districts; and

4. In the right-of-way of State Highway 305 from Harborview Drive SE to High School Road.

B. Any applicant who desires to place a small wireless facility in a Design Zone must first establish that the applicant cannot locate the small wireless facility outside of the Design Zone. Applications for small wireless facilities in a Design Zone may be approved if the applicant demonstrates that due to technical infeasibility the applicant cannot locate the proposed small wireless facility on an existing or replacement pole within 500 feet of the proposed site and outside of the Design Zone.

C. Applications for small wireless facilities within Design Zones are approved or denied by the Director and must comply with a concealment element design described in BIMC 18.10A.060 below.

18.10A.050 Design and Concealment standards for small wireless facilities.

Small wireless facility deployments permitted inside or outside the right-of way shall conform to the following design standards:

A. Small wireless facilities attached to existing or replacement non-wooden light poles or utility poles in the right-of-way or non-wooden light poles or utility poles outside of the right-of-way shall conform to the following design criteria:

1. Upon adoption of a City standard small wireless facility pole design(s) within the Design and Construction Standards, an applicant is encouraged to first consider using or modifying the standard pole design to accommodate its small wireless facility without substantially changing the outward visual and aesthetic character of the design. The applicant, upon a showing that use or modification of the standard pole design is either technically or physically infeasible, or that the modified pole design will not comply with the City's ADA, sidewalk clearance requirements and/or would violate electrical or other safety standards, may deviate from the adopted standard pole design and use the design standards as adopted in this subsection A.

2. The applicant shall minimize to the extent possible the antenna and equipment space and shall use the smallest amount of enclosure possible to fit the necessary equipment. The antennas and equipment shall be located using one of the following methods:

(a) Concealed completely within the pole or pole base. Antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) shall be fully concealed within the pole, unless such concealment is otherwise technically infeasible, or is incompatible with the pole design. If within the pole base, the base shall meet the ADA requirements and not impact the pedestrian access route.

(b) Located on a pole. If located on a pole, antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) must be camouflaged to appear as an integral part of the pole or flush mounted to the pole, meaning for antennas no more than twelve (12) inches off of the pole and for associated equipment no more than six (6) inches off the pole, and must be the minimum size necessary for the intended purpose, but in no event shall any antenna exceed three (3) cubic feet in volume. The equipment enclosure and all other wireless equipment associated with the pole (including but not limited to conduit), including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. If the equipment enclosure is permitted on the exterior of the pole, the applicant is required to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs or the equipment itself. The applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than six (6) inches from the surface of the pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the pole.

(c) Underground in a utility vault. If located underground, the access lid to the equipment enclosure shall be located outside the footprint of any pedestrian curb ramp and shall have a nonskid surface meeting ADA requirement if located within an existing pedestrian access route.

(d) On private property. If located on private property, the applicant shall submit a copy of a letter of authority from the private property owner prior to the small wireless facility permit issuance.

3. The furthest point of any equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.

4. All conduit, cables, wires and fiber must be routed internally in the non-wooden pole. Full concealment of all conduit, cables, wires and fiber is required within mounting brackets, shrouds, canisters or sleeves if attaching to exterior antennas or equipment.

5. An antenna on top of an existing pole may not extend more than six (6) feet above the height of the existing pole and the diameter may not exceed sixteen (16) inches, measured at the top of the pole, unless the applicant can demonstrate that more space is technically needed. The antennas shall be integrated into the pole design so that it appears as a continuation of the original pole, including colored or painted to match the pole, and shall be shrouded or screened to blend with the pole except for canister antennas which shall not require screening. All cabling and mounting hardware/brackets from the bottom of the antenna to the top of the pole shall be fully concealed and integrated with the pole.

6. Any replacement pole shall substantially conform to the design of the pole it is replacing or the neighboring pole design standards utilized within the contiguous right-of-way. Any replacement pole shall be placed as close to the original pole as possible, but no more than five (5) feet from the existing pole location.

7. The height of any replacement pole may not extend more than six (6) feet above the height of the existing pole or the minimum additional height technically necessary; provided, that the height of the replacement pole cannot be extended further by additional antenna height.

8. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall, to the extent technically feasible, not be more than a twenty (20) inches measured at the base of the pole, unless additional diameter is needed in order to conceal equipment within the base of the pole, and shall comply with the requirements in subsection E.4 below.

9. The use of the pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

B. Wooden pole design standards. Small wireless facilities located on wooden poles shall conform to the following design criteria:

1. The wooden pole at the proposed location may be replaced with a taller pole for the purpose of accommodating a small wireless facility; provided, that the replacement pole shall not exceed a height that is a maximum of ten (10) feet taller than the existing pole, unless a further height increase is required and confirmed in writing by the pole owner and that such height extension is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities.

2. A pole extender may be used instead of replacing an existing pole but may not increase the height of the existing pole by more than ten (10) feet, unless a further height increase is required and confirmed in writing by the pole owner and that such height increase is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities. A "pole extender" as used herein is an object affixed between the pole and the antenna for the purpose of increasing the height of the antenna above the pole. The pole extender shall be painted to approximately match the color of the pole and shall substantially match the diameter of the pole measured at the top of the pole.

3. Replacement wooden poles must either match the approximate color and materials of the replaced pole or shall be the standard new wooden pole used by the pole owner in the City.

4. Antennas, equipment enclosures, and all ancillary equipment, boxes and conduit shall be colored or painted to match the approximate color of the surface of the wooden pole on which they are attached.

5. Antennas shall not be mounted more than twelve (12) inches from the surface of the wooden pole.

6. Antennas should be placed in an effort to minimize visual clutter and obtrusiveness. Multiple antennas are permitted on a wooden pole provided that each antenna enclosure shall not be more than three (3) cubic feet in volume.

7. A canister antenna may be mounted on top of an existing wooden pole, which may not exceed the height requirements described in subsection B.1 above. A canister antenna mounted on the top of a wooden pole shall not exceed sixteen (16) inches, measured at the top of the pole, and shall be colored or painted to match the pole. The canister antenna must be placed to look as if it is an extension of the pole. In the alternative, the applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than twelve (12) inches from the surface of the wooden pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the wooden pole.

8. The furthest point of any antenna or equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.

9. An omni-directional antenna may be mounted on the top of an existing wooden pole, provided such antenna is no more than four (4) feet in height and is mounted directly on the top of a pole or attached to a sleeve made to look like the exterior of the pole as close to the top of the pole as technically feasible. All cables shall be concealed within the sleeve between the bottom of the antenna and the mounting bracket.

10. All related equipment, including but not limited to ancillary equipment, radios, cables, associated shrouding, microwaves, and conduit which are mounted on wooden poles shall not be mounted more than six (6) inches from the surface of the pole, unless a further distance is technically required, and is confirmed in writing by the pole owner.

11. Equipment for small wireless facilities shall be attached to the wooden pole or placed in accordance with subsection E.1. For equipment placed on the pole, the equipment must be placed in the smallest enclosure possible for the intended purpose. The equipment enclosure and all other wireless equipment associated with the utility pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. Multiple equipment enclosures may be acceptable if designed to more closely integrate with the pole design and does not cumulatively exceed twenty-eight (28) cubic feet. The applicant is encouraged to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs or the equipment itself.

12. An applicant who desires to enclose both its antennas and equipment within one unified enclosure may do so, provided that such enclosure is the minimum size necessary for its intended purpose and the enclosure and all other wireless equipment associated with the pole, including wireless equipment associated with the antenna and any pre-exiting associated equipment on the pole does not exceed twenty-eight (28) cubic feet. The unified enclosure may not be placed more than twelve (12) inches from the surface of the pole. To the extent possible, the unified enclosure shall be placed so as to appear as an integrated part of the pole or behind banners or signs, provided that such location does not interfere with the operation of the banners or signs.

13. The visual effect of the small wireless facility on all other aspects of the appearance of the wooden pole shall be minimized to the greatest extent possible.

14. The use of the wooden pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

15. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall not be more than a 25% increase of the existing utility pole measured at the base of the pole, unless additional diameter is needed for structural integrity of the pole, and shall comply with the requirements in subsection E.4 below.

16. All cables and wires shall be routed through conduit along the outside of the pole. The outside conduit shall be colored or painted to match the pole. The number of conduit shall be minimized to the number technically necessary to accommodate the small wireless facility.

C. Small wireless facilities attached to existing buildings, shall conform to the following design criteria:

1. Small wireless facilities may be mounted to the sides of a building if the antennas do not interrupt the building's architectural theme.

2. The interruption of architectural lines or horizontal or vertical reveals is discouraged.

3. New architectural features such as columns, pilasters, corbels, or other ornamentation that conceal antennas may be used if it complements the architecture of the existing building.

4. Small wireless facilities shall utilize the smallest mounting brackets necessary in order to provide the smallest offset from the building.

5. Skirts or shrouds shall be utilized on the sides and bottoms of antennas in order to conceal mounting hardware, create a cleaner appearance, and minimize the visual impact of the antennas. Exposed cabling/wiring is prohibited.

6. Small wireless facilities shall be colored, painted and textured to match the adjacent building surfaces, unless otherwise technically infeasible.

7. Small wireless facilities must meet the height requirement of the underlying zoning district.

8. Feed lines and coaxial cables shall be located below the parapet of the rooftop.

9. If a cabinet enclosure cannot be located within the building where the wireless communication facilities will be located, then the City's first preference is for the wireless telecommunication carrier to locate the equipment on the roof of the building. If the equipment can be screened by placing the equipment below the parapet walls, no additional screening is required. If screening is required, the proposed screening must be consistent with the existing building in terms of color, design, architectural style, and material. If the cabinet equipment cannot be located on the roof or within the building then it shall be located underground consistent with subsection E.1.

D. Small wireless facilities mounted on cables strung between existing utility poles shall conform to the following standards.

1. Each strand mounted facility shall not exceed three (3) cubic feet in volume.

2. Only one strand mounted facility is permitted between any two existing poles.

3. The pole must be able to support the necessary load requirements of the strand mounted facility.

4. The strand mounted devices shall be placed as close as possible to the nearest utility pole, in no event more than five (5) feet from the pole unless a greater instance technically necessary or is required by the pole owner for safety clearance.

5. No strand mounted device shall be located in or above the portion of the roadway open to vehicular traffic.

6. Ground mounted equipment to accommodate a shared mounted facility is not permitted except when placed in pre-existing equipment cabinets.

7. Pole mounted equipment shall comply with the requirements of subsections A or B above, as applicable.

8. Such strand mounted devices must be installed to cause the least visual impact and without excess exterior cabling or wires (other than the original strand).

9. Strand mounted facilities are only permitted on poles that have existing overhead wirelines.

E. General requirements.

1. Ground mounted equipment in the rights of way is prohibited, unless such facilities are placed under ground or the applicant can demonstrate that pole mounted or undergrounded equipment is technically infeasible. If ground mounted equipment is necessary, then the applicant shall submit a concealment element plan. Generators located in the rights of way are prohibited.

2. No equipment shall be operated so as to produce noise in violation of Chapter 16.16 BIMC.

3. Small wireless facilities are not permitted on traffic signal poles unless denial of the siting could be a prohibition or effective prohibition of the applicant's ability to provide telecommunications service in violation of 47 USC §§ 253 and 332.

4. Replacement poles and new poles shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, City ordinance, and state and federal laws and regulations in order to provide a clear and safe passage within the rights-of-way. Further, the location of any replacement or new pole must: be physically possible, comply with applicable traffic warrants, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health or safety.

5. No signage, message or identification other than the manufacturer's identification or identification required by governing law is allowed to be portrayed on any antenna or equipment enclosure. Any permitted signage shall be located on the equipment enclosures and be of the minimum amount possible to achieve the intended purpose (no larger than 4x6 inches); provided, that signs are permitted as concealment element techniques where appropriate.

6. Antennas and related equipment shall not be illuminated except for security reasons, required by a federal or state authority, or unless approved as part of a concealment element plan.

7. Side arm mounts for antennas or equipment must be the minimum extension necessary and may not create a gap of more than twelve (12) inches for wooden poles and no more than six (6) inches for non-wooden poles between the pole and the antennas or equipment.

8. The preferred location of a small wireless facility on a pole is the location with the least visible impact.

9. Antennas, equipment enclosures, and ancillary equipment, conduit and cable, shall not dominate the structure or pole upon which they are attached.

10. Except for locations in the right-of-way, small wireless facilities are prohibited on any property containing a residential use in the residential zones.

11. The City may consider the cumulative visual effects of small wireless facilities mounted on poles within the rights-of-way when assessing proposed siting locations so as to not adversely affect the visual character of the City. This provision shall not be applied to limit the number of permits issued when no alternative sites are reasonably available nor to impose a technological requirement on the applicant.

12. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would effectively prohibit the applicant from providing a wireless service, alternative forms of concealment or deployment may be permitted which provide similar or greater protections from negative visual impacts to the streetscape.

18.10A.060 New poles for small wireless facilities and installations in a Design Zone.

A. New poles for small wireless facilities or for installations of small wireless facilities in a Design Zone are only permitted if the applicant can establish that:

1. The proposed small wireless facility cannot be located on an existing utility pole or light pole, electrical transmission tower, or on a site outside of the public rights of way such as public non-park property, a building, a transmission tower, or in or on a non-residential use in a residential zone whether by roof or panel-mount or separate structure;

2. The proposed small wireless facility complies with the applicable requirements of BIMC 18.10A.050;

3. The proposed small wireless facility receives approval for a concealment element design, as described in subsection C below;

4. The proposed small wireless facility also complies with Shoreline Management Act, SEPA, and any other relevant law or regulation if applicable; and

5. No new poles shall be located in a critical area or associated buffer or setback required by Chapter 16.20 BIMC except when determined to be exempt pursuant to Chapter 16.20 BIMC.

B. An application for a new pole or installation in a Design Zone is subject to review and approval or denial by the Director.

C. The concealment element design shall include the design of the screening, fencing, or other concealment technology for a tower, pole, or equipment structure, and all related transmission equipment or facilities associated with the proposed small wireless facility, including but not limited to fiber and power connections.

1. The concealment element design should seek to minimize the visual obtrusiveness of the small wireless facility. The proposed pole or structure should have similar designs to existing neighboring poles in the rights-of-way, including similar height to the extent technically feasible. If the proposed small wireless facility is placed on a replacement pole in a Design Zone, then the replacement pole shall be of the same general design as the pole it is replacing, unless the Department of Planning and Community Development otherwise approves a variation due to aesthetic or safety concerns. Any concealment element design for a small wireless facility should attempt to mimic the design of such pole and integrate the small wireless facility into the design of the pole. Other concealment methods include, but are not limited to, integrating the installation with architectural features or building design components, utilization of coverings or concealment devices of similar material, color, and texture - or the appearance thereof - as the surface against which the installation will be seen or on which it will be installed, landscape design, or other camouflage strategies appropriate for the type of installation. Applicants are required to utilize designs in which all conduit and wirelines are installed internally in the structure.

2. If the Director has already approved a concealment element design either for the applicant or another small wireless facility along the same public right-of-way or for the same pole type, then the applicant shall utilize a substantially similar concealment element design, unless it can show that such concealment element design is not physically or technologically feasible, or that such deployment would undermine the generally applicable design standards.

D. Even if an alternative location is established pursuant to BIMC 18.10A.060.A.1, the Director may determine that a new pole in the right-of-way is in fact a superior alternative based on the impact to the City, the concealment element design, the City's Comprehensive Plan and the added benefits to the community.

E. Prior to the issuance of a permit to construct a new pole or ground mounted equipment in the right-of-way, the applicant must obtain a site-specific agreement from the City to locate such new pole or ground mounted equipment. The requirement also applies to the placement of replacement poles when the replacement is necessary for the installation or attachment of the small wireless facility, the replacement structure is higher than the replaced structure, and the overall height of the replacement structure and the wireless facility is more than sixty (60) feet.

F. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant, alternative forms of concealment or deployment may be permitted which provide similar or greater protections of the street scape.

Section 7. Repeal and Replacement of Chapter 18.11 BIMC. Chapter 18.11 of the Bainbridge Island Municipal Code is hereby repealed in its entirety and replaced by the following:

Chapter 18.11
Eligible Facilities Requests

18.11.010 Definitions.
18.11.020 Application.
18.11.030 Qualification as an Eligible Facilities Request.
18.11.040 Timeframe for Review.
18.11.050 Tolling of the Time Frame for Review.
18.11.060 Determination That Application Is Not an Eligible Facilities Request.
18.11.070 Failure to Act.
18.11.080 Enforcement

18.11.010 Definitions

The following definitions shall apply to Eligible Facilities Requests only as described in this Chapter 18.11 BIMC.

A. "Base Station": A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined herein nor any equipment associated with a tower. Base Station includes, without limitation:

1. Equipment associated with wireless communications services as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

2. Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems ("DAS") and small wireless networks).

3. Any structure other than a tower that, at the time the relevant application is filed (with jurisdiction) under this section, supports or houses equipment described in subparagraph (i) and (ii) above that has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support.

4. The term does not include any structure that, at the time the Eligible Facilities Request application is filed with the City, does not support or house equipment described in subparagraph 1.a and 1.b above.

B. "Collocation": The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communication purposes.

C. "Eligible Facilities Request": Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:

1. Collocation of new transmission equipment;

2. Removal of transmission equipment; or

3. Replacement of transmission equipment.

D. "Eligible support structure": Any tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with the City.

E. "Existing": A constructed tower or base station is existing if it has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

F. "Substantial Change": A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

1. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten (10) feet, whichever is greater;

2. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20) feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;

3. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and Base Stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

4. It entails any excavation or deployment outside the current site;

5. It would defeat the concealment elements of the eligible support structure; or

6. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided, however, that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

G. "Tower": Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixes wireless services such as microwave backhaul and the associated site.

H. "Transmission equipment". Equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

18.11.020 Application.

The Director shall prepare and make publicly available an application form used to consider whether an application is an Eligible Facilities Request. The application may not require the applicant to demonstrate a need or business case for the proposed modification. Prior to the issuance of an Eligible Facilities Request permit, the applicant shall pay a permit fee in an amount as determined by the City Council and adopted by resolution.

18.11.030 Qualification as an Eligible Facilities Request.

Upon receipt of an application for an Eligible Facilities Request, the Director shall review such application to determine whether the application qualifies as an Eligible Facilities Request.

18.11.040 Timeframe for Review.

Within sixty (60) days of the date on which an applicant submits an Eligible Facilities Request application, the Director shall approve the application unless it determines that the application is

not covered by this Chapter 18.11 BIMC.

18.11.050 Tolling of the Time Frame for Review.

A. The sixty (60) day review period begins to run when the application is filed and may be tolled only by mutual agreement by the Director and the applicant or in cases where the Director determines that the application is incomplete. .

1. To toll the timeframe for incompleteness, the Director shall provide written notice to the applicant within thirty (30) days of receipt of the application, clearly and specifically delineating all missing documents or information required in the application.

2. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the Director's notice of incompleteness.

3. Following a supplemental submission, the Director will notify the applicant within ten (10) days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this subsection. Second or subsequent notice of incompleteness may not specify missing documents or information that was not delineated in the original notice of incompleteness.

18.11.060 Determination That Application Is Not an Eligible Facilities Request.

If the Director determines that the applicant's request does not qualify as an Eligible Facilities Request, the Director shall deny the application.

18.11.070 Failure to Act.

In the event the Director fails to approve or deny a request for an Eligible Facilities Request within the timeframe for review (accounting for any tolling), the request shall be deemed granted. The deemed grant does not become effective until the applicant notifies the Director in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

18.11.080 Enforcement.

Compliance with the provisions of this chapter is mandatory. Any violation of this chapter shall be enforced, and penalties assessed, in accordance with Chapter 1.26 BIMC.

Section 8. Public Hearing. Pursuant to RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony. Pursuant to RCW 36.70A.390, the City Council may adopt additional legislative findings in support of this ordinance at the conclusion of said hearing.

Section 9. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 10. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 11. Declaration of Emergency; Effective Date; Duration. This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon passage. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This interim official control shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six month periods in accordance with state law.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 10, 2019
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2019-15

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:45 PM) Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution **PROPOSED BY:** Executive

RECOMMENDED MOTION:

I move to adopt Resolution No. 2019-18.

SUMMARY:

Ordinance Nos. 2019-11 and 2019-15 create a comprehensive permitting procedure and adopt interim design standards for small wireless facilities on Bainbridge Island. Resolution No. 2019-18 sets fees for the processing of small wireless facility permits. Staff recommends immediate approval of Resolution No. 2019-18 on May 14, 2019, so that the updated Fee Schedule will be in place at the same time that the permitting procedure and interim design standards for small wireless facilities contained in Ordinance Nos. 2019-11 and 2019-15 come into effect.

FISCAL IMPACT:

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

BACKGROUND:

The Federal Communications Commission ("FCC") has suggested “presumptively reasonable” safe harbor application and use fees for small wireless facility ("SWF") permits but has not placed caps on fees. The "presumptively reasonable" fees are as follows:

>A $500 nonrecurring fee per SWF application, which covers up to 5 SWWF, and $100 for each additional SWF beyond 5;

>A $1,000 nonrecurring fee for each new pole intended to support one or more SWF; and

>A $270 recurring fee per SWF located on City property per year.

Staff recommends adoption of the "presumptively reasonable" fees outlined by the FCC.

Since Ordinance Nos. 2019-11 and 2019-15 are drafted to take effect immediately upon passage, staff recommends immediate approval of Resolution No. 2019-18 on May 14, 2019, so that the updated Fee Schedule will be in place at the same time that the permitting procedure and interim design standards for small wireless facilities contained in Ordinance Nos. 2019-11 and 2019-15 come into effect.

For additional background outlining the necessity of immediate action on Ordinance Nos. 2019-11 and 2019-15 and Resolutions Nos. 2019-18 and 2019-20, please see the cover page for Ordinance No. 2019-11.

ATTACHMENTS:

Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2019-18

A RESOLUTION of the City of Bainbridge Island, Washington, amending the City's Fee Schedule to include fees for small wireless facility permits and eligible facilities requests.

WHEREAS, on May 14, 2019, the City Council adopted Ordinance Nos. 2019-11 and 2019-15, adopting a permitting procedure and design guidelines for small wireless facilities; and

WHEREAS, the City's Fee Schedule now needs to be updated to include a fee for small wireless facility permits issued under Chapter 19.10 BIMC and for eligible facilities requests.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Section 9, Building and Planning Fees, of the City's Fee Schedule is hereby amended to delete the following fees:

~~WIRELESS FACILITIES PERMITS~~
~~(Ordinance No. 2015-23, Resolution No. 2015-19)~~

~~Wireless Communication Facility (WCF)~~	~~$370.00~~
~~Eligible Facilities Modification (EFM)~~	~~$185.00~~

Section 2. Section 9, Building and Planning Fees, of the City's Fee Schedule is hereby amended to add the following fees:

ELIGIBLE FACILITY REQUESTS (EFR) (Ordinance No. 2019-15, Resolution No. 2019-18)	$185.00
SMALL WIRELESS FACILITY (SWF) – PERMIT FEE (Ordinance No. 2019-11, Resolution No. 2019-18)	$500 nonrecurring fee per SWF application, which covers up to 5 SWFs, and $100 for each additional SWF beyond 5.
SMALL WIRELESS FACILITY (SWF) – NEW POLES (Ordinance No. 2019-11, Resolution No. 2019-18)	$1,000 non-recurring fee for each new pole intended to support one or more SWF.
SMALL WIRELESS FACILITY (SWF) – SITE FEE FOR LOCATING ON CITY PROPERTY (Ordinance No. 2019-11, Resolution No. 2019-18)	$270 recurring fee per SWF per year.
WIRELESS COMMUNICATION FACILITY (WCF) (Ordinance No. 2015-23, Resolution Nos. 2015-19 and 2019-18)	$370.00

Section 3. This resolution shall take effect immediately upon passage.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this _____ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 10, 2019
PASSED BY THE CITY COUNCIL: , 2019
RESOLUTION NO. 2019-18

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:50 PM) Resolution No. 2019-20, Updating the Administrative Manual to Address Small Wireless Facilities - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution **PROPOSED BY:** Executive

RECOMMENDED MOTION:

I move to adopt Resolution No. 2019-20.

SUMMARY:

Ordinance Nos. 2019-11 and 2019-15 create a comprehensive permitting procedure and adopt interim design standards for small wireless facilities on Bainbridge Island. Resolution No. 2019-20 updates the City's Administrative Manual to outline application requirements for small wireless facility permits. Staff recommends immediate approval of Resolution No. 2019-20 on May 14, 2019, so that the updated Administrative Manual will be in place at the same time that the permitting procedure and interim design standards for small wireless facilities contained in Ordinance Nos. 2019-11 and 2019-15 come into effect.

FISCAL IMPACT:

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

BACKGROUND:

The Administrative Manual of the Department of Planning and Community Development ("Administrative Manual") is designed to be a user-friendly manual that contains submittal requirements and supporting documents for land use permits and for wireless permits processed by the Department of Planning and Community Development.

Ordinance Nos. 2019-11 and 2019-15 create a comprehensive permitting procedure and adopt interim design standards for small wireless facilities on Bainbridge Island. Resolution No. 2019-20 updates the City's Administrative Manual to outline application requirements for small wireless facility permits. In addition, Resolution No. 2019-20 also proposes several updates to the Administrative Manual's submittal requirements for wireless communication facilities and for eligible facilities requests.

Since Ordinance Nos. 2019-11 and 2019-15 are drafted to take effect immediately upon passage, staff recommends immediate approval of Resolution No. 2019-20 on May 14, 2019, so that the updated Administrative Manual will be in place at the same time that the permitting procedure and interim design standards contained in Ordinance Nos. 2019-11 and 2019-15 come into effect.

For additional background outlining the necessity of immediate action on Ordinance Nos. 2019-11 and 2019-15 and Resolutions Nos. 2019-18 and 2019-20, please see the cover page for Ordinance No. 2019-11.

ATTACHMENTS:

Resolution No. 2019-20, Updating the Administrative Manual to Address Small Wireless Facilities

Exhibit A to Resolution No. 2019-20 - Redline

Exhibit A to Resolution No. 2019-20 - Clean

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2019-20

A RESOLUTION of the City of Bainbridge Island, Washington, amending the Administrative Manual of the Department of Planning and Community Development to address small wireless facilities and to revise the application requirements for eligible facilities requests and wireless communication facilities.

WHEREAS, the Administrative Manual of the Department of Planning and Community Development, adopted in November 2011 with an effective date of January 1, 2012, ("Administrative Manual") is designed to be a user-friendly manual that contains submittal requirements and supporting documents for land use permits all in one place; and

WHEREAS, on January 8, 2019, the City Council adopted Resolution No. 2019-02, which enacted the most recent update to the Administrative Manual; and

WHEREAS, on May 14, 2019, the City Council adopted Ordinance No. 2019-11, creating a new Chapter 19.10 BIMC that outlines a permitting procedure for small wireless facilities; and

WHEREAS, on May 14, 2019, the City Council also adopted Ordinance No. 2019-15, setting interim design standards for small wireless facilities; and

WHEREAS, Ordinance No. 2019-15 also amended Chapter 18.10 BIMC, which outlines the permitting procedure for wireless communication facilities, and repealed and replaced Chapter 18.11 BIMC, which outlines the permitting procedure for eligible facilities requests; and

WHEREAS, the Administrative Manual currently contains submittal requirements for eligible facilities requests (Chapter 18.11 BIMC) and for wireless communication facilities (Chapter 18.10 BIMC) but not for small wireless facilities (Chapter 19.10 BIMC); and

WHEREAS, the Administrative Manual now needs to be updated to reflect the changes approved by Ordinance No. 2019-11 and Ordinance No. 2019-15.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The Administrative Manual is amended and revised as shown on **Exhibit A**, which is attached hereto and made a part hereof by this reference.

Section 2. This resolution shall take effect immediately upon passage.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this _____ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 10, 2019
PASSED BY THE CITY COUNCIL: , 2019
RESOLUTION NO. 2019-20

Exhibit A: Administrative Manual

CITY OF
BAINBRIDGE ISLAND

ADMINISTRATIVE MANUAL

PLANNING PERMIT REQUIREMENTS SUBMITTAL

Department of Planning and Community Development
January 1, 2012; Last Updated ~~January~~ May 2019

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Introduction

This Administrative Manual is designed to supplement the permit processes described in the land use, zoning, and environmental sections of the City of Bainbridge Island Municipal Code (BIMC). This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. -Consistent submissions to the City of Bainbridge Island will help the efficiency of the review process as well as clarifying requirements for applicants. -The procedures required for review and approval of ~~each type of~~most applications are detailed in Title 2: Administration, Personnel and Land Use Procedures of the BIMC. Procedures for wireless communication facility permits, eligible facilities request permits, and small wireless facility permits are respectively detailed in Chapters 18.10, 18.11, and 19.10 BIMC.

The Master Land Use Application is required to be submitted with each of the land use permits discussed herein. Please see the application for the number of copies for specific permits. A land use permit shall not be considered complete until the required application, fee, and all supporting materials are submitted to the department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The director may waive specific submittal requirements determined to be unnecessary for review of an application. Most applications also require a separate fee for the Kitsap Health District.

The City's current Fee Schedule and Master Land Use Application can be viewed and downloaded from the City's website.

Basic Site Plan

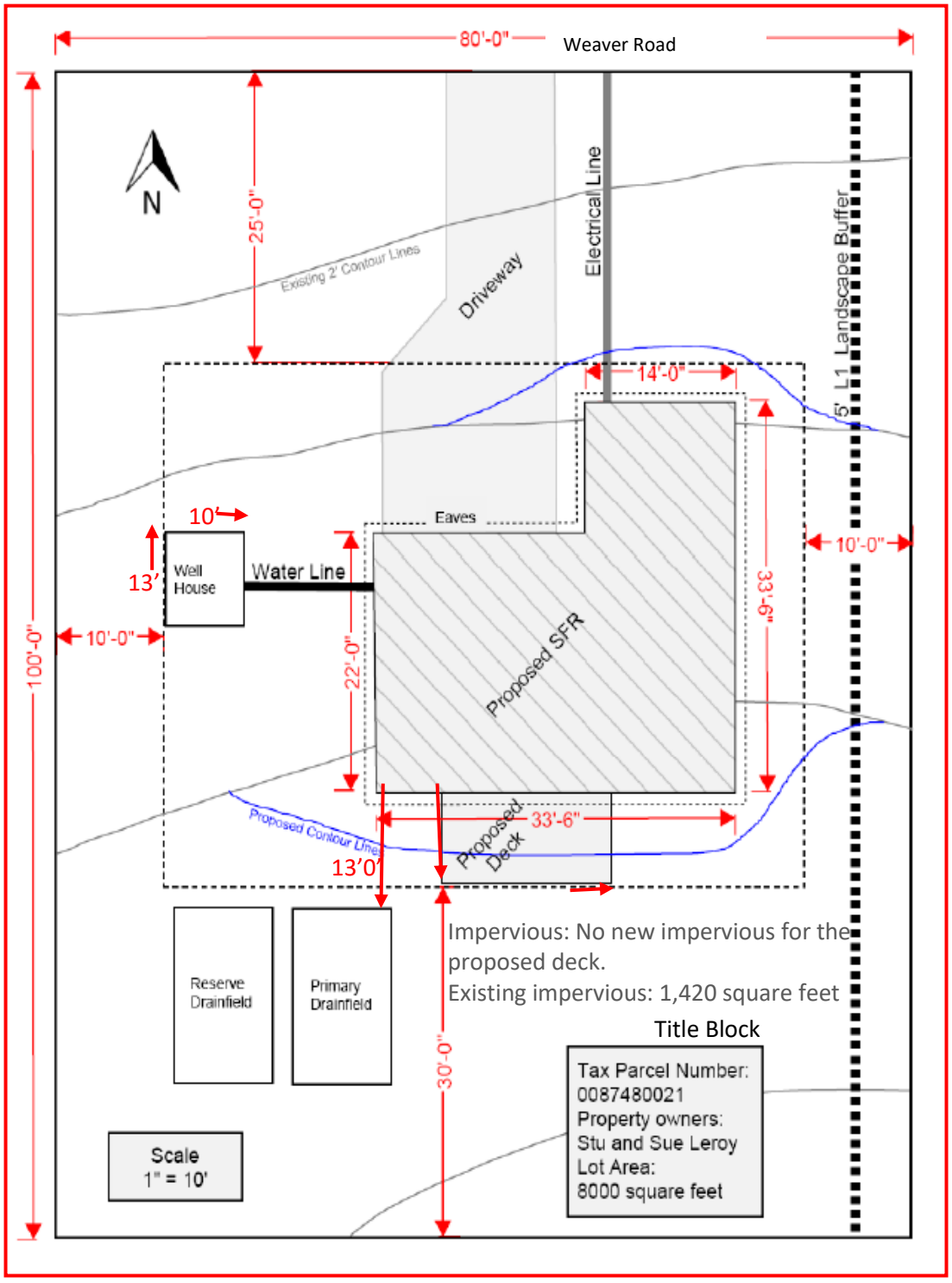
The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public:

City Resources	County Resources	Public Health District
Municipal Code	Auditor's Records	Well / Septic Records
Public GIS	Assessor Records	

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ Title block: Project name; owner name; site address, tax parcel number; subdivision name
- ☐ North arrow
- ☐ Vicinity map
- ☐ Quarter section, township and range
- ☐ Depict the entire property and the area within 150 foot radius of the property
- ☐ Zoning / Comprehensive Plan designation
- ☐ Property boundaries (bold line)
- ☐ Lot size and lot area (BIMC 18.12.050)
- ☐ Easements: Include access, utility, other (e.g. use easements, conservation easements)
- ☐ Zoning setbacks or subdivision setbacks / buffers (as applicable)
- ☐ Contour lines at five foot intervals (existing and proposed)
- ☐ Critical areas and their buffers / setbacks: Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater, floodplain, wetlands, streams
- ☐ Aquifer Recharge Protection Area, if required
- ☐ Shoreline jurisdiction: Include OHWM, shoreline structure and side yard setback, shoreline buffer Zones 1 & 2, areas of native vegetation, location and size of significant trees
- ☐ Vegetation protection areas (e.g. "no-build zones", landscape buffers, designated wildlife corridor)
- ☐ Exterior dimensions of all existing and proposed structures: Clearly differentiate between existing and proposed. Label each structure by its use (e.g. garage, landscape / retaining wall, eave, fence, mechanical equipment)
- ☐ Impervious surface areas (existing and proposed): Label and dimension each area (e.g. building, driveway, parking area, patio)
- ☐ Area of disturbance: Area expected to be disturbed by construction and vegetation retention area
- ☐ Stormwater facility: Location / management method (e.g. dispersion, infiltration, detention)
- ☐ Sewer / septic system facility: Include lines, primary and reserve drainfields and setbacks*
- ☐ Water / well facility: Include lines, water meters, well house, well protection area
- ☐ Other facilities: Include power lines, generators, propane tanks, heat pumps, solar

- ☐ Historically significant structures on or adjacent to the property (e.g. constructed over 50 years ago or listed on the local or national historic register)
- ☐ Access to the property (existing and proposed): Dimension adjacent rights-of-way / access easements and driving surface width. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails) and bus stops.

Sample Site Plan



Utilities Plan

- ☐ Minor (abbreviated) drainage plan for proposals that do not require engineered plans

  OR

- ☐ Engineered preliminary drainage plans
- ☐ Engineered preliminary drainage report

  AND

- ☐ Plan sheet 18” * 24” or 24” * 36” in size
  - ☐ Engineer’s scale, for example: 1 inch = 20 feet
  - ☐ Location of stormwater facilities
  - ☐ Management method (e.g. dispersion, infiltration, detention)
  - ☐ Existing and proposed structures and improvements on the subject property including:
    - ☐ Driveways
    - ☐ Parking areas
    - ☐ Parking space (dimensioned)
    - ☐ Solid waste facility (dimensioned)
    - ☐ Landscape / retaining walls
    - ☐ Fences
    - ☐ Mechanical equipment
  - ☐ Existing and proposed utilities on the subject property including:
    - ☐ Wells / well head protection areas
    - ☐ Water / Sewer lines
    - ☐ Drainfields (primary and reserve)
    - ☐ Septic system setbacks (Health District)
    - ☐ Power lines, utility poles, telecommunication facilities
  - ☐ Existing and proposed structures / utilities within 150 feet of the property including:
    - ☐ Wells / well head protection areas
    - ☐ Water / Sewer lines
    - ☐ Fire hydrants
    - ☐ Adjacent streets
    - ☐ Adjacent right-of-way with road classification
    - ☐ Existing and proposed right-of-way width
    - ☐ Existing driving surface width and type (e.g. gravel, asphalt, pervious concrete)
    - ☐ Roadside facilities (e.g. shoulder, ditch)
    - ☐ Non-motorized facilities width and type (e.g. sidewalks, trails)

Landscape Plan

A Landscape Plan shall be prepared by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper and a certified arborist (when required) and include the following information at the time of land use permit application. Minimum specifications for the Landscape Plan sheets listed below.

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ North arrow
- ☐ Title block: Project name; site address, tax parcel number;
- ☐ Property boundaries (bold line)

A. Tree and Vegetation Retention Plan. The applicant shall submit a tree and vegetation retention plan, concurrent with applicable permit application in order to demonstrate compliance with BIMC Section 18.15.010. If multiple permits are required then the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan (see section 3 below) and shall consist of:

1. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies. The survey needs to include enough information about existing trees on a property to demonstrate compliance with section BIMC Section 18.15.010.G *Total Site Tree Unit Requirements* (if applicable). New planting may be required to meet these requirements (see section 3 below).
2. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and
3. A development site plan identifying size and species of the trees and tree stands, as defined in BIMC 18.15.010.C, heritage trees, or other existing vegetation that are proposed to be retained.
4. The International Society of Arboriculture (ISA) valuation for trees:
    a. Required to be retained for development projects in the R-2.9, R-3.5, R-4.3, R-8, R-14, Mixed Use Town Center (MUTC), High School Road, and Neighborhood Service Center Districts; and
    b. In all zones where the critical root zone of a tree required to be retained may be impacted by clearing, grading construction, development, or maintenance; and
5. An analysis prepared by an certified arborist about long-term health and/or viability for trees that will be on the edge of the developed area and "post development" tree health for trees requested for removal in roadside or perimeter buffers. This analysis should also address protection during construction (see below).

6. Protection during construction strategies for trees and vegetation to be retained.

B. Description of how the tree retention plan and planting plan meet the *Total Site Tree Unit Requirements*, pursuant to BIMC 18.15.010.G, if applicable.

C. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:
   1. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan;
   2. Property boundaries, easements, and ownership as set forth in the legal description;
   3. Existing and proposed grades of at least five-foot intervals;
   4. Rights-of-way, setbacks, streets and utilities within the subject property;
   5. All proposed construction and planting and any future construction and planting that is not included in the application;
   6. Location of all existing and proposed buildings, structures, utilities and improvements within the property; and
   7. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN).
   8. Vegetation clearing strategies;
   9. Topsoil protection and reuse strategies, including limiting compaction during construction;
   10. Native soil amendment strategies;
   11. Planting times and physical limits of construction; and
   12. Areas that require temporary or permanent irrigation.

Consultation

A. Property location – 14-digit parcel number or site address.
B. Basic project information.
C. List of specific questions.
D. Conceptual site plan (optional).

Zoning Verification Letter

A. Property location – 14-digit parcel number or site address
B. Any known previously approved land use applications or permits.
C. List of specific questions.

Conceptual Proposal Review Meeting

A. Statement of Intent - Narrative of project sufficient to convey an understanding of the property, the neighborhood, and proposed use.
B. Context Map - The context map should provide sufficient information to evaluate the neighborhood or community characteristics, including: aerial photo, adjacent recreation, conservation, or other protected land, streetscape photos to illustrate road frontage character/conditions, adjacent and nearby houses or structures, nearby historic or cultural features that contribute to the character of the area, nearby transit routes and stops, and existing or planned transportation facilities as shown in the Islandwide Transportation Plan (IWTP).
C. Site Analysis - The site analysis shall be a map used to determine the conservation areas, conservation areas of greatest importance, and development areas. The site analysis shall show: general topography, critical areas and their buffers/setbacks, viewsheds on and off site, individual significant trees, extent and location of priority natural area (e.g., forested land, agricultural land, wildlife corridors, etc.), existing infrastructure or other built features, existing easements, existing trails, unique site characteristics, historic resources.

Design Guidance Review Meeting

A. Schematic Design - This plan is based on the site analysis and context map and shows location, as applicable, of natural area, community space, significant trees to be retained, homesites, vehicle and non-motorized access, location and size of stormwater and septic systems, and lot lines. The proponent is required to bring one or more development concepts or alternatives to indicate possible design options for the site.
B. For subdivision proposals, Documentation of Four-Step Design Process
    1. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly indicating boundaries as well as the types of resources. The amount of natural space required is provided in 17.12 BIMC.
    2. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a "sketch" diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review

meeting as a base map. The amount of community space required is provided in 17.12 BIMC.

3. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.
4. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.

C. Additional requirements for Design Review Board preapplication review (see Preapplication Conference, below).

Preapplication Conference

A. Basic Site Plan

B. Conceptual Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.

C. Conceptual Utilities Plan

D. Site Assessment Review (SAR) or SAR Exemption

E. Additional requirements for preapplication review of Subdivisions

1. Lot area of each existing and resultant lot (BIMC 18.12.050.J)
2. Proposed covenants or restrictions
3. Site plan – additional requirements
    a. Separate sheets depicting existing and resultant conditions
    b. Zoning and Comprehensive Plan designation for subject and adjacent properties
    c. Shoreline upland / water environment for subject and adjacent properties
    d. Proposed method to meet fire flow requirements
    e. Names and locations of adjacent subdivisions;
    f. Required roadside landscape buffers
    g. Flexible Lot Design (Open Space or Cluster): Open space consistent with requirements of BIMC 17.12 or landscape perimeter buffers (BIMC 18.15) and homesite areas

F. Additional requirements for Design Review Board preapplication review (e.g. HDDP, Site Plan and Design Review, and Conditional Use permits)

1. Project vision summary
2. Design Guideline Checklist(s)
3. Conceptual floor plan with estimated commercial and residential square footage
4. Aerial and streetscape photographs with streets and site boundaries labeled
5. Site plan - additional requirements
    a. Proposed structure footprints
    b. Proposed structure entrances

c. Proposed location and description of mechanical equipment
d. Proposed location of trash / recycling structures
e. Proposed location of accessory structures

6. Preliminary sections: Transverse and longitudinal site sections extending to adjacent buildings within 100 feet of property; section through the most critical area of the structure(s) with property lines, floor to floor heights, overall height, and spot elevations
7. Preliminary Elevations: Main elevations of each structure and of adjacent structures; material and color selections; mechanical screens and venting locations
8. Optional but strongly recommended
   a. Renderings: Eye level perspective from major street location; aerial perspective depicting entire project and adjacent buildings in context
   b. Exterior Lighting Plan: Location and indication of light spillage at night.

Administrative Code Interpretation Request

The director has the authority to provide interpretations of provisions, uses, or definitions in BIMC Titles 16, 17 and 18 and related provisions in BIMC Title 2, and will make these interpretations available to the public. Any person may apply to the director for an interpretation of any provision in these titles. The director shall provide the interpretation taking into account consistency with the comprehensive plan, the nature of the definition or use, and its relationship to the code and its potential impacts, such as:

A. Whether it involves dwelling units; sales; processing; type of product, storage and amount;
B. Enclosed or open storage;
C. Anticipated employment;
D. Transportation requirements;
E. Excessive noise, odor, fumes, dust, toxic material, light, glare, and vibration likely to be generated; and
F. The general requirements for public utilities such as water and sanitary sewer.

The authority to provide an interpretation does not include the authority to add a new permitted ("P") or conditional ("C") use to the use table in BIMC 18.09.020. The director's interpretation is subject to appeal pursuant to BIMC 2.16.020.P.1.

Adjustments to Approved Land Use Permits (Minor & Major)

NOTE: This permit does not apply to subdivisions- see Subdivision Adjustment and Amendment section.

A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities which does not change the intensity or the character of the use.

A major adjustment include those that modify the basic design, intensity, density and / or use.

A. Basic Site Plan
B. Utilities Plan (as applicable)

C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
D. Copy of the approved plan (e.g. open space plan, landscaping plan)
E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
F. Authorization of all owners of all lots involved in the change.

Revisions to Land Use Permits

A revision is required when there are proposed changes to a project after the application has been submitted, but has not been approved. This may arise due to differences between the original proposal and application submittals to actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved. Please check with your planner prior to submitting revisions, an intake appointment may be required. All submittal requirements applicable to the original application, including number of copies, are required for revisions. Revisions may be subject to additional fees.

A. Basic Site Plan
B. Utilities Plan (as applicable)
C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
D. Revision documents that clearly identify the proposed change, including a description of the proposed change.
E. Analysis of how the change complies with decision criteria of the approved application in the first instance (if applicable)
F. Authorization of all owners of all lots involved in the change.

Zoning Permit Applications

Site Plan and Design Review (Major & Minor)

A. Basic Site Plan
B. Utilities Plan
C. Site Assessment Review (SAR) or SAR Exemption
D. Landscape Plan
E. Preapplication conference summary (if applicable)
F. Public participation meeting summary (if applicable)
G. State Environmental Policy Act (SEPA) checklist (if applicable)
H. Terms, conditions, covenants, and agreements under which the subject property is bound

I. Traffic analysis (if applicable)

J. Design guideline checklists

K. Narrative: A complete and detailed written statement describing the proposal, including:

   1. Intended use of the land
   2. Phasing, including the phasing of on- and off-site improvements
   3. Sequence and timing of the proposed development
   4. Proposed land ownership
   5. Commercial and residential components of the project
   6. Addressing the decision criteria per BIMC 2.16.040 E

L. Documentation of Kitsap Public Health District Concurrent Review, if not on public sewer and water;

M. Non-binding Water and Sewer availability letters (availability and phasing of system extensions)

N. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

O. Architectural drawings, including floor plans, uses, building elevations, building sections, and roof plans;

P. Analysis of how the project meets design guidelines-Design Guidelines Checklists, if applicable;

Q. Description of proposed stormwater management system and maintenance and operation. See also Utilities Plan.

R. Description of any facilities planned for public dedication, e.g. sewage disposal system, roads, non-motorized facilities, utility lines and facilities, parks or open space.

S. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;

T. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural elevations or on a form provided by the department of planning and community development.

U. A survey may be required depending on project complexity; and

V. Design Review Board (DRB) Final Design Review (as applicable)

The Final Design Review is the last review by the DRB. It is presented after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design. When the planner determines the required exhibits are complete, she will assign a date for the Final Project Review. The purpose of the final project review is to review a proposed project for compliance with applicable design guidelines, and to ensure that the project reflects any revisions recommended by the DRB at the pre-application review based on consistency with applicable design guidelines.

The DRB reviews the application materials electronically. The DRB comments and recommendations are based on how the exhibits and drawings incorporate or interpret the design guidelines. The applicant will present the project using appropriate size graphics for the whole Board to see, either on minimum 24 x 36 boards or using a projector and screen. Optional but strongly recommended items are so indicated:

1. Final Project Vision Summary, incorporating DRB pre-application comments, and Design Guideline Checklist;
2. Final Context Analysis includes:
    a. Aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
    b. Vicinity map showing existing conditions including adjacent structures, uses and zoning.
3. Final Sections includes:
    b. Final transverse and longitudinal sections through the entire site extending 100 feet past the property line to adjacent buildings or buildings across a roadway.
    b. Final transverse and longitudinal sections through each structure with property lines, floor to floor heights, overall height, and spot elevations noted.
4. Final Elevations include:
    a. Final elevations of each structure including exterior mechanical screens, venting locations and adjacent structures in context.
    b. Final material board and color notes as needed for clarification.
    c. Scale figures and transparent street trees or planned landscaping. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
    d. Shadows should clarify modulation. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
5. Final Renderings are **OPTIONAL, BUT STRONGLY RECOMMENDED*
    a. Eye level perspective renderings from two opposite street locations.
    b. At least one depicting entire project with adjacent buildings in context
6. Final Exterior Lighting Plan includes descriptions, images, color and finish of selected features.
7. Any other graphics requested during the Preliminary Site Plan Review.
8. Design Review Board (DRB) Final Design Review (as applicable)(see Site Plan and Design Review, above).

Conditional Use Permit (Major & Minor)

A. Basic Site Plan
B. Utilities Plan
C. Site Assessment Review (SAR) or SAR Exemption
D. Landscape Plan

E. State Environmental Policy Act (SEPA) checklist (if applicable)
F. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development
G. The terms, conditions, covenants, and agreements under which the subject property is bound, if any
H. Affidavit of ownership or agreement to work on the owner's behalf
I. Land dedicated for park and recreational facilities, if applicable
J. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting
K. Written statement describing how the application meets all applicable decision criteria
L. Institutional development in residential zones shall submit the following items:
    1. A traffic report, showing the effects on level of service (LOS) on affected roads
    2. A fencing plan or alternative methods to protect the public health, safety and welfare
    3. Vehicular, pedestrian, and bicycle access and site circulation
    4. Commercial/Mixed Use Design Guidelines Checklist BIMC 18.18.030.C
M. Design Review Board (DRB) Final Design Review (as applicable)(see Site Plan and Design Review, above).

Variance (Major & Minor)

A. Basic Site Plan
B. State Environmental Policy Act (SEPA) checklist (if applicable)
C. Terms, conditions, covenants, and agreements under which the subject property is bound
D. Narrative – A complete and detailed written statement describing the proposal, including:
    1. Reason for the variance request
    2. Detailed description of how the proposal will meet the decision criteria
    3. Visual impacts of proposed structures, including proposed screening

Housing Design Demonstration Project

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

A. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted.

B. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans.

C. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit.

D. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, open space, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter.

E. Photographs of the subject and adjacent properties key to the basic site plan.

F. Landscape Plan.

G. A detailed description of any project phasing.

H. A description of how the proposed development is consistent with the surrounding neighborhood character.

I. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria.

J. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

Sign Permit

A. Basic Site Plan
   1. Position of buildings
   2. Landscaped areas
   3. Sign configuration
   4. Sign size
   5. Sign elevation

B. Sign Permit Worksheet

C. Drawing or photo of proposed sign(s) including dimensions and height above ground.

D. Engineering specifications (if applicable).

Wireless Communication Facility Permit (WCF)

A. Basic Site Plan
   1. Additional requirements
      a. Location, elevation and dimensions of existing facility components
      b. Location, elevation and dimensions of proposed facility components

c. Existing and proposed site grade
d. Area of ground disturbance for construction activities
e. Primary viewshed of the proposed WCF
f. Proposed height
g. Coverage area at proposed height (may be inset map or on separate sheet)
h. Inventory of WCF sites in or within a one mile radius of the City that are operated by the applicant

B. Landscape Plan
1. Additional landscape plan information required:
a. Type and location of vegetation screen of WCF components in viewshed context
b. Height of vegetation screen at maturity (e.g. monopole/tower 2/3 height screening)
c. Type and location of topographic or structural screening (e.g. wall, fencing)
d. WCF paint/camouflage color scheme in viewshed context
e. Security fencing height, vegetation screening and paint/camouflage screening

C. Detail Drawing
1. Antenna
2. Support structure and any protrusion from the support structure
3. Transmission device
4. Equipment shelter

D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances

E. Narrative
1. An explanation of the need for the proposed WCF
2. Location priority analysis (e.g. co-location vs. commercial building)
3. Height and design of WCF sites in or within one mile of the City
4. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
5. Feasibility of underground location for equipment facilities
6. Equipment noise evaluation (e.g. dB at nearest property line)

F. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations

G. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)

H. Additional information required for:
1. Tower modification
a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:

i. number and types of antennas the tower can support

ii. basis for capacity calculation

iii. statement that the proposal complies with applicable FCC guidelines and standards

2. Base station modification

a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes

3. Applications for facilities other than Facility I or II

a. Documentation of efforts to co-locate on existing facilities

I. if all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.

J. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if all or a portion of the WCF will be located in the right-of-way.

~~I.~~

Wireless Eligible Facilities ~~Modification~~ Request Permit (~~EFM~~EFR)

~~A. Basic Site Plan~~

~~1. Site plan additional requirements~~

~~a. Location, elevation and dimensions of existing facility components~~

~~b. Location, elevation and dimensions of proposed facility components~~

~~c. Area of ground disturbance for construction activities~~

~~d. Existing and proposed site grade~~

~~B. Landscape Plan~~

~~2. Additional landscape plan information required~~

~~a. Type and location of vegetation screen of WCF components in viewshed context~~

~~b. Height of vegetation screen at maturity (e.g. monopole / tower 2/3 height screening)~~

~~b. Type and location of topographic or structural screening (e.g. wall, fencing)~~

~~c. WCF paint / camouflage color scheme in viewshed context~~

~~d. Security fencing height, vegetation screening and paint/ camouflage screening~~

~~C. Detail Drawing~~

~~1. Antenna~~

~~2. Support structure and any protrusion from the support structure~~

~~3. Transmission device~~

~~4. Equipment shelter~~

~~D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances~~

~~E. Assertion that the proposal is subject to review under Section 6409 of the Spectrum Act~~

~~F. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)~~

~~G. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations~~

~~H. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)~~

~~I. Additional information required for:~~

~~1. Tower modification~~

~~a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:~~

~~i. number and types of antennas the tower can support~~

~~ii. Basis for capacity calculation~~

~~iii. Statement that the proposal complies with applicable FCC guidelines and standards~~

~~2. Base station modification~~

~~a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes~~

~~3. Height increase~~

~~a. Detail record drawings/as-built plans showing the greater of the constructed height or the height approved by the City prior to passage of the Spectrum Act~~

~~4. Modification involving hardening through structural enhancement~~

~~a. Geotechnical report demonstrating the enhancement is necessary~~

1. An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act.

2. An evaluation of the substantial change criteria as found in BIMC 18.11.010.K.

3. Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (Part 1 – Practice and Procedure), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.

4. If the applicant is not the owner or person in control of the eligible support structure and/or site: An attestation that the owner or person in control of the eligible support

structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right-of-way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under, and above the public right-of-way.

5. A request involving co-location of transmission equipment or the replacement of transmission equipment: Complete copies of the underlying land use approvals for siting of the tower or base station proposed to be modified, establishing that, at the time of submittal of the application, such tower or base station constituted an eligible support structure.

6. A request that will result in an increase in height of the eligible support structure: Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure (a) as originally constructed and granted approval by the city or other applicable local zoning or similar regulatory authority; or (b) as of the most recent modification received by the city, or other local zoning or regulatory approval, prior to the passage of the Spectrum Act, whichever height is greater.

7. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting restrictions or requirements imposed by a reviewing official or decision-making body pursuant to authority granted under the city code, or an ordinance or a municipal code of another local government authority: A copy of the document (e.g., CUP or SUP) setting forth such preexisting restrictions or requirements together with a certification that the proposed facilities modification conforms to such restrictions or requirements; provided, that such certification shall have no application to the extent the proposed facilities modification relates solely to an increase in height, increase in width, addition of cabinets, or new excavation, that does not result in a substantial change in the physical dimensions of the eligible support structure.

8. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting concealment restrictions or requirements, or was constructed with concealment elements: Applicant shall set forth the facts and circumstances demonstrating that the proposed modification would not defeat the existing concealment elements of the eligible support structure. If the proposed modification will alter the exterior dimensions or appearance of the eligible support structure, applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees,

landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure.

9. A request that will protrude from the edge of a nontower eligible support structure: Record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the eligible support structure at the location of the proposed modification.

10. A request to an eligible support structure that will (a) include any excavation; (b) would result in a protrusion from the edge of a tower that exceeds an existing protrusion of any transmission equipment attached to a tower; or (c) would protrude from the edge of a nontower eligible support structure: A description of the boundaries of the site together with a scale drawing based on an accurate traverse, with angular and lineal dimensions, depicting the boundaries of the site in relation to the tower or base station proposed to be modified and depicting the proposed location, elevation and dimensions of the new or replacement transmission equipment. The city may require a survey by a land surveyor licensed in the state of Washington when, in the judgment of the approval authority, a survey is reasonably necessary to verify the boundaries of the site to determine if the proposed facilities modification would result in a substantial change in the physical dimensions of the eligible support structure.

11. A request to the eligible support structure that includes hardening through structural enhancement: A technical report by a qualified engineer accredited by the state of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed co-location, removal, or replacement of transmission equipment and conforms to applicable code requirements. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity.

12. A request that proposes a modification to a tower: A stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical, and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including:

    a. The number and type of antennas that can be accommodated;

    b. The basis for the calculation of capacity; and

c. A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards.

The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance.

13. A request to a base station: A stamped report by a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with applicable structural, electrical, and safety codes.

14. A request requiring alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:

a. The location, elevation and dimensions of the existing eligible support structure;

b. The location, elevation and dimensions of the existing transmission equipment;

c. The location, elevation and dimensions of the transmission equipment, if any, proposed to be co-located or that will replace existing transmission equipment;

d. The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;

e. Any proposed modification to the eligible support structure;

f. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and

g. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

Small Wireless Facility Permit (SWF)

1. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if the proposed facilities are located in the right-of-way.

2. Associated Permit(s). Applications or check lists required under the Critical Areas, Shoreline, or SEPA ordinances. Applications for deployment of small wireless facilities in Design Zones or for new poles shall comply with the requirements in BIMC 18.10A.060.

3. Specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement, or new poles or towers, existing buildings, or other structures. Ground mounted equipment (if authorized pursuant to Chapter 18.10A BIMC), conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:

(a) The location of overhead and underground public utility, telecommunication, cable, water, adjacent lighting sewer drainage and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet from the proposed project area.

(b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.

(c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility.

(d) Compliance with the aesthetic requirements of BIMC 18.10A.050.

4. Written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. To extent that the pole or structure is not owned by the applicant, the applicant shall demonstrate in writing that they have authority from the pole owner to install the small wireless facility on the pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the pole owner and the applicant is not required. If the proposed small wireless facility is not within the rights-of-way, the applicant must provide written approval from the property owner. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.

5. Sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.

6. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

7. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans of the small wireless facilities and the antenna support structure or pole and foundation are designed to reasonably withstand typical loading requirements as well as wind and seismic loads.

8. Proof of a valid Bainbridge Island business license.

9. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.

Subdivision Applications

Boundary Line Adjustment

A. Basic Site Plan
B. Survey drawing
    1. Conventional scale and prepared by a surveyor licensed in the State of Washington
    2. Separate sheets depicting existing conditions and resultant conditions
    3. Zoning and Comprehensive Plan designation
    4. Shoreline upland and water environment designations
    5. Proposed method to meet fire flow requirements
    6. Names and locations of adjacent subdivisions
    7. Gross lot size (in square feet) of each existing and resultant lot
    8. Lot area of each existing and resultant lot/tract (BIMC 18.12.050.J)
    9. Zoning or subdivision setbacks, as applicable
    10. Ordinary High Water Mark
    11. Required critical areas, their buffers and setbacks
    12. Required vegetation buffers
C. Existing and proposed terms, conditions, covenants, and agreements on the subject property
D. Perimeter lot closures for each existing and resultant lot
E. Title report dated not more than six months prior to application
F. Property legal description
G. Draft agreements (e.g. use easement, road maintenance agreement)
H. Water and sewer availability letters (public water/sewer) for each resultant lot
I. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report/assessment

Preliminary Subdivision (Short/ Long /Large Lot)

A. Basic Site Plan
B. Utilities Plan
C. Site Assessment Review (SAR) or SAR Exemption
D. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
E. Preliminary Plat
    1. Conventional scale and prepared by a surveyor licensed in the State of Washington
    2. Separate sheets depicting existing conditions and resultant conditions

3. Zoning and Comprehensive Plan designation
4. Shoreline upland and water environment designations
5. Proposed method to meet fire flow requirements
6. Names and locations of adjacent subdivisions
7. Gross lot size (in square feet) of each existing and resultant lot
8. Area (in square feet) dedicated to open space (if applicable)
9. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
10. Flexible lot setbacks
11. Required critical areas, their buffers and setbacks
12. Aquifer Recharge Protection Area, if required
13. Required roadside landscape buffers
14. Proposed Flexible Lot Design (Open Space or Cluster)
    a. Proposed lot lines and homesite locations
    b. Open space areas or landscape perimeter buffers

F. State Environmental Policy Act (SEPA) checklist (if applicable)
G. Existing and proposed terms, conditions, covenants, and agreements on the subject property
H. Preapplication conference summary letter
I. Perimeter lot closures for each existing and resultant lot
J. Title report dated not more than six months prior to application
K. Property legal description
L. Draft agreements (e.g. Open Space Management Plan, road maintenance agreement)
M. Non-binding water and sewer availability letters (for public water / sewer) for each lot
N. Traffic impact analysis/application for traffic concurrency or concurrency statement
O. Other technical reports (as applicable):
    1. Wetland delineation and report or wetland determination
    2. Geotechnical report/assessment
    3. Shoreline Site Specific Analysis
    4. DNR Forestry permit
    5. Habitat Management Plan
P. Other special submittal requirements identified in the pre-application conference summary

Plat Utility Permit (All Subdivisions)

Construction plan submittal requirements to obtain a plat utility permit for civil improvements associated with a short- or long-subdivisions are found in City of Bainbridge Island Design and Construction Standards manual. The plan requirements and definitions differ from those in the administrative manual. Please review the specific requirements with the assigned City project engineer for large/complex projects.

A. Construction Plans - Full-scale drawings on 24-inch by 36-inch paper with margins set to provide half-scale drawings on 11-inch x 17- inch paper.

General Plan Requirements:

- ☐ North shall be shown up or to the left on the plans, and in no case will north be shown in opposing directions on the same or connecting sheets.
- ☐ A vicinity map shall be located on the drawing. The scale shall be 1 inch = 1000 feet and with an approximate one square mile with the project site approximately centered. A scale at least 1 inch long shall be drawn on the map. A North arrow shall be on the map. The site address shall be shown below the vicinity map.
- ☐ City datum with city-established benchmark (BM) number and elevation. BM information is available from the city's right-of-way specialist.
- ☐ A detailed description of the site, including lot number, quarter section, township and range, unless otherwise noted by the city engineer.
- ☐ Current zoning of site and of adjacent properties.
- ☐ Lot size(s) with perimeter distances and bearings of the site shown on the plan.
- ☐ Project name in the title block.
- ☐ Owner/developer name, address, and phone number in the title block.
- ☐ Design engineer's name, address, and phone number in the title block.
- ☐ Boundary and topographic survey of existing conditions with a contour interval of no less than 5 feet (no less than 10 feet for Large Lot Subdivisions).
- ☐ Proposed and existing rights-of-way and easements shall be clearly identified and dimensioned. New public utility easements shall be a minimum of 20 feet in width. Utilities shall be centered in the easement. Show Kitsap County recording numbers for all existing easements.
- ☐ All pertinent existing and finish elevations.
- ☐ Existing natural drainage ways such as swales, ditches, etc. Path of flow with arrows and elevations.
- ☐ Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas.
- ☐ Limits and elevations of 100-Year Floodplain, including delineation of the floodway and flood fringe.
- ☐ General plan notes consistent with the Standards shall be shown on the plan.

On-site plans for private property improvements shall have vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 50 feet. Profiles, where required, may be drawn on plan sheets.

Off-site plans for public dedication of improvements (i.e. water, sewer, storm drainage, and streets) shall have a vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 40 feet. All off-site plans shall have the corresponding plan/profiles on the same sheet.

Five copies of the construction drawing set are required.

A digital set in PDF or TIFF format shall be included with the application.

See the applicable Standards for plan requirements in the DCS Manual or the applicable zoning code requirements.

Plans may be incorporated on the same sheet where clarity is not affected.

Specific Plan Requirements:

- ☐ Preliminary conditions of approval.
- ☐ Grading, Drainage, and Erosion and Sediment Control (GDESC) Plan.
- ☐ Street plan or plat road plan.
- ☐ Parking plan.
- ☐ Utility plan (water, sewer, and dry/franchise utility location and coordination).
- ☐ Significant tree/tree retention plan.
- ☐ Open space management plan, where applicable.
- ☐ Landscaping plan.

B. Reports and Supporting Documentation/Calculations
   - ☐ Stormwater management report consistent with BIMC 15.20 and the current adopted Stormwater and Low Impact Development manuals.
   - ☐ Drainage design calculations.
   - ☐ Soil logs and infiltration rate determination, where applicable.
   - ☐ Geotechnical report, where applicable.
   - ☐ Domestic (multi-family), commercial and fire flow calculations.
   - ☐ Sewer conveyance calculations.

C. Facilities (Water, Sewer, Storm Water and Streets) Extension Agreement Application
   - ☐ Application shall indicate whether a latecomer reimbursement will be requested.
   - ☐ Drawings shall be submitted showing generally the proposed location, type, and size of the utility or street improvements.

The extension agreement application shall be completed by the owner and submitted with the applicable processing fee consistent with BIMC 13.32.

Final Short Plat/Subdivision

A. Plat Utilities Plan (engineered drainage plan / report or minor plan as applicable)

B. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.

C. Final Plat, as modified by conditions of approval
   1. Applicable plat conditions of approval
   2. Ties to permanent monuments
   3. Controlling reference points or monuments
   4. Bearing and length of lines
   5. Origin of meridian or basis of bearings
   6. Surveyor's certificate signed by the surveyor who prepared the final plat:

"I, _____, registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of _____, 20__, through _____, 20__, that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."

7. Disclaimer regarding road maintenance:

   "Responsibility and expense for maintenance of streets serving lots within this short plat/subdivision shall rest with the lot owners unless such roads have been accepted by the City."

8. If plat improvements are assured, a prominent note on the face of the final plat:

   "The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."

9. Signature and date lines for the City Planning Director
10. Signature and date lines for certification by the County Treasurer
11. Signature and date lines for the Health District

12. Declaration regarding further subdivision:

> *"Land in a short subdivision may not be further divided through a short plat within a period of five years recording the final short without meeting the standards of and being reviewed as a long subdivision."*

D. Statement of compliance listing the plat conditions and how each condition is met
E. Perimeter lot closures for each existing and resultant lot
F. Title report dated not more than six months prior to application
G. Binding water and sewer availability letters (for public water/sewer) for each lot
H. Final agreements (e.g. Open Space Management Plan, road maintenance agreement)
I. Estimate approved by the City for financially assurance of plat improvements

Subdivision Alteration/Amendment

A. Proposed plat alteration/amendment
B. Narrative including a description of the proposed change and a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
C. A copy of the existing final plat
D. A copy of the open space management plan, as applicable;

Environmental and Critical Area Permits

Tree Removal/Vegetation Maintenance Permit

A. Basic Site Plan
B. Trees and vegetation proposed to be removed (also show on Basic Site Plan)
C. Size (diameter breast height [dbh]) of trees to be removed (Required only for commercial, institutional, multifamily, and mixed use development and any properties in Mixed Use Town Center, High School Road, R-2.9, R-3.5 and R-4.3 zones. Also show on Basic Site Plan)
D. Site Assessment Review (SAR) or Exemption (if applicable)
E. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20 (if applicable).
F. Planting plan (see Landscape Plan section above) if tree removal brings a property below applicable tree unit requirements (see BIMC Section 18.15.010.G) or is proposed within required open space, vegetation buffers (e.g. landscape buffers, no-cut buffers), or any other trees required to be retained through an approved land use permit. Planting plan should ensure that property continues to meet any applicable tree requirements.

Farm Management Plan

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

A. Basic site plan, with the following additional information
    1. Adjacent residences
    2. location and area of all pasture area(s), shelter structure(s), compost and manure storage,
B. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
C. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
D. Emergency response plan and emergency response contacts
E. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
    1. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
    2. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
    3. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
    4. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.
    5. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
    6. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

Agricultural Retail Plan

A. Basic Site Plan including a delineation of specific use areas (pasture, heavy use area, etc.).
B. Farm Management Plan, if required pursuant to BIMC 18.09.030.A.1.
C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Reasonable Use Exception

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

C. Critical Area Report. A critical area~~s~~ report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared in accordance with the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;

D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;

E. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;

F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and

G. A complete and detailed written statement of the reason(s) for requesting the reasonable use exception including a detailed description of how the proposal will meet the reasonable use exception criteria as defined in BIMC 16.20.080:

1. The application of Chapter 16.20 would deny all reasonable use of the property;
2. There is no reasonable alternative to the proposal with less impact to the critical area or its required buffer;
3. The proposal minimizes the impact on critical areas in accordance with mitigation sequencing (BIMC 16.20.030);
4. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
5. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
6. The proposed total lot coverage does not exceed 1,200 square feet for residential development;
7. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
8. Any alterations permitted to the critical area are mitigated in accordance with mitigation requirements applicable to the critical area altered;
9. The proposal protects the critical area functions and values consistent with the best available science and results in no net loss of critical area functions and values;
10. The proposal addresses cumulative impacts of the action; and
11. The proposal is consistent with other applicable regulations and standards.

H. A copy of the pre-application conference summary letter.

Buffer Enhancement Plan

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

C. Buffer Enhancement Plan. A buffer enhancement plan prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;

D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;

E. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and

F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Critical Area Permits (Minor and Major)

All applications for critical area permits shall include a Basic Site Plan. Additional submittal requirements for critical area permits are contained within the Critical Areas Ordinance and will vary depending on the type of critical area. Specific submittal requirements are described in each of the following sections of BIMC 16.20:

- Trees and vegetation – BIMC 16.20.090.G (minor)
- Critical aquifer recharge areas – BIMC 16.20.090.B.3 (minor)
- Fish and wildlife habitat conservation areas – BIMC 16.20.110.D and F (minor or major)
- Geologically hazardous areas – BIMC 16.20.130.C (minor)
- Wetlands – BIMC 16.20.140.F (minor or major)
- Winslow Ravine – BIMC 16.20.150.C (major)

Any required reports, studies, plans or letters shall be prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions.

Applications for major critical area permits shall also include:

A. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

B. A written narrative describing how the proposal meets the critical area permit review criteria as defined in BIMC 16.20.070.B;

C. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;

D. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and

E. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Shoreline Master Program Application Submittal Requirements

Shoreline Clearing Permit

A. Basic Site Plan, including:

1. Species and location of trees or other vegetation proposed to be removed
2. Size (dbh) of trees to be removed
3. Area (square feet) of canopy coverage to be removed. Canopy coverage includes trees and shrubs.
4. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20

B. Supplemental materials, as applicable:

1. Arborist report, for removal of hazard trees, or any vegetation removal within geologically hazardous areas or buffers/setbacks
2. Geotechnical report, for any vegetation removal within geologically hazardous areas or buffers/setbacks

C. Replanting plan, including:

1. Species, size, quantity, and location of trees or other vegetation proposed to be planted

The following requirements apply to all SMP applications:

Shoreline Exemption **Shoreline Substantial Development Permit**

Shoreline Conditional Use Permit **Shoreline Variance**

A. Basic Site Plan, with the following additional information:

1. Location of Ordinary High Water Mark (OHWM);
2. Location of Shoreline Buffer;
3. Location of Shoreline Structure View Setback;
4. Shoreline dimensional setbacks;
5. Location of native vegetation and significant trees;

6. If structures have any attachments (e.g. deck, balcony, etc.), include elevation drawings and calculations of grade
7. For overwater structures or development: littoral boundaries and elevation drawings with tidal elevations development
8. For mooring buoys the following additional information:
    a. Location of proposed buoy with latitude and longitude coordinates and swing circle;
    b. Location of surrounding buoys, floats, or docks;
    c. Distance measurement of proposed buoy to surrounding buoys, floats, or docks.

B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either:

1. Use the Standard Single-Family Residential Mitigation Manual -- Submit the checklist and supporting documents with your application; or
2. Submit a Site-specific Analysis -- The site-specific analysis must be completed by a qualified professional. Submit the site-specific analysis with your application.

C. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

1. Wetland delineation and categorization (See BIMC 16.12.060.L)
2. Geotechnical Report (See BIMC 16.12.060.K)
3. Bluff Management Plan (See BIMC 16.12.060.K)
4. Utilities Plan
5. Site Assessment Review (SAR) or SAR Exemption
6. State Environmental Policy Act (SEPA) Checklist
7. Shoreline Stabilization Projects have additional submittal requirements listed in the City's Shoreline Master Program Section 6.2.10
8. For Mooring Buoys, with the following additional information:
    a. Cross-Sectional View Worksheet
    b. Proof of submittal of site plan with latitude and longitude coordinates, vicinity map, and cross-sectional view worksheet to the Suquamish Tribe.
        i. Copy of notification e-mail sent to Alison O'Sullivan, Biologist, Suquamish Tribe is acceptable (aosullivan@suquamish.nsn.us).
    c. Name and contact information of the diver/biologist qualified to install an embedment style anchor

i. An aquatic vegetation dive survey is required if a surface style anchor is proposed (Concrete block, Danforth, etc.)

d. Depending on the location of the buoy, your application may require additional submittal documents. These include:

i. State Environmental Policy Act (SEPA) Checklist: Required only if placement location is not on Department of Natural Resources leased land

e. Signed copy of Attachment E: Aquatic Use Authorization on Department of Natural Resources (DNR)- managed aquatic lands. This form must be submitted to and signed by DNR prior to making application to the City. Please note that Attachment E is not required for buoys that are proposed to be installed on privately held tidelands.

i. Attachment E must include DNR signature at time of submittal to the City to verify that DNR has been notified of the proposed buoy location. Attachment E is submitted to DNR along with a Joint Aquatic Resources Permit Application (JARPA)

Attachment E and the JARPA form can be found here:

http://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx

D. Decision Criteria

Applications for shoreline variances and shoreline conditional use permits must include a narrative explaining how the project meets the decision criteria, provided in BIMC Section 2.16.165.

Legislative Applications Submittal Requirements

Legislative Review of Development Regulations

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

A. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);

B. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and

C. A completed SEPA checklist including supplemental sheet for nonproject actions (if applicable); and

D. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Rezoning (Site-specific and Area-wide)

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

A. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses.

B. A map that shows address topography, streets, adjacent land uses, utilities and other pertinent factors that would justify the proposed rezone;

C. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;

D. A legal description of the property(ies) and tax lot number(s);

E. The names and addresses of all property owners; and

F. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

G. A completed SEPA checklist including supplemental sheet for nonproject actions.

Comprehensive Plan Amendment

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

A. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;

B. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;

C. A completed SEPA checklist including supplemental sheet for nonproject actions; and

D. Any other reports or studies identified during the preapplication conference (Ord. 2006-13 § 4, 2006).

Appendices

SMP Submittal Requirements for Site Specific Analysis

The Site Specific Analysis can be viewed on the City's website:
http://www.bainbridgewa.gov/DocumentCenter/View/7306

Single-family Residence Shoreline Mitigation Manual

The Single-family Residence Shoreline Mitigation Manual can be viewed on the City's website:
http://www.bainbridgewa.gov/DocumentCenter/View/5663

Sign Permit Worksheet

The Sign Permit Worksheet can be viewed on the City's website:
http://www.bainbridgewa.gov/DocumentCenter/View/7408

Suggested Landscape Materials Matrix

The table below provides a list of suggested plant materials recommended for use on Bainbridge Island. Additional plants may be added to this list as deemed appropriate by the department. Plants shall be selected based upon site-specific conditions that may affect plant growth such as sun exposure, soil types, shoreline conditions, adjacent site improvements, etc. Plant material selection shall be coordinated with utility company requirements to avoid conflicts.

Plant Materials Matrix										
Suggested Species		**Type of Area or Need**								
		Parking lot trees								
			Landscape buffer areas							
				Critical areas – Uplands						
					Critical areas – Wetlands/streams					
						Native species				
							Drought resistant			
								Shoreline		
									Near utility lines	
Large deciduous trees										
Acer macrophyllum	Bigleaf Maple			**X**	**X**	**X**				
Acer rubrum species	Red Maple variety	**X**	**X**					**X**		
Acer saccharum	Sugar Maple	**X**	**X**							
Acer platanoides species	Norway Maple variety	**X**	**X**					**X**		
Alnus oregona	Red Alder			**X**	**X**	**X**	**X**			
Fagus sylvatica	European Beech		**X**				**X**	**X**		
Fraxinus latifolia	Oregon Ash			**X**	**X**	**X**				
Gingko biloba ‘Sentry’	Columnar Maidenhair		**X**				**X**			
Liquidambar styraciflua	American Sweet Gum	**X**	**X**				**X**	**X**		

Plant Materials Matrix									
Suggested Species		**Type of Area or Need**							
		Parking lot trees	**Landscape buffer areas**	**Critical areas – Uplands**	**Critical areas – Wetlands/streams**	**Native species**	**Drought resistant**	**Shoreline**	**Near utility lines**
	Liriodendron tulipifera	Tulip Tree		X					
	Platanus x acerifolia	London Plane		X					
	Populus trichocarpa	Black Cottonwood				X	X		
	Quercus species	Oak variety	X	X			X		
	Quercus robur 'Fastigiata'	Upright English Oak	X	X			X	X	
	Quercus rubra species	Eastern Red Oak	X	X			X		
	Salix species	Willow variety				X	X	X	
	Tilia cordata	Littleleaf Linden	X	X				X	
Medium deciduous trees									
	Acer campestre	Hedge Maple	X				X		X
	Betula species	Birch variety		X					
	Carpinus betulus	European Hornbeam	X	X			X	X	
	Cercidiphyllum japonicum	Katsura Tree		X					
	Cornus species	Dogwood variety			X		X	X	
	Fraxinus pennsylvanica 'Marshall'	Marshall's Seedless Ash	X	X			X		

Plant Materials Matrix										
Suggested Species		**Type of Area or Need**								
		Parking lot trees								
			Landscape buffer areas							
				Critical areas – Uplands						
					Critical areas – Wetlands/streams					
						Native species				
							Drought resistant			
								Shoreline		
									Near utility lines	
	Populus tremuloides	Quaking Aspen				X	X			
	Prunus species	Flowering Cherry variety	X	X				X	X	
	Pyrus calleryana species	Flowering Pear variety	X	X				X		
	Zelkova serrata 'Village Green'	Sawleaf Zelkova	X	X						
Small deciduous trees										
	Acer circinatum	Vine Maple		X	X	X	X			X
	Acer davidii	David Maple		X						
	Acer ginnala	Amur Maple	X	X					X	X
	Acer palmatum	Japanese Maple		X						X
	Amelanchier species	Serviceberry variety		X	X	X	X			X
	Carpinus species	Hornbeam variety	X	X				X	X	
	Cornus florida	Eastern Dogwood		X						X
	Cornus kousa	Kousa Dogwood	X	X						X
	Corylus cornuta californica	Western Hazelnut		X	X		X	X		X
	Crataegus species	Hawthorn variety		X	X		X	X	X	X

Plant Materials Matrix									
Suggested Species		**Type of Area or Need**							
		Parking lot trees							
			Landscape buffer areas						
				Critical areas – Uplands					
					Critical areas – Wetlands/streams				
						Native species			
							Drought resistant		
								Shoreline	
									Near utility lines
Magnolia species	Magnolia variety	**X**	**X**					**X**	**X**
Malus species	Flowering Crabapple		**X**						**X**
Prunus species	Flowering Cherry Plum		**X**				**X**	**X**	**X**
Rhus typhina	Staghorn Sumac		**X**	**X**		**X**	**X**		**X**
Styrax japonica	Japanese Snowball		**X**						**X**
Evergreen trees									
Abies grandis	Grand Fir		**X**	**X**		**X**			
Cedrus deodara	Deodar Cedar		**X**				**X**	**X**	
Chamaecyparis lawsoniana	Port Orford Cedar		**X**	**X**		**X**	**X**	**X**	
Chamaecyparis nootkatensis	Alaska Cedar		**X**	**X**		**X**	**X**	**X**	
Calocedrus decurrens	Incense Cedar		**X**						
Picea sitchensis	Sitka Spruce		**X**		**X**	**X**		**X**	
Pinus contorta	Shore Pine	**X**	**X**	**X**		**X**	**X**	**X**	
Pinus contorta latifolia	Lodgepole Pine		**X**				**X**	**X**	
Pinus densiflora	Japanese Red Pine		**X**				**X**		

Plant Materials Matrix										
Suggested Species		**Type of Area or Need**								
		Parking lot trees								
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				Critical areas – Uplands						
					Critical areas – Wetlands/streams					
						Native species				
							Drought resistant			
								Shoreline		
									Near utility lines	
	Pinus monticola	Western White Pine		**X**	**X**		**X**	**X**		
	Pinus nigra	Austrian Black Pine	**X**	**X**				**X**	**X**	
	Pinus ponderosa	Ponderosa Pine		**X**				**X**		
	Pinus sylvestris	Scotch Pine	**X**	**X**				**X**	**X**	
	Pinus thunbergii	Japanese Black Pine		**X**				**X**	**X**	
	Pseurdotsuga menziesii	Douglas Fir		**X**	**X**		**X**	**X**	**X**	
	Sequoidendron sempervirens	Coastal Sequoia		**X**					**X**	
	Taxus brevifolia	Western Yew		**X**		**X**	**X**		**X**	
	Thuja plicata	Western Red Cedar		**X**		**X**	**X**			
	Tsuga heterophylla	Western Hemlock		**X**		**X**	**X**	**X**		
Deciduous shrubs										
	Amelanchier alnifolia	Western Serviceberry		**X**	**X**	**X**	**X**		**X**	
	Berberis species	Barberry variety		**X**				**X**		
	Callicarpa japonica	Japanese Beautyberry		**X**						
	Cornus stolonifera	Red-Osier Dogwood		**X**	**X**	**X**	**X**		**X**	

Plant Materials Matrix										
Suggested Species			**Type of Area or Need**							
			Parking lot trees							
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					Critical areas – Uplands					
						Critical areas – Wetlands/streams				
							Native species			
								Drought resistant		
									Shoreline	
										Near utility lines
	Enkianthus campanulatus	Red-Veined Enkianthus		X						
	Elaegnus species	Elaeagnus variety		X				X	X	
	Euonymus alata ‘Compacta’	Winged Eunymus		X					X	
	Hamamelis mollis	Chinese Witch Hazel		X						
	Holodiscus discolor	Ocean Spray			X	X	X	X	X	
	Hydrangea lacecap varieties	Lacecap Hydrangea		X						
	Potentilla fruticosa	Potentilla		X				X	X	
	Physocarpus capitatus	Pacific Ninebark				X	X			
	Rhamnus purshiana	Cascara Sagrada			X	X	X			
	Ribes sanguineum	Red-Flowering Currant			X	X	X			
	Rosa nutkana	Nootka Rose			X	X	X		X	
	Rosa rugosa	Rugosa Rose		X				X	X	
	Rubus parviflorus	Thimbleberry		X	X	X	X			
	Rubus spectabilis	Salmonberry		X	X	X	X		X	
	Salix species	Willow variety				X	X		X	

Plant Materials Matrix										
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				Critical areas – Uplands						
					Critical areas – Wetlands/streams					
						Native species				
							Drought resistant			
								Shoreline		
									Near utility lines	
	Sambucus racemosa	Red Elderberry			**X**	**X**	**X**		**X**	
	Spiraea species	Spiraea variety				**X**	**X**	**X**	**X**	
	Symphoricarpos albus	Snowberry			**X**		**X**	**X**		
	Syringa vulgaris cultivars	Lilacs		**X**					**X**	
	Vaccinium parvifolium	Red Huckleberry				**X**	**X**			
	Viburnum x burkwoodii	Burkwood Viburnum		**X**					**X**	
Evergreen shrubs										
	Arbutus unedo	Strawberry Tree		**X**				**X**	**X**	**X**
	Cotoneaster species	Cotoneaster variety		**X**				**X**	**X**	
	Ilex crenata	Japanese Holly		**X**						
	Kalmia latifolia	Mountain Laurel		**X**						
	Ligustrum japonicum	Japanese Privet		**X**						
	Myrica californica	Pacific Wax Myrtle		**X**	**X**	**X**	**X**	**X**	**X**	
	Umbellularia californica	California Bay Laurel	**X**	**X**				**X**	**X**	**X**
	Osmarea x burkwoodii	Burkwood Osmarea		**X**				**X**		

Plant Materials Matrix									
Suggested Species		**Type of Area or Need**							
		Parking lot trees	**Landscape buffer areas**	**Critical areas – Uplands**	**Critical areas – Wetlands/streams**	**Native species**	**Drought resistant**	**Shoreline**	**Near utility lines**
Osmanthus delavayi	Delavay Osmanthus		X			X	X		
Photinia frazeri	Japanese Photinia		X			X	X		
Pieris floribunda	Mountain Pieris		X				X		
Pieris japonica	Japanese Pieris		X				X		
Prunus lusitanica	Portuguese Laurel		X			X			
Pinus mugo	Mugho Pine		X			X	X		
Rhododendron species and hybrids	Rhododendrons and Azaleas		X	X		X		X	
Vaccinium ovatum	Evergreen Huckleberry		X	X	X	X		X	
Viburnum sinus species	Laurustinus variety		X			X	X		
Cornus alba 'Sibirica'	Siberian Dogwood								
Groundcovers									
Arctostaphylos uva-ursi	Kinnikinnick		X	X		X	X	X	
Berberis nervosa	Cascade Mahonia		X	X		X	X		
Calluna vulgaris	Scotch Heather		X					X	

Plant Materials Matrix										
Suggested Species			**Type of Area or Need**							
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					Critical areas – Uplands					
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							Native species			
								Drought resistant		
									Shoreline	
										Near utility lines
	Ceanothus gloriosus	Point Reyes Ceanothus		**X**				**X**	**X**	
	Cotoneaster microphyllus 'Cochleatus'	Rockspray Cotoneaster		**X**				**X**	**X**	
	Erica carnea	Winter Heath		**X**					**X**	
	Erica x darleyensis	Mediterranean Heather		**X**						
	Euonymus fortuei	Winter Creeper Euonymus		**X**					**X**	
	Gaultheria shallon	Salal		**X**	**X**	**X**	**X**	**X**	**X**	
	Hypericum calycinum	St Johnswart		**X**					**X**	
	Ilex crenata varieties and cultivars	Japanese Holly		**X**						
	Mahonia species	Mahonia variety		**X**					**X**	
	Pachysandra terminalis	Japanese Spurge		**X**				**X**		
	Sarcococca hookerana	Sarcococca		**X**						
	Vinca minor	Periwinkle		**X**				**X**	**X**	
	Source: Hough, Beck & Baird Inc.									

CITY OF
BAINBRIDGE ISLAND

ADMINISTRATIVE MANUAL

PLANNING PERMIT REQUIREMENTS SUBMITTAL

Department of Planning and Community Development
January 1, 2012; Last Updated May 2019

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Introduction

This Administrative Manual is designed to supplement the permit processes described in the land use, zoning, and environmental sections of the City of Bainbridge Island Municipal Code (BIMC). This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. Consistent submissions to the City of Bainbridge Island will help the efficiency of the review process as well as clarifying requirements for applicants. The procedures required for review and approval of most applications are detailed in Title 2: Administration, Personnel and Land Use Procedures of the BIMC. Procedures for wireless communication facility permits, eligible facilities request permits, and small wireless facility permits are respectively detailed in Chapters 18.10, 18.11, and 19.10 BIMC.

The Master Land Use Application is required to be submitted with each of the land use permits discussed herein. Please see the application for the number of copies for specific permits. A land use permit shall not be considered complete until the required application, fee, and all supporting materials are submitted to the department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The director may waive specific submittal requirements determined to be unnecessary for review of an application. Most applications also require a separate fee for the Kitsap Health District.

The City's current Fee Schedule and Master Land Use Application can be viewed and downloaded from the City's website.

GENERAL SUBMITTAL REQUIREMENTS

Basic Site Plan

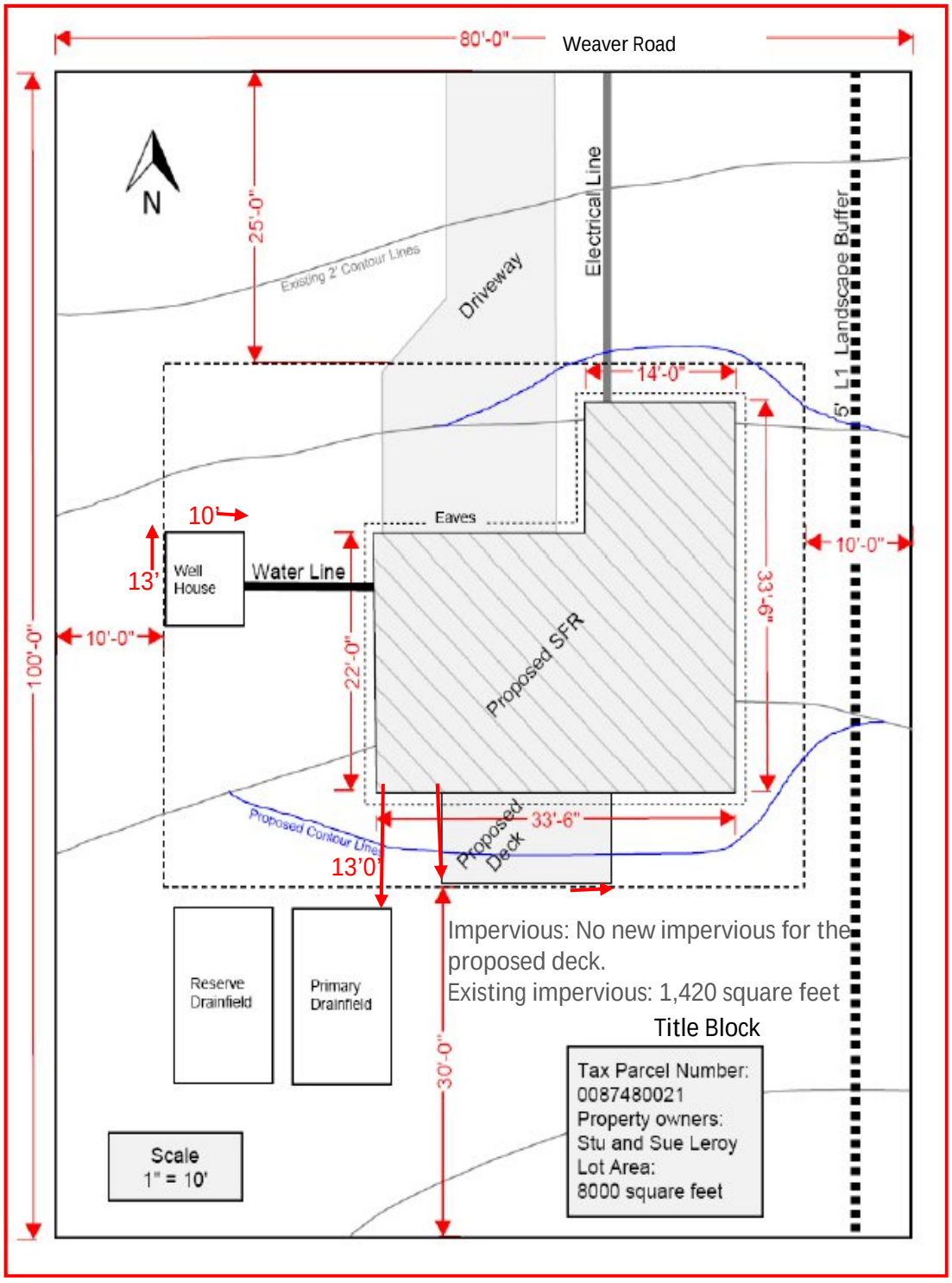
The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public:

City Resources	County Resources	Public Health District
Municipal Code	Auditor's Records	Well / Septic Records
Public GIS	Assessor Records	

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ Title block: Project name; owner name; site address, tax parcel number; subdivision name
- ☐ North arrow
- ☐ Vicinity map
- ☐ Quarter section, township and range
- ☐ Depict the entire property and the area within 150 foot radius of the property
- ☐ Zoning / Comprehensive Plan designation
- ☐ Property boundaries (bold line)
- ☐ Lot size and lot area (BIMC 18.12.050)
- ☐ Easements: Include access, utility, other (e.g. use easements, conservation easements)
- ☐ Zoning setbacks or subdivision setbacks / buffers (as applicable)
- ☐ Contour lines at five foot intervals (existing and proposed)
- ☐ Critical areas and their buffers / setbacks: Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater, floodplain, wetlands, streams
- ☐ Aquifer Recharge Protection Area, if required
- ☐ Shoreline jurisdiction: Include OHWM, shoreline structure and side yard setback, shoreline buffer Zones 1 & 2, areas of native vegetation, location and size of significant trees
- ☐ Vegetation protection areas (e.g. "no-build zones", landscape buffers, designated wildlife corridor)
- ☐ Exterior dimensions of all existing and proposed structures: Clearly differentiate between existing and proposed. Label each structure by its use (e.g. garage, landscape / retaining wall, eave, fence, mechanical equipment)
- ☐ Impervious surface areas (existing and proposed): Label and dimension each area (e.g. building, driveway, parking area, patio)
- ☐ Area of disturbance: Area expected to be disturbed by construction and vegetation retention area
- ☐ Stormwater facility: Location / management method (e.g. dispersion, infiltration, detention)
- ☐ Sewer / septic system facility: Include lines, primary and reserve drainfields and setbacks*
- ☐ Water / well facility: Include lines, water meters, well house, well protection area
- ☐ Other facilities: Include power lines, generators, propane tanks, heat pumps, solar

- ☐ Historically significant structures on or adjacent to the property (e.g. constructed over 50 years ago or listed on the local or national historic register)
- ☐ Access to the property (existing and proposed): Dimension adjacent rights-of-way / access easements and driving surface width. Depict access from a right-of-way, emergency services access, driveways, non-motorized access (e.g. sidewalks, trails) and bus stops.

Sample Site Plan



Utilities Plan

- ☐ Minor (abbreviated) drainage plan for proposals that do not require engineered plans

  OR

- ☐ Engineered preliminary drainage plans
- ☐ Engineered preliminary drainage report

  AND

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
  - ☐ Engineer's scale, for example: 1 inch = 20 feet
  - ☐ Location of stormwater facilities
  - ☐ Management method (e.g. dispersion, infiltration, detention)
  - ☐ Existing and proposed structures and improvements on the subject property including:
    - ☐ Driveways
    - ☐ Parking areas
    - ☐ Parking space (dimensioned)
    - ☐ Solid waste facility (dimensioned)
    - ☐ Landscape / retaining walls
    - ☐ Fences
    - ☐ Mechanical equipment
  - ☐ Existing and proposed utilities on the subject property including:
    - ☐ Wells / well head protection areas
    - ☐ Water / Sewer lines
    - ☐ Drainfields (primary and reserve)
    - ☐ Septic system setbacks (Health District)
    - ☐ Power lines, utility poles, telecommunication facilities
  - ☐ Existing and proposed structures / utilities within 150 feet of the property including:
    - ☐ Wells / well head protection areas
    - ☐ Water / Sewer lines
    - ☐ Fire hydrants
    - ☐ Adjacent streets
    - ☐ Adjacent right-of-way with road classification
    - ☐ Existing and proposed right-of-way width
    - ☐ Existing driving surface width and type (e.g. gravel, asphalt, pervious concrete)
    - ☐ Roadside facilities (e.g. shoulder, ditch)
    - ☐ Non-motorized facilities width and type (e.g. sidewalks, trails)

Landscape Plan

A Landscape Plan shall be prepared by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper and a certified arborist (when required) and include the following information at the time of land use permit application. Minimum specifications for the Landscape Plan sheets listed below.

- ☐ Plan sheet 18" * 24" or 24" * 36" in size
- ☐ Engineer's scale, for example: 1 inch = 20 feet
- ☐ North arrow
- ☐ Title block: Project name; site address, tax parcel number;
- ☐ Property boundaries (bold line)

A. Tree and Vegetation Retention Plan. The applicant shall submit a tree and vegetation retention plan, concurrent with applicable permit application in order to demonstrate compliance with BIMC Section 18.15.010. If multiple permits are required then the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan (see section 3 below) and shall consist of:

1. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies. The survey needs to include enough information about existing trees on a property to demonstrate compliance with section BIMC Section 18.15.010.G *Total Site Tree Unit Requirements* (if applicable). New planting may be required to meet these requirements (see section 3 below).
2. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and
3. A development site plan identifying size and species of the trees and tree stands, as defined in BIMC 18.15.010.C, heritage trees, or other existing vegetation that are proposed to be retained.
4. The International Society of Arboriculture (ISA) valuation for trees:
    a. Required to be retained for development projects in the R-2.9, R-3.5, R-4.3, R-8, R-14, Mixed Use Town Center (MUTC), High School Road, and Neighborhood Service Center Districts; and
    b. In all zones where the critical root zone of a tree required to be retained may be impacted by clearing, grading construction, development, or maintenance; and
5. An analysis prepared by an certified arborist about long-term health and/or viability for trees that will be on the edge of the developed area and "post development" tree health for trees requested for removal in roadside or perimeter buffers. This analysis should also address protection during construction (see below).

6. Protection during construction strategies for trees and vegetation to be retained.

B. Description of how the tree retention plan and planting plan meet the *Total Site Tree Unit Requirements*, pursuant to BIMC 18.15.010.G, if applicable.

C. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:

1. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan;
2. Property boundaries, easements, and ownership as set forth in the legal description;
3. Existing and proposed grades of at least five-foot intervals;
4. Rights-of-way, setbacks, streets and utilities within the subject property;
5. All proposed construction and planting and any future construction and planting that is not included in the application;
6. Location of all existing and proposed buildings, structures, utilities and improvements within the property; and
7. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN).
8. Vegetation clearing strategies;
9. Topsoil protection and reuse strategies, including limiting compaction during construction;
10. Native soil amendment strategies;
11. Planting times and physical limits of construction; and
12. Areas that require temporary or permanent irrigation.

Consultation

A. Property location – 14-digit parcel number or site address.
B. Basic project information.
C. List of specific questions.
D. Conceptual site plan (optional).

Zoning Verification Letter

A. Property location – 14-digit parcel number or site address
B. Any known previously approved land use applications or permits.
C. List of specific questions.

Conceptual Proposal Review Meeting

A. Statement of Intent - Narrative of project sufficient to convey an understanding of the property, the neighborhood, and proposed use.
B. Context Map - The context map should provide sufficient information to evaluate the neighborhood or community characteristics, including: aerial photo, adjacent recreation, conservation, or other protected land, streetscape photos to illustrate road frontage character/conditions, adjacent and nearby houses or structures, nearby historic or cultural features that contribute to the character of the area, nearby transit routes and stops, and existing or planned transportation facilities as shown in the Islandwide Transportation Plan (IWTP).
C. Site Analysis - The site analysis shall be a map used to determine the conservation areas, conservation areas of greatest importance, and development areas. The site analysis shall show: general topography, critical areas and their buffers/setbacks, viewsheds on and off site, individual significant trees, extent and location of priority natural area (e.g., forested land, agricultural land, wildlife corridors, etc.), existing infrastructure or other built features, existing easements, existing trails, unique site characteristics, historic resources.

Design Guidance Review Meeting

A. Schematic Design - This plan is based on the site analysis and context map and shows location, as applicable, of natural area, community space, significant trees to be retained, homesites, vehicle and non-motorized access, location and size of stormwater and septic systems, and lot lines. The proponent is required to bring one or more development concepts or alternatives to indicate possible design options for the site.
B. For subdivision proposals, Documentation of Four-Step Design Process
    1. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly indicating boundaries as well as the types of resources. The amount of natural space required is provided in 17.12 BIMC.
    2. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a "sketch" diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review

meeting as a base map. The amount of community space required is provided in 17.12 BIMC.

3. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.
4. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.

C. Additional requirements for Design Review Board preapplication review (see Preapplication Conference, below).

Preapplication Conference

A. Basic Site Plan

B. Conceptual Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.

C. Conceptual Utilities Plan

D. Site Assessment Review (SAR) or SAR Exemption

E. Additional requirements for preapplication review of Subdivisions

1. Lot area of each existing and resultant lot (BIMC 18.12.050.J)
2. Proposed covenants or restrictions
3. Site plan – additional requirements
   a. Separate sheets depicting existing and resultant conditions
   b. Zoning and Comprehensive Plan designation for subject and adjacent properties
   c. Shoreline upland / water environment for subject and adjacent properties
   d. Proposed method to meet fire flow requirements
   e. Names and locations of adjacent subdivisions;
   f. Required roadside landscape buffers
   g. Flexible Lot Design (Open Space or Cluster): Open space consistent with requirements of BIMC 17.12 or landscape perimeter buffers (BIMC 18.15) and homesite areas

F. Additional requirements for Design Review Board preapplication review (e.g. HDDP, Site Plan and Design Review, and Conditional Use permits)

1. Project vision summary
2. Design Guideline Checklist(s)
3. Conceptual floor plan with estimated commercial and residential square footage
4. Aerial and streetscape photographs with streets and site boundaries labeled
5. Site plan - additional requirements
   a. Proposed structure footprints
   b. Proposed structure entrances

c. Proposed location and description of mechanical equipment
d. Proposed location of trash / recycling structures
e. Proposed location of accessory structures

6. Preliminary sections: Transverse and longitudinal site sections extending to adjacent buildings within 100 feet of property; section through the most critical area of the structure(s) with property lines, floor to floor heights, overall height, and spot elevations
7. Preliminary Elevations: Main elevations of each structure and of adjacent structures; material and color selections; mechanical screens and venting locations
8. Optional but strongly recommended
   a. Renderings: Eye level perspective from major street location; aerial perspective depicting entire project and adjacent buildings in context
   b. Exterior Lighting Plan: Location and indication of light spillage at night.

Administrative Code Interpretation Request

The director has the authority to provide interpretations of provisions, uses, or definitions in BIMC Titles 16, 17 and 18 and related provisions in BIMC Title 2, and will make these interpretations available to the public. Any person may apply to the director for an interpretation of any provision in these titles. The director shall provide the interpretation taking into account consistency with the comprehensive plan, the nature of the definition or use, and its relationship to the code and its potential impacts, such as:

A. Whether it involves dwelling units; sales; processing; type of product, storage and amount;
B. Enclosed or open storage;
C. Anticipated employment;
D. Transportation requirements;
E. Excessive noise, odor, fumes, dust, toxic material, light, glare, and vibration likely to be generated; and
F. The general requirements for public utilities such as water and sanitary sewer.

The authority to provide an interpretation does not include the authority to add a new permitted ("P") or conditional ("C") use to the use table in BIMC 18.09.020. The director's interpretation is subject to appeal pursuant to BIMC 2.16.020.P.1.

Adjustments to Approved Land Use Permits (Minor & Major)

NOTE: This permit does not apply to subdivisions- see Subdivision Adjustment and Amendment section.

A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities which does not change the intensity or the character of the use.

A major adjustment include those that modify the basic design, intensity, density and / or use.

A. Basic Site Plan
B. Utilities Plan (as applicable)

C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
D. Copy of the approved plan (e.g. open space plan, landscaping plan)
E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
F. Authorization of all owners of all lots involved in the change.

Revisions to Land Use Permits

A revision is required when there are proposed changes to a project after the application has been submitted, but has not been approved. This may arise due to differences between the original proposal and application submittals to actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved. Please check with your planner prior to submitting revisions, an intake appointment may be required. All submittal requirements applicable to the original application, including number of copies, are required for revisions. Revisions may be subject to additional fees.

A. Basic Site Plan
B. Utilities Plan (as applicable)
C. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
D. Revision documents that clearly identify the proposed change, including a description of the proposed change.
E. Analysis of how the change complies with decision criteria of the approved application in the first instance (if applicable)
F. Authorization of all owners of all lots involved in the change.

Zoning Permit Applications

Site Plan and Design Review (Major & Minor)

A. Basic Site Plan
B. Utilities Plan
C. Site Assessment Review (SAR) or SAR Exemption
D. Landscape Plan
E. Preapplication conference summary (if applicable)
F. Public participation meeting summary (if applicable)
G. State Environmental Policy Act (SEPA) checklist (if applicable)
H. Terms, conditions, covenants, and agreements under which the subject property is bound

I. Traffic analysis (if applicable)

J. Design guideline checklists

K. Narrative: A complete and detailed written statement describing the proposal, including:

1. Intended use of the land
2. Phasing, including the phasing of on- and off-site improvements
3. Sequence and timing of the proposed development
4. Proposed land ownership
5. Commercial and residential components of the project
6. Addressing the decision criteria per BIMC 2.16.040 E

L. Documentation of Kitsap Public Health District Concurrent Review, if not on public sewer and water;

M. Non-binding Water and Sewer availability letters (availability and phasing of system extensions)

N. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

O. Architectural drawings, including floor plans, uses, building elevations, building sections, and roof plans;

P. Analysis of how the project meets design guidelines-Design Guidelines Checklists, if applicable;

Q. Description of proposed stormwater management system and maintenance and operation. See also Utilities Plan.

R. Description of any facilities planned for public dedication, e.g. sewage disposal system, roads, non-motorized facilities, utility lines and facilities, parks or open space.

S. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;

T. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural elevations or on a form provided by the department of planning and community development.

U. A survey may be required depending on project complexity; and

V. Design Review Board (DRB) Final Design Review (as applicable)

The Final Design Review is the last review by the DRB. It is presented after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design. When the planner determines the required exhibits are complete, she will assign a date for the Final Project Review. The purpose of the final project review is to review a proposed project for compliance with applicable design guidelines, and to ensure that the project reflects any revisions recommended by the DRB at the pre-application review based on consistency with applicable design guidelines.

The DRB reviews the application materials electronically. The DRB comments and recommendations are based on how the exhibits and drawings incorporate or interpret the design guidelines. The applicant will present the project using appropriate size graphics for the whole Board to see, either on minimum 24 x 36 boards or using a projector and screen. Optional but strongly recommended items are so indicated:

1. Final Project Vision Summary, incorporating DRB pre-application comments, and Design Guideline Checklist;
2. Final Context Analysis includes:
    a. Aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
    b. Vicinity map showing existing conditions including adjacent structures, uses and zoning.
3. Final Sections includes:
    b. Final transverse and longitudinal sections through the entire site extending 100 feet past the property line to adjacent buildings or buildings across a roadway.
    b. Final transverse and longitudinal sections through each structure with property lines, floor to floor heights, overall height, and spot elevations noted.
4. Final Elevations include:
    a. Final elevations of each structure including exterior mechanical screens, venting locations and adjacent structures in context.
    b. Final material board and color notes as needed for clarification.
    c. Scale figures and transparent street trees or planned landscaping. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
    d. Shadows should clarify modulation. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
5. Final Renderings are **OPTIONAL, BUT STRONGLY RECOMMENDED*
    a. Eye level perspective renderings from two opposite street locations.
    b. At least one depicting entire project with adjacent buildings in context
6. Final Exterior Lighting Plan includes descriptions, images, color and finish of selected features.
7. Any other graphics requested during the Preliminary Site Plan Review.
8. Design Review Board (DRB) Final Design Review (as applicable)(see Site Plan and Design Review, above).

Conditional Use Permit (Major & Minor)

A. Basic Site Plan
B. Utilities Plan
C. Site Assessment Review (SAR) or SAR Exemption
D. Landscape Plan

E. State Environmental Policy Act (SEPA) checklist (if applicable)
F. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development
G. The terms, conditions, covenants, and agreements under which the subject property is bound, if any
H. Affidavit of ownership or agreement to work on the owner's behalf
I. Land dedicated for park and recreational facilities, if applicable
J. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting
K. Written statement describing how the application meets all applicable decision criteria
L. Institutional development in residential zones shall submit the following items:
    1. A traffic report, showing the effects on level of service (LOS) on affected roads
    2. A fencing plan or alternative methods to protect the public health, safety and welfare
    3. Vehicular, pedestrian, and bicycle access and site circulation
    4. Commercial/Mixed Use Design Guidelines Checklist BIMC 18.18.030.C
M. Design Review Board (DRB) Final Design Review (as applicable)(see Site Plan and Design Review, above).

Variance (Major & Minor)

A. Basic Site Plan
B. State Environmental Policy Act (SEPA) checklist (if applicable)
C. Terms, conditions, covenants, and agreements under which the subject property is bound
D. Narrative – A complete and detailed written statement describing the proposal, including:
    1. Reason for the variance request
    2. Detailed description of how the proposal will meet the decision criteria
    3. Visual impacts of proposed structures, including proposed screening

Housing Design Demonstration Project

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

A. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted.

B. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans.

C. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit.

D. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, open space, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter.

E. Photographs of the subject and adjacent properties key to the basic site plan.

F. Landscape Plan.

G. A detailed description of any project phasing.

H. A description of how the proposed development is consistent with the surrounding neighborhood character.

I. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria.

J. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

Sign Permit

A. Basic Site Plan
   1. Position of buildings
   2. Landscaped areas
   3. Sign configuration
   4. Sign size
   5. Sign elevation

B. Sign Permit Worksheet

C. Drawing or photo of proposed sign(s) including dimensions and height above ground.

D. Engineering specifications (if applicable).

Wireless Communication Facility Permit (WCF)

A. Basic Site Plan
   1. Additional requirements
      a. Location, elevation and dimensions of existing facility components
      b. Location, elevation and dimensions of proposed facility components

c. Existing and proposed site grade
d. Area of ground disturbance for construction activities
e. Primary viewshed of the proposed WCF
f. Proposed height
g. Coverage area at proposed height (may be inset map or on separate sheet)
h. Inventory of WCF sites in or within a one mile radius of the City that are operated by the applicant

B. Landscape Plan
1. Additional landscape plan information required:
a. Type and location of vegetation screen of WCF components in viewshed context
b. Height of vegetation screen at maturity (e.g. monopole/tower 2/3 height screening)
c. Type and location of topographic or structural screening (e.g. wall, fencing)
d. WCF paint/camouflage color scheme in viewshed context
e. Security fencing height, vegetation screening and paint/camouflage screening

C. Detail Drawing
1. Antenna
2. Support structure and any protrusion from the support structure
3. Transmission device
4. Equipment shelter

D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances

E. Narrative
1. An explanation of the need for the proposed WCF
2. Location priority analysis (e.g. co-location vs. commercial building)
3. Height and design of WCF sites in or within one mile of the City
4. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
5. Feasibility of underground location for equipment facilities
6. Equipment noise evaluation (e.g. dB at nearest property line)

F. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations

G. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)

H. Additional information required for:
1. Tower modification
a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:

i. number and types of antennas the tower can support
ii. basis for capacity calculation
iii. statement that the proposal complies with applicable FCC guidelines and standards

2. Base station modification
   a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes
3. Applications for facilities other than Facility I or II
   a. Documentation of efforts to co-locate on existing facilities

I. if all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.

J. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if all or a portion of the WCF will be located in the right-of-way.

Wireless Eligible Facilities Request Permit (EFR)

1. An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act.

2. An evaluation of the substantial change criteria as found in BIMC 18.11.010.K.

3. Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (Part 1 – Practice and Procedure), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.

4. If the applicant is not the owner or person in control of the eligible support structure and/or site: An attestation that the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right-of-way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under, and above the public right-of-way.

5. A request involving co-location of transmission equipment or the replacement of transmission equipment: Complete copies of the underlying land use approvals for siting of the tower or base station proposed to be modified, establishing that, at the time of

submittal of the application, such tower or base station constituted an eligible support structure.

6. A request that will result in an increase in height of the eligible support structure: Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure (a) as originally constructed and granted approval by the city or other applicable local zoning or similar regulatory authority; or (b) as of the most recent modification received by the city, or other local zoning or regulatory approval, prior to the passage of the Spectrum Act, whichever height is greater.

7. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting restrictions or requirements imposed by a reviewing official or decision-making body pursuant to authority granted under the city code, or an ordinance or a municipal code of another local government authority: A copy of the document (e.g., CUP or SUP) setting forth such preexisting restrictions or requirements together with a certification that the proposed facilities modification conforms to such restrictions or requirements; provided, that such certification shall have no application to the extent the proposed facilities modification relates solely to an increase in height, increase in width, addition of cabinets, or new excavation, that does not result in a substantial change in the physical dimensions of the eligible support structure.

8. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting concealment restrictions or requirements, or was constructed with concealment elements: Applicant shall set forth the facts and circumstances demonstrating that the proposed modification would not defeat the existing concealment elements of the eligible support structure. If the proposed modification will alter the exterior dimensions or appearance of the eligible support structure, applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure.

9. A request that will protrude from the edge of a nontower eligible support structure: Record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the eligible support structure at the location of the proposed modification.

10. A request to an eligible support structure that will (a) include any excavation; (b) would result in a protrusion from the edge of a tower that exceeds an existing protrusion of

any transmission equipment attached to a tower; or (c) would protrude from the edge of a nontower eligible support structure: A description of the boundaries of the site together with a scale drawing based on an accurate traverse, with angular and lineal dimensions, depicting the boundaries of the site in relation to the tower or base station proposed to be modified and depicting the proposed location, elevation and dimensions of the new or replacement transmission equipment. The city may require a survey by a land surveyor licensed in the state of Washington when, in the judgment of the approval authority, a survey is reasonably necessary to verify the boundaries of the site to determine if the proposed facilities modification would result in a substantial change in the physical dimensions of the eligible support structure.

11. A request to the eligible support structure that includes hardening through structural enhancement: A technical report by a qualified engineer accredited by the state of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed co-location, removal, or replacement of transmission equipment and conforms to applicable code requirements. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity.

12. A request that proposes a modification to a tower: A stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical, and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including:

    a. The number and type of antennas that can be accommodated;

    b. The basis for the calculation of capacity; and

    c. A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards.

    The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance.

13. A request to a base station: A stamped report by a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with applicable structural, electrical, and safety codes.

14. A request requiring alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:

    a. The location, elevation and dimensions of the existing eligible support structure;

    b. The location, elevation and dimensions of the existing transmission equipment;

    c. The location, elevation and dimensions of the transmission equipment, if any, proposed to be co-located or that will replace existing transmission equipment;

    d. The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;

    e. Any proposed modification to the eligible support structure;

    f. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and

    g. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

Small Wireless Facility Permit (SWF)

1. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if the proposed facilities are located in the right-of-way.

2. Associated Permit(s). Applications or check lists required under the Critical Areas, Shoreline, or SEPA ordinances. Applications for deployment of small wireless facilities in Design Zones or for new poles shall comply with the requirements in BIMC 18.10A.060.

3. Specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement,

or new poles or towers, existing buildings, or other structures. Ground mounted equipment (if authorized pursuant to Chapter 18.10A BIMC), conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:

(a) The location of overhead and underground public utility, telecommunication, cable, water, adjacent lighting sewer drainage and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet from the proposed project area.

(b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.

(c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility.

(d) Compliance with the aesthetic requirements of BIMC 18.10A.050.

4. Written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. To extent that the pole or structure is not owned by the applicant, the applicant shall demonstrate in writing that they have authority from the pole owner to install the small wireless facility on the pole or structure. Such written approval shall include approval of the specific pole, engineering

and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the pole owner and the applicant is not required. If the proposed small wireless facility is not within the rights-of-way, the applicant must provide written approval from the property owner. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.

5. Sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.

6. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

7. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans of the small wireless facilities and the antenna support structure or pole and foundation are designed to reasonably withstand typical loading requirements as well as wind and seismic loads.

8. Proof of a valid Bainbridge Island business license.

9. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.

Subdivision Applications

Boundary Line Adjustment

A. Basic Site Plan
B. Survey drawing
    1. Conventional scale and prepared by a surveyor licensed in the State of Washington
    2. Separate sheets depicting existing conditions and resultant conditions
    3. Zoning and Comprehensive Plan designation
    4. Shoreline upland and water environment designations
    5. Proposed method to meet fire flow requirements
    6. Names and locations of adjacent subdivisions
    7. Gross lot size (in square feet) of each existing and resultant lot
    8. Lot area of each existing and resultant lot/tract (BIMC 18.12.050.J)
    9. Zoning or subdivision setbacks, as applicable
    10. Ordinary High Water Mark
    11. Required critical areas, their buffers and setbacks
    12. Required vegetation buffers
C. Existing and proposed terms, conditions, covenants, and agreements on the subject property
D. Perimeter lot closures for each existing and resultant lot
E. Title report dated not more than six months prior to application
F. Property legal description
G. Draft agreements (e.g. use easement, road maintenance agreement)
H. Water and sewer availability letters (public water/sewer) for each resultant lot
I. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report/assessment

Preliminary Subdivision (Short/ Long /Large Lot)

A. Basic Site Plan
B. Utilities Plan
C. Site Assessment Review (SAR) or SAR Exemption
D. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
E. Preliminary Plat
    1. Conventional scale and prepared by a surveyor licensed in the State of Washington
    2. Separate sheets depicting existing conditions and resultant conditions

3. Zoning and Comprehensive Plan designation
4. Shoreline upland and water environment designations
5. Proposed method to meet fire flow requirements
6. Names and locations of adjacent subdivisions
7. Gross lot size (in square feet) of each existing and resultant lot
8. Area (in square feet) dedicated to open space (if applicable)
9. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
10. Flexible lot setbacks
11. Required critical areas, their buffers and setbacks
12. Aquifer Recharge Protection Area, if required
13. Required roadside landscape buffers
14. Proposed Flexible Lot Design (Open Space or Cluster)
    a. Proposed lot lines and homesite locations
    b. Open space areas or landscape perimeter buffers

F. State Environmental Policy Act (SEPA) checklist (if applicable)
G. Existing and proposed terms, conditions, covenants, and agreements on the subject property
H. Preapplication conference summary letter
I. Perimeter lot closures for each existing and resultant lot
J. Title report dated not more than six months prior to application
K. Property legal description
L. Draft agreements (e.g. Open Space Management Plan, road maintenance agreement)
M. Non-binding water and sewer availability letters (for public water / sewer) for each lot
N. Traffic impact analysis/application for traffic concurrency or concurrency statement
O. Other technical reports (as applicable):
    1. Wetland delineation and report or wetland determination
    2. Geotechnical report/assessment
    3. Shoreline Site Specific Analysis
    4. DNR Forestry permit
    5. Habitat Management Plan
P. Other special submittal requirements identified in the pre-application conference summary

Plat Utility Permit (All Subdivisions)

Construction plan submittal requirements to obtain a plat utility permit for civil improvements associated with a short- or long-subdivisions are found in City of Bainbridge Island Design and Construction Standards manual. The plan requirements and definitions differ from those in the administrative manual. Please review the specific requirements with the assigned City project engineer for large/complex projects.

A. Construction Plans - Full-scale drawings on 24-inch by 36-inch paper with margins set to provide half-scale drawings on 11-inch x 17- inch paper.

General Plan Requirements:

- ☐ North shall be shown up or to the left on the plans, and in no case will north be shown in opposing directions on the same or connecting sheets.
- ☐ A vicinity map shall be located on the drawing. The scale shall be 1 inch = 1000 feet and with an approximate one square mile with the project site approximately centered. A scale at least 1 inch long shall be drawn on the map. A North arrow shall be on the map. The site address shall be shown below the vicinity map.
- ☐ City datum with city-established benchmark (BM) number and elevation. BM information is available from the city's right-of-way specialist.
- ☐ A detailed description of the site, including lot number, quarter section, township and range, unless otherwise noted by the city engineer.
- ☐ Current zoning of site and of adjacent properties.
- ☐ Lot size(s) with perimeter distances and bearings of the site shown on the plan.
- ☐ Project name in the title block.
- ☐ Owner/developer name, address, and phone number in the title block.
- ☐ Design engineer's name, address, and phone number in the title block.
- ☐ Boundary and topographic survey of existing conditions with a contour interval of no less than 5 feet (no less than 10 feet for Large Lot Subdivisions).
- ☐ Proposed and existing rights-of-way and easements shall be clearly identified and dimensioned. New public utility easements shall be a minimum of 20 feet in width. Utilities shall be centered in the easement. Show Kitsap County recording numbers for all existing easements.
- ☐ All pertinent existing and finish elevations.
- ☐ Existing natural drainage ways such as swales, ditches, etc. Path of flow with arrows and elevations.
- ☐ Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas.
- ☐ Limits and elevations of 100-Year Floodplain, including delineation of the floodway and flood fringe.
- ☐ General plan notes consistent with the Standards shall be shown on the plan.

On-site plans for private property improvements shall have vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 50 feet. Profiles, where required, may be drawn on plan sheets.

Off-site plans for public dedication of improvements (i.e. water, sewer, storm drainage, and streets) shall have a vertical scale of one inch equals 5 feet and horizontal scale of one inch equals 40 feet. All off-site plans shall have the corresponding plan/profiles on the same sheet.

Five copies of the construction drawing set are required.

A digital set in PDF or TIFF format shall be included with the application. 482

See the applicable Standards for plan requirements in the DCS Manual or the applicable zoning code requirements.

Plans may be incorporated on the same sheet where clarity is not affected.

Specific Plan Requirements:

- ☐ Preliminary conditions of approval.
- ☐ Grading, Drainage, and Erosion and Sediment Control (GDESC) Plan.
- ☐ Street plan or plat road plan.
- ☐ Parking plan.
- ☐ Utility plan (water, sewer, and dry/franchise utility location and coordination).
- ☐ Significant tree/tree retention plan.
- ☐ Open space management plan, where applicable.
- ☐ Landscaping plan.

B. Reports and Supporting Documentation/Calculations
   - ☐ Stormwater management report consistent with BIMC 15.20 and the current adopted Stormwater and Low Impact Development manuals.
   - ☐ Drainage design calculations.
   - ☐ Soil logs and infiltration rate determination, where applicable.
   - ☐ Geotechnical report, where applicable.
   - ☐ Domestic (multi-family), commercial and fire flow calculations.
   - ☐ Sewer conveyance calculations.

C. Facilities (Water, Sewer, Storm Water and Streets) Extension Agreement Application
   - ☐ Application shall indicate whether a latecomer reimbursement will be requested.
   - ☐ Drawings shall be submitted showing generally the proposed location, type, and size of the utility or street improvements.

The extension agreement application shall be completed by the owner and submitted with the applicable processing fee consistent with BIMC 13.32.

Final Short Plat/Subdivision

A. Plat Utilities Plan (engineered drainage plan / report or minor plan as applicable)

B. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.

C. Final Plat, as modified by conditions of approval
   1. Applicable plat conditions of approval
   2. Ties to permanent monuments
   3. Controlling reference points or monuments
   4. Bearing and length of lines
   5. Origin of meridian or basis of bearings
   6. Surveyor's certificate signed by the surveyor who prepared the final plat:

"I, _____, registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of _____, 20__, through _____, 20__, that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."

7. Disclaimer regarding road maintenance:

   "Responsibility and expense for maintenance of streets serving lots within this short plat/subdivision shall rest with the lot owners unless such roads have been accepted by the City."

8. If plat improvements are assured, a prominent note on the face of the final plat:

   "The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."

9. Signature and date lines for the City Planning Director
10. Signature and date lines for certification by the County Treasurer
11. Signature and date lines for the Health District

12. Declaration regarding further subdivision:

> *"Land in a short subdivision may not be further divided through a short plat within a period of five years recording the final short without meeting the standards of and being reviewed as a long subdivision."*

D. Statement of compliance listing the plat conditions and how each condition is met
E. Perimeter lot closures for each existing and resultant lot
F. Title report dated not more than six months prior to application
G. Binding water and sewer availability letters (for public water/sewer) for each lot
H. Final agreements (e.g. Open Space Management Plan, road maintenance agreement)
I. Estimate approved by the City for financially assurance of plat improvements

Subdivision Alteration/Amendment

A. Proposed plat alteration/amendment
B. Narrative including a description of the proposed change and a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
C. A copy of the existing final plat
D. A copy of the open space management plan, as applicable;

Environmental and Critical Area Permits

Tree Removal/Vegetation Maintenance Permit

A. Basic Site Plan
B. Trees and vegetation proposed to be removed (also show on Basic Site Plan)
C. Size (diameter breast height [dbh]) of trees to be removed (Required only for commercial, institutional, multifamily, and mixed use development and any properties in Mixed Use Town Center, High School Road, R-2.9, R-3.5 and R-4.3 zones. Also show on Basic Site Plan)
D. Site Assessment Review (SAR) or Exemption (if applicable)
E. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20 (if applicable).
F. Planting plan (see Landscape Plan section above) if tree removal brings a property below applicable tree unit requirements (see BIMC Section 18.15.010.G) or is proposed within required open space, vegetation buffers (e.g. landscape buffers, no-cut buffers), or any other trees required to be retained through an approved land use permit. Planting plan should ensure that property continues to meet any applicable tree requirements.

Farm Management Plan

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

A. Basic site plan, with the following additional information
    1. Adjacent residences
    2. location and area of all pasture area(s), shelter structure(s), compost and manure storage,
B. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
C. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
D. Emergency response plan and emergency response contacts
E. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
    1. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
    2. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
    3. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
    4. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.
    5. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
    6. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

Agricultural Retail Plan

A. Basic Site Plan including a delineation of specific use areas (pasture, heavy use area, etc.).
B. Farm Management Plan, if required pursuant to BIMC 18.09.030.A.1.
C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Reasonable Use Exception

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

C. Critical Area Report. A critical area~~s~~ report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared in accordance with the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;

D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;

E. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;

F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and

G. A complete and detailed written statement of the reason(s) for requesting the reasonable use exception including a detailed description of how the proposal will meet the reasonable use exception criteria as defined in BIMC 16.20.080:

1. The application of Chapter 16.20 would deny all reasonable use of the property;
2. There is no reasonable alternative to the proposal with less impact to the critical area or its required buffer;
3. The proposal minimizes the impact on critical areas in accordance with mitigation sequencing (BIMC 16.20.030);
4. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
5. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
6. The proposed total lot coverage does not exceed 1,200 square feet for residential development;
7. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
8. Any alterations permitted to the critical area are mitigated in accordance with mitigation requirements applicable to the critical area altered;
9. The proposal protects the critical area functions and values consistent with the best available science and results in no net loss of critical area functions and values;
10. The proposal addresses cumulative impacts of the action; and
11. The proposal is consistent with other applicable regulations and standards.

H. A copy of the pre-application conference summary letter.

Buffer Enhancement Plan

A. Basic Site Plan

B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

C. Buffer Enhancement Plan. A buffer enhancement plan prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;

D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;

E. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and

F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Critical Area Permits (Minor and Major)

All applications for critical area permits shall include a Basic Site Plan. Additional submittal requirements for critical area permits are contained within the Critical Areas Ordinance and will vary depending on the type of critical area. Specific submittal requirements are described in each of the following sections of BIMC 16.20:

- Trees and vegetation – BIMC 16.20.090.G (minor)
- Critical aquifer recharge areas – BIMC 16.20.090.B.3 (minor)
- Fish and wildlife habitat conservation areas – BIMC 16.20.110.D and F (minor or major)
- Geologically hazardous areas – BIMC 16.20.130.C (minor)
- Wetlands – BIMC 16.20.140.F (minor or major)
- Winslow Ravine – BIMC 16.20.150.C (major)

Any required reports, studies, plans or letters shall be prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions.

Applications for major critical area permits shall also include:

A. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;

B. A written narrative describing how the proposal meets the critical area permit review criteria as defined in BIMC 16.20.070.B;

C. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;

D. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and

E. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

Shoreline Master Program Application Submittal Requirements

Shoreline Clearing Permit

A. Basic Site Plan, including:

1. Species and location of trees or other vegetation proposed to be removed
2. Size (dbh) of trees to be removed
3. Area (square feet) of canopy coverage to be removed. Canopy coverage includes trees and shrubs.
4. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20

B. Supplemental materials, as applicable:

1. Arborist report, for removal of hazard trees, or any vegetation removal within geologically hazardous areas or buffers/setbacks
2. Geotechnical report, for any vegetation removal within geologically hazardous areas or buffers/setbacks

C. Replanting plan, including:

1. Species, size, quantity, and location of trees or other vegetation proposed to be planted

The following requirements apply to all SMP applications:

Shoreline Exemption

Shoreline Substantial Development Permit

Shoreline Conditional Use Permit

Shoreline Variance

A. Basic Site Plan, with the following additional information:

1. Location of Ordinary High Water Mark (OHWM);
2. Location of Shoreline Buffer;
3. Location of Shoreline Structure View Setback;
4. Shoreline dimensional setbacks;
5. Location of native vegetation and significant trees;

6. If structures have any attachments (e.g. deck, balcony, etc.), include elevation drawings and calculations of grade
7. For overwater structures or development: littoral boundaries and elevation drawings with tidal elevations development
8. For mooring buoys the following additional information:
    a. Location of proposed buoy with latitude and longitude coordinates and swing circle;
    b. Location of surrounding buoys, floats, or docks;
    c. Distance measurement of proposed buoy to surrounding buoys, floats, or docks.

B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either:

1. Use the Standard Single-Family Residential Mitigation Manual -- Submit the checklist and supporting documents with your application; or
2. Submit a Site-specific Analysis -- The site-specific analysis must be completed by a qualified professional. Submit the site-specific analysis with your application.

C. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

1. Wetland delineation and categorization (See BIMC 16.12.060.L)
2. Geotechnical Report (See BIMC 16.12.060.K)
3. Bluff Management Plan (See BIMC 16.12.060.K)
4. Utilities Plan
5. Site Assessment Review (SAR) or SAR Exemption
6. State Environmental Policy Act (SEPA) Checklist
7. Shoreline Stabilization Projects have additional submittal requirements listed in the City's Shoreline Master Program Section 6.2.10
8. For Mooring Buoys, with the following additional information:
    a. Cross-Sectional View Worksheet
    b. Proof of submittal of site plan with latitude and longitude coordinates, vicinity map, and cross-sectional view worksheet to the Suquamish Tribe.
        i. Copy of notification e-mail sent to Alison O'Sullivan, Biologist, Suquamish Tribe is acceptable (aosullivan@suquamish.nsn.us).
    c. Name and contact information of the diver/biologist qualified to install an embedment style anchor

i. An aquatic vegetation dive survey is required if a surface style anchor is proposed (Concrete block, Danforth, etc.)

d. Depending on the location of the buoy, your application may require additional submittal documents. These include:

i. State Environmental Policy Act (SEPA) Checklist: Required only if placement location is not on Department of Natural Resources leased land

e. Signed copy of Attachment E: Aquatic Use Authorization on Department of Natural Resources (DNR)- managed aquatic lands. This form must be submitted to and signed by DNR prior to making application to the City. Please note that Attachment E is not required for buoys that are proposed to be installed on privately held tidelands.

i. Attachment E must include DNR signature at time of submittal to the City to verify that DNR has been notified of the proposed buoy location. Attachment E is submitted to DNR along with a Joint Aquatic Resources Permit Application (JARPA)

Attachment E and the JARPA form can be found here:

http://www.epermitting.wa.gov/site/alias__resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx

D. Decision Criteria

Applications for shoreline variances and shoreline conditional use permits must include a narrative explaining how the project meets the decision criteria, provided in BIMC Section 2.16.165.

Legislative Applications Submittal Requirements

Legislative Review of Development Regulations

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

A. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);

B. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and

C. A completed SEPA checklist including supplemental sheet for nonproject actions (if applicable); and

D. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Rezoning (Site-specific and Area-wide)

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

A. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses.

B. A map that shows address topography, streets, adjacent land uses, utilities and other pertinent factors that would justify the proposed rezone;

C. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;

D. A legal description of the property(ies) and tax lot number(s);

E. The names and addresses of all property owners; and

F. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

G. A completed SEPA checklist including supplemental sheet for nonproject actions.

Comprehensive Plan Amendment

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

A. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;

B. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;

C. A completed SEPA checklist including supplemental sheet for nonproject actions; and

D. Any other reports or studies identified during the preapplication conference (Ord. 2006-13 § 4, 2006).

Appendices

SMP Submittal Requirements for Site Specific Analysis

The Site Specific Analysis can be viewed on the City's website:
http://www.bainbridgewa.gov/DocumentCenter/View/7306

Single-family Residence Shoreline Mitigation Manual

The Single-family Residence Shoreline Mitigation Manual can be viewed on the City's website:
http://www.bainbridgewa.gov/DocumentCenter/View/5663

Sign Permit Worksheet

The Sign Permit Worksheet can be viewed on the City's website:
http://www.bainbridgewa.gov/DocumentCenter/View/7408

Suggested Landscape Materials Matrix

The table below provides a list of suggested plant materials recommended for use on Bainbridge Island. Additional plants may be added to this list as deemed appropriate by the department. Plants shall be selected based upon site-specific conditions that may affect plant growth such as sun exposure, soil types, shoreline conditions, adjacent site improvements, etc. Plant material selection shall be coordinated with utility company requirements to avoid conflicts.

Plant Materials Matrix									
Suggested Species		Type of Area or Need							
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines
Large deciduous trees									
Acer macrophyllum	Bigleaf Maple			X	X	X			
Acer rubrum species	Red Maple variety	X	X					X	
Acer saccharum	Sugar Maple	X	X						
Acer platanoides species	Norway Maple variety	X	X					X	
Alnus oregona	Red Alder			X	X	X	X		
Fagus sylvatica	European Beech		X				X	X	
Fraxinus latifolia	Oregon Ash			X	X	X			
Gingko biloba ‘Sentry’	Columnar Maidenhair		X				X		
Liquidambar styraciflua	American Sweet Gum	X	X				X	X	

Plant Materials Matrix										
Suggested Species		Type of Area or Need								
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines	
Liriodendron tulipifera	Tulip Tree		X							
Platanus x acerifolia	London Plane		X							
Populus trichocarpa	Black Cottonwood				X	X				
Quercus species	Oak variety	X	X				X			
Quercus robur 'Fastigiata'	Upright English Oak	X	X				X	X		
Quercus rubra species	Eastern Red Oak	X	X				X			
Salix species	Willow variety				X	X		X		
Tilia cordata	Littleleaf Linden	X	X					X		
Medium deciduous trees										
Acer campestre	Hedge Maple	X					X		X	
Betula species	Birch variety		X							
Carpinus betulus	European Hornbeam	X	X				X	X		
Cercidiphyllum japonicum	Katsura Tree		X							
Cornus species	Dogwood variety			X		X	X			
Fraxinus pennsylvanica 'Marshall'	Marshall's Seedless Ash	X	X				X			

Plant Materials Matrix										
Suggested Species		Type of Area or Need								
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines	
Populus tremuloides	Quaking Aspen				X	X				
Prunus species	Flowering Cherry variety	X	X				X	X		
Pyrus calleryana species	Flowering Pear variety	X	X				X			
Zelkova serrata 'Village Green'	Sawleaf Zelkova	X	X							
Small deciduous trees										
Acer circinatum	Vine Maple		X	X	X	X			X	
Acer davidii	David Maple		X							
Acer ginnala	Amur Maple	X	X					X	X	
Acer palmatum	Japanese Maple		X						X	
Amelanchier species	Serviceberry variety		X	X	X	X			X	
Carpinus species	Hornbeam variety	X	X				X	X		
Cornus florida	Eastern Dogwood		X						X	
Cornus kousa	Kousa Dogwood	X	X						X	
Corylus cornuta californica	Western Hazelnut		X	X		X	X		X	
Crataegus species	Hawthorn variety		X	X		X	X	X	X	

Plant Materials Matrix										
Suggested Species		Type of Area or Need								
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines
Magnolia species	Magnolia variety	X	X					X	X
Malus species	Flowering Crabapple		X						X
Prunus species	Flowering Cherry Plum		X				X	X	X
Rhus typhina	Staghorn Sumac		X	X		X	X		X
Styrax japonica	Japanese Snowball		X						X
Evergreen trees									
Abies grandis	Grand Fir		X	X		X			
Cedrus deodara	Deodar Cedar		X				X	X	
Chamaecyparis lawsoniana	Port Orford Cedar		X	X		X	X	X	
Chamaecyparis nootkatensis	Alaska Cedar		X	X		X	X	X	
Calocedrus decurrens	Incense Cedar		X						
Picea sitchensis	Sitka Spruce		X		X	X		X	
Pinus contorta	Shore Pine	X	X	X		X	X	X	
Pinus contorta latifolia	Lodgepole Pine		X				X	X	
Pinus densiflora	Japanese Red Pine		X				X		

Plant Materials Matrix										
Suggested Species		Type of Area or Need								
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines	
Pinus monticola	Western White Pine		X	X		X	X			
Pinus nigra	Austrian Black Pine	X	X				X	X		
Pinus ponderosa	Ponderosa Pine		X				X			
Pinus sylvestris	Scotch Pine	X	X				X	X		
Pinus thunbergii	Japanese Black Pine		X				X	X		
Pseurdotsuga menziesii	Douglas Fir		X	X		X	X	X		
Sequoidendron sempervirens	Coastal Sequoia		X					X		
Taxus brevifolia	Western Yew		X		X	X		X		
Thuja plicata	Western Red Cedar		X		X	X				
Tsuga heterophylla	Western Hemlock		X		X	X	X			
Deciduous shrubs										
Amelanchier alnifolia	Western Serviceberry		X	X	X	X		X		
Berberis species	Barberry variety		X				X			
Callicarpa japonica	Japanese Beautyberry		X							
Cornus stolonifera	Red-Osier Dogwood		X	X	X	X		X		

Plant Materials Matrix									
Suggested Species		Type of Area or Need							
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines
Enkianthus campanulatus	Red-Veined Enkianthus		X						
Elaegnus species	Elaeagnus variety		X				X	X	
Euonymus alata 'Compacta'	Winged Eunymus		X					X	
Hamamelis mollis	Chinese Witch Hazel		X						
Holodiscus discolor	Ocean Spray			X	X	X	X	X	
Hydrangea lacecap varieties	Lacecap Hydrangea		X						
Potentilla fruticosa	Potentilla		X				X	X	
Physocarpus capitatus	Pacific Ninebark				X	X			
Rhamnus purshiana	Cascara Sagrada			X	X	X			
Ribes sanguineum	Red-Flowering Currant			X	X	X			
Rosa nutkana	Nootka Rose			X	X	X		X	
Rosa rugosa	Rugosa Rose		X				X	X	
Rubus parviflorus	Thimbleberry		X	X	X	X			
Rubus spectabilis	Salmonberry		X	X	X	X		X	
Salix species	Willow variety				X	X		X	

Plant Materials Matrix										
Suggested Species			Type of Area or Need							
			Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines
	Sambucus racemosa	Red Elderberry			X	X	X		X	
	Spiraea species	Spiraea variety				X	X	X	X	
	Symphoricarpos albus	Snowberry			X		X	X		
	Syringa vulgaris cultivars	Lilacs		X					X	
	Vaccinium parvifolium	Red Huckleberry				X	X			
	Viburnum x burkwoodii	Burkwood Viburnum		X					X	
Evergreen shrubs										
	Arbutus unedo	Strawberry Tree		X				X	X	X
	Cotoneaster species	Cotoneaster variety		X				X	X	
	Ilex crenata	Japanese Holly		X						
	Kalmia latifolia	Mountain Laurel		X						
	Ligustrum japonicum	Japanese Privet		X						
	Myrica californica	Pacific Wax Myrtle		X	X	X	X	X	X	
	Umbellularia californica	California Bay Laurel	X	X				X	X	X
	Osmarea x burkwoodii	Burkwood Osmarea		X				X		

Plant Materials Matrix									
Suggested Species		Type of Area or Need							
		Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines
Osmanthus delavayi	Delavay Osmanthus		X				X	X	
Photinia frazeri	Japanese Photinia		X				X	X	
Pieris floribunda	Mountain Pieris		X					X	
Pieris japonica	Japanese Pieris		X					X	
Prunus lusitanica	Portuguese Laurel		X				X		
Pinus mugo	Mugho Pine		X				X	X	
Rhododendron species and hybrids	Rhododendrons and Azaleas		X	X		X		X	
Vaccinium ovatum	Evergreen Huckleberry		X	X	X	X		X	
Viburnum sinus species	Laurustinus variety		X				X	X	
Cornus alba 'Sibirica'	Siberian Dogwood								
Groundcovers									
Arctostaphylos uva-ursi	Kinnikinnick		X	X		X	X	X	
Berberis nervosa	Cascade Mahonia		X	X		X	X		
Calluna vulgaris	Scotch Heather		X					X	

Plant Materials Matrix										
Suggested Species			Type of Area or Need							
			Parking lot trees	Landscape buffer areas	Critical areas – Uplands	Critical areas – Wetlands/streams	Native species	Drought resistant	Shoreline	Near utility lines
	Ceanothus gloriosus	Point Reyes Ceanothus		X				X	X	
	Cotoneaster microphyllus 'Cochleatus'	Rockspray Cotoneaster		X				X	X	
	Erica carnea	Winter Heath		X					X	
	Erica x darleyensis	Mediterranean Heather		X						
	Euonymus fortuei	Winter Creeper Euonymus		X					X	
	Gaultheria shallon	Salal		X	X	X	X	X	X	
	Hypericum calycinum	St Johnswart		X					X	
	Ilex crenata varieties and cultivars	Japanese Holly		X						
	Mahonia species	Mahonia variety		X					X	
	Pachysandra terminalis	Japanese Spurge		X				X		
	Sarcococca hookerana	Sarcococca		X						
	Vinca minor	Periwinkle		X				X	X	
	Source: Hough, Beck & Baird Inc.									

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:55 PM) Agenda Bill for Consent Agenda,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:
I move to approve the Consent Agenda as presented.

SUMMARY:
Consider approval of the following consent agenda items:
A. Accounts Payable and Payroll
B. City Council Study Session Meeting Minutes, April 16, 2019
C. City Council Regular Business Meeting Minutes, April 23, 2019
D. Special Joint City Council/Ethics Board Meeting Minutes, April 30, 2019
E. Ordinance No. 2019-12, Updating Chapter 3.80 BIMC "Public Art Works Program and Fund" to Reflect an Annual Funding Approach
F. Professional Services Agreement with Coates Design, Inc., for Design Services for the New Police Station and Municipal Court Building Project

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:**

AGENDA ITEM: Accounts Payable and Payroll

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Finance & Administrative Services

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:
Consider approval of payroll and accounts payable.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Payroll.pdf

Cash Disbursements 5-15-19.pdf

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 5 - 6 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/6/2019	044623 - 044749	P/R check run - direct deposit	301,242.29
Normal	5/6/2019	108947 - 108949	P/R check run - regular	4,969.53
Vendor	5/6/2019	108950 - 108963	P/R vendor check run	316,309.12
Vendor	5/6/2019	N/A	P/R vendor ACH	237.50
EFTPS	5/6/2019	N/A	Federal Tax Electronic Transfer	115,876.71
			TOTAL:	**738,635.15**

Prepared and Reviewed by: _____ Date 5/3/19
Deborah Lee, Fiscal Specialist

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

_____ Date 5/6/19
Kimberly M. Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: April 22, 2019 - May 13, 2019
CITY COUNCIL: April 23, 2019 - May 14, 2019

Last check from previous run: 350390 dated 04/24/19 issued to Zee Medical in the amount of $143.36.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	4/25/19	339	WA State DOR/Excise taxes - March 2019	8,746.64
ACH	4/25/19	340	COBI/Utility billing - April 2019	4,041.43
ACH	4/25/19	341	WA State DOL/Concealed weapon permits - April 2019	309.00
VOID	5/9/19	350408	US Bank/Remit error - voided and reprinted	N/A
Manual	4/23/19	350391	Puget Sound Energy/Green power contract - April 2019	903.43
Manual	4/23/19	350392	POL/COBI/PCC of Harbormasters: TA	144.69
Manual	4/24/19	350393	POL/Sound Publishing/Legal notices	224.17
Manual	4/24/19	350394	POL/Day Wireless/Radar repair	704.39
Manual	4/24/19	350395	POL/Kelley Imaging/Overage charges	475.84
Manual	4/24/19	350396	POL/Staples/office supplies	651.68
Manual	4/26/19	350397	CenturyLink/Weaver PRV water telemetry	58.32
Manual	4/26/19	350398	POL/HP Inc/M8 supplies	122.91
Manual	4/26/19	350399	CRT/Toshiba/Copier lease	188.58
Manual	4/29/19	350400	Washington Water Service/Decant facility water - April 2019	149.74
Manual	4/29/19	350401	Bainbridge Island Downtown Association/Q1 2019 LTAC	35,913.57
Manual	4/29/19	350402	WA State Dept of Labor/Q1 volunteer hours	61.19
Manual	4/30/19	350403	LEGAL/Thomas Alpaugh/April 2019 public defender services	4,484.38
Manual	5/1/2019	350404	PW/Island Hands/Janitorial services - April 2019	11,394.04
Manual	5/3/19	350405	LEGAL/DSHS/Records request	4.17
Manual	5/9/19	350406	CenturyLink/Citywide telemetry and fax services - April 2019	2,795.70
Manual	5/9/19	350407	ENG/Kelley Imaging/Copier lease	283.78
Manual	5/9/19	350409	US Bank/LID #22 Bond principle and interest	45,882.54
			Manual Checks and Electronic Disbursements	**117,540.19**
Regular Run	5/15/19	350410-350556	**Regular Check Run**	**1,475,063.77**
				1,592,603.96
Retainage Release	5/1/19	176	Granite Construction/2018 asphalt repair	47,509.53
Retainage Release	5/1/19	177	Holaday Parks Fabricators/HVAC heat pump replacement	2,457.52
Travel Advance	N/A	N/A	No Advance Travel	-

Prepared and Reviewed by _____ Carrie Christianson, Senior Accounting Technician

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished,

_____ 5/9/19

Ron Logghe, Interim Accounting Manager Date

EFT Excise Taxes
~~MARCH~~
MAR19

KW
4/23/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
339	04/25/2019	MANL	124	WA ST DEPT OF REVENU	230762	2019-03	04/23/2019		EFTMAR19	8,746.64
	Invoice: 2019-03					MARCH 2019 EXCISE TAXES				
					42.80	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					4,833.83	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					24.87	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					5.64	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					2.18	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					2,822.11	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
					3,830.31	91411341 553000	FINANCE - WATER EXTRNL TAXES			
					578.12	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
					23.56	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					38.90	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
					5.17	51011211 531100	PD-C/E-ADM-SUPPLIES			
					4.41	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
					39.42	53011212 531100	PD-C/E-PATROL SUPPLIES			
					30.49	53011212 531100	PD-C/E-PATROL SUPPLIES			
					72.45	53011212 531100	PD-C/E-PATROL SUPPLIES			
					13.50	53011212 531100	PD-C/E-PATROL SUPPLIES			
					71.91	53011212 53110000716	PD-WASPC-EQ GRANTS			
					20.79	53011212 531100	PD-C/E-PATROL SUPPLIES			
					19.62	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					674.99	53011212 53110000962	TRACKING CANINE-SUPPLIES			
					-4,408.43	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	339 TOTAL:		8,746.64
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***			8,746.64

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	8,746.64

*** GRAND TOTAL *** 8,746.64

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2019 4 322				
APP 401-213000	ACCOUNTS PAYABLE		3,880.93	
04/25/2019 EFTMAR19 EFTDOR	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			12,139.86
04/25/2019 EFTMAR19 EFTDOR	AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	ACCOUNTS PAYABLE		5,436.82	
04/25/2019 EFTMAR19 EFTDOR	AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	ACCOUNTS PAYABLE		2,822.11	
04/25/2019 EFTMAR19 EFTDOR	AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			3,393.22
04/25/2019 EFTMAR19 EFTDOR	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH		3,393.22	
04/25/2019 EFTMAR19 EFTDOR	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		15,533.08	15,533.08
APP 631-130000	DUE TO/FROM CLEARING		8,746.64	
04/25/2019 EFTMAR19 EFTDOR				
APP 401-130000	DUE TO/FROM CLEARING			3,880.93
04/25/2019 EFTMAR19 EFTDOR				
APP 402-130000	DUE TO/FROM CLEARING			5,436.82
04/25/2019 EFTMAR19 EFTDOR				
APP 403-130000	DUE TO/FROM CLEARING			2,822.11
04/25/2019 EFTMAR19 EFTDOR				
APP 001-130000	GENERAL - DUE TO/FROM CLEARING		3,393.22	
04/25/2019 EFTMAR19 EFTDOR				
	SYSTEM GENERATED ENTRIES TOTAL		12,139.86	12,139.86
	JOURNAL 2019/04/322 TOTAL		27,672.94	27,672.94

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 4	322	04/25/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING	3,393.22	
001-213000			GENERAL - ACCOUNTS PAYABLE		3,393.22
			FUND TOTAL	3,393.22	3,393.22
401 WATER OPERATING FUND	2019 4	322	04/25/2019		
401-130000			DUE TO/FROM CLEARING		3,880.93
401-213000			ACCOUNTS PAYABLE	3,880.93	
			FUND TOTAL	3,880.93	3,880.93
402 SEWER OPERATING FUND	2019 4	322	04/25/2019		
402-130000			DUE TO/FROM CLEARING		5,436.82
402-213000			ACCOUNTS PAYABLE	5,436.82	
			FUND TOTAL	5,436.82	5,436.82
403 STORM & SURFACE WATER FUND	2019 4	322	04/25/2019		
403-130000			DUE TO/FROM CLEARING		2,822.11
403-213000			ACCOUNTS PAYABLE	2,822.11	
			FUND TOTAL	2,822.11	2,822.11
631 CLEARING FUND	2019 4	322	04/25/2019		
631-130000			DUE TO/FROM CLEARING	8,746.64	
635-111100			CASH	3,393.22	
635-111100			CASH		12,139.86
			FUND TOTAL	12,139.86	12,139.86

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,393.22
401	WATER OPERATING FUND		3,880.93
402	SEWER OPERATING FUND		5,436.82
403	STORM & SURFACE WATER FUND		2,822.11
631	CLEARING FUND	8,746.64	
	TOTAL	8,746.64	8,746.64

** END OF REPORT - Generated by Khammy Wahaus **

ACH - UB APR19

KW 4/23/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
340	04/25/2019	MANL	103	CITY OF BAINBRIDGE I	230661	10717APR19	04/01/2019		ACHAPR19	55.98
	Invoice: 10717APR19						1270 MADISON			
					55.98	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
					230662	10727APR19	04/01/2019		ACHAPR19	519.60
	Invoice: 10727APR19						1270 MADISON			
					519.60	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
					230663	11015APR19	04/01/2019		ACHAPR19	2,592.82
	Invoice: 11015APR19						1220 DONALD PLACE			
					2,592.82	91425358 547500	GG-WWTP-WATER/SEWER			
					230664	11122APR19	04/01/2019		ACHAPR19	345.28
	Invoice: 11122APR19						625 WINSOOW WAY			
					345.28	91011215 547500	GG-C/E-PD-COBI WTR/SWR			
					230665	11762APR19	04/01/2019		ACHAPR19	21.18
	Invoice: 11762APR19						WINSLOW WAY-DRINKG FNTN			
					21.18	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					230666	11805APR19	04/01/2019		ACHAPR19	12.23
	Invoice: 11805APR19						HIGH SCHOOL & MADISON			
					12.23	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					230667	11806APR19	04/01/2019		ACHAPR19	9.30
	Invoice: 11806APR19						MADISON & HIGH SCHOOL			
					9.30	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					230668	11982APR19	04/01/2019		ACHAPR19	458.63
	Invoice: 11982APR19						280 MADISON AVENUE N			
					458.63	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
					230669	11983APR19	04/01/2019		ACHAPR19	17.11
	Invoice: 11983APR19						280 MANIDON AVENUE N			
					17.11	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
					230670	12754APR19	04/01/2019		ACHAPR19	9.30
	Invoice: 12754APR19						WINSLOW WAY E			
					9.30	91011768 547500	GG-C/E-PARKS-WTR/SWR			
								CHECK	340 TOTAL:	4,041.43

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 4,041.43

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	4,041.43

*** GRAND TOTAL *** 4,041.43

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2019 4 324				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE		1,448.61	
04/25/2019 ACHAPR19 042519	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			4,041.43
04/25/2019 ACHAPR19 042519	AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	ACCOUNTS PAYABLE		2,592.82	
04/25/2019 ACHAPR19 042519	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		4,041.43	4,041.43
APP 631-130000	DUE TO/FROM CLEARING		4,041.43	
04/25/2019 ACHAPR19 042519				
APP 001-130000	GENERAL - DUE TO/FROM CLEARING			1,448.61
04/25/2019 ACHAPR19 042519				
APP 402-130000	DUE TO/FROM CLEARING			2,592.82
04/25/2019 ACHAPR19 042519				
	SYSTEM GENERATED ENTRIES TOTAL		4,041.43	4,041.43
	JOURNAL 2019/04/324 TOTAL		8,082.86	8,082.86

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	324	04/25/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		1,448.61
001-213000					GENERAL - ACCOUNTS PAYABLE	1,448.61	
					FUND TOTAL	1,448.61	1,448.61
402 SEWER OPERATING FUND	2019	4	324	04/25/2019			
402-130000					DUE TO/FROM CLEARING		2,592.82
402-213000					ACCOUNTS PAYABLE	2,592.82	
					FUND TOTAL	2,592.82	2,592.82
631 CLEARING FUND	2019	4	324	04/25/2019			
631-130000					DUE TO/FROM CLEARING	4,041.43	
635-111100					CASH		4,041.43
					FUND TOTAL	4,041.43	4,041.43

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,448.61
402	SEWER OPERATING FUND		2,592.82
631	CLEARING FUND	4,041.43	
	TOTAL	4,041.43	4,041.43

** END OF REPORT - Generated by Khammy Wahaus **

ACH - FA APR 19

KW
4/23/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
341	04/25/2019	MANL	969	WA ST DEPT OF LICENS	230761	APR19CPL	04/23/2019		ACHCPL04	309.00
Invoice: APR19CPL						APR19 CPL TRANSMITTAL				
					309.00	41654860 586000 GUN PERMIT OUT				
								CHECK	341 TOTAL:	309.00
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		309.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	309.00

*** GRAND TOTAL *** 309.00

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 4 327				
APP 650-213000	ACCOUNTS PAYABLE		309.00	
04/25/2019 ACHCPL04 042519	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			309.00
04/25/2019 ACHCPL04 042519	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		309.00	309.00
APP 631-130000	DUE TO/FROM CLEARING		309.00	
04/25/2019 ACHCPL04 042519				
APP 650-130000	DUE TO/FROM CLEARING			309.00
04/25/2019 ACHCPL04 042519				
	SYSTEM GENERATED ENTRIES TOTAL		309.00	309.00
	JOURNAL 2019/04/327 TOTAL		618.00	618.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2019	4	327	04/25/2019			
631-130000					DUE TO/FROM CLEARING	309.00	
635-111100					CASH		309.00
					FUND TOTAL	309.00	309.00
650 AGENCY FUND	2019	4	327	04/25/2019			
650-130000					DUE TO/FROM CLEARING		309.00
650-213000					ACCOUNTS PAYABLE	309.00	
					FUND TOTAL	309.00	309.00

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	309.00	
650 AGENCY FUND		309.00
TOTAL	309.00	309.00

** END OF REPORT - Generated by Khammy Wahaus **

Manual
KW
4/23/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350391	04/23/2019	PRTD	1205	PUGET SOUND ENERGY	230748	4376APR19	04/18/2019	M042219		903.43
	Invoice: 4376APR19						APR19 - GREEN POWER CONTRACT			
						903.43 91011189 547101	ELECTRIC-GREEN POWER			
								CHECK 350391 TOTAL:		903.43
							NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***		903.43

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	903.43

*** GRAND TOTAL *** 903.43

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 4 308									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			903.43	
04/23/2019	M042219	042319			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				903.43
04/23/2019	M042219	042319			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			903.43	903.43
APP 631-130000					DUE TO/FROM CLEARING			903.43	
04/23/2019	M042219	042319							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				903.43
04/23/2019	M042219	042319							
					SYSTEM GENERATED ENTRIES TOTAL			903.43	903.43
					JOURNAL 2019/04/308 TOTAL			1,806.86	1,806.86

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 4	308	04/23/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		903.43
001-213000				GENERAL - ACCOUNTS PAYABLE	903.43	
				FUND TOTAL	903.43	903.43
631 CLEARING FUND	2019 4	308	04/23/2019			
631-130000				DUE TO/FROM CLEARING	903.43	
635-111100				CASH		903.43
				FUND TOTAL	903.43	903.43

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		903.43
631	CLEARING FUND	903.43	
	TOTAL	903.43	903.43

** END OF REPORT - Generated by Khammy Wahaus **

Manual

KW
4/23/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350392	04/23/2019	PRTD	11	CITY OF BAINBRIDGE I	230749	TREL042219TA	04/22/2019	M042319		144.69
Invoice: TREL042219TA						POL/PCC OF HARBORMASTERS: TA				
					144.69	55011757 443410 PD-HARBORMASTER-TRAINING				
							CHECK 350392 TOTAL:			144.69
						NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***			144.69

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	144.69

*** GRAND TOTAL *** 144.69

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2019 4 312					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			144.69	
04/23/2019 M042319 042319	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				144.69
04/23/2019 M042319 042319	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			144.69	144.69
APP 631-130000	DUE TO/FROM CLEARING			144.69	
04/23/2019 M042319 042319					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				144.69
04/23/2019 M042319 042319					
	SYSTEM GENERATED ENTRIES TOTAL			144.69	144.69
	JOURNAL 2019/04/312 TOTAL			289.38	289.38

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 4	312	04/23/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		144.69
001-213000				GENERAL - ACCOUNTS PAYABLE	144.69	
				FUND TOTAL	144.69	144.69
631 CLEARING FUND	2019 4	312	04/23/2019			
631-130000				DUE TO/FROM CLEARING	144.69	
635-111100				CASH		144.69
				FUND TOTAL	144.69	144.69

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		144.69
631	CLEARING FUND	144.69	
	TOTAL	144.69	144.69

** END OF REPORT - Generated by Khammy Wahaus **

Manual

KW

4/24/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
350393	04/24/2019	PRTD	55 SOUND PUBLISHING, IN	230763	7909767	03/31/2019	M042319		224.17
	Invoice: 7909767					POL/ADS: PROPERTY, LEGAL:NOI - FRANKIE			
					82.50 51011191 544000	PD-C/E-PROP RM-ADVERTISING			
					141.67 55011757 54400000159	PD-DERELICT VES-ADVERTISING			
						CHECK 350393 TOTAL:			224.17
350394	04/24/2019	PRTD	4975 DAY WIRELESS SYSTEMS	230764	484621	04/17/2019	M042319		704.39
	Invoice: 484621					POL/RADAR REPAIR			
					704.39 53011212 548100	POLICE - C/E PATROL MAINTENANC			
						CHECK 350394 TOTAL:			704.39
350395	04/24/2019	PRTD	1971 KELLEY IMAGING SYSTE	230765	IN517711	04/17/2019	M042319		475.84
	Invoice: IN517711					POL/COLOR OVERAGE CHARGES			
					237.92 51011211 548100	PD-C/E-ADMIN REPAIRS			
					95.17 52011212 548100	POLICE - C/E INVEST REPAIRS			
					142.75 53011212 548100	POLICE - C/E PATROL MAINTENANC			
						CHECK 350395 TOTAL:			475.84
350396	04/24/2019	PRTD	2467 STAPLES	230766	3410505738/341050573	04/06/2019	M042319		651.68
	Invoice: 3410505738/341050573					POL/LABELS, PAPER, PENS, TONER			
					99.70 51011211 531100	PD-C/E-ADM-SUPPLIES			
					275.99 51011211 531100	PD-C/E-ADM-SUPPLIES			
					110.40 52011212 531100	POLICE - C/E INVEST SUPPLIES			
					165.59 53011212 531100	PD-C/E-PATROL SUPPLIES			
						CHECK 350396 TOTAL:			651.68

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 2,056.08

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	2,056.08

*** GRAND TOTAL *** 2,056.08

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2019 4 337					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			2,056.08	
04/24/2019 M042319 042319	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				2,056.08
04/24/2019 M042319 042319	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			2,056.08	2,056.08
APP 631-130000	DUE TO/FROM CLEARING			2,056.08	
04/24/2019 M042319 042319					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				2,056.08
04/24/2019 M042319 042319					
	SYSTEM GENERATED ENTRIES TOTAL			2,056.08	2,056.08
	JOURNAL 2019/04/337 TOTAL			4,112.16	4,112.16

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	337	04/24/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		2,056.08
001-213000					GENERAL - ACCOUNTS PAYABLE	2,056.08	
					FUND TOTAL	2,056.08	2,056.08
631 CLEARING FUND	2019	4	337	04/24/2019			
631-130000					DUE TO/FROM CLEARING	2,056.08	
635-111100					CASH		2,056.08
					FUND TOTAL	2,056.08	2,056.08

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		2,056.08
631 CLEARING FUND	2,056.08	
TOTAL	2,056.08	2,056.08

** END OF REPORT - Generated by Khammy Wahaus **

Manual
KW
4/26/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
350397	04/26/2019	PRTD	551	CENTURYLINK	230804	6124APR19	04/16/2019	M042619		58.32
Invoice: 6124APR19							WEAVER PRV WATER TELEMETRY			
					58.32	91411891 542100	GG-WTR-FAC-PHONE			
							CHECK 350397 TOTAL:			58.32
350398	04/26/2019	PRTD	9152	HP INC.	230802	9008802612	03/26/2019	M042619		122.91
Invoice: 9008802612							POL/CORD, PAPER M8			
					122.91	54025212 531100	MARINE - SUPPLIES			
							CHECK 350398 TOTAL:			122.91
350399	04/26/2019	PRTD	6714	TOSHIBA FINANCIAL SE	230803	24661245	04/22/2019	M042619		188.58
Invoice: 24661245							CRT/E-STUDIO3005AC COPIER LEASE			
					188.58	21011125 545000	COURT - RENTS & LEASES - OPER			
							CHECK 350399 TOTAL:			188.58
						NUMBER OF CHECKS 3	*** CASH ACCOUNT TOTAL ***			369.81

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	369.81

*** GRAND TOTAL *** 369.81

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL SRC ACCOUNT / EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 4 423					
APP 401-213000	ACCOUNTS PAYABLE			58.32	
04/26/2019 M042619 042619	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				369.81
04/26/2019 M042619 042619	AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			311.49	
04/26/2019 M042619 042619	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			369.81	369.81
APP 631-130000	DUE TO/FROM CLEARING			369.81	
04/26/2019 M042619 042619	DUE TO/FROM CLEARING				58.32
APP 401-130000	GENERAL - DUE TO/FROM CLEARING				311.49
04/26/2019 M042619 042619					
APP 001-130000					
04/26/2019 M042619 042619					
	SYSTEM GENERATED ENTRIES TOTAL			369.81	369.81
	JOURNAL 2019/04/423 TOTAL			739.62	739.62

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	423	04/26/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		311.49
001-213000					GENERAL - ACCOUNTS PAYABLE	311.49	
					FUND TOTAL	311.49	311.49
401 WATER OPERATING FUND	2019	4	423	04/26/2019			
401-130000					DUE TO/FROM CLEARING		58.32
401-213000					ACCOUNTS PAYABLE	58.32	
					FUND TOTAL	58.32	58.32
631 CLEARING FUND	2019	4	423	04/26/2019			
631-130000					DUE TO/FROM CLEARING	369.81	
635-111100					CASH		369.81
					FUND TOTAL	369.81	369.81

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		311.49
401	WATER OPERATING FUND		58.32
631	CLEARING FUND	369.81	
	TOTAL	369.81	369.81

** END OF REPORT - Generated by Khammy Wahaus **

Manual
KW
4/29/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350400	04/29/2019	PRTD	5271	WASHINGTON WATER SER	230805	4815979187-APR19	04/19/2019	M042619		149.74
Invoice: 4815979187-APR19						APR19 DECAN FACILITY WATER				
					149.74	91435838 547500	GG-DECANT-WATER/SEWER			

CHECK 350400 TOTAL: 149.74

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 149.74

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	149.74

*** GRAND TOTAL *** 149.74

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 4 444									
APP 403-213000					ACCOUNTS PAYABLE			149.74	
04/29/2019	M042619	042619			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				149.74
04/29/2019	M042619	042619			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			149.74	149.74
APP 631-130000					DUE TO/FROM CLEARING			149.74	
04/29/2019	M042619	042619							
APP 403-130000					DUE TO/FROM CLEARING				149.74
04/29/2019	M042619	042619							
					SYSTEM GENERATED ENTRIES TOTAL			149.74	149.74
					JOURNAL 2019/04/444 TOTAL			299.48	299.48

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
403 STORM & SURFACE WATER FUND	2019	4	444	04/29/2019			
403-130000				DUE TO/FROM CLEARING			149.74
403-213000				ACCOUNTS PAYABLE		149.74	
					FUND TOTAL	149.74	149.74
631 CLEARING FUND	2019	4	444	04/29/2019			
631-130000				DUE TO/FROM CLEARING		149.74	
635-111100				CASH			149.74
					FUND TOTAL	149.74	149.74

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403	STORM & SURFACE WATER FUND		149.74
631	CLEARING FUND	149.74	
	TOTAL	149.74	149.74

** END OF REPORT - Generated by Khammy Wahaus **

Manual
KW
4/29/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
350401	04/29/2019	PRTD	567	BAINBRIDGE ISLAND DO	230819	1313-A	04/18/2019	M042919		35,913.57
Invoice: 1313-A							Q1 2019 LTAC			
					35,913.57	91140573 541100	GG-TOUR-PROF SERVICES			
							CHECK 350401 TOTAL:			35,913.57
350402	04/29/2019	PRTD	176	WA ST DEPT OF LABOR	230820	Q1 2019	04/29/2019	M042919		61.19
Invoice: Q1 2019							Q1 VOLUNTEER HOURS			
					59.08	72011321 520000	ENG - C/E ADMIN BENEFITS			
					2.11	91011176 520000	GG-C/E-WORKERS COMP SVC-ADMIN			
							CHECK 350402 TOTAL:			61.19
						NUMBER OF CHECKS 2	*** CASH ACCOUNT TOTAL ***			35,974.76

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	35,974.76

*** GRAND TOTAL *** 35,974.76

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 4 446					
APP 104-213000	CIVIC IMPR - ACCOUNTS PAYABLE			35,913.57	
04/29/2019 M042919 042919	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				35,974.76
04/29/2019 M042919 042919	AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			61.19	
04/29/2019 M042919 042919	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			35,974.76	35,974.76
APP 631-130000	DUE TO/FROM CLEARING			35,974.76	
04/29/2019 M042919 042919					
APP 104-130000	CIVIC IMPR DUE TO/FROM CLEAR'G				35,913.57
04/29/2019 M042919 042919					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				61.19
04/29/2019 M042919 042919					
	SYSTEM GENERATED ENTRIES TOTAL			35,974.76	35,974.76
	JOURNAL 2019/04/446 TOTAL			71,949.52	71,949.52

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	446	04/29/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		61.19
001-213000				GENERAL - ACCOUNTS PAYABLE	61.19	
				FUND TOTAL	61.19	61.19
104 CIVIC IMPROVEMENT FUND	2019	4	446	04/29/2019		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		35,913.57
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	35,913.57	
				FUND TOTAL	35,913.57	35,913.57
631 CLEARING FUND	2019	4	446	04/29/2019		
631-130000				DUE TO/FROM CLEARING	35,974.76	
635-111100				CASH		35,974.76
				FUND TOTAL	35,974.76	35,974.76

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		61.19
104	CIVIC IMPROVEMENT FUND		35,913.57
631	CLEARING FUND	35,974.76	
	TOTAL	35,974.76	35,974.76

** END OF REPORT - Generated by Khammy Wahaus **

Manual
KW
4/30/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350403	04/30/2019	PRTD	7849	LAW OFFICE OF THOMAS	230695	APR19	04/19/2019	M042219		4,484.38
Invoice: APR19						LEGAL/PUB DEF SVCS FOR APR19				
					4,484.38	32011281 541113	LGL-PUBLIC DEFENDER			
								CHECK 350403 TOTAL:		4,484.38
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		4,484.38

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	4,484.38

*** GRAND TOTAL *** 4,484.38

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 4 456					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			4,484.38	
04/30/2019 M042219 043019	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				4,484.38
04/30/2019 M042219 043019	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			4,484.38	4,484.38
APP 631-130000	DUE TO/FROM CLEARING			4,484.38	
04/30/2019 M042219 043019					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				4,484.38
04/30/2019 M042219 043019					
	SYSTEM GENERATED ENTRIES TOTAL			4,484.38	4,484.38
	JOURNAL 2019/04/456 TOTAL			8,968.76	8,968.76

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	456	04/30/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		4,484.38
001-213000					GENERAL - ACCOUNTS PAYABLE	4,484.38	
					FUND TOTAL	4,484.38	4,484.38
631 CLEARING FUND	2019	4	456	04/30/2019			
631-130000					DUE TO/FROM CLEARING	4,484.38	
635-111100					CASH		4,484.38
					FUND TOTAL	4,484.38	4,484.38

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,484.38
631	CLEARING FUND	4,484.38	
	TOTAL	4,484.38	4,484.38

** END OF REPORT - Generated by Khammy Wahaus **

Manual
CC 5/1/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350404	05/01/2019	PRTD	8646	ISLAND HANDS	230830	17454-17455	04/30/2019	M050119		11,394.04
Invoice: 17454-17455						APR 2019 JANITORIAL SERVICES				
					11,052.22	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
					341.82	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS			
								CHECK 350404 TOTAL:		11,394.04
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		11,394.04

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	11,394.04

*** GRAND TOTAL *** 11,394.04

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 5 11									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			11,052.22	
05/01/2019	M050119	050119			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				11,394.04
05/01/2019	M050119	050119			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			341.82	
05/01/2019	M050119	050119			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			11,394.04	11,394.04
APP 631-130000					DUE TO/FROM CLEARING			11,394.04	
05/01/2019	M050119	050119							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				11,052.22
05/01/2019	M050119	050119							
APP 402-130000					DUE TO/FROM CLEARING				341.82
05/01/2019	M050119	050119							
					SYSTEM GENERATED ENTRIES TOTAL			11,394.04	11,394.04
					JOURNAL 2019/05/11 TOTAL			22,788.08	22,788.08

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	11	05/01/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		11,052.22
001-213000					GENERAL - ACCOUNTS PAYABLE	11,052.22	
					FUND TOTAL	11,052.22	11,052.22
402 SEWER OPERATING FUND	2019	5	11	05/01/2019			
402-130000					DUE TO/FROM CLEARING		341.82
402-213000					ACCOUNTS PAYABLE	341.82	
					FUND TOTAL	341.82	341.82
631 CLEARING FUND	2019	5	11	05/01/2019			
631-130000					DUE TO/FROM CLEARING	11,394.04	
635-111100					CASH		11,394.04
					FUND TOTAL	11,394.04	11,394.04

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		11,052.22
402	SEWER OPERATING FUND		341.82
631	CLEARING FUND	11,394.04	
	TOTAL	11,394.04	11,394.04

** END OF REPORT - Generated by Carrie L. Christianson **

MANUAL

CB 5/3/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
350405	05/03/2019	PRTD	9179 DSHS	230884	201903-PRR-658	04/30/2019		M050219	4.17
Invoice: 201903-PRR-658						LEGAL/RECORDS REQUEST			
				4.17	32011152 541110	LGL-GF-LEGAL ADVICE			

CHECK 350405 TOTAL: 4.17

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 4.17

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	4.17

*** GRAND TOTAL *** 4.17

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 5 28				
APP 001-213000 05/03/2019 M050219 050319	GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4.17	
APP 635-111100 05/03/2019 M050219 050319	CASH AP CASH DISBURSEMENTS JOURNAL			4.17
	GENERAL LEDGER TOTAL		4.17	4.17
APP 631-130000 05/03/2019 M050219 050319	DUE TO/FROM CLEARING		4.17	
APP 001-130000 05/03/2019 M050219 050319	GENERAL - DUE TO/FROM CLEARING			4.17
	SYSTEM GENERATED ENTRIES TOTAL		4.17	4.17
	JOURNAL 2019/05/28 TOTAL		8.34	8.34

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	28	05/03/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		4.17
001-213000					GENERAL - ACCOUNTS PAYABLE	4.17	
					FUND TOTAL	4.17	4.17
631 CLEARING FUND	2019	5	28	05/03/2019			
631-130000					DUE TO/FROM CLEARING	4.17	
635-111100					CASH		4.17
					FUND TOTAL	4.17	4.17

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4.17
631	CLEARING FUND	4.17	
	TOTAL	4.17	4.17

** END OF REPORT - Generated by Matthew Brigham Huish **

RL Manual + VOID
(CC) 5/9/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350406	05/09/2019	PRTD	551	CENTURYLINK	230908	0399APR19	04/23/2019	M050719		2,795.70
Invoice: 0399APR19							CITYWIDE TELEMETRY & FAX SERVICE			
					1,539.12	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					730.17	91411891 542100	GG-WTR-FAC-PHONE			
					68.03	91011755 542100	GG-C/E-COMMONS-PHONE			
					137.74	91011189 542100	GG-C/E-CITY HALL-PHONE			
					203.06	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					65.70	91011255 542100	GG-C/E-COURT BLDG-PHONE			
					51.88	91011215 542100	GG-C/E-PD-PHONE			
								CHECK 350406 TOTAL:		2,795.70
350407	05/09/2019	PRTD	1971	KELLEY IMAGING SYSTE	230909	24661246	04/22/2019	M050719		283.78
Invoice: 24661246							ENG/E-STUDIO4505AC LEASE			
					283.78	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
								CHECK 350407 TOTAL:		283.78
350408	05/09/2019	VOID	7522	US BANK NATIONAL ASS						.00
Invoice:										
								CHECK 350408 TOTAL:		.00

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 3,079.48

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	3,079.48
TOTAL VOIDED CHECKS	1	.00

*** GRAND TOTAL *** 3,079.48

VOIDED 350408, Wrong remit. Reprinted: Check # 350409

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2019 5 68				
APP 402-213000	ACCOUNTS PAYABLE		1,539.12	
05/09/2019 M050719 050719	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			3,079.48
05/09/2019 M050719 050719	AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	ACCOUNTS PAYABLE		730.17	
05/09/2019 M050719 050719	AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	GENERAL - ACCOUNTS PAYABLE		810.19	
05/09/2019 M050719 050719	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		3,079.48	3,079.48
APP 631-130000	DUE TO/FROM CLEARING		3,079.48	
05/09/2019 M050719 050719				
APP 402-130000	DUE TO/FROM CLEARING			1,539.12
05/09/2019 M050719 050719				
APP 401-130000	DUE TO/FROM CLEARING			730.17
05/09/2019 M050719 050719				
APP 001-130000	GENERAL - DUE TO/FROM CLEARING			810.19
05/09/2019 M050719 050719				
	SYSTEM GENERATED ENTRIES TOTAL		3,079.48	3,079.48
	JOURNAL 2019/05/68 TOTAL		6,158.96	6,158.96

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	68	05/09/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		810.19
001-213000				GENERAL - ACCOUNTS PAYABLE	810.19	
				FUND TOTAL	810.19	810.19
401 WATER OPERATING FUND	2019	5	68	05/09/2019		
401-130000				DUE TO/FROM CLEARING		730.17
401-213000				ACCOUNTS PAYABLE	730.17	
				FUND TOTAL	730.17	730.17
402 SEWER OPERATING FUND	2019	5	68	05/09/2019		
402-130000				DUE TO/FROM CLEARING		1,539.12
402-213000				ACCOUNTS PAYABLE	1,539.12	
				FUND TOTAL	1,539.12	1,539.12
631 CLEARING FUND	2019	5	68	05/09/2019		
631-130000				DUE TO/FROM CLEARING	3,079.48	
635-111100				CASH		3,079.48
				FUND TOTAL	3,079.48	3,079.48

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		810.19
401	WATER OPERATING FUND		730.17
402	SEWER OPERATING FUND		1,539.12
631	CLEARING FUND	3,079.48	
	TOTAL	3,079.48	3,079.48

** END OF REPORT - Generated by Carrie L. Christianson **

Manual
CS 5/9/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350409	05/09/2019	PRTD	7522	US BANK	230910	1910021642	04/25/2019	M050719		45,882.54
Invoice: 1910021642						2019 LID#22 BOND: PRINC&INT				
					37,363.64	91221135 77300000325	GG-LID22 WW-PRIN REDEMPTION			
					8,518.90	91221235 78300000325	GG-LID22 WW-INTEREST EXPENSE			
								CHECK 350409 TOTAL:		45,882.54
						NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		45,882.54

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	45,882.54

*** GRAND TOTAL *** 45,882.54

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 5 83									
APP 203-213000					ACCOUNTS PAYABLE			45,882.54	
05/09/2019	M050719	050719			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				45,882.54
05/09/2019	M050719	050719			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			45,882.54	45,882.54
APP 631-130000					DUE TO/FROM CLEARING			45,882.54	
05/09/2019	M050719	050719							
APP 203-130000					DUE TO/FROM CLEARING				45,882.54
05/09/2019	M050719	050719							
					SYSTEM GENERATED ENTRIES TOTAL			45,882.54	45,882.54
					JOURNAL 2019/05/83 TOTAL			91,765.08	91,765.08

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
203 LID BOND FUND	2019	5	83	05/09/2019			
203-130000					DUE TO/FROM CLEARING		45,882.54
203-213000					ACCOUNTS PAYABLE	45,882.54	
					FUND TOTAL	45,882.54	45,882.54
631 CLEARING FUND	2019	5	83	05/09/2019			
631-130000					DUE TO/FROM CLEARING	45,882.54	
635-111100					CASH		45,882.54
					FUND TOTAL	45,882.54	45,882.54

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
203	LID BOND FUND		45,882.54
631	CLEARING FUND	45,882.54	
	TOTAL	45,882.54	45,882.54

** END OF REPORT - Generated by Carrie L. Christianson **

Req. Run

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350410	05/15/2019	PRTD	5	ACE HARDWARE	230696	43519/1	04/18/2019		05/12/19	46.16
Invoice: 43519/1						PW/DRILL BIT 18PC PILOT, FASTENERS				
					46.16	73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY				
					230697	43506/1	04/17/2019		05/12/19	52.30
Invoice: 43506/1						PW/SUPPLIES				
					52.30	73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY				
					230698	43504/1	04/17/2019		05/12/19	17.43
Invoice: 43504/1						PW/9V BATTERY				
					17.43	73411345 531100 OFFICE SUPPLIES				
					230699	43503/1	04/17/2019		05/12/19	6.08
Invoice: 43503/1						PW/HOOK CEIL ZINC				
					6.08	73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES				
					230700	43499/1	04/16/2019		05/12/19	29.42
Invoice: 43499/1						PW/WIRE KURV STRIPPER/CUTTER				
					29.42	73411345 531100 OFFICE SUPPLIES				
					230701	43484/1	04/15/2019		05/12/19	63.19
Invoice: 43484/1						PW/SUMP HOSE SLEEVE, HACKSAW, SUPPLIES				
					63.19	73426355 531100 O&M-SIS-SUPPLIES				
					230702	43483/1	04/15/2019		05/12/19	23.96
Invoice: 43483/1						PW/GRAFFITI REMOVER				
					23.96	73111427 531100 OFFICE SUPPLIES				
					230703	43479/1	04/15/2019		05/12/19	19.61
Invoice: 43479/1						PW/LED 150W BULB				
					19.61	73011755 531100 O&M-COMMONS SUPPLIES				
					230704	43475/1	04/12/2019		05/12/19	105.68
Invoice: 43475/1						PW/PIPE TEE, NIPPLE, HEX BUSHING				
					105.68	73011897 531100 O&M-C/E-PWY FAC-SUPPLIES				
					230705	43474/1	04/12/2019		05/12/19	87.15
Invoice: 43474/1						PW/RECHARGEABLE BATTERY				
					87.15	73425358 531100 O&M-WWTP-SUPPLIES				
					230706	43473/1	04/12/2019		05/12/19	235.31
Invoice: 43473/1						PW/PADLOCK				
					235.31	73431835 531100 OFFICE SUPPLIES				
					230707	43433/1	04/09/2019		05/12/19	69.72
Invoice: 43433/1						PW/RECHARGEABLE BATTERY				
					69.72	73425358 531100 O&M-WWTP-SUPPLIES				
					230776	43541/1	04/22/2019		05/12/19	16.31
Invoice: 43541/1						PW/5 GAL PLASTIC BUCK & PLASTIC PAIL LID				
					16.31	73411345 531100 OFFICE SUPPLIES				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				230913	43634/1	05/02/2019		05/12/19	179.28
Invoice: 43634/1					PW/WELL SITE MAINT SUPPLIES				
				179.28	73411345 531100 OFFICE SUPPLIES				
				230914	43640/1	05/02/2019		05/12/19	1.94
Invoice: 43640/1					PW/ADAPTERS				
				1.94	73637956 531100 O&M ALLOC-WTR/RBW/SWR/SIS-SUPL				
				230915	43629/1	05/02/2019		05/12/19	35.94
Invoice: 43629/1					PW/WATER TIMER, HOSES				
				35.94	73011183 531100 O&M-C/E-CH FAC-SUPPLIES				
				230916	43637/1	05/02/2019		05/12/19	35.96
Invoice: 43637/1					PW/LITE BULB CHANGER KIT				
				35.96	73011183 531100 O&M-C/E-CH FAC-SUPPLIES				
				230917	43618/1	05/01/2019		05/12/19	1.08
Invoice: 43618/1					PW/BLANK WALLPLATE-WHITE				
				1.08	73011768 531100 O&M-C/E-PARKS-SUPPLIES				
				230918	43611/1	04/30/2019		05/12/19	4.80
Invoice: 43611/1					POL/HARDWARE				
				4.80	51011217 531100 PD-C/E-PARKING ENF-SUPPLIES				
				230919	43604/1	04/30/2019		05/12/19	14.16
Invoice: 43604/1					PW/GARDEN SPRAY				
				14.16	73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY				
				230920	43594/1	04/29/2019		05/12/19	6.85
Invoice: 43594/1					PW/GROUNDS MAINT SUPPLIES				
				6.85	73011189 531100 O&M - C/E FACIL OFC SUPPLIES				
				230922	43599/1	04/29/2019		05/12/19	109.49
Invoice: 43599/1					PW/NOZZLES				
				109.49	73011189 531100 O&M - C/E FACIL OFC SUPPLIES				
				230923	43649/1	05/03/2019		05/12/19	25.67
Invoice: 43649/1					ENG/GRNDWTR MGMT SUPPLIES				
				25.67	72011322 53110000485 GROUNDWTR MNGT PRGM-SUPPLIES				
				231072	43563/1	04/24/2019		05/12/19	62.16
Invoice: 43563/1					POL/SWAGER TOOL, STOPS, TURNBKL, FASTENERS				
				62.16	53011212 531100 PD-C/E-PATROL SUPPLIES				
							CHECK 350410 TOTAL:		1,249.65
350411	05/15/2019	PRTD	8057 AD PLANET, INC	230806	14764	04/23/2019		05/12/19	254.16
Invoice: 14764					EX/CUSTOM BRANDED TABLE COVER				
				254.16	31011572 531100 EX-GF-OUTREACH-SUPPLIES				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	350411 TOTAL:		254.16
350412	05/15/2019	PRTD	863	INTERSTATE BATTERIES	230777	22057276	04/18/2019		05/12/19	245.20
Invoice: 22057276							PW/BATTERIES FOR #213			
					245.20	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	350412 TOTAL:		245.20
350413	05/15/2019	PRTD	8395	ALL TRAFFIC SOLUTION	230926	Q-42063	04/09/2019		05/12/19	500.00
Invoice: Q-42063							POL/TRAFFIC SUITE SUPPORT			
					500.00	51011217 548500	PD-C/E-PARKING ENF-COMP SUPPOR			
							CHECK	350413 TOTAL:		500.00
350414	05/15/2019	PRTD	8991	ALLIANCE 2020, INC	230981	569048	04/30/2019		05/12/19	662.00
Invoice: 569048							HR/BACKGROUND CHECKS			
					662.00	33011161 541100	HR-C/E-PROF SVCS			
							CHECK	350414 TOTAL:		662.00
350415	05/15/2019	PRTD	8672	ALLSTREAM	230927	16097938	05/01/2019		05/12/19	958.91
Invoice: 16097938							MAY19 CITYWIDE PHN SVCS			
					958.91	41637891 542100	FIN - ALLOC TELEPHONE			
							CHECK	350415 TOTAL:		958.91
350416	05/15/2019	PRTD	8014	ALSTON, COURTNAGE &	230708	118335	03/31/2019		05/12/19	2,000.00
Invoice: 118335							ENG/PROF SVCS: HARRISON BLDG			
					2,000.00	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
							CHECK	350416 TOTAL:		2,000.00
350417	05/15/2019	PRTD	4739	AMERICAN LEGION - CO	230778	190501	04/18/2019		05/12/19	90.00
Invoice: 190501							EX/MAY19 RENT			
					90.00	31011256 54500000830	EMERG AM RADIO STATION-RENTS			
							CHECK	350417 TOTAL:		90.00
350418	05/15/2019	PRTD	4710	ASSOCIATED PETROLEU	231073	1414718-IN	04/11/2019		05/12/19	396.43
Invoice: 1414718-IN							PW/116.0 GAL DIESEL			
					396.43	73638893 532000	O&M-FUEL USE-ALLOCATION			
					231074	1417127-IN	04/16/2019		05/12/19	429.03
Invoice: 1417127-IN							PW/128.0 GAL DIESEL			
					429.03	73638893 532000	O&M-FUEL USE-ALLOCATION			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					231075	1417566-IN	04/18/2019		05/12/19	637.21
				Invoice: 1417566-IN			PW/204.0 GAL DIESEL			
					637.21	73638893 532000	O&M-FUEL USE-ALLOCATION			
					231076	1421796-IN	04/25/2019		05/12/19	977.23
				Invoice: 1421796-IN			PW/325.0 GAL DIESEL			
					977.23	73638893 532000	O&M-FUEL USE-ALLOCATION			
					231077	406191R-DM	04/04/2019		05/12/19	862.98
				Invoice: 406191R-DM			PW/299.0 GAL UNLEADED			
					862.98	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					231078	406191C-CM	04/04/2019		05/12/19	-944.94
				Invoice: 406191C-CM			PW/299.0 GAL UNLEADED - REFUND			
					-944.94	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					231079	1414736-IN	04/11/2019		05/12/19	758.06
				Invoice: 1414736-IN			PW/251.0 GAL UNLEADED			
					758.06	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					231080	1417128-IN	04/16/2019		05/12/19	1,202.70
				Invoice: 1417128-IN			PW/400.0 GAL UNLEADED			
					1,202.70	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					231081	1417567-IN	04/18/2019		05/12/19	554.06
				Invoice: 1417567-IN			PW/185.0 GAL UNLEADED			
					554.06	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					231082	1418794-IN	04/23/2019		05/12/19	821.20
				Invoice: 1418794-IN			PW/244.0 GAL UNLEADED			
					821.20	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					231083	1421797-IN	04/25/2019		05/12/19	753.43
				Invoice: 1421797-IN			PW/250.0 GAL UNLEADED			
					753.43	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
								CHECK	350418 TOTAL:	6,447.39
350419	05/15/2019	PRTD	7821	AUS WEST LOCKBOX	230779	1991205097	04/18/2019		05/12/19	56.64
				Invoice: 1991205097			PW/LAUNDRAY SERVICES			
					56.64	73638893 589310	LAUNDRY SERVICES			
					230928	1991225298	05/02/2019		05/12/19	53.99
				Invoice: 1991225298			PW/LAUNDRY SERVICE			
					53.99	73638893 589310	LAUNDRY SERVICES			
					230929	1991215227	04/25/2019		05/12/19	53.99
				Invoice: 1991215227			PW/LAUNDRY SERVICE			
					53.99	73638893 589310	LAUNDRY SERVICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK 350419 TOTAL:			164.62
350420	05/15/2019	PRTD	2922	ARXCIS INC	230780	1000432	04/19/2019		05/12/19	4,900.00
Invoice: 1000432							PW/INSPECT, TEST & CERTIFY CRANES			
					4,900.00	73011897 541100	O&M-C/E-PWY FAC-PROF SVCS			
							CHECK 350420 TOTAL:			4,900.00
350421	05/15/2019	PRTD	1159	AUTOGLASS PLUS INC	230709	WO B0040969	03/11/2019		05/12/19	339.76
Invoice: WO B0040969							PW/WINDSHIELD REPLACEMENT - 2017 FORD ESCAPE			
					339.76	73011581 548100	O&M-C/E-PCD VEH WORK-REPAIRS			
							CHECK 350421 TOTAL:			339.76
350422	05/15/2019	PRTD	4365	AUTOMATIC FUNDS TRAN	230924	BAIN1904983	04/30/2019		05/12/19	278.00
Invoice: BAIN1904983							FIN/PHONE & WEB PMT SVCS APR19			
					139.00	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					139.00	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					230925	BAIN1904028	04/30/2019		05/12/19	398.15
Invoice: BAIN1904028							FIN/B&O PROCESSING APR19			
					398.15	41011141 541100	FIN - C/E ADMIN PROF SERVICES			
							CHECK 350422 TOTAL:			676.15
350423	05/15/2019	PRTD	4861	AXON ENTERPRISES, IN	230930	SI-1587665	04/22/2019		05/12/19	719.40
Invoice: SI-1587665							POL/INTERVIEW ROOM SWITCH			
					719.40	53011212 53110000956	AXON CAMERA SYSTEMS-HARDWARE			
							CHECK 350423 TOTAL:			719.40
350424	05/15/2019	PRTD	8904	BAINBRIDGE CHORALE	230932	S20193	04/25/2019		05/12/19	1,000.00
Invoice: S20193							CULTURAL FUNDING - OPERATING S			
					1,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK 350424 TOTAL:			1,000.00
350425	05/15/2019	PRTD	47	BAINBRIDGE DISPOSAL	230933	0000859519	04/30/2019		05/12/19	258.98
Invoice: 0000859519							SS/COMMONS DISPOSAL SVC APR 19			
					257.98	91011755 547900	GG-C/E-COMMONS-GARBAGE			
					1.00	41011141 549900	FIN-C/E-MISC EXP			
					230934	0000859757	04/30/2019		05/12/19	347.39
Invoice: 0000859757							C.H. DISP SVCS APR19			
					347.39	91011189 547900	GG-C/E-CITY HALL-GARBAGE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					230935	0000859816	04/30/2019		05/12/19	57.07
Invoice: 0000859816							BIG BELLY DISP SVCS APR 19			
					56.07	91011189 547903	BIG BELLY SOLAR GARBAGE CANS			
					1.00	41011141 549900	FIN-C/E-MISC EXP			
					230936	0000859557	04/30/2019		05/12/19	1,657.27
Invoice: 0000859557							CITYWIDE DISP SVCS APR 19			
					143.25	91011215 547900	GG-C/E-PD-GARBAGE			
					446.20	91011768 547900	GG-C/E-PARKS-GARBAGE			
					416.05	91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
					650.77	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					1.00	41011141 549900	FIN-C/E-MISC EXP			
							CHECK	350425 TOTAL:		2,320.71
350426	05/15/2019	PRTD	4638	BAINBRIDGE PERFORMIN	230772	04/23/19	04/23/2019		05/12/19	7,500.00
Invoice: 04/23/19							EX/2019 Q1 CULTURAL FUNDING			
					7,500.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	350426 TOTAL:		7,500.00
350427	05/15/2019	PRTD	54	BAINBRIDGE RENTAL IN	230937	CON#48035	05/02/2019		05/12/19	21.79
Invoice: CON#48035							PW/TRIMMER LINE			
					21.79	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
							CHECK	350427 TOTAL:		21.79
350428	05/15/2019	PRTD	55	SOUND PUBLISHING, IN	230671	7909746-A	03/31/2019		05/12/19	252.25
Invoice: 7909746-A							EX/AD: LODGING TAX ADVISORY COM			
					252.25	31011131 544000	EX-GF-ADV			
					230672	7909746-B	03/31/2019		05/12/19	252.25
Invoice: 7909746-B							EX/AD: CULTURAL FUNDING ADVISORY			
					252.25	31011131 544000	EX-GF-ADV			
					230673	7909746-C	03/31/2019		05/12/19	140.00
Invoice: 7909746-C							EX/AD: CITIZEN ADVISORY GROUPS			
					140.00	31011131 544000	EX-GF-ADV			
							CHECK	350428 TOTAL:		644.50
350429	05/15/2019	PRTD	55	SOUND PUBLISHING, IN	230807	BIR852025	04/12/2019		05/12/19	110.97
Invoice: BIR852025							ENG/REQUEST FOR QUALIFICATION			
					110.97	72111444 54400001018	SUSTAINABLE TRANS-ADV			
							CHECK	350429 TOTAL:		110.97

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350430	05/15/2019	PRTD	55	SOUND PUBLISHING, IN	230938	BIR850419	04/05/2019		05/12/19	566.67
Invoice: BIR850419						POL/LEGAL:NOI FRANKIE				
					566.67	55011757 54400000159	PD-DERELICT VES-ADVERTISING			
							CHECK 350430 TOTAL:			566.67
350431	05/15/2019	PRTD	7179	BAINBRIDGE YOUTH SER	230940	Q1 2019	04/24/2019		05/12/19	12,813.00
Invoice: Q1 2019						Q1 2019 COMMUNITY SERVICES FUNDING				
					12,813.00	31017526 54110000297	EX-BYS-YOUTH COUNS & JOB OPP			
							CHECK 350431 TOTAL:			12,813.00
350432	05/15/2019	PRTD	8889	BAINBRIDGE ARTISAN R	230771	04/12/19	04/12/2019		05/12/19	1,875.00
Invoice: 04/12/19						EX/Q1 2019 OPERATING EXPENSE REIMB				
					1,875.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK 350432 TOTAL:			1,875.00
350433	05/15/2019	PRTD	8939	BATTLE POINT ASTRONO	230753	5	04/06/2019		05/12/19	2,085.90
Invoice: 5						EX/Q1 2019 ARTISAN ASTRONOMY				
					2,085.90	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK 350433 TOTAL:			2,085.90
350434	05/15/2019	PRTD	5412	BENEFIT ADMINISTRATI	230941	1904513	04/24/2019		05/12/19	246.40
Invoice: 1904513						HSA/FSA CARD SERVICES APR19				
					27.10	21011125 520000	COURT - BENEFITS			
					44.35	31011131 520000	EX-GF-BEN			
					34.50	41011141 520000	FIN - C/E ADMIN BENEFITS			
					22.18	51011211 520000	PD-C/E ADMIN-BENEFITS			
					34.50	61011581 520000	PCD - C/E ADMIN BENEFITS			
					78.85	71011321 520000	PW - C/E BENEFITS			
					4.92	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK 350434 TOTAL:			246.40
350435	05/15/2019	PRTD	9178	JOY BEST	230808	05/18/19	04/25/2019		05/12/19	210.00
Invoice: 05/18/19						FIN/RENTAL FEE, CANCELLATION FEE, DEPOSIT REFUND				
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
					60.00	01136 362430	SC/COMMONS ROOM RENTALS			
							CHECK 350435 TOTAL:			210.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350436	05/15/2019	PRTD	971	BAINBRIDGE ISLAND HI	230750	899	04/19/2019		05/12/19	5,571.41
Invoice: 899							Q1 2019 LTAC - "FREE THE MUSEUM"			
					5,571.41	91140573 541100	GG-TOUR-PROF SERVICES			
					230751	898	04/19/2019		05/12/19	3,750.00
Invoice: 898							EX/Q1 2019 CULTURAL FUNDING			
					3,750.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK 350436 TOTAL:		9,321.41
350437	05/15/2019	PRTD	5202	BAINBRIDGE ARTS & CR	230942	Q1 2019	04/26/2019		05/12/19	3,750.00
Invoice: Q1 2019							Q1 2019 CULTURAL FUNDING			
					3,750.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK 350437 TOTAL:		3,750.00
350438	05/15/2019	PRTD	64	BAINBRIDGE ISLAND AR	230710	1877	04/12/2019		05/12/19	6,000.00
Invoice: 1877							EX/ADMIN & PUBLIC ART PROGRAM MGMT			
					6,000.00	31024759 54110200297	PUBLIC ART-MNGT SVCS			
								CHECK 350438 TOTAL:		6,000.00
350439	05/15/2019	PRTD	9029	BRADY TRUCKING CO, I	230752	061515	04/23/2019		05/12/19	1,831.20
Invoice: 061515							PW/120 CU. YD. BARK			
					1,831.20	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
								CHECK 350439 TOTAL:		1,831.20
350440	05/15/2019	PRTD	9180	BROCKMAN BUILDERS IN	230943	PLN50862 VAR	04/29/2019		05/12/19	1,144.67
Invoice: PLN50862 VAR							PERMIT PLN50862 VAR REFUND			
					1,144.67	47047 345810	ZONING & SUBDIVISION FE			
					230944	PLN50862 SVAR	04/29/2019		05/12/19	5,724.00
Invoice: PLN50862 SVAR							PERMIT PLN50862 SVAR REFUND			
					5,724.00	47047 345810	ZONING & SUBDIVISION FE			
								CHECK 350440 TOTAL:		6,868.67
350441	05/15/2019	PRTD	7621	CAROLLO ENGINEERS IN	230809	0176053	04/09/2019		05/12/19	531.80
Invoice: 0176053							ENG/UPDATE WATER MODELING CONTRACT			
					531.80	72411345 54110000336	ANNUAL WATER MAINS PRES-PROFSV			
								CHECK 350441 TOTAL:		531.80

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350442	05/15/2019	PRTD	634	CITY OF BAINBRIDGE I	230948	PLN51385 CPA	04/30/2019		05/12/19	265.00
Invoice: PLN51385 CPA						PCD/COMP PLAN AMEND FEE				
					265.00	47047 345890 OTHER PLANNING/DEVELOPM				
							CHECK 350442 TOTAL:			265.00
350443	05/15/2019	PRTD	460	CITY OF BI - PETTY C	230949	MAR-APR2019	04/30/2019		05/12/19	91.48
Invoice: MAR-APR2019						FIN/PETTY CASH REIMB				
					7.35	91011189 542500 GG-C/E-CITY HALL-POSTAGE				
					.03	91011189 542500 GG-C/E-CITY HALL-POSTAGE				
					.55	91011189 542500 GG-C/E-CITY HALL-POSTAGE				
					33.32	41011141 531100 FIN - C/E ADMIN SUPPLIES				
					.03	91011189 542500 GG-C/E-CITY HALL-POSTAGE				
					18.86	91011189 542500 GG-C/E-CITY HALL-POSTAGE				
					7.35	91011189 542500 GG-C/E-CITY HALL-POSTAGE				
					23.99	41011141 531100 FIN - C/E ADMIN SUPPLIES				
							CHECK 350443 TOTAL:			91.48
350444	05/15/2019	PRTD	460	CITY OF BAINBRIDGE I	230950	POL-2019-04	04/30/2019		05/12/19	3.91
Invoice: POL-2019-04						POL/PETTY CASH REIMB				
					3.91	51011211 531100 PD-C/E-ADM-SUPPLIES				
							CHECK 350444 TOTAL:			3.91
350445	05/15/2019	PRTD	102	CITY OF BAINBRIDGE I	230717	RETREQFINAL-782	04/12/2019	21800077	05/12/19	2,718.71
Invoice: RETREQFINAL-782						RET- VILLAGE PUMP STATION				
					2,718.71	72423434 66300000782 VILLAGE PUMP STATION-CONSTR				
							CHECK 350445 TOTAL:			2,718.71
350446	05/15/2019	PRTD	103	CITY OF BAINBRIDGE I	230951	21900089	05/03/2019		05/12/19	37.55
Invoice: 21900089						APR 2019 WELL WATER USE				
					37.55	73111290 547500 O&M-STREET-ADM OH-CITY WTR/SWR				
							CHECK 350446 TOTAL:			37.55
350447	05/15/2019	PRTD	104	CITY OF BREMERTON	230946	BKAT000481	04/18/2019		05/12/19	1,075.00
Invoice: BKAT000481						POL/RECRUITING VIDEO: BKAT				
					1,075.00	33011161 544000 HR-C/E-ADVERTISING				
					230947	BPD0002389	04/08/2019		05/12/19	400.00
Invoice: BPD0002389						POL/RANGE RENTAL				
					400.00	53011212 545000 POLICE - C/E PATROL RENTS				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
						CHECK 350447 TOTAL:			1,475.00
350448	05/15/2019	PRTD	104 CITY OF BREMERTON	230945	BKAT000483	05/01/2019		05/12/19	2,840.75
Invoice: BKAT000483						IT/BKAT - MAY 2019			
				2,840.75	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET			
						CHECK 350448 TOTAL:			2,840.75
350449	05/15/2019	PRTD	142 COPIERS NORTHWEST IN	230952	INV1942237	04/23/2019		05/12/19	785.06
Invoice: INV1942237						EX&FIN/CN24130 LEASE AND OVERAGE			
				392.53	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
				392.53	31011131 545000	EX-GF-RENTS & LEASES			
				230953	INV1934803	04/06/2019		05/12/19	367.04
Invoice: INV1934803						PCD&ENG/OCE PLOTTER OVERAGE			
				183.52	61011581 545000	PCD - C/E ADMIN RENTS & LEASES			
				183.52	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
						CHECK 350449 TOTAL:			1,152.10
350450	05/15/2019	PRTD	6101 E & S BRYAN INC	230954	2514	04/30/2019		05/12/19	450.00
Invoice: 2514						FIN/UPDATE CAFR REPORTS			
				450.00	41011141 541100	FIN - C/E ADMIN PROF SERVICES			
						CHECK 350450 TOTAL:			450.00
350451	05/15/2019	PRTD	6363 LN CURTIS & SONS	230955	INV273683	04/12/2019		05/12/19	2,258.53
Invoice: INV273683						POL/RIFLE SUPPRESSORS X5			
				2,258.53	53011212 531100	PD-C/E-PATROL SUPPLIES			
				230956	INV276245	04/23/2019		05/12/19	377.86
Invoice: INV276245						POL/UNIFORMS: BEKHERT & SHIELDS			
				377.86	53011212 520000	POLICE - C/E PATROL BENEFITS			
						CHECK 350451 TOTAL:			2,636.39
350452	05/15/2019	PRTD	7016 CUSTOM PRINTING	230957	8507	04/15/2019		05/12/19	48.78
Invoice: 8507						FIN/BUSINESS CARDS: CM			
				48.78	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				230958	8530	04/05/2019		05/12/19	336.37
Invoice: 8530						FIN/WINDOW ENVELOPES: A/P			
				336.37	41011141 531100	FIN - C/E ADMIN SUPPLIES			
						CHECK 350452 TOTAL:			385.15

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350453	05/15/2019	PRTD	152	DAILY JOURNAL OF COM	230959	3347157	04/24/2019		05/12/19	163.80
Invoice: 3347157							ENG/RFQ: WWTP STUDY			
					163.80	72425352 54400001009	WWTP TERTIARY STUDY-ADV			
							CHECK 350453 TOTAL:			163.80
350454	05/15/2019	PRTD	5060	DARREL EMEL'S TREE S	230962	1898	04/19/2019	21900015	05/12/19	3,106.50
Invoice: 1898							TREE REMOVAL-9016 NE WARDWELL			
					3,106.50	73111427 54810000354	TREE PRES & REMOVAL-ROADS			
							CHECK 350454 TOTAL:			3,106.50
350455	05/15/2019	PRTD	4975	DAY WIRELESS SYSTEMS	230963	486225	04/30/2019		05/12/19	76.30
Invoice: 486225							POL/RADAR REPAIR			
					76.30	53011212 548100	POLICE - C/E PATROL MAINTENANC			
							CHECK 350455 TOTAL:			76.30
350456	05/15/2019	PRTD	672	DSC INC	231084	99079	04/30/2019		05/12/19	40.34
Invoice: 99079							PW/HOSE, COUPLER, FERRULE			
					40.34	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
							CHECK 350456 TOTAL:			40.34
350457	05/15/2019	PRTD	7144	DTMICRO, INC	230964	4350	04/15/2019		05/12/19	136.25
Invoice: 4350							POL NETWORK CONNECT W/ KC - MAY 2019			
					136.25	91011215 542100	GG-C/E-PD-PHONE			
							CHECK 350457 TOTAL:			136.25
350458	05/15/2019	PRTD	9000	DUDE SOLUTIONS, INC	230965	INV-39819	03/01/2019		05/12/19	23,652.96
Invoice: INV-39819							IT/SMARTGOV ANNUAL MAINT			
					23,652.96	81011881 548500	IT - C/E COMPUTER SUPPORT			
					230966	CM-7658	04/23/2019		05/12/19	-1,528.79
Invoice: CM-7658							IT/CREDIT FOR X3 SG MOBILE INSPECT			
					-1,528.79	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK 350458 TOTAL:			22,124.17
350459	05/15/2019	PRTD	9148	REBECCA PILLSBURY	230773	595	04/22/2019		05/12/19	2,350.00
Invoice: 595							EX/MAY NEWSLETTER			
					2,350.00	31011572 54110001015	NEWSLETTER-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC						
								CHECK	350459 TOTAL:	2,350.00
350460	05/15/2019	PRTD	8975	ECONORTHWEST	230784	20856	03/31/2019		05/12/19	31,842.80
	Invoice: 20856						PCD/INCLUSIONARY ZONING AND TDR			
					31,842.80	61011586 54110000930	COMP PLAN IMPL-PROF SVCS			
								CHECK	350460 TOTAL:	31,842.80
350461	05/15/2019	PRTD	8870	EN POINTE TECHNOLOGI	230967	93379716	05/02/2019		05/12/19	32,935.71
	Invoice: 93379716						IT/MS SOFTWARE ENTERPRISE MGMT YR 2			
					32,935.71	81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK	350461 TOTAL:	32,935.71
350462	05/15/2019	PRTD	7510	EXPERIAN	230968	CD2001002041	04/26/2019		05/12/19	93.09
	Invoice: CD2001002041						POL/INFO SVCS			
					93.09	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
								CHECK	350462 TOTAL:	93.09
350463	05/15/2019	PRTD	212	FABRICARE 02 - PLANT	230969	05/02/19	05/02/2019		05/12/19	177.38
	Invoice: 05/02/19						POL/LAUNDRY SVCS APR 19			
					98.66	51011211 520000	PD-C/E ADMIN-BENEFITS			
					49.15	52011212 520000	POLICE - C/E INVEST BENEFITS			
					29.57	53011212 520000	POLICE - C/E PATROL BENEFITS			
								CHECK	350463 TOTAL:	177.38
350464	05/15/2019	PRTD	705	FCS GROUP	230810	2854-21904011	04/19/2019	21800065	05/12/19	1,059.20
	Invoice: 2854-21904011						ENG/WATER SEWER RATE STUDY			
					529.60	72411342 54110000923	WATER RATE STUDY-PROF SVCS			
					529.60	72421352 54110000923	SEWER RATE STUDY-PROF SVCS			
								CHECK	350464 TOTAL:	1,059.20
350465	05/15/2019	PRTD	216	FEDERAL EXPRESS CORP	230970	6-534-01406	04/26/2019		05/12/19	188.96
	Invoice: 6-534-01406						ENG/SHIPPING			
					188.96	91011189 542500	GG-C/E-CITY HALL-POSTAGE			
								CHECK	350465 TOTAL:	188.96
350466	05/15/2019	PRTD	1953	FERGUSON ENTERPRISES	230718	0751769-1	04/08/2019		05/12/19	39.42
	Invoice: 0751769-1						PW/SS CLAMP			
					39.42	73421355 531100	WIN COLL-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					230785	0756847	04/16/2019		05/12/19	50.12
				Invoice: 0756847			PW/SUPPLIES			
					50.12	73411345 531100	OFFICE SUPPLIES			
					230971	0734420A	02/07/2019		05/12/19	3,403.92
				Invoice: 0734420A			PW/WATER & SEWER INVENTORY			
					134.36	421 141100	SEWER-INVENTORY			
					3,269.56	411 141100	WATER - INVENTORY			
					231085	0759120	04/19/2019		05/12/19	210.64
				Invoice: 0759120			PW/DI MAX VIEW FDR LID HW, HDPE MTR BOX			
					210.64	73411345 531100	OFFICE SUPPLIES			
					231086	0759109	04/19/2019		05/12/19	604.74
				Invoice: 0759109			PW/WTR PRV, ASSY, STIFFENER, ADPT, COMP BALL, STRP			
					604.74	73411345 531100	OFFICE SUPPLIES			
							CHECK	350466 TOTAL:		4,308.84
350467	05/15/2019	PRTD	6940	FREMONT ANALYTICAL	230974	1904172	04/16/2019	21900003	05/12/19	480.00
				Invoice: 1904172			WATER QUAL FLOW MONIT-PR SVC			
					480.00	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS			
							CHECK	350467 TOTAL:		480.00
350468	05/15/2019	PRTD	233	GATEWAY TOWING	230975	41019	04/14/2019		05/12/19	206.01
				Invoice: 41019			POL/IMPOUND I19-000398			
					206.01	53011212 549900	PD-C/E-PATROL-MISC			
							CHECK	350468 TOTAL:		206.01
350469	05/15/2019	PRTD	187	GOV'T FINANCE OFFICE	230786	0125735-2019	04/03/2019		05/12/19	150.00
				Invoice: 0125735-2019			FIN/MEMBERSHIP - B. HUISH			
					150.00	41011141 549100	FIN-C/E-DUES, SUBS,MEMBERSHIPS			
							CHECK	350469 TOTAL:		150.00
350470	05/15/2019	PRTD	513	GRAINGER	230719	9146744520	04/15/2019		05/12/19	280.65
				Invoice: 9146744520			PW/AIR COMPRESSOR MOTOR			
					280.65	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
							CHECK	350470 TOTAL:		280.65
350471	05/15/2019	PRTD	1517	GUARDIAN SECURITY SY	230976	908987	05/01/2019		05/12/19	47.96
				Invoice: 908987			POL/ALARM MONITORING			
					47.96	51011215 541100	POLICE - C/E FACIL PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	350471 TOTAL:		47.96
350472	05/15/2019	PRTD	252	H.D. FOWLER COMPANY	230720	I5108437	04/10/2019		05/12/19	24.77
Invoice: I5108437							PW/3'X2' SCH 40 GALVANIZED REDUCER			
					24.77	73411345 531100	OFFICE SUPPLIES			
							CHECK	350472 TOTAL:		24.77
350473	05/15/2019	PRTD	253	HACH COMPANY	230787	11432314	04/19/2019		05/12/19	164.29
Invoice: 11432314							PW/DPD FREE BULK DISPENSER & POWDER			
					164.29	73411345 531100	OFFICE SUPPLIES			
							CHECK	350473 TOTAL:		164.29
350474	05/15/2019	PRTD	4850	HOME DEPOT CREDIT SE	231087	5015690	04/18/2019		05/12/19	215.35
Invoice: 5015690							PW/CELL SHADE, OSCILLATING TOOL			
					215.35	73011755 531100	O&M-COMMONS SUPPLIES			
					231088	6631611	04/17/2019		05/12/19	57.16
Invoice: 6631611							PW/PRO ORGANIZER			
					57.16	73431835 531100	OFFICE SUPPLIES			
					231089	6020874	04/17/2019		05/12/19	202.01
Invoice: 6020874							PW/HALF-INCH DRIVES, WRENCH, PROBE SET, SCREWDRIVR			
					202.01	73637891 531100	OFFICE SUPPLIES			
					231090	6956789	04/17/2019		05/12/19	151.05
Invoice: 6956789							PW/HARD HATS (3)			
					151.05	73637891 531100	OFFICE SUPPLIES			
							CHECK	350474 TOTAL:		625.57
350475	05/15/2019	PRTD	268	HOUSING RESOURCES BA	230674	5021	03/31/2019		05/12/19	2,640.21
Invoice: 5021							EX/1Q 2019 INDEPENDENT LIVING PROGRAM			
					2,640.21	31017592 54130100297	INDEPENDENT LIVING PRGM			
					230675	5020	03/31/2019		05/12/19	863.48
Invoice: 5020							EX/1Q 2019 HOMEOWNERSHIP PROGRAM			
					863.48	31017592 54130600297	HOMESHARE/HOME FINDING			
					230676	5019	03/31/2019		05/12/19	1,125.00
Invoice: 5019							EX/1Q 2019 ISLAND MOBLE HOME PARK ADMIN FEE			
					1,125.00	31180592 54130200297	IMHP MNGT FEES			
							CHECK	350475 TOTAL:		4,628.69

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
350476	05/15/2019	PRTD	3120 ICMA	230977	830151-2019	05/01/2019		05/12/19	175.00
Invoice: 830151-2019						POL/ANNUAL DUES: HORN			
				175.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
							CHECK	350476 TOTAL:	175.00
350477	05/15/2019	PRTD	8027 INFORMATION STATION	230980	1121709-T	04/23/2019		05/12/19	350.00
Invoice: 1121709-T						EX/APR-MAY RENTAL			
				350.00	31011256 54500000830	EMERG AM RADIO STATION-RENTS			
							CHECK	350477 TOTAL:	350.00
350478	05/15/2019	PRTD	2501 INTERNATIONAL CODE C	230754	1001035612	04/18/2019		05/12/19	22.29
Invoice: 1001035612						PCD/BLDG SAFETY MONTH POSTER			
				22.29	62471594 443410	BLDG - BLDG TRAINING TRAVEL			
							CHECK	350478 TOTAL:	22.29
350479	05/15/2019	PRTD	9172 DANIEL G OKELLY	230979	2019BAINBB01	04/16/2019		05/12/19	1,050.00
Invoice: 2019BAINBB01						POL/REG FEES: COOPER, PEFFER			
				525.00	51011191 443410	PD-C/E-PROP RM-TRAINING			
				525.00	52011212 443410	POLICE - C/E INVEST TRAINING			
							CHECK	350479 TOTAL:	1,050.00
350480	05/15/2019	PRTD	7184 ISLAND VOLUNTEER CAR	230984	04/30/19	04/30/2019		05/12/19	150.00
Invoice: 04/30/19						DAMAGE DEPOSIT REFUND: 4/30/2019			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	350480 TOTAL:	150.00
350481	05/15/2019	PRTD	9161 ISLAND TIME ACTIVITI	230983	4119	04/23/2019		05/12/19	2,500.00
Invoice: 4119						Q1 2019 COMMUNITY SERVICES FUNDING			
				2,500.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME			
							CHECK	350481 TOTAL:	2,500.00
350482	05/15/2019	PRTD	5532 ISLANDER RESIDENTS A	230677	04/16/19	04/17/2019		05/12/19	150.00
Invoice: 04/16/19						FIN/SR CTR DAMAGE DEPOSIT REFUND			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	350482 TOTAL:	150.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350483	05/15/2019	PRTD	5819	ISLANDWOOD	230774	Q1-2019	04/24/2019		05/12/19	1,250.00
Invoice: Q1-2019							EX/Q1 2019 CULTURAL FUNDING			
					1,250.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
							CHECK	350483 TOTAL:		1,250.00
350484	05/15/2019	PRTD	5275	KAISER PERMANENTE	231091	68132241	05/01/2019		05/12/19	125.00
Invoice: 68132241							PW/CDL MED EXAM: KT			
					125.00	73011189 541100	O&M - C/E FACIL PROF SERVICES			
							CHECK	350484 TOTAL:		125.00
350485	05/15/2019	PRTD	318	KC ALCOHOLISM SPECIA	230985	0119	05/06/2019		05/12/19	1,852.47
Invoice: 0119							Q1 2019 ALCOHOLISM SVCS			
					1,852.47	91011660 553000	EXEC - C/E DETOX			
							CHECK	350485 TOTAL:		1,852.47
350486	05/15/2019	PRTD	333	KITSAP COUNTY AUDITO	230721	435458	03/06/2019		05/12/19	107.00
Invoice: 435458							ENG/SEWER EASEMENT & AGREEMENT			
					107.00	72421351 541100	ENG - SEWER ADMIN PROF SERVICE			
							CHECK	350486 TOTAL:		107.00
350487	05/15/2019	PRTD	2306	KITSAP COUNTY PROSEC	230987	APR19	05/06/2019		05/12/19	9,412.33
Invoice: APR19							LEGAL/PROSECUTION SVCS APR 2019			
					9,412.33	32011521 541112	LGL-OUTSIDE PROSECUTOR			
							CHECK	350487 TOTAL:		9,412.33
350488	05/15/2019	PRTD	4740	KITSAP COUNTY PUBLIC	230811	10151	04/16/2019		05/12/19	2,504.03
Invoice: 10151							ENG/WSSOG Q1 2019			
					2,504.03	72431832 54110000872	H2O/SSWM GROUP-PROF SVCS			
							CHECK	350488 TOTAL:		2,504.03
350489	05/15/2019	PRTD	338	KITSAP COUNTY SHERIF	230989	20190021	04/23/2019		05/12/19	8,704.20
Invoice: 20190021							POL/PRISONER BOARD			
					8,704.20	51011236 551000	POLICE - C/E PRISONER DETENT'N			
							CHECK	350489 TOTAL:		8,704.20

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350490	05/15/2019	PRTD	1505	KITSAP COUNTY TREASU	230986	APR19	04/30/2019		05/12/19	40.54
Invoice: APR19							KC OUT-COURT REMIT APR2019			
					26.54	41612860 586000	CRIME VICTIMS-OUT			
					14.00	41613860 586000	COUNTY LAW LIB - DISB OUT			
							CHECK 350490 TOTAL:			40.54
350491	05/15/2019	PRTD	199	KITSAP ECONOMIC DEVE	230812	BI-1Q-19	03/28/2019		05/12/19	2,500.00
Invoice: BI-1Q-19							EX/Q12019 ECONOMIC DEVELOPMENT SVCS			
					2,500.00	31011586 54110000297	EX-GF-ECON DEV PLANNING			
							CHECK 350491 TOTAL:			2,500.00
350492	05/15/2019	PRTD	1971	KELLEY IMAGING SYSTE	230788	IN517712	04/17/2019		05/12/19	584.95
Invoice: IN517712							PW/COLOR OVERAGE CHARGES			
					584.95	73637891 548100	REPAIRS			
							CHECK 350492 TOTAL:			584.95
350493	05/15/2019	PRTD	8546	KITSAP 911 PUBLIC AU	230988	BIPD2019-05	04/15/2019		05/12/19	10,970.17
Invoice: BIPD2019-05							POL/CALL CENTER SVCS			
					3,291.05	52011286 551000	POLICE - C/E - INVEST CENCOM			
					7,679.12	53011286 551000	POLICE - C/E PATROL CENCOM			
							CHECK 350493 TOTAL:			10,970.17
350494	05/15/2019	PRTD	1802	KITSAP CONSERVATION	230814	04/12/19	04/12/2019		05/12/19	7,735.74
Invoice: 04/12/19							ENG/2019 ILA - FARMLAND SSWM PLANNING			
					3,867.87	72011593 55100000871	FARMLAND SSWM PLANNING-KCDONLY			
					3,867.87	72431835 55100000871	FARMLAND SSWM PLANNING-KCDONLY			
							CHECK 350494 TOTAL:			7,735.74
350495	05/15/2019	PRTD	315	KITSAP HUMANE SOCIET	230815	1717	04/01/2019		05/12/19	5,764.17
Invoice: 1717							APR19 KITSAP HUMANE SOCIETY ANNUAL			
					5,764.17	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
							CHECK 350495 TOTAL:			5,764.17
350496	05/15/2019	PRTD	4396	KITSAP RECLAMATION M	230789	JAJ-27618	04/23/2019		05/12/19	121.58
Invoice: JAJ-27618							10.14 TN 4"-8" CRUSHED ROCK			
					121.58	990 141100	MERCHANDISE			
					230790	JAJ-27532	04/22/2019		05/12/19	243.52
Invoice: JAJ-27532							20.31 TN 4"-8" CRUSHED ROCK			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				243.52 990 141100	MERCHANDISE				
				230791	JAJ-27485	04/19/2019		05/12/19	181.68
Invoice: JAJ-27485					22.71 TN DUMP FEE - ASPHALT				
				181.68 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
				230792	JAJ-27463	04/19/2019		05/12/19	243.60
Invoice: JAJ-27463					14.19 TN 3/4" CLEAN CRUSHED ROCK				
				243.60 990 141100	MERCHANDISE				
				230793	JAJ-27423	04/18/2019		05/12/19	194.40
Invoice: JAJ-27423					24.3 TN DUMP FEE - ASPHALT				
				194.40 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
				230794	JAJ-27422	04/18/2019		05/12/19	347.98
Invoice: JAJ-27422					20.27 TN 3/4" CLEAN CRUSHED ROCK				
				347.98 990 141100	MERCHANDISE				
				230795	JAJ-26973	04/08/2019		05/12/19	716.07
Invoice: JAJ-26973					30.1 TN 3/4" MINUS CRUSHED ROCK, 41.32 TN DUMP FEE				
				385.51 990 141100	MERCHANDISE				
				330.56 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
				230990	JAJ-27630	04/23/2019		05/12/19	161.82
Invoice: JAJ-27630					PW/8.99TN DUMP FEE				
				161.82 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
				230991	JAJ-27507	04/22/2019		05/12/19	382.86
Invoice: JAJ-27507					PW/21.27TN DUMP FEE				
				382.86 91111427 547900	GG-STREET-ROADSIDE-GARBAGE				
					CHECK 350496 TOTAL:				2,593.51
350497	05/15/2019	PRTD	309 KITSAP TIRE CENTER I	230722	220733	04/15/2019		05/12/19	6.54
Invoice: 220733					PW/SCRAP TIRE DISPOSAL				
				6.54 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
				230723	220505	04/02/2019		05/12/19	17.44
Invoice: 220505					PW/SCRAP TIRE DISPOSAL				
				17.44 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
				231092	219970	03/06/2019		05/12/19	1,013.28
Invoice: 219970					PW/TIRES (2) - #81				
				445.14 73111423 531100	OFFICE SUPPLIES				
				445.15 73111427 531100	OFFICE SUPPLIES				
				48.99 73111423 548100	REPAIRS & MAINTENANCE				
				49.00 73111427 548100	O&M-ACCESS RDSIDE R&M				
				25.00 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE				
				231093	221089	05/03/2019		05/12/19	631.06
Invoice: 221089					PW/TIRES (4) - #15				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC						
					631.06	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
								CHECK	350497 TOTAL:	1,668.32
350498	05/15/2019	PRTD	1851	KRAZAN & ASSOCIATES	230993	J600901-5873	03/31/2019		05/12/19	322.00
Invoice: J600901-5873							TESTING: MADRONA ROW			
					322.00	72011322 54110000203	TESTING SVCS-PRO SVCS			
								CHECK	350498 TOTAL:	322.00
350499	05/15/2019	PRTD	5262	LIDEN LAND DEV & EXC	230821	PAYREQFINAL-782	04/12/2019	21800076	05/12/19	55,361.18
Invoice: PAYREQFINAL-782							VILLAGE PUMP STATION REPLACE			
					55,361.18	72423434 66300000782	VILLAGE PUMP STATION-CONSTR			
					230822	PAYREQFINAL-782A	04/12/2019	21800077	05/12/19	1,188.06
Invoice: PAYREQFINAL-782A							VILLAGE PUMP STATION			
					1,188.06	72423434 66300000782	VILLAGE PUMP STATION-CONSTR			
								CHECK	350499 TOTAL:	56,549.24
350500	05/15/2019	PRTD	7038	MOON SECURITY SERVIC	230678	973686	03/31/2019		05/12/19	1,182.00
Invoice: 973686							CRT/HOUSE ARREST MONITORING MAR19			
					1,182.00	21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
					230996	977949	04/30/2019		05/12/19	874.00
Invoice: 977949							CRT/HOUSE ARREST MONIT			
					874.00	21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
								CHECK	350500 TOTAL:	2,056.00
350501	05/15/2019	PRTD	8545	MUTT MITT	230997	274446	04/19/2019		05/12/19	1,499.79
Invoice: 274446							PW/DOG POOP BAGS			
					1,199.83	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
					299.96	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
								CHECK	350501 TOTAL:	1,499.79
350502	05/15/2019	PRTD	7791	NAT'L ASSOC OF CHIEF	230998	04/29/19	04/29/2019		05/12/19	60.00
Invoice: 04/29/19							POL/ANNUAL DUES: HORN			
					60.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
								CHECK	350502 TOTAL:	60.00
350503	05/15/2019	PRTD	2574	NATIONAL BARRICADE C	230725	281057	03/31/2019		05/12/19	442.52
Invoice: 281057							PW/RT LANE MUST TURN RT SIGN			
					442.52	990 141100	MERCHANDISE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK 350503 TOTAL:		442.52
350504	05/15/2019	PRTD	8433	NEXTREQUEST CO.	230999	1299	04/16/2019		05/12/19	9,748.75
Invoice: 1299							IT/PR MGMT SOFTWARE ANNUAL MAINT			
					9,748.75	81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK 350504 TOTAL:		9,748.75
350505	05/15/2019	PRTD	677	NORTH COAST ELECTRIC	230726	S9264721-001	04/11/2019		05/12/19	89.12
Invoice: S9264721-001							PW/SUPPLIES			
					89.12	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
								CHECK 350505 TOTAL:		89.12
350506	05/15/2019	PRTD	9175	NORTHERN EQUIPMENT R	231000	2197	04/24/2019		05/12/19	170.26
Invoice: 2197							PW/ALUM PLANK, LADDER JACK, LADDER			
					170.26	73011183 545000	O&M-C/E-CH FAC-RENTS			
								CHECK 350506 TOTAL:		170.26
350507	05/15/2019	PRTD	9135	NWPE	231001	001	04/10/2019	21900010	05/12/19	424.01
Invoice: 001							AFM PEDESTAL MOUNT			
					424.01	73011757 53110000954	DOCK PAY STATION-SUPPLIES			
								CHECK 350507 TOTAL:		424.01
350508	05/15/2019	PRTD	2430	OGDEN MURPHY WALLACE	230679	823264	04/16/2019		05/12/19	16,921.90
Invoice: 823264							LEGAL/PROF SVCS			
					9,973.95	32470152 54111100844	LIT-CLARK ADMIN APPEAL			
					157.50	32011152 54111100926	LIT-KC REALTORS-SUP CT			
					189.00	32011152 54111101010	LIT-ENVIRONMENTAL COALITION			
					4,268.05	32011152 54111101021	DUNN PRR CLAIM			
					126.00	32011152 541110	LGL-GF-LEGAL ADVICE			
					1,606.50	91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
					157.50	32470152 54111000711	SMP LEGAL ADVICE			
					443.40	32470152 54111100896	LIT-BAINBRIDGE ALLIANCE			
								CHECK 350508 TOTAL:		16,921.90
350509	05/15/2019	PRTD	9057	OLYMPIC PRESORT, INC	231002	9436	05/01/2019		05/12/19	3,064.00
Invoice: 9436							EX/COBI CONNECTS 5/1/19 MAILING			
					2,731.68	31011572 54250001015	NEWSLETTER-POSTAGE			
					332.32	31011572 54110001015	NEWSLETTER-PROF SVCS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK 350509 TOTAL:			3,064.00
350510	05/15/2019	PRTD	4111	OLYMPIC SPRINGS INC	231003	318328	04/30/2019		05/12/19	80.17
Invoice: 318328							POL/PURIFIED WATER			
					80.17	51011215 531100	POLICE - C/E FACIL SUPPLIES			
							CHECK 350510 TOTAL:			80.17
350511	05/15/2019	PRTD	7925	OMNIPARK, INC	231004	112883	05/01/2019		05/12/19	379.32
Invoice: 112883							POL/PARKING SYSTEM SUPPORT			
					379.32	51011215 548500	POLICE - C/E FACIL COMP MAINT			
							CHECK 350511 TOTAL:			379.32
350512	05/15/2019	PRTD	8643	ON-TARGET SOLUTIONS	231005	1357	04/22/2019		05/12/19	150.00
Invoice: 1357							POL/LEADERSHIP TRAINING			
					150.00	52011212 443410	POLICE - C/E INVEST TRAINING			
							CHECK 350512 TOTAL:			150.00
350513	05/15/2019	PRTD	8286	SUPERINTENDENT OF P	231006	14990	04/15/2019		05/12/19	44.25
Invoice: 14990							POL/FINGERPRINTING			
					44.25	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231007	14995	04/15/2019		05/12/19	88.50
Invoice: 14995							POL/FINGERPRINTING			
					88.50	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231008	15002	04/15/2019		05/12/19	88.50
Invoice: 15002							POL/FINGERPRINTING			
					88.50	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231009	15007	04/15/2019		05/12/19	88.50
Invoice: 15007							POL/FINGERPRINTING			
					88.50	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231010	15013	04/15/2019		05/12/19	44.25
Invoice: 15013							POL/FINGERPRINTING			
					44.25	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231011	15015	04/15/2019		05/12/19	44.25
Invoice: 15015							POL/FINGERPRINTING			
					44.25	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231012	15018	04/16/2019		05/12/19	88.50
Invoice: 15018							POL/FINGERPRINTING			
					88.50	65438 386110	AGENCY-FINGERPRINT REV TO SPI			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					231013	15028	04/19/2019		05/12/19	88.50
				Invoice: 15028			POL/FINGERPRINTING			
					88.50	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231014	15032	04/19/2019		05/12/19	44.25
				Invoice: 15032			POL/FINGERPRINTING			
					44.25	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231015	15036	04/19/2019		05/12/19	88.50
				Invoice: 15036			POL/FINGERPRINTING			
					88.50	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231016	15048	04/24/2019		05/12/19	177.00
				Invoice: 15048			POL/FINGERPRINTING			
					177.00	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
							CHECK 350513 TOTAL:			885.00
350514	05/15/2019	PRTD	4129	OWEN EQUIPMENT COMPA	229460	00092151	02/05/2019		05/12/19	59.79
				Invoice: 00092151			PW/VELCRO ADJUSTABLE			
					59.79	73431835 531100	OFFICE SUPPLIES			
							CHECK 350514 TOTAL:			59.79
350515	05/15/2019	PRTD	8200	PACIFIC DUST CONTROL	231094	1598	05/01/2019		05/12/19	1,324.35
				Invoice: 1598			PW/LIGNIN SULFONATE (900)			
					1,324.35	73435838 548100	O&M-DECANT-REPAIRS			
							CHECK 350515 TOTAL:			1,324.35
350516	05/15/2019	PRTD	458	PENINSULA FIRE INC	230796	03292019BR1	03/29/2019		05/12/19	201.65
				Invoice: 03292019BR1			PW/ANNUAL SVC - PRESSURE H20 FIRE EXTINGUISHER			
					201.65	73637958 548100	ROADSIDE MOWER ALLOC-REPAIRS			
							CHECK 350516 TOTAL:			201.65
350517	05/15/2019	PRTD	8544	PHILANTHROPY NORTHWE	230727	TGP 3093	03/31/2019		05/12/19	3,150.00
				Invoice: TGP 3093			EX/GIVING PRACTICE			
					3,150.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES			
							CHECK 350517 TOTAL:			3,150.00
350518	05/15/2019	PRTD	8922	REXEL USA INC.	230729	U375999	04/04/2019		05/12/19	634.09
				Invoice: U375999			PW/SUPPLIES			
					634.09	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	350518 TOTAL:		634.09
350519	05/15/2019	PRTD	644	US POSTAL SERVICE	231020	BOX151-2019	05/01/2019		05/12/19	92.00
Invoice: BOX151-2019						CRT/PO BOX 151 RENEWAL				
					92.00	91011255 542500 GG-C/E-COURT BLDG-POSTAGE				
							CHECK	350519 TOTAL:		92.00
350520	05/15/2019	PRTD	360	PROBUILD COMPANY LLC	230797	1744713	04/18/2019		05/12/19	11.21
Invoice: 1744713						PW/4" CORRUGATED END CAP, SUPPLIES				
					11.21	73011768 531100 O&M-C/E-PARKS-SUPPLIES				
					231021	1745616	04/26/2019		05/12/19	34.75
Invoice: 1745616						PW/FURRING STRIPS				
					34.75	73011768 531100 O&M-C/E-PARKS-SUPPLIES				
					231022	1745467	04/25/2019		05/12/19	182.86
Invoice: 1745467						PW/MARKING FLR				
					182.86	73637891 531100 OFFICE SUPPLIES				
					231023	1745296	04/24/2019		05/12/19	50.97
Invoice: 1745296						PW/PAY STATION SUPPLIES				
					50.97	73011757 53110000954 DOCK PAY STATION-SUPPLIES				
					231024	1745421	04/25/2019		05/12/19	-2.70
Invoice: 1745421						PW/RETURNS: PVC CAP, MALE ADAPTER				
					-2.70	73011757 53110000954 DOCK PAY STATION-SUPPLIES				
					231025	1745324	04/24/2019		05/12/19	5.09
Invoice: 1745324						PW/PVC CAP, MALE ADAPTER, CAP				
					5.09	73011757 53110000954 DOCK PAY STATION-SUPPLIES				
					231026	1745237	04/23/2019		05/12/19	22.41
Invoice: 1745237						PW/HEAD WEDGE, REBAR				
					22.41	73011757 53110000954 DOCK PAY STATION-SUPPLIES				
							CHECK	350520 TOTAL:		304.59
350521	05/15/2019	PRTD	7187	RANDOLPH BAUER	231027	1905079	04/25/2019		05/12/19	90.00
Invoice: 1905079						PW/CREOSOTE CAN				
					90.00	73011768 545000 O&M-C/E-PARKS-OP LEASES				
					231028	1905077	04/25/2019		05/12/19	180.00
Invoice: 1905077						PW/EAGLE HARBOR CANS				
					180.00	73011768 545000 O&M-C/E-PARKS-OP LEASES				
					231029	1905078	04/25/2019		05/12/19	90.00
Invoice: 1905078						PW/HIDDEN COVE CAN				
					90.00	73011897 545000 O&M-C/E-PWYD FAC-RENTS				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					231030	1905080	04/25/2019		05/12/19	90.00
Invoice: 1905080							PW/VINCENT RD CAN			
					90.00	73435838 545000	O&M-DECANT-RENTS			
								CHECK	350521 TOTAL:	450.00
350522	05/15/2019	PRTD	6685	REGIONAL DISPOSAL CO	231071	0000155759	04/15/2019		05/12/19	4,561.26
Invoice: 0000155759							2016-mid 2018 BIOSOLIDS DISPOS			
					4,561.26	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
								CHECK	350522 TOTAL:	4,561.26
350523	05/15/2019	PRTD	9177	REID, ROBBIE	230747	77152	04/22/2019		05/12/19	74.95
Invoice: 77152							UB 12156 464 COSGROVE STREET NW			
					74.95	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK	350523 TOTAL:	74.95
350524	05/15/2019	PRTD	8745	RELIABLE STORAGE BAI	231032	31869	05/02/2019		05/12/19	299.00
Invoice: 31869							POL/STORAGE UNIT J28			
					299.00	53011212 545000	POLICE - C/E PATROL RENTS			
								CHECK	350524 TOTAL:	299.00
350525	05/15/2019	PRTD	7385	CHARLES P. SHANE	231034	002136	04/29/2019		05/12/19	174.75
Invoice: 002136							LEGAL/PUB DEF 23330301			
					174.75	32011281 541113	LGL-PUBLIC DEFENDER			
								CHECK	350525 TOTAL:	174.75
350526	05/15/2019	PRTD	8855	SOUND LAW CENTER	231035	2238	05/02/2019		05/12/19	3,832.50
Invoice: 2238							HEX/PROF SVCS APR 2019			
					2,467.50	34470586 54111001013	HEX-EUCLID HOUSE RUEX			
					1,172.50	34470586 54111001027	HEX-BISD CUP			
					192.50	34470586 541110	HEX - DEV HEARING EX & PRO TEM			
								CHECK	350526 TOTAL:	3,832.50
350527	05/15/2019	PRTD	601	SOUND REPROGRAPHICS	230730	68633	02/27/2019		05/12/19	263.71
Invoice: 68633							EXCC/COUNCIL CHAMBER POSTER			
					263.71	36011143 549500	CLERK-C/E-COPIES/PRINTING			
					231036	69921	05/01/2019		05/12/19	1,444.47
Invoice: 69921							EX/NEWSLETTER			
					1,444.47	31011572 54950001015	NEWSLETTER-PRINTING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC						
							CHECK 350527 TOTAL:			1,708.18
350528	05/15/2019	PRTD	8738	SPEAKWRITE, LLC	231042	F7B16E9D	05/01/2019		05/12/19	96.00
Invoice: F7B16E9D							POL/TRANSCIPTION SVCS			
					96.00	52011212 541100	POLICE - C/E INVEST PROF SVCS			
							CHECK 350528 TOTAL:			96.00
350529	05/15/2019	PRTD	8132	SPECTRA LABORATORIES	230732	19-02487	04/12/2019		05/12/19	84.64
Invoice: 19-02487							PW/ECOLI TESTING - WINTWR			
					84.64	73411345 54110000391	LAB SVCS-WATER			
					230733	19-02375	04/11/2019		05/12/19	63.02
Invoice: 19-02375							PW/TESTING - ROCKAWAY BEACH			
					63.02	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					230734	19-02374	04/11/2019		05/12/19	62.10
Invoice: 19-02374							PW/FLUORIDE TESTING - WINTWR			
					62.10	73411345 54110000391	LAB SVCS-WATER			
					231038	19-02684	04/19/2019		05/12/19	63.48
Invoice: 19-02684							PW/WINWTR ECOLI TESTING			
					63.48	73411345 54110000391	LAB SVCS-WATER			
					231039	19-02914	04/30/2019		05/12/19	63.02
Invoice: 19-02914							PW/ROCKAWAY TESTING			
					63.02	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
					231040	19-02913	04/30/2019		05/12/19	62.10
Invoice: 19-02913							PW/WINWTR FLOURIDE TESTING			
					62.10	73411345 54110000391	LAB SVCS-WATER			
					231041	19-02879	04/25/2019		05/12/19	46.92
Invoice: 19-02879							PW/ECOLI TESTING			
					46.92	73416345 54110000391	CASEY STREET WTR-LAB SVCS			
							CHECK 350529 TOTAL:			445.28
350530	05/15/2019	PRTD	2467	STAPLES	230681	3410505562	04/06/2019		05/12/19	47.87
Invoice: 3410505562							EX,FIN/COPY PAPER			
					23.93	31011131 531100	EX-GF-SUPPLIES			
					23.94	41011141 531100	FIN - C/E ADMIN SUPPLIES			
					230682	3410505560	04/06/2019		05/12/19	37.92
Invoice: 3410505560							EXCC/DESK FILE SORTER			
					37.92	36011143 531100	CLERK-C/E SUPPLIES			
					230683	3410505559	04/06/2019		05/12/19	53.40

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 3410505559						LEGAL/LETTER PAD			
				53.40	32011152 531100	LGL-GF-SUPPLIES			
				230684	3410505558	04/06/2019		05/12/19	314.42
Invoice: 3410505558						EX,FIN,LEGAL/TONER, COPY PAPER, COMMAND POSTER STR			
				3.68	31011131 531100	EX-GF-SUPPLIES			
				3.68	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				307.06	32011152 531100	LGL-GF-SUPPLIES			
				230685	3410505557	04/06/2019		05/12/19	10.99
Invoice: 3410505557						FIN/SELF INK STAMP			
				10.99	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				230686	3410505555	04/06/2019		05/12/19	22.23
Invoice: 3410505555						EX/BAMBOO CUTLERY TRAY			
				22.23	31011131 531100	EX-GF-SUPPLIES			
				230687	3407116356	03/02/2019		05/12/19	140.03
Invoice: 3407116356						PW,LEGAL/TONER, DISH SOAP, NOTEBOOK			
				3.87	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				136.16	32011152 531100	LGL-GF-SUPPLIES			
				230688	3392668835	10/06/2018		05/12/19	471.04
Invoice: 3392668835						LEGAL,CC,EX,PW,FIN/TONER, STAPLES, TAPE			
				83.86	32011152 531100	LGL-GF-SUPPLIES			
				12.42	11011116 531100	COUNCIL - SUPPLIES			
				81.44	31011131 531100	EX-GF-SUPPLIES			
				4.79	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				288.53	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				230689	3360633186	11/25/2017		05/12/19	-5.48
Invoice: 3360633186						EX/RETURNED ITEM			
				-5.48	31011131 531100	EX-GF-SUPPLIES			
				230735	3410505615	04/06/2019		05/12/19	33.39
Invoice: 3410505615						PW/ASSORTED WHITEBOARD MARKERS			
				33.39	73637891 531100	OFFICE SUPPLIES			
				230736	3410505614	04/06/2019		05/12/19	179.08
Invoice: 3410505614						PW/TONER, BINDERS, CLEANER			
				179.08	73637891 531100	OFFICE SUPPLIES			
				230737	3410505613	04/06/2019		05/12/19	119.26
Invoice: 3410505613						PW/STAPLES COPY PAPER, KLEENEX			
				119.26	73637891 531100	OFFICE SUPPLIES			
				230738	3410505556	04/06/2019		05/12/19	166.94
Invoice: 3410505556						EX,FIN/STAPLES, INDEX DIVIDERS			
				83.47	31011131 531100	EX-GF-SUPPLIES			
				83.47	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				230739	3410505561	04/06/2019		05/12/19	212.34

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
	Invoice: 3410505561					EX,FIN/LEGAL/DYMO LABLE MGR, COPY PAPER				
						52.54 31011131 531100 EX-GF-SUPPLIES				
						52.55 41011141 531100 FIN - C/E ADMIN SUPPLIES				
						107.25 32011152 531100 LGL-GF-SUPPLIES				
					230756	3410505641	04/06/2019		05/12/19	41.51
	Invoice: 3410505641					PCD/AAA BATTERIES				
						41.51 62471591 531100 BLDG - BLDG OFFICE SUPPLIES				
					230757	3410505637	04/06/2019		05/12/19	279.23
	Invoice: 3410505637					PCD/COPY PAPER, PARTITION FOLDERS				
						279.23 62471591 531100 BLDG - BLDG OFFICE SUPPLIES				
					230758	3410505638	04/06/2019		05/12/19	423.47
	Invoice: 3410505638					PCD/PRESSBOARD FOLDERS				
						423.47 62471591 531100 BLDG - BLDG OFFICE SUPPLIES				
					230759	3410505639	04/06/2019		05/12/19	39.69
	Invoice: 3410505639					PCD/COPY PAPER				
						39.69 61011581 531100 PCD - C/E ADMIN SUPPLIES				
					230760	3410505636	04/06/2019		05/12/19	75.56
	Invoice: 3410505636					PCD/COPY PAPER, PENS				
						75.56 61011581 531100 PCD - C/E ADMIN SUPPLIES				
					230768	3410505635	04/06/2019		05/12/19	-211.73
	Invoice: 3410505635					PCD/RETURNS - PRESSBORD FOLDERS				
						-211.73 61011581 531100 PCD - C/E ADMIN SUPPLIES				
					230769	3410505634	04/06/2019		05/12/19	-934.54
	Invoice: 3410505634					PCD/RETURNS - FOLDERS, PARTITION, POCKET				
						-934.54 61011581 531100 PCD - C/E ADMIN SUPPLIES				
					231045	3410505582	04/06/2019		05/12/19	-83.78
	Invoice: 3410505582					ENG/RETURN STAPLER				
						-83.78 72011321 531100 ENG - C/E ADMIN SUPPLIES				
					231046	3410505584	04/06/2019		05/12/19	139.45
	Invoice: 3410505584					ENG/LEGAL SIZE FLAT JACKET				
						139.45 72011321 531100 ENG - C/E ADMIN SUPPLIES				
					231047	3410505587	04/06/2019		05/12/19	103.67
	Invoice: 3410505587					ENG/KLEENEX, STAPLES, WIPES				
						103.67 72011321 531100 ENG - C/E ADMIN SUPPLIES				
								CHECK	350530 TOTAL:	1,675.96
350531	05/15/2019	PRTD	8833	STRATEGIC GOVERNMENT	231043	2019-100466	05/01/2019		05/12/19	10,166.66
	Invoice: 2019-100466					HR/FIN DIR SEARCH SVCS				
						10,166.66 33011161 541100 HR-C/E-PROF SVCS				

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
					231044	2019-100450	05/01/2019		05/12/19	2,428.08
				Invoice: 2019-100450			POL/LEADERSHIP TRAINING: JH			
					2,428.08	51011211 541100	PD-C/E-ADM-PROF SVCS			
							CHECK	350531 TOTAL:		12,594.74
350532	05/15/2019	PRTD	5730	SUMMIT LAW GROUP	230740	103074	04/17/2019		05/12/19	472.50
				Invoice: 103074			LEGAL/PROF SVCS MAR19			
					472.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
					230741	103073	04/17/2019		05/12/19	1,354.50
				Invoice: 103073			LEGAL/PROF SVCS MAR19			
					1,354.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
							CHECK	350532 TOTAL:		1,827.00
350533	05/15/2019	PRTD	7095	SUPERIOR SAW & SUPPL	230742	127993	04/16/2019		05/12/19	88.18
				Invoice: 127993			PW/SHARPEN WEEDEATER BLADE, SHARPEN CHAIN SAW			
					88.18	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK	350533 TOTAL:		88.18
350534	05/15/2019	PRTD	8244	SUPPLYWORKS	230798	488238775	04/18/2019		05/12/19	429.68
				Invoice: 488238775			PW/2PLY TISSUE			
					429.68	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
					230799	487791063	04/16/2019		05/12/19	1,828.95
				Invoice: 487791063			PW/BLACK LINER, 2PLY TISSUE, DISP URINAL FLOOR MAT			
					1,828.95	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
							CHECK	350534 TOTAL:		2,258.63
350535	05/15/2019	PRTD	6918	TAB PRODUCTS CO. LLC	231048	2430762	04/16/2019		05/12/19	115.47
				Invoice: 2430762			CRT/LABEL SUPPLIES			
					115.47	21011125 531100	COURT - SUPPLIES			
							CHECK	350535 TOTAL:		115.47
350536	05/15/2019	PRTD	7357	THE DOCTORS CLINIC	230817	OMF6 MAR19	04/15/2019		05/12/19	47.00
				Invoice: OMF6 MAR19			PW/OCCUPATIONAL HEALTH TESTING			
					47.00	73637891 541100	PROFESSIONAL SERVICES			
							CHECK	350536 TOTAL:		47.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
350537	05/15/2019	PRTD	4819	THOMSON REUTERS - WE	230691	840074052	04/01/2019		05/12/19	531.61
Invoice: 840074052							LEGAL/INFO SVC MAR19			
					531.61	32011152 549100	LGL-GF-DUES & SUBSCRIPTIONS			
								CHECK 350537 TOTAL:		531.61
350538	05/15/2019	PRTD	8243	TILZ	231095	IPAD_31083	04/24/2019		05/12/19	150.00
Invoice: IPAD_31083							PRKS/DECANT - YARD WASTE			
					70.00	91011768 547900	GG-C/E-PARKS-GARBAGE			
					80.00	91435838 547900	GG-DECANT-GARBAGE			
								CHECK 350538 TOTAL:		150.00
350539	05/15/2019	PRTD	558	TOWN & COUNTRY MARKE	230692	04/17/19	04/17/2019		05/12/19	43.38
Invoice: 04/17/19							LEGAL/BOXED LUNCHES			
					43.38	32011152 531100	LGL-GF-SUPPLIES			
					231049	03/21/19	03/21/2019		05/12/19	43.38
Invoice: 03/21/19							CIVIL SVC INTERVIEWS			
					43.38	91011211 531100	GG-C/E-CIVIL SVC-OFC SUP			
					231050	04/24/19	04/24/2019		05/12/19	27.69
Invoice: 04/24/19							PW/DISTILLED WATER			
					27.69	73425358 531100	O&M-WWTP-SUPPLIES			
								CHECK 350539 TOTAL:		114.45
350540	05/15/2019	PRTD	7964	TRANS4MEDIA, LLC	230743	5448	04/16/2019		05/12/19	300.00
Invoice: 5448							ENG/WSF VIDEO PROGRAM			
					300.00	72334953 64245000596	SR305-OLYMPIC NM-OUTREACH			
								CHECK 350540 TOTAL:		300.00
350541	05/15/2019	PRTD	2190	UNITED PARCEL SERVIC	231052	000028Y3Y1179	04/27/2019		05/12/19	21.80
Invoice: 000028Y3Y1179							POL/SHIPPING			
					21.80	91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK 350541 TOTAL:		21.80
350542	05/15/2019	PRTD	2425	THE UPS STORE #1265	231051	04/17/19	04/17/2019		05/12/19	14.37
Invoice: 04/17/19							PW/POSTAGE			
					14.37	91425358 542500	GG-WWTP-POSTAGE/SHIPPING			
								CHECK 350542 TOTAL:		14.37

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350543	05/15/2019	PRTD	1152	USA BLUE BOOK	230800	869443	04/16/2019		05/12/19	2,175.72
Invoice: 869443							PW/VITA-D-CHLOR TABLETS			
					2,175.72	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
					230801	869434	04/16/2019		05/12/19	461.39
Invoice: 869434							PW/HYDRANT GATE VALVE, HYDRANT HOSE VALVE			
					461.39	73411345 531100	OFFICE SUPPLIES			
					231053	873344	04/19/2019		05/12/19	260.03
Invoice: 873344							PW/HACH BOD SOLTN, GLASS FIBER			
					260.03	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK 350543 TOTAL:			2,897.14
350544	05/15/2019	PRTD	553	UTILITIES UNDERGROUN	231096	9040126	04/30/2019		05/12/19	304.44
Invoice: 9040126							PW/APRIL EXCAVATION NOTICES			
					304.44	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
							CHECK 350544 TOTAL:			304.44
350545	05/15/2019	PRTD	4520	WA ST DEPT OF NATURA	230693	4900/0100132952/2019	04/01/2019		05/12/19	15,472.67
Invoice: 4900/0100132952/2019							EX/LEASE W/DNR (DOCK/OWM)			
					15,472.67	31011757 545000	EX-GF-OWM-LEASE			
							CHECK 350545 TOTAL:			15,472.67
350546	05/15/2019	PRTD	4500	DEPARTMENT OF COMMER	231054	PWTFNT-355254	04/30/2019		05/12/19	192,025.80
Invoice: PWTFNT-355254							LOAN PC13-961-046 EHBM CONSTR			
					185,532.18	91422235 77800000471	BEACH MAIN REPL DES-PWTF PRIN			
					6,493.62	91422923 78300000471	BEACH MAIN REPL DES-PWTF INT			
					231055	PWTF-256716	04/30/2019		05/12/19	42,598.43
Invoice: PWTF-256716							LOAN OW-05-691-001 DECANT FAC CONSTR			
					41,157.90	91432238 77800000176	DECANT FAC-PRINCIPLE PWTF LOAN			
					1,440.53	91432923 78300000176	DECANT FAC-INTEREST-PWTF LOAN			
					231056	PWTF-257585	04/30/2019		05/12/19	21,720.13
Invoice: PWTF-257585							LOAN PW-04-691-PRE-108 WWTP DESIGN			
					21,087.50	91422235 77800000036	PRIN PYMT PWTF-WWTP PE			
					632.63	91422923 78300000036	INTEREST EXP PWTF-WWTP PE			
					231057	PWTF-260394	04/30/2019		05/12/19	9,831.40
Invoice: PWTF-260394							LOAN PW-04-691-PRE-107 DECANT FAC DESIGN			
					9,545.05	91432238 77800000176	DECANT FAC-PRINCIPLE PWTF LOAN			
					286.35	91432923 78300000176	DECANT FAC-INTEREST-PWTF LOAN			
					231058	PWTF-254990	04/30/2019		05/12/19	306,425.00
Invoice: PWTF-254990							LOAN PW-04-691-002 S.ISL SEWER			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
			INVOICE DTL DESC						
				297,500.00	91422235 77800000279	LID20 MAINT/OPS-FIN-PWTF PRIN			
				8,925.00	91422923 78300000279	LID20 MAINT/OPS-FIN-PWTF INT			
				231059	PWTF-253927	04/30/2019		05/12/19	21,455.75
			Invoice: PWTF-253927			LOAN PR08-951-104 EHBM DESIGN			
				20,434.05	91422235 77800000471	BEACH MAIN REPL DES-PWTF PRIN			
				1,021.70	91422923 78300000471	BEACH MAIN REPL DES-PWTF INT			
				231060	PWTF-257454	04/30/2019		05/12/19	30,764.32
			Invoice: PWTF-257454			LOAN PE08-951-075 DEC 2007 STORMS			
				23,664.86	91242142 778000	GG-2008PWTF-I/GPRIN-DEC07STORM			
				7,099.46	91242242 783000	GG-2008PWTF-INT-DEC07 STORMS			
				231061	PWTF-259912	04/30/2019		05/12/19	208,008.37
			Invoice: PWTF-259912			LOAN PW-06-962-004 WWTP CONSTR #2			
				200,008.05	91422235 77800000086	WWTP CONSTR-PRIN-PWTF			
				8,000.32	91422923 78300000086	WWTP 2011 LTGO & 2PWTF INT EXP			
				231062	PWTF-258421	04/30/2019		05/12/19	217,995.09
			Invoice: PWTF-258421			LOAN PW-05-691-002 WWTP CONTR #1			
				210,623.28	91422235 77800000086	WWTP CONSTR-PRIN-PWTF			
				7,371.81	91422923 78300000086	WWTP 2011 LTGO & 2PWTF INT EXP			
						CHECK 350546 TOTAL:			1,050,824.29
350547	05/15/2019	PRTD	2251 WA ST TREASURER	231063	APR19	04/30/2019		05/12/19	1,947.67
			Invoice: APR19			STATE-OUT COURT REMIT APR19			
				847.04	41611860 586000	PSEA 60% OUT			
				355.01	41610860 586000	PSEA 30% OUT			
				27.11	41619860 586000	PSEA 3 - STATE DISB OUT			
				137.69	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				27.43	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				385.29	41614860 586000	JUDICIAL INFO SYST.-OUT			
				.46	41615860 586000	BREATH TEST-CUSTODIAL			
				2.58	41615860 586000	BREATH TEST-CUSTODIAL			
				10.35	41617860 586000	SCHOOL SAFETY ZONE-OUT			
				68.65	41618860 586000	TRAUMA CARE-OUT			
				22.17	41618860 586000	TRAUMA CARE-OUT			
				5.69	41618860 586000	TRAUMA CARE-OUT			
				32.71	41618860 586000	TRAUMA CARE-OUT			
				25.49	41615860 586961	STATE CRIME LAB			
				231064	APR19-SBCC	04/30/2019		05/12/19	327.50
			Invoice: APR19-SBCC			STATE-OUT COURT REMIT SBCC			
				327.50	41652860 586000	SBCC BLDG.-OUT			
						CHECK 350547 TOTAL:			2,275.17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350548	05/15/2019	PRTD	5709	WEBCHECK INC	231065	6285	05/02/2019		05/12/19	408.75
	Invoice: 6285						FIN/WEBCHECK SVCS APR2019			
						204.38 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
						204.37 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
							CHECK 350548 TOTAL:			408.75
350549	05/15/2019	PRTD	9176	WELLER, MICHELE	230746	77151	04/22/2019		05/12/19	223.42
	Invoice: 77151						UB 11741 9410 TIDAL COURT NE			
						223.42 411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 350549 TOTAL:			223.42
350550	05/15/2019	PRTD	2175	WEST SOUND WILDLIFE	230775	Q1-2019	04/23/2019		05/12/19	2,137.50
	Invoice: Q1-2019						Q1 2019 WILD ANIMAL CONTROL SVCS			
						2,137.50 91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
							CHECK 350550 TOTAL:			2,137.50
350551	05/15/2019	PRTD	2064	WEST SOUND WORKFORCE	230818	39241	04/15/2019		05/12/19	1,002.68
	Invoice: 39241						FIN/TEMP HIRE HRS: KW			
						1,002.68 41011141 515000	FIN - C/E ADMIN SALARY TEMP			
					231066	39333	04/29/2019		05/12/19	1,136.97
	Invoice: 39333						FIN/TEMP HOURS 4/28: KW			
						1,136.97 41011141 515000	FIN - C/E ADMIN SALARY TEMP			
					231067	39285	04/22/2019		05/12/19	1,378.69
	Invoice: 39285						FIN/TEMP HOURS, 4/21: KW			
						1,378.69 41011141 515000	FIN - C/E ADMIN SALARY TEMP			
							CHECK 350551 TOTAL:			3,518.34
350552	05/15/2019	PRTD	499	WESTBAY AUTO PARTS I	230744	445573	04/16/2019		05/12/19	167.96
	Invoice: 445573						PW/NEW ALTERNATOR			
						167.96 73411345 531100	OFFICE SUPPLIES			
					230745	444299	04/11/2019		05/12/19	26.74
	Invoice: 444299						PW/FLASHER, AIR FILTER			
						26.74 73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
							CHECK 350552 TOTAL:			194.70
350553	05/15/2019	PRTD	7175	WINERY ALLIANCE OF B	231068	843	04/15/2019		05/12/19	4,051.61
	Invoice: 843						Q1 2019 LTAC - "WINE ON THE ROCK"			
						4,051.61 91140573 541100	GG-TOUR-PROF SERVICES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK 350553 TOTAL:			4,051.61
350554	05/15/2019	PRTD	6920	COMCAST	231069	MAY19	04/20/2019		05/12/19	11.36
Invoice: MAY19							POL/HD CONVERTER BOX			
					11.36	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK 350554 TOTAL:			11.36
350555	05/15/2019	PRTD	650	YWCA-KITSAP COUNTY	230694	2937	03/31/2019		05/12/19	7,989.23
Invoice: 2937							EX/Q1 2019 COMMUNITY SVC FUNDING			
					7,989.23	31017219 54110000297	EX-YWCA-ALIVE/DOM VIOLENCE			
							CHECK 350555 TOTAL:			7,989.23
350556	05/15/2019	PRTD	2607	ZEE MEDICAL SERVICE	231070	68376388	05/01/2019		05/12/19	127.58
Invoice: 68376388							FIN/C.H. FIRST AID RESTOCK			
					127.58	41011189 531100	FIN - C/E CNTL SV SUPPLIES			
					231097	68376387	05/01/2019		05/12/19	255.59
Invoice: 68376387							PW/FIRST AID SUPPLIES			
					255.59	73637891 531100	OFFICE SUPPLIES			
							CHECK 350556 TOTAL:			383.17

NUMBER OF CHECKS 147 *** CASH ACCOUNT TOTAL *** 1,475,063.77

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	147	1,475,063.77

*** GRAND TOTAL *** 1,475,063.77

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2019 5 86									
APP 101-213000					STREETS - ACCOUNTS PAYABLE			6,377.18	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				1,475,063.77
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			7,344.34	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			280,675.04	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			1,033,715.10	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			60,648.34	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			14,748.49	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			2,300.00	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			450.00	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			9,623.02	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			22,307.52	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			1,125.00	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			3,200.71	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			1,784.71	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
APP 201-213000					ACCOUNTS PAYABLE			30,764.32	
05/15/2019	05/12/19	051519			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			1,475,063.77	1,475,063.77
APP 631-130000					DUE TO/FROM CLEARING			1,460,315.28	
05/15/2019	05/12/19	051519							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				6,377.18
05/15/2019	05/12/19	051519							
APP 401-130000					DUE TO/FROM CLEARING				7,344.34
05/15/2019	05/12/19	051519							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				280,675.04
05/15/2019	05/12/19	051519							
APP 402-130000					DUE TO/FROM CLEARING				1,033,715.10
05/15/2019	05/12/19	051519							
APP 403-130000					DUE TO/FROM CLEARING				60,648.34
05/15/2019	05/12/19	051519							
APP 301-130000					DUE TO/FROM CLEARING				2,300.00

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
05/15/2019	05/12/19	051519							
APP 622-130000					DUE TO/FROM CLEARING				450.00
05/15/2019	05/12/19	051519							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				9,623.02
05/15/2019	05/12/19	051519							
APP 407-130000					DUE TO/FROM CLEARING				22,307.52
05/15/2019	05/12/19	051519							
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G				1,125.00
05/15/2019	05/12/19	051519							
APP 650-130000					DUE TO/FROM CLEARING				3,200.71
05/15/2019	05/12/19	051519							
APP 901-130000					DUE TO/FROM CLEARING				1,784.71
05/15/2019	05/12/19	051519							
APP 201-130000					DUE TO/FROM CLEARING				30,764.32
05/15/2019	05/12/19	051519							
					SYSTEM GENERATED ENTRIES TOTAL			1,460,315.28	1,460,315.28
					JOURNAL 2019/05/86 TOTAL			2,935,379.05	2,935,379.05

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	86	05/15/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		280,675.04
001-213000				GENERAL - ACCOUNTS PAYABLE	280,675.04	
				FUND TOTAL	280,675.04	280,675.04
101 STREET FUND	2019	5	86	05/15/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		6,377.18
101-213000				STREETS - ACCOUNTS PAYABLE	6,377.18	
				FUND TOTAL	6,377.18	6,377.18
104 CIVIC IMPROVEMENT FUND	2019	5	86	05/15/2019		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		9,623.02
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	9,623.02	
				FUND TOTAL	9,623.02	9,623.02
108 AFFORDABLE HOUSING FUND	2019	5	86	05/15/2019		
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		1,125.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	1,125.00	
				FUND TOTAL	1,125.00	1,125.00
201 GO BOND FUND	2019	5	86	05/15/2019		
201-130000				DUE TO/FROM CLEARING		30,764.32
201-213000				ACCOUNTS PAYABLE	30,764.32	
				FUND TOTAL	30,764.32	30,764.32
301 CAPITAL CONSTRUCTION FUND	2019	5	86	05/15/2019		
301-130000				DUE TO/FROM CLEARING		2,300.00
301-213000				ACCOUNTS PAYABLE	2,300.00	
				FUND TOTAL	2,300.00	2,300.00
401 WATER OPERATING FUND	2019	5	86	05/15/2019		
401-130000				DUE TO/FROM CLEARING		7,344.34
401-213000				ACCOUNTS PAYABLE	7,344.34	
				FUND TOTAL	7,344.34	7,344.34
402 SEWER OPERATING FUND	2019	5	86	05/15/2019		
402-130000				DUE TO/FROM CLEARING		1,033,715.10
402-213000				ACCOUNTS PAYABLE	1,033,715.10	
				FUND TOTAL	1,033,715.10	1,033,715.10
403 STORM & SURFACE WATER FUND	2019	5	86	05/15/2019		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
403-130000					DUE TO/FROM CLEARING		60,648.34
403-213000					ACCOUNTS PAYABLE	60,648.34	
					FUND TOTAL	60,648.34	60,648.34
407 BUILDING & DEVELOPMENT FUND	2019	5	86	05/15/2019			
407-130000					DUE TO/FROM CLEARING		22,307.52
407-213000					ACCOUNTS PAYABLE	22,307.52	
					FUND TOTAL	22,307.52	22,307.52
622 EXPENDABLE TRUST FUND	2019	5	86	05/15/2019			
622-130000					DUE TO/FROM CLEARING		450.00
622-213000					ACCOUNTS PAYABLE	450.00	
					FUND TOTAL	450.00	450.00
631 CLEARING FUND	2019	5	86	05/15/2019			
631-130000					DUE TO/FROM CLEARING	1,460,315.28	
631-213000					ACCOUNTS PAYABLE	14,748.49	
635-111100					CASH		1,475,063.77
					FUND TOTAL	1,475,063.77	1,475,063.77
650 AGENCY FUND	2019	5	86	05/15/2019			
650-130000					DUE TO/FROM CLEARING		3,200.71
650-213000					ACCOUNTS PAYABLE	3,200.71	
					FUND TOTAL	3,200.71	3,200.71
901 CITY-WIDE REPORTING FUND	2019	5	86	05/15/2019			
901-130000					DUE TO/FROM CLEARING		1,784.71
901-213000					ACCOUNTS PAYABLE	1,784.71	
					FUND TOTAL	1,784.71	1,784.71

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		280,675.04
101	STREET FUND		6,377.18
104	CIVIC IMPROVEMENT FUND		9,623.02
108	AFFORDABLE HOUSING FUND		1,125.00
201	GO BOND FUND		30,764.32
301	CAPITAL CONSTRUCTION FUND		2,300.00
401	WATER OPERATING FUND		7,344.34
402	SEWER OPERATING FUND		1,033,715.10
403	STORM & SURFACE WATER FUND		60,648.34
407	BUILDING & DEVELOPMENT FUND		22,307.52
622	EXPENDABLE TRUST FUND		450.00
631	CLEARING FUND	1,460,315.28	
650	AGENCY FUND		3,200.71
901	CITY-WIDE REPORTING FUND		1,784.71
	TOTAL	1,460,315.28	1,460,315.28

** END OF REPORT - Generated by Matthew Brigham Huish **

Retainage release
cc 5/1/19

CASH ACCOUNT: 628 111100 CASH-RETAINAGE

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
176	05/01/2019	PRTD	7570	GRANITE CONSTRUCTION	230823	RETREL-917	04/23/2019		RT050119	47,509.53
Invoice: RETREL-917						RETAINAGE RELEASE - 2018 ASPHALT REPAIR				
					47,509.53	41628860 586000 RETAINAGE RELEASE				
								CHECK	176 TOTAL:	47,509.53
177	05/01/2019	PRTD	8270	HOLADAY PARKS FABRIC	230824	RETREL-770	04/26/2019		RT050119	2,457.52
Invoice: RETREL-770						RETAINAGE RELEASE - HVAC HEAT PUMP REPL				
					2,457.52	41628860 586000 RETAINAGE RELEASE				
								CHECK	177 TOTAL:	2,457.52
						NUMBER OF CHECKS 2		*** CASH ACCOUNT TOTAL ***		49,967.05

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	49,967.05

*** GRAND TOTAL *** 49,967.05

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2019 5 6					
APP 622-213000	ACCOUNTS PAYABLE			49,967.05	
05/01/2019 RT050119 RETREL	AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100	CASH-RETAINAGE				49,967.05
05/01/2019 RT050119 RETREL	AP CASH DISBURSEMENTS JOURNAL				
	JOURNAL 2019/05/6	TOTAL		49,967.05	49,967.05

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND	2019	5	6	05/01/2019			
622-213000					ACCOUNTS PAYABLE	49,967.05	
628-111100					CASH-RETAINAGE		49,967.05
					FUND TOTAL	49,967.05	49,967.05

** END OF REPORT - Generated by Carrie L. Christianson **

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:**

AGENDA ITEM: City Council Study Session Minutes, April 16, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:
Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

CCMIN 041619 STUDY SESSION

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, APRIL 16, 2019

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Mayor Medina called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Deets, Nassar, Peltier, and Tirman were present.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
Cover Page

[Added] Pursuant to RCW 42.30.110(1)(f) to evaluate complaints or charges brought against a public officer.

Mayor Medina adjourned the meeting to an executive session at 6:01 p.m. pursuant to RCW 42.30.110(1)(i) and (f).

Mayor Medina re-convened the meeting at 7:02 p.m.

3) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Councilmember Deets moved and Deputy Mayor Schneider seconded to approve the agenda as presented. The motion was approved by unanimous consent.

Councilmember Blossom disclosed that she will apply to subdivide a property following the conclusion of the moratorium.

4) MAYOR'S REPORT

Mayor Medina mentioned the upcoming Ward Meetings and Washington State Department of Transportation meeting, and commented on conflict of interest issues.

5) PRESENTATIONS

5.A Bainbridge Island Land Trust Presentation on Springbrook Creek Watershed Assessment

Cover Page
Springbrook Creek Assessment Executive Summary
Springbrook Creek Assessment Report Narrative
Springbrook Overview

Engineering Manager Hammer introduced the agenda item. Brenda Padgham and Gina King from the Bainbridge Island Land Trust provided a presentation on the watershed.

Engineering Manager Hammer provided additional information on projects.

6) UNFINISHED BUSINESS

6.A Water and Sewer Utilities Rate Study Report and Recommendation - Public Works

Cover Page
Water and Sewer Rate Study - Executive Summary v2 - Council 4_16_19.pptx

Public Works Director Loveless introduced the agenda item. Council concurred with the revised recommendation and directed staff to bring back an ordinance by the end of May 2019.

6.B Update on Moratorium - Planning

Cover Page
20190404 Moratorium work program status report.docx
Ordinance No. 2019-10 Extending the Development Moratorium
Development Moratorium Summary Effective 20190403.docx

Council discussed the business/industrial zone in connection with the moratorium.

6.C Ordinance No. 2019-03 Relating to Subdivision Update - Planning

Cover Page
20190402 CC Staff Memo Ordinance 2019-03.docx
BLR_2014 Dwelling Unit Potential.pdf
Subdivision Potential -- Low Density Residential -- Vacant Parcels.pdf
Subdivision Potential High Density -- map.docx
Subdivision Potential High Density -- table.docx
20190319 CC Staff Memo
Attachment A -- Ordinance No. 2019-03 Subdivision Update - Draft 031519
Attachment A -- Ord 2019-03 Exhibit A 20190228 PC Recommendation with Notes.docx
Attachment A -- Ord 2019-03 Exhibit B 20190228 PC Recommendation.docx
Attachment A -- Ord 2019-03 Exhibit C 20190228 PC Recommendation.docx
Attachment B -- Planning Commission Minutes 021319.pdf
Attachment B -- Planning Commission Minutes DRAFT 022819.docx
Attachment C -- Subcommittee Comments - Exhibit A.pdf
Attachment C -- Subcommittee Comments - Exhibit B.pdf
Attachment C -- Subcommittee Comments - Exhibit C.pdf

Jon Quitslund and Jonathan Davis joined Council and Senior Planner Carr for a discussion on the proposed subdivision update.

7) NEW BUSINESS

7.A Discuss Work Plan for Review and Assessment of Critical Area Regulations, BIMC Chapter 16.20 - Planning

Cover Page
20190402 CC Staff Memo.docx

Senior Planner Carr introduced the agenda item. Council discussed the work plan and directed staff to add an additional step for Council review prior to taking the item to Planning Commission.

8) FUTURE COUNCIL AGENDAS

8.A Future Council Agendas

Cover Page
City Council Regular Business Meeting 042319
Special City Council Meeting 043019
City Council Study Session 050719
City Council Regular Business Meeting 051419
City Council Study Session 052119

Councilmember Tirman asked to add a discussion of the use of Housing Trust Fund funding for a Housing Insecurity Funding to a study session.

Councilmember Nassar inquired about updating the list of chemicals in Chapter 16.30 of the Bainbridge Island Municipal Code.

9) FOR THE GOOD OF THE ORDER

Councilmember Deets mentioned a climate and energy forum at Eagle Harbor Church.

Councilmember Peltier inquired about publishing a clarification to the first issue of COBI Connects.

Council agreed to rotate the responsibility for a message from Council in COBI Connects.

Council appointed Deputy Mayor Schneider as liaison to the Cultural Arts Funding Committee.

Councilmembers Peltier and Blossom reported on the South Ward Meeting.

10) ADJOURNMENT

Mayor Medina adjourned the meeting at 9:46 p.m.

_____
Kol Medina, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:**

AGENDA ITEM: City Council Regular Business Meeting Minutes, April 23, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:
Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

CCMIN 042319 BUSINESS

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, APRIL 23, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Peltier, Nassar, Deets and Tirman were present. Councilmember Blossom participated via telephone conference.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
Cover Page

Mayor Medina adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) at 6:01 p.m. Council returned from executive session at 6:35 p.m.

3) PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Mayor Medina re-convened the meeting at 6:36 p.m.

Councilmember Tirman requested that the discussion on the Affordable Housing Workplan be moved up as Item 8.B. Deputy Mayor Schneider requested a discussion on the SR 305 Improvements Project and Open House.

Councilmember Tirman moved and Councilmember Deets seconded to approve the agenda as amended. The motion was approved by unanimous consent.

4) PUBLIC COMMENT

Ingvar Carlson commented on debris beside Hwy 305.

Fran Korten spoke in support of Friends of the Farms.

Kent Scott spoke about the Drive the Speed Limit Month proclamation.

5) MAYOR'S REPORT

Mayor Medina mentioned the Kitsap Great Give, Ward Meetings, a Washington State Department of Transportation Long-Range Plan Meeting, and the Ethics Workshop.

6) CITY MANAGER'S REPORT

City Manager Smith noted applications are needed for Citizen Advisory Committees, especially the Design Review Board. She also noted Olympic Drive project impacts, and paving on Madison.

7) PRESENTATION(S)

7.A Proclamation Declaring May 12 - 18, 2019, as "National Police Week" - Interim Chief of Police Jeff Horn

Cover Page
2019 National Police Week Proclamation

Mayor Medina read the proclamation and presented it to Interim Police Chief Horn. Interim Police Chief Horn thanked Council for the proclamation.

7.B Proclamation Declaring the Month of May 2019 as "Drive the Speed Limit Month" - Councilmember Peltier

Cover Page
Proclamation - Drive the Speed Limit Month

Councilmember Peltier read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring the month of May 2019 as "Drive the Speed Limit Month."
Peltier/Deets: The motion was approved by unanimous consent.

7.C Friends of the Farms Annual Report for 2018

Cover Page
Friends of the Farms Annual Farm Report to CoBI 2018

Heather Burger provided a presentation highlighting 2018 achievements and the importance of local farming. She addressed Council's questions.

Public Comment

Tami Meader spoke about preserving the land.

7.D Ethics Board 2018 Annual Report and 2019 Work Plan

Cover Page
Ethics Board 2018 Annual Report and 2019 Work Plan.doc

Scott Wilder provided information on the 2018 annual report, and Suzanne Keel-Eckmann provided information on the 2019 workplan.

MOTION: I move approval of the Ethics Board's work plan as presented, provided that the Ethics Board will not consider any new complaints or requests for opinions until their work on item B of their work plan is complete and approved by Council, and provided, further, that the Ethics Board will finish its work on the two requests it is currently considering and deliver those draft opinions to the City Attorney for review prior to publication.
Schneider/Tirman: The motion carried unanimously, 7-0.

8) UNFINISHED BUSINESS

8.A Set Public Hearing on Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works

Cover Page

Public Works Director Loveless introduced the agenda item.

MOTION: I move to schedule a public hearing on Ordinance No. 2019-14 on May 14, 2019.
Tirman/Deets: The motion was approved by unanimous consent.

10.A [Moved] Workplan for Accomplishing Affordable Housing Task Force Recommendations - Planning

Cover Page
Draft AH Work Program - Apr 2019.pdf
Affordable Housing Task Force Final Report and Appendices

City Manager Smith introduced the agenda item. Senior Planner Sutton provided information on the Transfer of Development Rights (TDR) program.

Council asked City Manager Smith to return with a proposal for additional staff support for the program.

9) NEW BUSINESS

9.A Ordinance No. 2019-12, Updating Chapter 3.80 BIMC "Public Art Works Program and Fund" to Reflect an Annual Funding Approach - Executive

Cover Page
Ordinance No. 2019-12, Updating Chapter 3.80 BIMC "Public Art Works Program and Fund" to Reflect an Annual Funding Approach

Deputy City Manager Schroer introduced the agenda item.

Councilmember Tirman left the meeting at 8:34 p.m.

MOTION: I move to forward Ordinance No. 2019-12 for approval with the May 14, 2019 Consent Agenda.
Deets/Schneider: The motion carried unanimously, 6-0.

9.B No-Match Grant for an Architectural/Structural Analysis and Conditions Survey of the Suyematsu Farmstead Barn and Bunkhouses - Planning

Cover Page
HPC Grant Application FY20 - CLG Suyematsu
Suyematsu Maps and Photos

Planner Sontag, staff liaison to the Historic Preservation Commission, introduced the agenda item.

Councilmember Tirman re-joined the meeting via telephone conference at 8:35 p.m.

MOTION: I move to authorize the Historic Preservation Commission to apply for a $3,600 no-match grant from the Department of Archaeology and Historic Preservation for an Architectural/Structural Analysis and Conditions Survey of the Suyematsu Farmstead Barn and Bunkhouses.
Peltier/Nassar: The motion carried unanimously, 7-0.

9.C Professional Services Agreement with Coates Design, Inc., for Design Services for the New Police Station and Municipal Court Building Project - Public Works
Cover Page
PSA with Coates Design, Inc., for Design of Police Station and Municipal Court Building
Fee Projection Summary, Summary Worksheet, and Architectural Fee Worksheet

Public Works Director Loveless introduced the agenda item. Council discussed the agreement.

MOTION: I move to forward the professional services agreement with Coates Design, Inc., for approval with the May 14, 2019 Consent Agenda.
Peltier/Deets: The motion carried unanimously, 7-0.

9.D [Added] Washington State Department of Transportation (WSDOT) Open House for State Route 305 Improvements

Public Works Director Loveless provided information on the WSDOT Open House and State Route 305 improvements. Council discussed the project.

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda
Cover Page

11.B Accounts Payable and Payroll - Finance
Cover Page
Report to Council of Cash Disbursements 04-24-19.pdf
Payroll.pdf

Accounts Payable: check number 350244 from previous run = $11,644.04; manual check number sequence 350245 – 350258 = 99,401.91; regular check number sequence 350259 – 350390 = $374,040.29. Total disbursement = $473,442.20.

Payroll: normal direct deposit check sequence 044499 – 044622 = $312,071.46; regular payroll check sequence 108934 – 108936 = $5,160.07; vendor check run sequence 108937 – 108946 = $124,316.93; Federal Tax Electronic Funds Transfer = $119,486.84; ACH $237.50. Total disbursement = $561,272.80.

11.C City Council Study Session Meeting Minutes, April 2, 2019
Cover Page
CCMIN 040219 STUDY SESSION

11.D City Council Regular Business Meeting Minutes, April 9, 2019
Cover Page
CCMIN 040919 BUSINESS

11.E Multi-Modal Transportation Advisory Committee 2018 Annual Report and 2019 Work Plan
Cover Page
MTAC _2018 Accomplishments
MTAC 2019 Work Plan for CC 04232019
April 9, 2019 MTAC Presentation

11.F Ordinance No. 2019-08, Amending the 2019 Budget to Provide Funding for Work Funded in 2018 but to be Performed in 2019 - Finance
Cover Page
2018 Budget Carry over into 2019 Transmittal.docx
ORD 2019-08 Amending the 2019 Budget to Carry Forward 2018 Items
Ord 2019-08- Attachment A - 2018 carry overs.xlsx

MOTION: I move to approve the consent agenda as presented.
Nassar/Peltier: The motion was approved by unanimous consent.

12) COMMITTEE REPORTS

12.A Committee Reports
Cover Page
Climate Change Advisory Committee Meeting Minutes, March 20, 2019
Environmental Technical Advisory Committee Meeting Minutes, March 21, 2019
Ethics Board Meeting Minutes, March 18, 2019
Marine Access Committee Meeting Minutes, February 25, 2019
Multi-Modal Transportation Advisory Committee Meeting Minutes, March 3, 2019
Utility Advisory Committee Meeting Minutes, March 27, 2019

There was no discussion on this topic.

12.B Regional Committee Reports by Councilmember Liaisons - Mayor Medina
Cover Page

Mayor Medina provided an update on regional committees.

13) FOR THE GOOD OF THE ORDER

Councilmember Peltier inquired about increasing the volume for conference calls.

Councilmember Nassar asked for follow-up on homeless issues.

Councilmember Deets asked for support for a resolution requesting our representatives in Congress to request a thorough investigation of President Trump. Council members will support on an individual basis.

Deputy Mayor Schneider announced that she will run for City Council. Mayor Medina also announced that he will run for City Council.

14) ADJOURNMENT

Mayor Medina adjourned the meeting at 9:48 p.m.

_____
Kol Medina, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:**

AGENDA ITEM: Special Joint City Council / Ethics Board Meeting Minutes, April 30, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:
Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

CCMIN 043019 ETHICS WORKSHOP

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

SPECIAL JOINT CITY COUNCIL / ETHICS BOARD MEETING
TUESDAY, APRIL 30, 2019

ETHICS WORKSHOP MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:03 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Deets, Nassar, Peltier, and Tirman were present. Ethics Board Chair Suzanne Keel-Eckmann, and Ethics Board members Ingrid Billies, Scott Wilder, Maradel Gale, and Brian Strully were present.

2) ETHICS WORKSHOP

2.A City Council and Ethics Board Joint Special Meeting on Ethics
Cover Page
Resolution No. 2019-13 Revising Ethics Program Related to Article I
Resolution No. 2018-10 Updating Ethics Program Approved 032718
Greg Rubstello - Ethics Workshop Presentation (April 30, 2019)
Steve Gross - Ethics Workshop Presentation (April 30, 2019)
Port Townsend Code of Ethics - Chapter 2.80 PTMC
HCR 4401 Regarding Code of Conduct

Mayor Medina explained the ground rules for the workshop. City Attorney Levan introduced the topic.

Steve Gross and Greg Rubstello, Ogden Murphy Wallace, provided information on their backgrounds.

Greg Rubstello provided a presentation on ethics, including the framework for local ethics codes.

Steve Gross provided a presentation on Port Townsend's experience.

Greg Rubstello discussed Article I and Article II of the Ethics Program and the proposed Resolution No. 2019-13.

Deputy City Attorney Sepler noted questions from the Ethics Board members and Council.

Council and Ethics Board members discussed the Ethics Program with Steve Gross and Greg Rubstello.

Mayor Medina volunteered to assist the Board with Ethics Program revisions.

3) ADJOURNMENT

Mayor Medina adjourned the meeting at 9:08 p.m.

_____
Kol Medina, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Ordinance No. 2019-12, Updating Chapter 3.80 BIMC "Public Art Works Program and Fund" to Reflect an Annual Funding Approach - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda **PROPOSED BY:** Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

* Note that the ordinance has been updated to remove the previous "designated agency" language which was inadvertently still in the code. The decision to remove the "designated agency" language was made in 2017.

In Fall, 2018, as part of the 2019-2020 budget process, the City Council decided to change the funding mechanism for the Public Art Subfund so that City financial support was provided via a specified annual funding amount rather than using a calculation based on percentage of eligible capital expenses. The mechanism for funding for the Public Art Subfund is specified in City Code (BIMC 3.80). Proposed Ordinance No. 2019-12 would update the City Code as needed to reflect the Council direction to move to a specific funding amount approach for the Public Art Subfund.

FISCAL IMPACT:

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

BACKGROUND:

The City of Bainbridge Island has had a public art program for many years. There is a dedicated Public Art Subfund within the General Fund to track public art-related revenues and expenditures. Over time, the funding approach has changed, including years in which 1% or 2% of certain capital costs were transferred as revenue into the Public Art Subfund.

As part of the 2019-2020 budget process, the City Council decided to move to funding the Public Art Subfund with a set amount of money annually rather than providing a variable amount based on a percentage of eligible capital expenses. The change to a fixed amount of funding is intended to improve the predictability of City funds, and thereby allow better planning for the Public Art Committee. Using a fixed funding amount is also simpler for City staff to administer.

In 2019 and 2020, the City Council approved fixed transfers from the General Fund to the Public Art Subfund of $74,000 (2019) and $62,000 (2020), for a total of $136,000 in the biennium.

ATTACHMENTS:

Ordinance 2019-12 Updating Chapter 3.80 BIMC to Provide Consistent Funding to Public Art Subfund- for CC 05142019

FISCAL DETAILS:

The percentage-based contribution to the Public Art Subfund has varied significantly over the past years. This variability occurs because the funding amount is currently calculated based on eligible expenses for capital projects that formally closed in the prior year. Some years reflect a higher level of capital activity than others. While the amount of funding for the Public Art Subfund is calculated based on capital project activity, the source of the funding is the City's General Fund, not the individual capital project budgets.

The recent history for annual funding is shown below (the average for these four years is roughly $33,000 per year):

2015: $7,359 (Included shoulder widening projects at Vineyard and Valley/Logg Reconstruction)

2016: $18,040 (Included Wing Point Way and Fletcher Bay Road End projects)

2017: $45,536 (Included Waterfront Park and Wardwell Road projects)

2018: $59,694 (Included City Dock, Sound to Olympics Trail, and Miller/Fletcher Road projects plus $9,000 in additional funding per City Council direction)

Fund Name(s): Other

Coding:

ORDINANCE NO. 2019-12

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Chapter 3.80 of the Bainbridge Island Municipal Code to provide for the appropriation of funds into the public art account consistent with the City's adopted 2019-20 biannual budget.

WHEREAS, the City of Bainbridge Island has had a public art program for many years; and

WHEREAS, from time to time the funding approach to this program has changed, including using a formula based on the value of capitalized projects; and

WHEREAS, the funding approach in use in prior years has resulted in variability in the amount of funding from year to year; and

WHEREAS, stable and predictable funding supports planning for the Public Art Committee and the City budget; and

WHEREAS, On November 27, 2018, the City Council approved Ordinance No. 2018-39, adopting a final budget for the City for 2019 and 2020; and

WHEREAS, the adopted budget shows a specified amount for public art expenditures, which is different than the funding approach currently codified Chapter 3.80 BIMC; and

WHEREAS, the City has completed work on the 2018 financial statements, thereby calculating the amount for public art that was applicable when that budget was adopted.

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

Section 1. The name of Chapter 3.80 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Chapter 3.80
Public ~~Art Works~~ Artwork Program and Fund

Section 2. Section 3.80.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

3.80.020 ~~Cultural resources~~Public art subfund.

A. Creation. There is established in the city treasury a fund designated "the city of Bainbridge Island public art account."

All funds authorized or appropriated pursuant to this chapter shall be deposited into and

maintained in the public art account. Expenditures from the public art account shall be made at the sole discretion of the city council, except as provided otherwise in this chapter.
The public art account shall be administered by the city's finance director.

B. Definitions of Project. "Project" means all capital municipal construction or improvement projects or portions of projects, paid for wholly or in part by the city, including:

1. Construction or renovation of any city street or sidewalk; and

2. Construction, renovation, or remodel of any public park, building, parking facility, or any portion thereof within the city limits.

"Project" for purposes of this section shall not include construction of sewer, water, or storm and surface water management facilities.

C. Source of Funds.

1. Appropriation of funds to the public art account shall occur as a set annual amount decided and appropriated within the city budget process. ~~All authorizations and/or appropriations for capital municipal construction projects shall, whenever legally permitted, include an amount equal to two percent of the total capitalized project cost, to be used for the selection, acquisition and/or installation of works of art to be placed in, on, or about appropriate city public facilities.~~

~~2. In computing the amount to place in the public art account, the project's capitalized costs to the city shall include actual construction costs, architectural and engineering fees, project administration, site preparation, contingency allowances, capitalized project costs of city staff time spent on the project, and any other capitalized amounts paid by the city to third parties in connection with the project.~~

~~3. The project's capitalized costs shall not include land or right-of-way acquisition, financing, furnishings, fixtures or equipment.~~

~~4. The project's capitalized costs to the city shall not include any portion of the project's cost which is not funded by the city.~~

2~~5~~. The city's contributions to the public art account pursuant to this chapter may include developer art contributions if the contributions have been approved by the city council~~designated agency~~.

3~~6~~. Fund transfers to the public art account will occur in the first quarter of any year for which an appropriation has been made. ~~as part of the annual year-end financial process, after project close-out.~~

~~7. In the event any law, rule or regulation establishing a source of funds for a project prohibits, limits or excludes art as a proper expenditure of funds on the part of any other~~

~~entity participating in the cost of the project, then the amount of funds acquired from such source shall be limited or excluded to the extent required by law in computing the amount to include in the authorization or appropriation for the project.~~

D. Additional Consideration for Capital Facility Projects. As part of project planning and design for new capital facility projects (for example buildings, parks, trails), ~~the~~ city staff will identify whether the proposed facility project is an appropriate facility to include public art elements. These public art elements may be either integrated artist made building parts (AMBP) or freestanding artwork. If the proposed facility project is identified as an appropriate facility to include public art elements, the city council will determine during project design phases whether to incorporate AMBP, or freestanding artwork, or both. At that time, the city council will also determine the amount of expenditure for the project's public art elements, and whether the proposed AMBP and/or freestanding artwork will be supported by funds from the public art account, or by general city funds, or by some combination of funding sources.

E. Maintenance. A listing of existing public art-work is maintained by city staff. ~~provided in Appendix 1, City of Bainbridge Island Public Art Collection.*~~ The list shall be revised administratively from time to time as new public art projects are approved by the city and the public art committee. All artwork in the city collection is designated as either freestanding~~,~~ or as an artist made building part (AMBP). These AMBPs become part of the facility in which they are installed.

1. To the extent possible, routine maintenance of all artwork, both freestanding and AMBP, will be completed by city staff without cost to the public art account.

2. When required, specialized services to maintain, restore, renovate, illuminate, or relocate AMBP shall be supported with general city funds.

3. When required, specialized services to maintain, restore, renovate, illuminate, or relocate freestanding artwork shall be supported with the public art account.

4. Periodically, the city may engage specialized services to review and assess the condition and maintenance plan for the public art collection. The cost for this periodic assessment shall be supported by the public art account.

F. Any funds placed in the public art account which are not spent shall be carried over automatically from year to year. ~~Upon the approval of the city council and at the request of the designated agency, funds placed in the public art account pursuant to this chapter may be transferred to an arts and humanities account in the cultural resources subfund~~.

~~G. Whenever it determines that the prudent management of city financial priorities or other significant public interest would be served, the city council may, by motion at a city council meeting, suspend city contributions to the public art account.~~

Section 3. Section 3.80.030 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

3.80.030 Private sources of public ~~art works~~ artwork.

In the event that a private source proposes to donate ~~art work~~ artwork to the city, the Public Works Director ~~designated agency~~ shall review the proposal and make recommendations to the city council regarding the proposal. The city council, after consideration of the ~~designated agency's~~ recommendation, may (1) accept the ~~art work~~ artwork as a gift to the city, (2) accept the ~~art work~~ artwork as a loan to the city, or (3) not accept the ~~art work~~ artwork. If private ownership in the ~~art work~~ artwork is retained, the private owner shall be responsible for any insurance for, and the maintenance, repair, and replacement of, the ~~art work~~ artwork.

Section 4. Section 3.80.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

3.80.040 Management.

~~A.~~ The city's public ~~art works~~ artwork program shall be managed as directed from time to time by the city council. To the extent that any portion of the management is delegated to a private entity, such management shall be in accordance with a written agreement approved by the city council.

Section 5. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ___ day of _____, 2019.

APPROVED by the Mayor this ___ day of _____, 2019.

_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

_____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	April 19, 2019
PASSED BY THE CITY COUNCIL:	_____, 2019
PUBLISHED:	_____, 2019
EFFECTIVE DATE:	_____, 2019
ORDINANCE NUMBER:	2019-12

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: Professional Services Agreement with Coates Design, Inc., for Design Services for the New Police Station and Municipal Court Building Project - Public Works,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract **PROPOSED BY:** Public Works

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:
Consideration of a professional services agreement with Coates Design, Inc., for final design services associated with the Police Station and Municipal Court Building Project. On March 26, 2019, the City Council approved the formal Purchase and Sale Agreement for the existing Harrison Medical Building as the site for a facility to replace the current police station and the municipal court leased building. Now that the site has been selected, the City will move forward with the detailed design for the facility's retrofit. This contract will provide services to complete design of the project including construction documents and services through construction contract bidding. There are also limited services included during construction with the contract option to included additional services as needed by the City.

FISCAL IMPACT:

Amount:	$672,628.00
Ongoing Cost:	
One-Time Cost:	$672,628.00
Included in Current Budget?	Yes

BACKGROUND:

Coates Design, Inc., was selected in 2016 to prepare evaluations, complete a space needs analysis, and perform general design services. Coates has completed a space needs analysis and several evaluations of proposed sites, including the Harrison Medical Building.

On March 26, 2019, the City Council approved the formal Purchase and Sale Agreement for the existing Harrison Medical Building as the site for a facility to replace the current police station and municipal court leased

building. The City has negotiated a contract with Coates Design, Inc., to complete design services for the Police Station and Municipal Court Building Project. The proposed Professional Services Agreement is attached and is in an amount not to exceed $672,628.

For more information, see the project webpage:

http://www.bainbridgewa.gov/528/Police-Station-and-Municipal-Court-Build

ATTACHMENTS:

PSA with Coates Design, Inc., for Design of Police Station and Municipal Court Building

Fee Projection Summary, Summary Worksheet, and Architectural Fee Worksheet

FISCAL DETAILS:

Fund Name(s): Capital Construction Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into between the City of Bainbridge Island, a Washington State municipal corporation, ("City") and Coates Design, Inc., a Washington State corporation, ("Consultant").

WHEREAS, the City needs professional services in connection with architectural, civil, structural, mechanical, electrical, and landscape architectural drawings as well as construction cost estimating services for the design and construction documents necessary to complete the Police Station and Municipal Court Building Project; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2021, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant for such services:

[X] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of six-hundred seventy-two thousand six-hundred twenty-eight dollars ($**672,628**);
[ ] Fixed Sum: a total amount of $_____;
[ ] Other: $_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

D. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall the Consultant claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

10. INSURANCE

The Consultant shall maintain insurance as follows:

[X] Commercial General Liability as described in **Attachment B**.
[X] Professional Liability as described in **Attachment B**.
[X] Automobile Liability as described in **Attachment B**.
[X] Workers' Compensation as described in **Attachment B**.
[ ] None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
To the Consultant:	Coates Design Inc. 900 Winslow Way, Suite 210 Bainbridge Island, WA 98110 Attention: Matthew Coates

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

COATES DESIGN, INC.	CITY OF BAINBRIDGE ISLAND
Date:_____	Date:_____
By:_____	By:_____
Name_____	Morgan Smith, City Manager
Title_____	
Tax I.D. #_____	
City Bus. Lic. #_____	

ATTACHMENT A
SCOPE OF WORK

BASIC SERVICES

The CONSULTANT'S services shall consist of the four (4) phases described below and shall include normal architectural, civil, structural, mechanical, electrical, landscape architectural drawings as well as construction cost estimating services for the design and construction documents necessary to complete the Police Station and Municipal Court Building Project ("Project"). The CONSULTANT shall design a functional facility including all ingress, egress, parking, and landscaping required by code to serve the needs of the Project.

1. SCHEMATIC DESIGN PHASE

The CONSULTANT shall begin work in the Schematic Design Phase upon notice to proceed issued by the City. Based on the mutually agreed upon program, schedule, and budget requirements, the CONSULTANT shall prepare, for approval by the City, schematic design documents consisting of documents illustrating the scale of Project components and their basic relationship. These documents shall consist of the following:

- Preliminary Site Plan;
- Preliminary Floor Plans with overall dimensions;
- Preliminary Exterior Building Elevations;
- Preliminary Building Section(s); and
- Preliminary Structural, Civil, Mechanical, Electrical, Plumbing, and Landscape Drawings

2. DESIGN DEVELOPMENT PHASE

The CONSULTANT, upon the City's approval of the schematic design documents and statement of probable costs, will continue to develop the architectural, civil, structural, mechanical, plumbing, electrical, and landscape drawings. These documents shall consist of the following:

- Building Code Review Summary;
- Site Plan;
- Floor Plans;
- Preliminary Life Safety Plans;
- Exterior Building Elevations;
- Building Sections;
- Typical Exterior Wall Section(s);
- Reflected Ceiling Plans;
- Preliminary Finish Plans;
- Window and Door Schedules;
- Structural, Mechanical, Electrical and Plumbing Engineering Drawings;
- Landscape Planting Plan; and
- Outline Specifications.

The CONSULTANT will incorporate documents regarding demolition, debris disposal, repair and restoration requirements. This phase of the work will develop the building's character and finishes. A meeting with the Fire Marshall and Building Official will be held to review the design during this phase. Additionally, the CONSULTANT will submit an updated statement of probable costs to the City for review and approval.

3. CONSTRUCTION DOCUMENT PHASE

Based on the approved design development documents, including revisions, the CONSULTANT shall prepare, for approval by the City, permitting and construction documents setting forth the requirements for the construction of the Project.

The CONSULTANT shall identify all necessary permits and approvals from governmental authorities which will be needed to construct the Project. The Contractor shall apply for all necessary permits after award of the Project (said permit fees to be paid by the City). The CONSULTANT shall render such professional services and advice to assist in applying for said permits or approvals.

The CONSULTANT will develop the detailed construction drawings and specifications to construct the Project, including detailed architectural, civil, landscape, structural, mechanical, and electrical drawings and specifications. These documents shall consist of the following:

- Building Code Review Summary;
- Site Plan;
- Demolition Plans;
- Floor Plans;
- Life Safety Plans;
- Exterior Building Elevations;
- Building Sections;
- Wall Section(s);
- Reflected Ceiling Plans;
- Interior Finish Plans;
- Window and Door Schedules;
- Civil, Structural, Mechanical, Electrical and Plumbing Engineering Documents;
- Landscape Planting / Irrigation Plans; and
- CSI Three Part Specifications, Applicable Sections Division 1 through 48.

Additionally, a final statement of probable costs will be submitted to the City for review and approval.

4. BIDDING / NEGOTIATIONS PHASE

Following the City's approval of the construction documents ("Construction Documents" shall mean the entire contract for construction, including responding to all questions by prospective bidders, all addendums or alterations thereto, drawings and technical specifications, and the latest Statement of Probable Construction Cost), the CONSULTANT will provide the City with bid-ready documents and assist in the selection of a contractor after bids are received. Services include a review of contractor proposals, review of contractor's submitted credentials, and analysis and recommendations to assist the City in its selection of a contractor.

SERVICES DURING CONSTRUCTION

The CONSULTANT will assist, as requested by the City, in the administration of the construction contract by reviewing and approving technical submittals, responding to RFI's, issuing design directives, and evaluating proposed changes. All Construction Phase services will be billed hourly as an additional service, at the billing rates specified in the attached Architectural Fee Worksheet, dated March 21, 2019.

ADDITIONAL SERVICES

The following services, though they could be provided by the CONSULTANT, will only be performed if requested by the City in writing and such services will be billed hourly, as additional services.

- Sustainable Design Services/Documentation;
- Specialized Lighting;
- Record Drawings;
- Renderings;
- Interior Design Services/Furnishings Procurement;
- Acoustical Engineering;
- Securing Multiple Bids;
- Value Engineering;
- Constructability Review Participation;
- Full Construction Administration Services;
- Graphics;
- Energy Life Cycle Analysis;
- Hazardous Material Consultation;
- Geotechnical Investigation;
- Indoor Air Quality;
- Preparation of Documents for Special Permits or Zoning Approvals; and/or
- Revising Previously Owner Approved Drawings.

FEES AND RATES

In accordance with the terms of this Agreement, the CONSULTANT shall perform the services as specified in this scope of work. The City shall compensate the CONSULTANT on an hourly basis, plus actual expenses, but not more than a total of six-hundred seventy-two thousand six-hundred twenty-eight dollars (**$672,628**), in accordance with the terms of this Agreement as well as with the terms of the three attached documents dated March 21, 2019: Fee Projection Summary, Summary Worksheet, and Architectural Fee Worksheet.

ATTACHMENT B
INSURANCE REQUIREMENTS

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

COATES DESIGN ARCHITECTS
Responsible Architecture.

FEE PROJECTION SUMMARY

Basic Services			
		Architectural Services	MEP/Structural Engineering
Schematic Design	18%	$79,100	$51,973
Design Development	20%	$86,580	$59,057
Construction Documents	31%	$130,000	$95,737
Bid/Negotiation	2%	$8,680	$5,884
Total		$304,360	$212,651
Total Basic Services Schematics through Bid/Negotiation			**$517,011**

Required Additional Services by Phase*			
Schematic Design	18%	$39,452.22	
Design Development	20%	$43,835.80	
Construction Documents	31%	$67,945.49	
Bid/Negotiation	2%	$4,383.58	
Total Req Add'l Srvs Schematics through Bid/Negotiation			**$155,617**

Total Schematics through Bid/Negotiation	**$672,628**

***List of Required Additional Services**

Discipline
Specialized Design (MWL)
Estimating
Landscape Design
Civil Engineering
Communications Design (Technology)
Topographic Survey

COATES DESIGN ARCHITECTS
Responsible Architecture.

SUMMARY WORKSHEET

100	**PRE-DESIGN (Phase Completed)**	
	Arch.+ Consult. - Basic Service	$0
	Add. Service + 10% with Mark-up 110%	
	PROPOSED COMPENSATION	

200	**SITE ANALYSIS (Phase Completed)**	
	Arch.+ Consult. - Basic Service	$0
	Add. Service + 10% with Mark-up 110%	
	PROPOSED COMPENSATION	

300	**SCHEMATIC DESIGN**	
	Arch.+ Consult. - Basic Service	$131,073
	Add. Service + 10% with Mark-up 110%	$39,452
	PROPOSED COMPENSATION	**$170,525**

400	**DESIGN DEVELOPMENT**	
	Arch. + Consult. - Basic Service	$145,637
	Add. Service + 10% with Mark-up 110%	$43,836
	PROPOSED COMPENSATION	**$189,473**

500	**CONTRACT DOCS.**	
	Arch. + Consult. - Basic Service	$225,737
	Add. Service + 10% with Mark-up 110%	$67,945
	PROPOSED COMPENSATION	**$293,682**

600	**BID / NEGOTIATION**	
	Arch. + Consult - Basic Service	$14,564
	Add. Service + 10% with Mark-up 110%	$4,384
	PROPOSED COMPENSATION	**$18,948**

700	**CONTRACT ADMIN./CLOSEOUT (Hourly)**	
	Arch. + Consult. - Basic Service	$0
	Direct Exp. with Mark-up 110%	
	PROPOSED COMPENSATION	

	PROJECT TOTAL (PHASES 3-6)	
	Total Arch. + Consult. - Basic Service	$517,011
	Add. Service + 10% with Mark-up	$155,617
	Total Fee Schematics Through Bidding	**$672,628**
	Reimbursable Allowance	$ 15,000

COATES DESIGN ARCHITECTS
Responsible Architecture.

ARCHITECTURAL FEE WORKSHEET

	COATES Design Architects	PIC	PM	PA	OA	SPEC	ADMIN	
	Responsibilities:							
	Client contact	x	x					
	Project agreements	x	x					
	Consultant coordination		x					
	Invoice review	x	x					
	Staffing projections	x	x					
	Budget / schedule monitor		x					
	Meeting agenda / minutes		x			x		
	Code research			x				
	Materials research		x	x				
	Specification production		x			x		
	Drawing production		x	x	x			
	CADD Lead			x				
	Project filing			x				
	Check set maintenance			x				
	Print/plot/repro coord.			x			x	
	Permit intake coordination		x					
	Billing Rate	$180.00	$160.00	$120.00	$180.00	$160.00	$120.00	

300 SCHEMATIC DESIGN

L. Code	Item							Total
301	Project Administration	5	48	13			21	87.00
	Correspondence		20					20.00
	Fee Management	5		25				30.00
	Schedule Updates		15	10				25.00
302	Consultant Coordination			35				35.00
303	Agency Review / Coord.		15					15.00
304	In-House Review				5			5.00
321	Design / Documentation		45	248				293.00
328	Materials / Specifications					15		15.00
332	Probable Construction Cost		6	15				21.00
362	Renderings			10				10.00
388	Meetings	8	12	13				33.00
	Phase Subtotal - Hours	18	161	369	5	15	21	589.00
	Phase Subtotal - Billing $	$3,240	$25,760	$44,280	$900	$2,400	$2,520	**$79,100**

400 DESIGN DEVEL.

L. Code	Item							Total
401	Project Administration	6.00	12.00	18.00			12.00	48.00
	Correspondence		15					15.00
	Fee Management		23					23.00
	Schedule Updates		16	5				21.00
402	Consultant Coordination		32	14				46.00
403	Agency Review / Coord.			15				15.00
404	In-House Review		23	15	5.00			43.00
421	Design / Documentation		42	268				310.00
427	Interior Design / Doc.		12					12.00
428	Materials / Specifications		18	12		14.00		44.00
462	Renderings			15				15.00
470	Tenant Coordination		15					15.00
488	Meetings	10	12	4				26.00
	Phase Subtotal - Hours	16	220	366	5	14	12	633.00
	Phase Subtotal - Billing $	$2,880	$35,200	$43,920	$900	$2,240	$1,440	**$86,580**

500 CONTRACT DOCS.

L. Code	Item							Total
501	Project Administration	10	68	38	18.00		32.00	166.00
	Fee Management	4	23					27.00
	Schedule Updates	4						4.00
502	Consultant Coordination		31	55				86.00
503	Agency Review / Coord.		45					45.00
504	In-House Review	6		35		35.00		76.00
521	Design / Documentation	12	58	362				432.00
528	Materials / Specifications		32	18				50.00
588	Meetings	22	30					52.00
	Phase Subtotal - Hours	58	287	508	18	35	32	938.00
	Phase Subtotal - Billing $	$10,440	$45,920	$60,960	$3,240	$5,600	$3,840	**$130,000**

600 BID / NEGOTIATION

L. Code	Item			Hours				Total
601	Project Administration	3	13	5		2	9	32.00
	Correspondence		2					2.00
621	Design / Documentation			12				12.00
688	Meetings	3	11					14.00
	Phase Subtotal - Hours	6	26	17	0	2	9	60.00
	Phase Subtotal - Billing $	$1,080	$4,160	$2,040	$0	$320	$1,080	**$8,680**

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 14, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (10:00 PM) Committee Reports,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report **PROPOSED BY:** Executive

RECOMMENDED MOTION:
Information only.

SUMMARY:
Recent committee reports are provided for information only.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

Multi-Modal Transportation Advisory Committee Meeting Minutes, March 3, 2019

Multi-Modal Transportation Advisory Committee Meeting Minutes, April 17, 2019

Race Equity Task Force Meeting Minutes, March 7, 2019

Race Equity Task Force Meeting Minutes, April 11, 2019

Race Equity Task Force Meeting Minutes, April 18, 2019

Utility Advisory Committee Meeting Minutes, March 27, 2019

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

MULTI-MODAL TRANSPORTATION ADVISORY COMMITTEE (MTAC)

March 3, 2019
Annual Retreat
Council Conference Room
280 Madison Ave North
Bainbridge Island, Washington

Minutes

Attendees: MTAC members: Lief Horwitz (Chair), Erin Thomasson, David Freeburg, Robert Shulock, Don Willott, Demi Allen, Shannon Glass; City staff: Mark Epstein, Chris Hammer; Council members: Leslie Schneider, Joe Deets; Public: Susan Loftus

Retreat Objectives:

- Review 2018 MTAC accomplishments & lessons learned
- Revisit COBI vision for multimodal transportation as reflected in the Comprehensive Plan
- Discuss 2019 COBI Council and MTAC multi-modal priorities and collaborative opportunities
- Outline a strategy and determine champions for 2019 priorities and collaborative opportunities
- Elect new MTAC Chair

9:00 Administrative

- Call to Order -- *Lief Horwitz*
- Review and Acceptance or Modification of Agenda -- *MTAC Members*
    - Agreed to include review of COBI's current vision for the transportation system as reflected in the Comprehensive Plan, to provide the framework for our discussions.

9:15 Public Comment

Susan Loftus from the Bainbridge Mobility Alliance emphasized the importance of an effective consensus-building process around the vision for transportation infrastructure on the island. She also noted the importance of "regreening" transportation infrastructure. Also noted the need for a "map" of stakeholder interests and priorities, as a way of finding opportunities for win-win solutions.

9:30 Review 2018 MTAC Accomplishments and Lessons Learned

Highlights:

- Recommendations for Ballot Measure developed and endorsed
- Bainbridge Island Greenway progress (BI segment of STO Trail)
- Shoulder improvements on Miller Road and Fletcher Bay Road
- Winslow Grove Trail
- Collaboration with BISD and Parks (safe routes to school, Sakai Park trail connection)
- Engagement with SR 305 planning process

- Olympic Drive project progress
- Lessons learned from Levy process
- Lots of positive outcomes from the process – highlighted the need for community consensus on how we implement the Transportation Element of the Comprehensive Plan
- Communication/education to public regarding the multimodal transportation plan and the overall context for the Levy was inadequate
- The way the ordinance was written did not set the table for success – we will be able to create an ordinance people feel better about supporting

10:15 2019 Council and Committee Multi-Modal Priorities and Collaboration Opportunities

The committee discussed key initiatives for 2019 and how to implement them. The outcomes from that discussion are reflected in the 2019 Priorities worksheet. A draft worksheet will be distributed and finalized for approval at the next MTAC meeting. All members were asked to provide input to Erin prior to March 8, 2019. The final draft worksheet, which will be used in the March 13, 2019 meeting discussion will be attached to these minutes.

12:15 Reflections and Next Steps

Lief thanked the committee for support during his time as chair and for active participation in the retreat.

12:45 Election of New MTAC Chair

Erin Thomasson was nominated as chair, and the committee unanimously endorsed her election as chair.

The retreat was adjourned at 12:55 pm.

4/17/19

Erin Thomasson, Chair 04/17/19

CITY OF
BAINBRIDGE ISLAND

MULTI-MODAL TRANSPORTATION ADVISORY COMMITTEE (MTAC)

April 17, 2019
OfficeXpats
403 Madison Ave North, Suite 240
Bainbridge Island, Washington

MINUTES

In Attendance

- Committee Members – Erin Thomasson, Demi Allen, Shannon Glass, Lief Horwitz, Don Willott (late)
- Liaisons – Leslie Schneider
- Staff – Mark Epstein
- Citizens – Kent Scott, Ross Hathaway, _____

Call to Order – 7:06 p.m. *Erin Thomasson, Chair*

Acceptance or Modification of Agenda – *MTAC Members*

- Accepted unanimously

Approval of March 3, and March 13, 2019 MTAC Meeting Minutes – *MTAC Members*

- Approved unanimously

Appointment of Monthly Secretary

Public Comment

- Kent asked for support of speed proclamation (see Appendix A)
- Ross asked that the state pay for shared use pathways along SR305 improvements. Will be submitting written comments

Winslow Hotel Project Planning Update – Shannon Glass

- Committee & Public Comments
  - Keep sidewalk level across driveway S
  - Consider additional street trees
  - Is parking on the street required?
  - Move sidewalk back to edge of ROW
  - Sidewalk should be 6' minimum (plus shy zone) from building Where the abuts the sidewalk, there should be an eighteen-inch wide minimum shy zone. wide

Hildebrand Project Update: Four motions presented

- MOTION 1: Strongly support high quality pedestrian and bike facilities along the entire Western frontage of the development. *Five in favor, None opposed.*
- MOTION 2: Request that the applicant determine ownership and conditions which now exist for the retention pond on Hildebrand Project property. *Five in favor, None opposed.*
- MOTION 3: Request that staff explore possible mechanisms to provide public access encircling the retention pond in the Hildebrand Project, including access between Ericksen & WSDOT rights-of-way. *Three in favor, One opposed, One abstention.*
- MOTION 4: Request staff & developer consider providing additional easement adjacent with the SR 305 right-of-way to allow flexibility of design where future sections of the Sound to Olympics Trail are planned and extension of linear park is desired. *Three in favor, One opposed, One abstention.*

City Staff Report Out – *Mark Epstein*

- **Olympic Drive**
  - Construction starts on Monday, April 22
  - Extensive public outreach has been conducted

- **Update of IWTP**
  - Working group has been formed with BI Parks. Mark representing COBI Staff, Demi will represent MTAC.

- **Start work on "STO Complete" Plan**
  - Review *STO Sketch Summary Document* https://www.bainbridgewa.gov/DocumentCenter/View/10664/STO-Trail-Corridor-Sketch-Summary-Final-Draft_092518?bidId=
  - Review *Vision for Sound to Olympics Trail* https://www.bainbridgewa.gov/DocumentCenter/View/10369/Vision-for-STO-Trail-FAQ?bidId=

- **Consultant RFQ for *Sustainable Transportation Planning* is out**

Liaison Report Out

- *Leslie Schneider (City Council Liaison)* - surveyed Committee on what they would like out of a liaison. Demi requested that we be kept up-to-date on Council happenings.
- *Don on behalf of Joe Deets (City Council Liaison)* - WSDOT is proposing the creation of a bicycle working group for the SR305 project. Don to circulate document.

Review Updated Work Plan Based on Council Feedback – *MTAC, Liaisons & COBI Staff*

- Council asked for updates to 2019 Work Plan to include
  - Exploring how to of maximize multimodal opportunities at the Suzuki Affordable Housing Project
  - Moving forward enthusiastically on STO efforts.
  - Asked that MTAC be involved with COBI's Climate Change Advisory Committee & Race Equity Task Force.

Adjournment – *Erin Thomasson, Chair*

5/8/19

Erin Thomasson, Chair 05/08/19

Appendix A

CITY OF
BAINBRIDGE ISLAND
PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring May 2019 as "Drive the Speed Limit Month."

Whereas the Bainbridge Island City Council has the responsibility to ensure public safety, and;

Whereas the Bainbridge Island City Council unequivocally believes posted speeds should be obeyed in May and year-round, and;

Whereas the Bainbridge Island City Council supports and actively encourages non-motorized use of the public rights-of-ways, and;

Whereas Bainbridge Islanders participate in May's National Bike Everywhere event as well as both Bike to School and Bike to Work events, and;

Whereas the Bainbridge Island City Council and City's Comprehensive Plan support sustainable development and activities including non-motorized use of public rights-of-ways, and;

Whereas walking or cycling to neighbor's, to school, to shop, etc. on public roads should be a safe choice, and;

Whereas the danger to non-motorized users when the speed differential greater than 20MPH between vehicles and walkers, and cyclists can be catastrophic, and;

Whereas, the Bainbridge Island City Council accepts its responsibility to ensure safe use of public rights-of-ways for all citizens - walkers, cyclists, runners, dog walkers, stroller pushers, mailbox checkers, etc. and respectfully asks and encourages all drivers to drive the posted speeds;

NOW, THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim May 2019 as

"Drive the Speed Limit Month"

in the City of Bainbridge Island, and urge all Islanders to join me in this special observance.

SIGNED, this ____ day of May 2019.

_____Kol Medina, Mayor

CITY OF
BAINBRIDGE ISLAND

RACE EQUITY TASK FORCE
REGULAR MEETING
THURSDAY, MARCH 7, 2019

MINUTES

Task Force Members: Kian Ashabi, Vyette Bronalenior, Janna Chan, Brenda Fantroy-Johnson, James Friday, Savanna Rovelstad, Susan Wilmot

Councilmember Liaisons: Joe Deets, Rasham Nassar, Matthew Tirman

Meeting called to order at 6:30 pm.

Committee received public comment.

The Task Force unanimously elected the following members:

Chair - James Friday
Vice Chair - Susan Wilmot
Secretary - Janna Chan

Meeting notes must be approved at the following meeting. Send to Roz for posting.

Councilmember Deets disclosed a potential conflict of interest, owing to a request from a citizen that he step down from the Task Force.

Open Government training was provided by Deputy City Attorney Sepler.

Ethics Board training was provided by Board Member Scott Wilder.

Overview and Vision for Task Force:

- Introductions of task force members
    - Vyette prefers to be called Nicki
- Proposal to create a subcommittee to look into tools on Government Alliance on Race and Equity website and make recommendations on tools to explore and actions to take. Committee members to be:
    - Brenda
    - Nicki
    - Janna

- Proposal to create a Youth Outreach Committee to look into incidents of harassment on the island as well as broader issues before determining whether or not to dedicate more focus strictly to youth. Committee members to be:
    - Savanna
    - Kian
    - Sue

  - Notes: Savanna gave an update about the Bainbridge Island Facebook Page. A parent shared that her child was being harassed and more people started speaking out.
  - Part of the Youth Outreach Committee will be Information gathering - meet with the police, fire department, broad information collecting.
- Would the city be willing to invest in a citizen outreach survey or small online poll? Councilmember Tirman responded: There are small council funds available but requires rationale and "meat around the bones."

Comments for the Good of the People:

- Sue recommends the task force create a code of conduct.
- Councilmember Tirman will provide a city code of conduct.
- Committee members should be in contact with the chair to submit agenda items.

Public Comment

- Can the public email the task force? Yes
- What can the council do in response to requests or directives from the task force when they intersect with other jurisdictions? The council can legislate to solve problems, help move things along, and work with other jurisdictions to work on governmental issues.
- How can the public interact with the task force?
  - Email
  - Subcommittees are welcome to meet and engage with members of the public.
- Can we have presentations from the public? Yes - that is at the discretion of the task force.

The meeting adjourned at 8:13 pm.

James Friday, Chair 04/11/19

CITY OF
BAINBRIDGE ISLAND

RACE EQUITY TASK FORCE
STUDY SESSION/RETREAT
THURSDAY, APRIL 11, 2019

MINUTES

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:30 PM

In attendance:

- TASK FORCE: Kian Ashabi, Janna Chan, Brenda Fantroy-Johnson, James Friday, Savanna Rovelstad, Susan Wilmot
- CITY COUNCIL MEMBERS: Joe Deets, Matthew Tirman

Agenda accepted as written

Conflict of interest disclosed: Joe Deets was asked by a citizen to step down from the task force

- RETF approves council member Deets' membership on this task force

2. APPROVE MINUTES FROM MARCH 7, 2019 MEETING

Minutes approved as written

3. UPDATES/FEEDBACK SINCE MARCH 7, 2019 MEETING

- Sue: We're getting comfortable with the format of the task force; subcommittees are getting started. Can we find out when everyone's general availability is?
- The city is looking for an ASL interpreter for Nicki
    - Sue: Can we communicate with Nicki via text message as an exception to the OPMA?
    - Matt: When texting, screenshot your messages and email to city address
    - Joe: Indicate that the text messages are about the RETF
- Brenda: We haven't had much communication since the last meeting. We were stuck in a funk. When there is a meeting, can we put it on the Outlook calendar, so others know what's going on? We need to narrow in our purpose. My thought was the GARE committee would do the work to create a charter. To create a charter, we don't have new information to look at. It's all the same data.
- Savanna: Communication has been good with Youth Outreach committee.
- Kian: We had a good meeting with Chief Horn – they are invested players in this. We left with knowledge and felt that we would be welcomed back. We need to be crystal clear about what we're here to do and the problem we're trying to solve.
- James: I think the group is going really well now. We had a hard start knowing what our purpose is. We are also discussing the possibility of a charter and I think that will be very important. Finish up research and go in the direction we want to go in.
- Janna: Frustrated since April meeting. Feels that the preparation and development of the RETF is inequitable compared to other citizen groups on the island. Important for people outside the RETF to understand that we are not starting on a level playing field of data, investment of resources, etc. If this effort fails, it will be a group comprised mostly of people of color who will be held responsible and not the fact that we were starting at a disadvantage.

- Cited city council's tapping of outside expertise to conduct a gap analysis when trying to decide how /where to invest funds for youth mental health. City council recognized that they did not know enough about the topic to make an informed decision.

- Matt: Youth mental health work came from the human services committee. We as a council and city have not invested anything into race equity.

4. SUB-COMMITTEE REPORTS

Youth Outreach:

- Met with interim police Chief Horn and Deputy Scott Weiss.
- Training: Officers get 40 hours of state required CIT training (crisis training). They have criminal justice training from a college program as well as bias training. Officers are provided additional training upon request. City pays.
- Language barriers: Officers have interpreters accessed via their phones. ASL interpretation available as needed. No one on staff ASL certified.
- Hiring: Department has 5 open positions including chief. Have a hard time recruiting. There is outreach to graduates of college programs via postings. No program to specifically recruit POC. No scholarships or outreach for our own local students in this field.
- Schools: There is no current partnering with our school district. We asked about DARE that used to be a program here. Chief Horn is going to look at it. We told him we were going to speak with our School Superintendent next week and we will reconnect about this.
- Drugs in our community: Juveniles are dealt with through the County Juv. Court system. There is a drug court in our county with a program for repeat offenders. We asked about having a program in place again like DARE for teens.
- Crime rates: We were given some statistics. Kian has those and more will be provided. Kian is taking the lead on this.
- Hate crimes: Not a hate crime if just speech i.e. the sign wavers last week. Bullying and harassment can be a crime. Reporting can be anonymous. For bullying and harassment such as students at school and on buses - if school does not satisfactorily deal with it, parents can report it to the police.
- Island resources: We have some social services through Helpline House and churches. We have no homeless shelter. Must transport to Bremerton. Some churches help with this.
- What can RETC help with: Help with recruiting? Reconnect about schools. Meet any time with any concerns. Keep dialogue open.

GARE:

- Unusual that there's no mandate especially because there's documentation from the October 23, 2018 meeting
- Really important to have leadership on task force from all levels of community and government - e.g. legislative, budgetary, business, non-profit, faith-based, etc. Without key stakeholders it will be hard to gain traction
  - **Without resources, a formal mandate, or executive order establishing what the powers of this task force are, it's simply a check the box initiative**

- Be specific about the problem you're trying to solve - don't try to solve everything
    - Recommend starting with local government as this task force was convened by the city council: Racial inequity disparities are created by government and if government doesn't change the way it behaves, citizens can't change anything
- Data, data, data
    - Disaggregated survey data by race
    - In GARE "How to build a core team" toolkit - info on where to find data
    - Human resources data (workforce equity): disaggregate by managerial, salary scale > compare to racial demographic of community
    - Data on contracting and procurement - how much does the city spend on POC owned and operated businesses?
    - NOTE: Disaggregated by gender, ability - raising the bar for everybody
- Mandate vs Commission
    - They all have different representation and pros and cons - some specify nonprofit leadership, leaders from exec branch, chamber of commerce, etc.
    - Investigate "commissions" - the city of Brookline has a human rights enforcement commission. It's voluntary and people are appointed. Includes student representatives, school board, police dept, etc.
- Recommended Next Steps:
    - Join GARE: Fewer than 1k employees, membership cost is $1k - comes with 2 tickets to annual meetings and employee equity assessment - help to administer a staff wide survey on employee awareness of bias and institutional racism. They will gather the data in a short time frame and report on staff sentiment across all levels of government: department, managers, administrative, etc. The data is disaggregated by race - all included in membership.
    - Pacific NW cohort begins in June: Eight month training series, 12-15 days of extensive training, peer exchange - establishing a racial equity action plan, organizing for racial equity, leadership for racial equity - supports members to be able to rollout a jurisdiction wide racial equity action plan.
    - Review existing task forces - look at their mandates, look at recommendations, and review their process to come up with the recommendations
    - Build a racial equity core team. For example, have the city council identify 5-6 department heads that will be allies in this work and will start coming to meetings. Just launched a toolkit on how to build a core team - includes principles to help identify stakeholders and identify projects
    - Potentially amend the task force to include representative members of the community. Convene working groups and subcommittees to build out representation
    - Contact community members who came to the October meeting as well stakeholders in your community and facilitate a discussion on what a mandate from them would look like: e.g. Youth groups, faith-based groups, ethnic groups, business groups, etc.
    - Create a petition: Introduce the mandate, timeline to execute the mandate, funding required for this work, etc. Ask for support and feedback. Aim for 50 organizations to sign on.

5. SUB-COMMITTEE NEXT STEPS

Youth Outreach:

- Collect crime data and disaggregate by race
- Meet with BISD superintendent next week
- Follow-up with police with additional questions, e.g. When did BISD lose resource officer funding?

GARE:

- GARE: send notes from Race Forward conversation to city council
- GARE subcommittee is disbanded

6. MISCELLANEOUS

A. MEETING ADJUSTMENT PROPOSAL– 2 PER MONTH / 2 HOURS EACH
   a. We will decide on May 2 whether we need a second meeting
B. PUBLIC COMMENTS PROPOSAL – WRITTEN ONLY
   a. Written only at study sessions; public comment at regular monthly meetings

7. RACE EQUITY CHARTER DEVELOPMENT

A. WHAT IS A CHARTER? CONVERSATION

a. Policy recommendations for the city
b. Decision input from RETF
c. Citizen academy or pathways for participation from community
d. Include a mission statement
e. Identify structures of inequities
f. The charter: To put in place a system to deal with race equity
g. A charter sub-committee to create a charter was approved:
   i. Brenda
   ii. James
   iii. Rotating third member as needed

B. MISSION STATEMENT

a. Janna will draft a mission and vision statement; Sue will be critical friend to provide feedback

8. COLLECTION OF CULTURAL / RACE INCIDENT REPORTING

- We don't have a centralized database of race incident reports; we need to provide an avenue for people to report incidents
- Matt: There is a mechanism available, but it's not setup to receive information. We need to figure out how to publicize and city needs to identify resource to handle the information. This is a system the RETF will need to shepherd.
  - Joe: This falls under the auspices of the Public Safety Committee. Next Meeting: May 9, 6pm

9. COMMENTS FOR THE GOOD OF THE ORDER

A. APRIL 18 AGENDA PROPOSALS

a. Should the RETF put together a recommendation for public signs indicating that Bainbridge is an inclusive place?
b. What data do we need to compile to support the charter development?
c. Mission statement review
d. Code of conduct review
e. Youth Outreach Subcommittee: Report back from superintendent meeting
f. Nixle: race incident reporting conversation
g. City events: The role RETF can play to encourage the city to focus on businesses that employ more people of color to attend city events

B. Need a mechanism for the public to submit comments to the RETF.

a. Put the request in next monthly newsletter – what would you like the RETF to focus on? 200 words. Due before May 6. Janna will draft.

10. ADJOURNMENT – 8:00 PM

James Friday, Chair 04/18/19

CITY OF
BAINBRIDGE ISLAND

RACE EQUITY TASK FORCE
REGULAR MEETING
THURSDAY, APRIL 18, 2019

MINUTES

The meeting was called to order at 6:00 pm.

Task Force members present: Kian Ashabi, Janna Chan, Brenda Fantroy-Johnson, James Friday, Savanna Rovelstad, Susan Wilmot

City Council Liaisons present: Joe Deets, Matthew Tirman, Rasham Nassar

The agenda was accepted as written.

Conflict of Interest disclosed: Joe Deets was asked by a citizen to step down from the task force; the complaint is in front of the Ethics Board.

Accept or revise meeting minutes from April 11, 2019

- Brenda: Can we clarify the sign wavers under the subcommittee report?
  - Savanna: This is in reference to a woman waving a sign on the sidewalk
- James: We approved council member Deets' membership on this task force.
  - Can we clarify what the Pacific NW cohort from the GARE subcommittee is?
  - Janna: If the city becomes a member, we have the option of joining a regional cohort.
- Motion to approve the minutes as amended
- **Next steps: revise minutes and send to James.**

Code of conduct review

- Sue: I don't see a specific code of conduct for meetings in the city's document.
  - Sue read a draft sample of a RETF code of conduct. The purpose of the code is to identify certain people to address violations of the code.
  - Council Member Nassar: Be very specific in the code. Consider having standing RETF members play this role or rotate.
  - Council Member Tirman: For simplicity's sake, I recommend that the designees be the chair and co-chair because they have the authority.
- Brenda: I propose we have norms and practices from Glen Singleton's book for the public and for RETF members. I feel like this was not done at previous meetings.
- Council Member Deets: The council is struggling with this issue ourselves. We have a special meeting dedicated to ethics on April 30 at 6:00 pm.
- **Next steps: Brenda will send draft language to Sue to incorporate.**

Youth Outreach Subcommittee: Report back from superintendent meeting

- Savanna: We had a meeting with Superintendent Peter Bang-Knudson. James took Sue's place at the meeting on 4/16. He was accompanied by the associate superintendent Sheryl Belt. We requested data and they pointed us to a website. We are awaiting logins. The school is downsizing now but plans to hire more diverse teachers when then they start hiring again. The school has surveillance cameras on buses. Bus drivers' role is to drive the students safely. It is not their role to control behavior on the bus. There is a code of conduct for athletes and the band when off campus.

- Council Member Tirman: I will put you in touch with Carey Schmidt who is a WEA union rep. Mr. Rice is now the teacher liaison to the diversity and GSA club.
- Kian: We threw a lot at him. We did get some answers, but there's still a lot to be done regarding minority students. There is anti-bias training for all staff members. There was Native club and brothers and sisters united club and now it's the diversity club. It's mostly social, but now includes white students. There is a faculty advisor. An issue that came up a lot is a safe learning environment. When I attended the school there was a lot of racist bullying directed at me and my friends. It was often not reported.
  - Sue: Who provides the anti-bias training? It's a state-mandated training.
- James: The data on the website is disciplinary statistics, students groomed to take the GRE, dropout rates, etc. No monitors on the bus. The superintendent talked about the difference between free speech and malicious intent. There are different disciplines based on conduct. There is a website for anonymous reporting.
- **Next steps:**
  - Kian will type up meeting notes
  - Follow-up with superintendent for access to data website
  - Schedule a meeting with the Multicultural Advisory Committee: Sheryl Belt
  - Add all meetings to shared Outlook calendar

Mission and Vision Statement review.

- Brenda: can we change "solutions" to "recommendations"? I'm not opposed to this language so long as we recognize that we are being stronger than where we might land.
  - Can we replace anti-racist with equity?
  - Sue: Let's just remove anti-racist.
  - Kian: "anti-racist" feels too radical and can be off-putting for others
  - Janna: I will revise, and we can discuss at the next meeting.
- Council Member Nassar: This is an interim committee working toward building a charter for a standing committee.
- Motion to adopt Vision Statement as written
- **Next steps:**
  - Janna: Email Roz to put the vision statement on the website. Revise mission statement for re-review at 5/2 meeting.

Charter

- Current status
  - Council Member Nassar: There are targeted assignments you take on then they go away. Then there's the type of work that our committees take on. You are here to advise the city council as work turns up. We are utilizing the climate change committee regularly. When I look at the city, I see an absence of this type of resource. A healthy way to bridge this gap and involve more people is through this committee. When certain policies are before council it might make sense to submit to a standing committee.

        - Citizens Academy: This is a way to bring more people into the political process. A way to target racial issues is to make the council more inclusive and diverse.
    - Council Member Tirman: When you look at the top of Seattle or Tacoma's bills they have a question of whether or not it meets race equity goals. I regret not having the RETF when passing the levy bill. We would have likely changed the bill or not passed it.
  - Council Member Tirman: we will have a discussion about the Suzuki affordable housing project in late May/June. It would be powerful to have RETF weigh in on the discussion / policy. It will be high level. This could show a result of what this group could offer in the future regarding policy.
  - Data needed to support charter development. Interviews with:
    - Senior Center
    - Chamber of Commerce
    - Other city committees – e.g. Multi-modal Transportation, Ethics Board
      - **Council Member Deets will send introduction to the Ethics Board to Brenda**
    - Helpline House
    - Housing Resources Bainbridge
    - City data: **Send list of data needs to city council members (human resources, contract and procurement)**
  - **Next Steps**
    - Create a standardized questionnaire.
    - Brenda: Send questions that have already been asked; collect questions from race equity groups; compile a master questionnaire.

- Race Incident Reporting and Nixle Tool conversation
  - Public Safety committee is the entity that deals with the police
  - **Next steps:**
    - City Council will request that a city employee (likely a police officer) share what the Nixle tool can do at the 5/2 meeting
    - Kian and James to attend 5/9 6:00 pm Public Safety Committee meeting to discuss Nixle tool

Miscellaneous

  - Should the RETF put together a recommendation for public signs indicating that Bainbridge is an inclusive place?
    - Good conversation to have with business (BIDA), get public support, need permission from WSF.
    - Table conversation until May 2 meeting and prioritize

Comments for the good of the order

- Agenda suggestions for 5/2 meeting
  - Code of conduct
  - Should the RETF put together a recommendation for public signs indicating that Bainbridge is an inclusive place?
  - RETF attendance at 5/9 Public Safety Planning Committee meeting to discuss Nixle tool
  - Youth sub-committee report out
  - Review updated mission statement
  - Schedule a study session dedicated to the charter
  - Discussion: Should we extend this RETF?
  - City events: The role RETF can play to encourage the city to focus on businesses that employ more people of color to attend city events (moved from the 4/18 meeting due to lack of time)
- Public comments:
  - Carol – if there is anyway the interfaith council can help, we very much want to help and be involved
  - Bainbridge High School is closely monitoring this work – it is influencing another generation, laying pioneering work. There are a lot of students looking at this.
  - Erin Phillips: Re: Citizens Academy – please think about the word "citizen" – it's language that would not apply to certain populations such as immigrants. Look at the social justice initiative in Seattle for sample questions for our questionnaire. Erin can introduce RETF to someone.
  - Look at the intimate relationship this committee should build with the public safety committee – policing and school resource officers. We have racial profiling on this island. What we do is an important resource for that committee and an opportunity to provide more information. Pay attention to this committee and participate.
  - There are only two months remaining for this committee. Consider bringing a motion to extend committee.
  - Does the city council receive any DEI training? No – just Ethics Board.
  - Recommendation that all city staff receive cultural competency training.
  - Vyette Bronalenior has stepped down from the RETF. The chair and council liaisons may now restart the process.
    - Savanna: This committee concludes in two months. Does it make sense to bring on a new person?
    - James: We need more people/capacity to support the work we're doing.
    - Council Member Nassar: The city manager can provide more information on how to proceed.

The meeting adjourned at 8:00 pm.

James Friday, Chair 05/02/19

CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
SPECIAL MEETING
THURSDAY, MARCH 27, 2019

Minutes

1. Call to Order / Roll Call / Accept or Modify Agenda / Conflict of Interest Disclosure

   Committee Members Present: Andy Maron (Co-chair), Jeff Kanter (Co-chair), Ted Jones, Steve Johnson, Charles Averill
   Absent: Nancy Nolan, Emily Sato
   Also Present: Council Liaison Rasham Nassar, Public Works Director Barry Loveless

   The meeting was called to order at 5:00 pm.

2. Acceptance of Minutes from March 27, 2019: Approved.

3. Public Comment: None.

4. Recommendation of Utilities for Periodic Review: Memo to City Council was discussed and unanimously approved with editorial changes.

5. Continuing Discussion of Work Plan: Various issues with respect to the work plan were discussed; no decisions were made.

6. The committee adjourned at 6:00 pm.

Andrew W. Maron

Co-Chair 5/8/19