CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 28, 2019

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

AGENDA

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

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,
   15 Minutes

3. **PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:20 PM**

4. **PUBLIC COMMENT - 6:25 PM**

5. **MAYOR'S REPORT - 6:40 PM**

6. **CITY MANAGER'S REPORT - 6:45 PM**

7. **PRESENTATION(S)**

   7.A (6:50 PM) Proclamation Declaring June 2019 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month - Councilmember Tirman, 5 Minutes
   2019 LGBTQ Pride Month Proclamation

8. **UNFINISHED BUSINESS**

   8.A (6:55 PM) Ordinance No. 2019-03, Relating to Subdivision Update - Planning, 30 Minutes
   20190528 CC Staff Memo Subdivision Update
   Ordinance No. 2019-03, Relating to Subdivision Update
   Exhibit A to Ordinance No. 2019-03

Exhibit B to Ordinance No. 2019-03
Exhibit C to Ordinance No. 2019-03

8.B (7:25 PM) Set Public Hearing on Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - Planning, 5 Minutes
Ordinance No. 2019-17, Extending Landmark Tree Regulations
Exhibit A to Ordinance No. 2019-17 (Updated Work Plan)

8.C (7:30 PM) Ordinance No. 2019-04, Updating the City's Sign Code, 30 Minutes
Memo - Effect of Ordinance No. 2019-04 on Sandwich Board Signs and Temporary Signs
Ordinance No. 2019-04, Updating the City's Sign Code - Chapter 15.08 BIMC

9. NEW BUSINESS

9.A (8:00 PM) Rockaway Beach Drive Watermain Intertie Project Contract - Public Works, 10 Minutes
Proposed Contract with Liden Land Development
Bid Form

9.B (8:10 PM) Engagement Letter with the State Auditor's Office for the 2018 Audit of the City - Finance, 10 Minutes
Bainbridge- Engagement Letter 2018 Audit dated 04292019

9.C (8:20 PM) Review Request for Proposals for 2020 Lodging Tax Projects - Executive, 15 Minutes
LTAC Presentation for CC 28 May 2019
2020_LTAC_RFP_-_Draft_for_05282019.docx
LTAC_Balance.docx
MRSC - Lodging Tax (Hotel-Motel Tax)

9.D (8:35 PM) Consider Additional Term-Limited Positions for Public Works and Planning and Community Development, 10 Minutes

10. CITY COUNCIL DISCUSSION

10.A (8:45 PM) Ethics Program - Mayor Medina, 30 Minutes
City Attorney Council Discussion Topics re Ethics Program
April 30, 2019 Ethics Workshop Recap
City of Bainbridge Island Ethics Program (Last Amended by Resolution No. 2018-10)
Greg Rubstello - Ethics Workshop Presentation - April 30 2019
Steve Gross - Ethics Workshop Presentation - April 30 2019

10.B (9:15 PM) Creation of Youth Mental Health Issue Council Ad Hoc Committee - Executive, 10 Minutes
AdHocCommittee Request - Youth Mental Health for CC 05282019

11. CONSENT AGENDA

11.A (9:25 PM) Agenda Bill for Consent Agenda, 5 Minutes

11.B Accounts Payable and Payroll
Payroll.pdf
Report to Council of Cash Disbursements 05-29-19

11.C City Council Study Session Meeting Minutes, May 7, 2019
CCMIN 050719 STUDY SESSION

11.D City Council Business Meeting Minutes, May 14, 2019
CCMIN 051419 BUSINESS

11.E Marine Access Committee 2018 Annual Report and 2019 Work Plan - Executive, 5 Minutes
Marine Access Committee 2018 Annual Report
Marine Access Committee 2019 Work Plan

11.F Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works, 5 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

11.G Resolution No. 2019-19 Lowering Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works, 5 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

11.H Dedicated Staffing to Implement Affordable Housing Workplan, 5 Minutes
Draft AH Work Program - Apr 2019.pdf

11.I Tyler Moniz Bench Donation Agreements - Public Works, 5 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

11.J Donation Agreement with Bainbridge Community Piano Association for a Theatrical Curtain and Track System in Huney Hall at the Bainbridge Island Commons - Public Works, 5 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

11.K Wyatt Way Reconstruction Phase 1 Project - Amendment No. 3 to Professional Services Agreement with MIG/SvR - Public Works, 5 Minutes
Amendment No. 3 to PSA with MIG/SVR
Exhibit A to Amendment No. 3 to PSA with MIG/SVR

11.L Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) - Public Works, 5 Minutes
PRTPO - Invite Letter & ILA

11.M Ordinance No. 2019-16 Relating to 2019 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance, 5 Minutes
Ord_2019-16_Attachment_A_-_Q1_Budget_Amendments.pdf
Ordinance 2019-16 - 2019 1st QTR Budget and CIP Amendments

12. COMMITTEE REPORTS

12.A (9:30 PM) Committee Reports, 5 Minutes
Climate Change Advisory Committee Minutes, April 17, 2019
Ethics Board Minutes, April 15, 2019
Environmental Technical Advisory Committee Minutes, April 18, 2019
Marine Access Committee Minutes, April 8, 2019

13. FOR THE GOOD OF THE ORDER - 9:35 PM

14. ADJOURNMENT - 9:45 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 28, 2019 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: 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,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:
Executive session discussion.

SUMMARY:
Executive session.

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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (6:50 PM) Proclamation Declaring June 2019 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month - Councilmember Tirman,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Proclamation **PROPOSED BY:** City Council

RECOMMENDED MOTION:

Presentation.

SUMMARY:

The attached proclamation declares the month of June 2019 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month. It is one of the previously approved annual proclamations that may be signed by the Mayor without further Council action.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

2019 LGBTQ Pride Month Proclamation

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring June 2019 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month.

WHEREAS, our nation was founded upon the declaration that all people are created equal; that life, liberty, and the pursuit of happiness are among the inalienable rights of every person; and that each person shall be accorded the equal protection of the law; and

WHEREAS, the LGBTQ community has made great strides forward, but equality, inclusion, and acceptance have not yet been fully achieved. We must practice these values and teach them to future generations; and

WHEREAS, one of the guiding principles of the City of Bainbridge Island is to foster the diversity of the residents of the Island; and

WHEREAS, Bainbridge Pride was founded in June 2015 at the time of the first Pride Proclamation by the City of Bainbridge Island, and Bainbridge Pride continues to bring together the diverse LGBTQ residents of the City for fellowship and support; and

WHEREAS, on June 28, 1969, patrons of the Stonewall Inn in New York City rose up and resisted police harassment that had become all too common for members of the LGBTQ community. Out of this resistance, the LGBTQ rights movement in America was born. During LGBTQ Pride Month, we commemorate the events of June 1969 and commit to achieving equal justice under the law for the LGBTQ community.

NOW, THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim June 2019 as

LGBTQ PRIDE MONTH

in the City of Bainbridge Island, and we encourage all residents to celebrate the progress within our culture towards justice, equality, and full civic recognition for LGBTQ persons and to join us in the fights that remain to be won.

DATED this 28th day of May, 2019.

_____

Kol Medina, Mayor

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (6:55 PM) Ordinance No. 2019-03, Relating to Subdivision Update - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

Continued discussion.

SUMMARY:

Continued discussion of subdivision update.

FISCAL IMPACT:

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

BACKGROUND:

The Planning Commission's recommended draft of the subdivision update has been discussed at four study sessions on March 19, April 2 and 16, and May 7, 2019.

The study session on May 7, 2019, focused largely on these topics: natural area, home site clustering, perimeter and roadside buffers, design diversity, administrative departures, and home size. The May 28, 2019 staff memorandum provides an overview of the revisions to the Planning Commission's recommended draft based on City Council input on these topics. The agenda packet also includes a revised Exhibit A to Ordinance 2019-03 (BIMC 17.12 -- Subdivision Standards) reflecting these revisions and staff clarification/correction where needed.

ATTACHMENTS:

20190528 CC Staff Memo Subdivision Update

Ordinance No. 2019-03, Relating to Subdivision Update

Exhibit A to Ordinance No. 2019-03

Exhibit B to Ordinance No. 2019-03

Exhibit C to Ordinance No. 2019-03

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

Department of Planning and Community Development

Memorandum

Date: May 28, 2019

To: City Council

From: Christy Carr, AICP
Senior Planner

Subject: Ordinance 2019-03: Subdivision Update

The Planning Commission's recommended draft of the subdivision update has been discussed at four study sessions on March 19 and April 2 and 16, and May 7, 2019.

The study session on May 7, 2019 focused largely on these topics: natural area, homesite clustering, perimeter and roadside buffers, design diversity, administrative departures, and home size. This memorandum provides an overview of the revisions to the Planning Commission's recommended draft based on City Council input on these topics and staff clarification/correction where needed.

1. Allocation of Natural Area (BIMC 17.12.050)

A new figure (Figure 17.12.070-1) is provided to illustrate how natural area is allocated. Basic concepts include:

- All primary natural areas (PNAs) on a site must be included in the natural area, even the amount of PNAs exceeds the required amount of natural area. No community space required.
- If the amount of PNAs on a site is less than the natural area requirement, secondary natural areas (SNAs) are added to achieve the required amount of natural area. No community space required.
- If the amount of PNAs and SNAs combined is less than the natural area requirement, the natural area is limited to what is present on the site. In this case, community space is required.

2. Homesite Clustering (BIMC 17.12.060)

An updated table (Table 17.12.060-1) is provided that outlines where clustering applies and how. Applicability is dependent upon zoning, number of lots, and existing site conditions. The option to limit site disturbance instead of cluster homesites is provided in some cases. The City Council may want to consider whether the "either/or" option (clustering or limiting site disturbance) should be a standard from which an applicant can be granted a departure.

3. Perimeter Buffers (BIMC 17.12.070.N)

Creating new standards for perimeter buffers has proved challenging. The City's existing subdivision standards do not include a perimeter buffer requirement for open space subdivisions. Perimeter buffers are required only for cluster subdivisions and range from 10 to 25 feet depending on the zoning district. Since the proposed new subdivision standards are more or less a combination of the existing open space and cluster options, the need for perimeter buffers at all would likely be limited, particularly in the less dense zoning districts (R-0.4, R-1, and R-2). It is also important to differentiate the different functions of perimeter buffers; that is, physical separation (i.e., space) and visual separation. When physical separation is adequate, visual separation is less essential.

As proposed, the perimeter buffer would equal the homesite to exterior plat boundary dimensional standard. In addition, there is the building to homesite boundary standard. These two standards combined would likely create adequate physical separation in most zoning districts. For example, these two standards total 65-100 feet and 35-50 feet in the R-0.4 and R-1/R-2 zoning districts, respectively. Additional planting to create or increase visual separation is likely unnecessary. However, in the denser zoning districts – and in the R-0.4 and R-1/R-2 zoning districts when a departure is granted – these dimensional standards could be smaller. In these cases, and where existing vegetation does not provide a visual screen, additional planting could be required to mitigate off-site impacts of new development.

The intent of the proposed standards is to have perimeter buffers *only where they are needed*. It is proposed that perimeter buffers shall be established in all subdivisions, but in "space only." Additional planting would only be required if a set of certain conditions are present:

- The homesite boundary to exterior plat boundary is less than the minimum required in accordance with Table 17.12.070-1, as determined by an administrative departure; and
- Existing vegetation does not provide an effective year-round visual screen; and
- In the R-0.4, R-1, and R-2 zoning districts, the abutting property is not capable of being subdivided.

4. Roadside Buffers (BIMC 17.12.070.O)

Roadside buffers were increased from 25 feet to 40 feet. Transit shelters were added as an allowed structure within roadside buffers. [Note: The buffer at Northtown Woods is 40 feet, and was required under a previous set of subdivision standards.]

5. Design Diversity (BIMC 17.12.070.P)

Standards to promote design diversity were added. These include requirements for varied floor plans, home sizes, and front yard setbacks.

ORDINANCE NO. 2019-03

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to subdivision standards, revising Title 17, repealing Chapter 17.12, and adopting an updated Chapter 17.12, repealing Table 18.12.020-1, and revising Chapter 18.09.030, 18.12.040, 18.15.005, 18.15.010, 18.15.020, and 18.18.030 of the Bainbridge Island Municipal Code.

WHEREAS, the City Council of the City of Bainbridge Island ("City") updated the City's Comprehensive Plan in February of 2017; and

WHEREAS, the City Council has expressed significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City's Comprehensive Plan, and desires to revise development regulations to best accommodate growth and development in both general and specific ways; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development, stating the City Council's concerns regarding likely adverse impacts related to growth and development under existing regulations; and

WHEREAS, based on these and related concerns, the City Council required additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, a number of priorities to address the items at issue in the moratorium were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

(1) Initiate rewrite of subdivision design standards (Chapter 17.12 BIMC);

(2) Identify specific development standards to review/revise (Chapters 18.12 and 18.15 BIMC); and

(3) Consider alternatives and identify preference for design guidelines framework.

WHEREAS, at an April 3, 2018 City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on April 2 and 23, May 5 and 21, June 4, August 6 and 13, September 4 and 17, and October 15, 2018, the City's Design Review Board discussed alternatives for subdivision review procedures and subdivision design guidelines; and

WHEREAS, on March 22, May 5 and 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well as on January 10, and February 13 and 28, 2019, the City's Planning Commission discussed alternatives for revisions to the City's subdivision review procedures, design guidelines, and standards; and

WHEREAS, each of the thirty-one Design Review Board and Planning Commission meetings included an opportunity for public comment; and

WHEREAS, the Planning Commission held a public hearing on Ordinance 2019-03 on February 13, 2019, which was continued to February 28, 2019; and

WHEREAS, City staff forwarded the Planning Commission's recommendations related to the subdivision update to the City Council for consideration at the Council's March 19, 2019 regular study session; and

WHEREAS, the City Council previously reviewed and considered the subdivision update at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018; and

WHEREAS, the City Council considered this ordinance at its meetings on March 19, 2019, as well as meetings on April 2 and 16, and May 28, 2019 [note: this will be revised based on Council activity]; and

WHEREAS, the City issued a State Environmental Policy Act ("SEPA") Determination of Non-Significance for this Ordinance No. 2019-03 on March 1, 2019; and

WHEREAS, the City notified the Department of Commerce on February 25, 2019 of its intent to revise its development regulations relating to subdivisions; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands.

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

Section 1. Section 17.04.010 of the Bainbridge Island Municipal Code is hereby amended as follows.

A. The purpose of this title is to regulate the division of land into short subdivisions, long subdivisions, and large lot subdivisions ~~to promote the public health, safety and general welfare of the citizens of the city in accordance with state law and the city's comprehensive plan. To carry out this purpose and further the comprehensive plan policies addressing residential subdivision of land, this title establishes a flexible lot process for short and long subdivisions that promotes the preservation and consolidation of open space and clustering of development within residential subdivisions. This process facilitates the fair and predictable division of land,~~

~~maintains the current character of the city, encourages efficient and cost-effective provisions for infrastructure, limits the development impact area, minimizes impervious surface area and provides for greater flexibility in the division and establishment of residential lots.~~ in a manner consistent with the established zoning classifications for residential and other uses, in order to promote the public health, safety, and general welfare of citizens. In accordance with state law and the city's comprehensive plan, this title establishes a planning process for short and long residential subdivisions that promotes the preservation and consolidation of natural areas and the clustering of homes, in order to facilitate the fair and predictable division of land, limit the environmental impacts of development, achieve efficient and cost-effective provisions for utilities and infrastructure, and maintain the current character of the city.

~~B. A further purpose of this title is to:~~

~~1. Prevent the overcrowding of land;~~
~~2. Lessen congestion in the streets and highways;~~
~~3. Provide for adequate light and air;~~
~~4. Facilitate adequate provision for water, sewage, storm water drainage, parks and recreation areas, sites for schools and school grounds and other public requirements;~~
~~5. Provide for proper ingress and egress;~~
~~6. Provide a variety of housing opportunities; and~~
~~7. Maintain the quality of life of the city.~~

~~C. Through this title, the city will also allow for the subdivision of land for nonresidential, multifamily, and mixed use, and accomplish uniform monumenting of land divisions and conveyance by accurate legal description.~~

~~D. An additional purpose of this title is to provide criteria for summary administrative approval of boundary line adjustments that satisfy public concerns of health, safety and welfare, or where arranging or rectifying boundary lines is otherwise requested.~~

~~E.~~B. A ~~final~~ further purpose of this title is to comply with the provisions of RCW Title 58 (Boundaries and Plats) or its successors, and other applicable law of Washington State, and no provision of this title shall be interpreted to authorize or require actions inconsistent with those laws. ~~(Ord. 2011-02 § 2 (Exh. A), 2011)~~

Section 2. Section 17.04.020 of the Bainbridge Island Municipal Code is hereby amended as follows.

B. Location of Review and Approval Procedures and Application Materials. The procedures for approval of short, long, large lot, nonresidential, and multifamily subdivisions, as well as the vesting of rights related to those types of approvals, are set forth in BIMC Title 2 (Administration and Personnel). All such provisions require consistency with the requirements of RCW Title 58 (Boundaries and Plats) or its successors as applicable to the type of land division

being proposed. Required application materials are provided in the Bainbridge Island administrative manual.

~~E. Application Materials. Materials required to be submitted with an application for a short or long subdivision, subdivision, large lot subdivision, nonresidential or multifamily subdivision or boundary line adjustment are available in the Bainbridge Island administrative manual.~~

Section 3. Section 17.08.020 of the Bainbridge Island Municipal Code is hereby amended as follows.

~~H. Short subdivisions shall not be used, either by a person alone or by persons acting together, at one time or over a period of time, as a means to circumvent compliance with the more stringent subdivision requirements that control the subdivision of land into five or more lots. When an application for a short subdivision is filed within five years after the approval of a short subdivision on a contiguous land parcel, a presumption of an attempt to circumvent short subdivision requirements may be invoked by the director as a basis for further investigation to assure compliance with the intent of this provision. (Ord. 2011-02 § 2 (Exh. A), 2011)~~

Section 4. Chapter 17.12 of the Bainbridge Island Municipal Code is hereby repealed.

Section 5. An updated Chapter 17.12 of the Bainbridge Island Municipal Code is hereby adopted, as set forth in Exhibit A and as incorporated herein.

Section 6. Chapter 17.28 of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit B and as incorporated herein.

Section 7. Chapter 18.09.030.B.1 of the Bainbridge Island Municipal Code is hereby amended as follows.

b. In the Mixed Use Town Center District, existing ~~S~~single-family dwellings ~~in the Mixed Use Town Center:~~ are subject to R-4.3 zoning development standards.

i. ~~Except for new single-family residences constructed pursuant to subsection B.1.b.ii of this section, only single-family dwellings that were in existence and being used as such prior to the enactment of Ordinance 96-08 are allowed; existing single-family dwellings are subject to R-4.3 zoning development standards.~~

~~ii. In the Mixed Use Town Center, any new single-family residences proposed after the enactment of Ordinance 2010-09 shall only be allowed through an approved subdivision that qualifies as a housing design demonstration project pursuant to BIMC 2.16.020.S. Properties with frontage along Winslow Way between Madison Avenue and State Route 305, excepting flag lots, must include a retail and/or commercial component. Solely residential development is not allowed in this area.~~

Section 8. Table 18.12.020-1, *Flexlot Subdivision Dimensional Standards for Residential Zone Districts*, is hereby repealed.

Section 9. Chapter 18.12.040 of the Bainbridge Island Municipal Code is hereby amended as follows.

A. Permitted Setback/Height Modifications. Minimum and maximum setbacks and maximum heights established in Tables 18.12.020-1, 18.12.020-2, and 18.12.020-3 and in BIMC 18.12.030 may be encroached as set forth in Table 18.12.040 and may also be modified by applicable provisions of adopted fire codes, the shoreline master program, and/or the building code~~:~~. These modifications are not permitted in required perimeter or roadside buffers.

Section 10. Section 18.15.005 of the Bainbridge Island Municipal Code is hereby amended as follows.

G. Chapter ~~BIMC~~ 17.12 BIMC~~,.030, flexible lot design open space/cluster~~ general subdivision standards; BIMC 17.20.020, dedication of land for parks and open space facilities;

Section 11. Table 18.15.010-1, *Landscape Requirements by Zone District*, of the Bainbridge Island Municipal Code is hereby amended as follows.

Landscape Requirements for Land Uses and Districts	**Significant Tree and Tree Stand Retention**	**Perimeter Landscape**	**Roadside Buffer**	**Parking Lot Landscaping**	**Total Site Tree Unit Requirements**	**Planting Requirements**	**Irrigation**	**Maintenance**
~~Single-Family Residential Short Plats and Subdivisions~~	~~X~~	~~X (Cluster Subdivisions Only)~~	~~X~~	-	-	~~X~~	~~X~~	~~X~~

Section 12. Table 18.15.010-3, *Perimeter Landscaping Requirements by Land Use and Zoning District*, of the Bainbridge Island Municipal Code is hereby amended as follows.

Abutting Zoning or Land Use District	Perimeter Landscape Type	Perimeter Width (ft.)	Minimum Perimeter Width (ft.)
~~**Short Plats and Subdivisions in Residential Zoning Districts [1]**~~			
~~Residential subdivision in the R-0.4, R-1, and R-2 districts (cluster option only)~~	~~Edge Planting Standard~~	~~25~~	~~25~~
~~Multifamily subdivision in the R-2, R-1, and R-0.4 zoning districts (cluster option only)~~	~~Full Screen~~	~~25~~	~~25~~
~~Park and conservation land buffer: applies to all single-family subdivisions (OS) [2]~~	~~Edge Planting Standard~~	~~25~~	~~25~~
Winslow Town Center Mixed Use District ~~[3]~~ [1]			
Non-B/I	Full Screen ~~[4]~~ [2]	50	35

~~[1] Properties with less than one acre being subdivided are not subject to perimeter buffer requirements.~~

~~[2] (OS) indicates that the buffer may be calculated in the required open space area for the subdivision.~~

~~[3]~~ [1] For perimeter landscaping requirements in the ferry terminal district transition area, north of Winslow Way, reference BIMC 18.12.030.C.

~~[4]~~ [2] This perimeter buffer applies even when a private access road separates a B/I property from non-B/I property.

Section 13. Section 18.15.010.D. of the Bainbridge Island Municipal Code is hereby amended as follows.

3. Perimeter Buffers ~~in Residential Cluster Short Subdivisions, Cluster Long Subdivisions, and Multifamily Subdivisions in the R-2, R-1, and R-0.4 Zoning Districts.~~ for residential and commercial subdivisions are required pursuant to BIMC 17.12.060.N. The buffers shall be pursuant to the standards set forth in subsection D.4 of this section. The tree retention, replacement, and protection standards of subsection C of this section apply to perimeter buffers for residential and commercial subdivisions.

~~a. When the cluster development option is selected pursuant to BIMC 17.12.030.B for property with a gross area of one acre or more and that is located in the R-0.4, R-1, R-2 and R-2.9 districts, a 25-foot-wide, edge planting standard landscape perimeter shall be required along the subdivision boundary.~~

~~b. When the cluster development option is selected pursuant to BIMC 17.12.030.B for property with a gross area of one acre or more and that is located in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 zone districts, a 10-foot-wide, edge planting standard landscape perimeter shall be required along the subdivision boundary.~~

~~c. In order to buffer the visual impact of the proposed subdivision and protect off-site views, additional landscaping shall be planted within landscape perimeter buffers where mature trees and shrubs cannot provide such screening, pursuant to subsection D.4 of this section.~~

~~d. Required landscape buffer width may be reduced through buffer averaging in accordance with the criteria in subsection D.5 of this section, perimeter landscape requirements. For example, buffers may be adjusted when such adjustments contribute to the neighborhood character by incorporating significant trees and native vegetation, incorporate a unique landscape feature, or accommodate a unique situation that allows continuation of an existing use, such as a utility or other easement providing continued use.~~

~~e. Landscape buffers may be included in the required open space calculations for a subdivision as noted in Table 18.15.010-3. Table 18.15.010-3 depicts the landscape buffer requirements for subdivisions by zoning district and denotes when the buffer may be included in the open space calculations. These standards apply unless alternative buffers are required pursuant to critical area review, the requirements of the Shoreline Management Act, conditioned by SEPA review, or required for public health or safety reasons.~~

~~f. When a multifamily subdivision is created within the R-2, R-1, and R-0.4 zoning districts, a 25-foot-wide, full screen landscape perimeter shall be required along the subdivision boundary~~

Section 14. Section 18.15.010.E. of the Bainbridge Island Municipal Code is hereby amended as follows.

2. Roadside Buffers for Residential and Commercial Subdivisions are required pursuant to BIMC 17.12.070.O. ~~Roadside buffers are required for both residential and commercial subdivisions – see Table 18.15.010-4. The type and width of the required buffer varies by the type of roadway the subdivision is adjacent to, as well as the condition of the existing roadside vegetation.~~ The buffers shall be pursuant to the standards set forth in subsection D.4 of this section ~~and Table 18.15.010-4~~. The tree retention, replacement, and protection standards of subsection C of this section apply to roadside buffers for residential and commercial subdivisions. These requirements do not apply to projects involving only interior renovations of existing buildings.

a. Roadside Buffer General Requirements. All residential subdivisions and short subdivisions subject to landscape buffering requirements shall comply with the standards in this subsection, including those in Table 18.15.010-4.

b. Roadside Buffers in Residential Short Subdivisions.

i. Except for properties containing a gross area of less than one acre, on a property located adjacent to public roads that are designated as collector or arterial roads on the adopted road classification map, a 25-foot-wide vegetative buffer shall be maintained. However, in the R-3.5, R-4.3, R-5, R-6, R-8 and R-14 districts a roadside buffer is not required unless it is determined that a landscape buffer is necessary to maintain the character of the neighborhood or to reflect neighboring development patterns.

ii. Where there are no mature trees and shrubs that contribute to the existing forested character of these roads, the character of the neighborhood shall be maintained by establishing building setbacks equal to or greater than the existing building setbacks on the adjacent properties. At no point shall the building setback be less than requirements in this title.

iii. To accommodate an existing house that is located within 25 feet of the property line adjacent to a collector or arterial road, the roadside buffer area width shall be reduced to the width adjoining the existing home between the existing house and the property line adjacent to the collector or arterial road.

c. Roadside Buffers in Residential Long Subdivisions.

i. For subdivisions located in the R-0.4, R-1, R-2 and R-2.9 districts located adjacent to public roads that are designated as collector or arterial roads on the adopted road classification map, a 25-foot-wide vegetative buffer shall be maintained. In the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 districts a roadside buffer is not required unless it is determined that a landscape buffer is necessary to maintain the character of the neighborhood or to reflect neighboring development patterns.

ii. For property with a gross area of one acre or more and that is located in districts R-0.4, R-1, R-2 and R-2.9, where there is no existing vegetation that contributes to the existing vegetation character of the roads, a 25-foot full screen landscape buffer shall be planted consistent with the requirements of subsection D.4.a of this section, except as noted below in this subsection.

iii. To accommodate an existing house that is located within 25 feet of the property line adjacent to a collector or arterial road (or within 25 feet of such a property line if subsection E.2.c.ii of this section applies), and to maintain the character of the neighborhood and reflect neighboring development patterns, the roadside buffer area width

~~shall be reduced to the width adjoining the existing home between the existing house and the property line adjacent to the collector or arterial road. At no point shall the building setback be less than requirements in this title.~~

~~iv. For subdivisions designating open space that is intended for agricultural use and would be adversely impacted by the addition of screening landscaping, a 25-foot roadside buffer as prescribed in subsection E.2.c.ii of this section shall not be required.~~

~~d. Roadside Buffers in Multifamily and Commercial Subdivisions. A minimum 50-foot vegetative buffer shall be established adjacent to all designated scenic roads. The buffer shall be consistent with the requirements for a full screen buffer, pursuant to subsection D.4.a of this section.~~

~~e. Multiple Street Frontages. For properties subject to the roadside buffers requirement along two property boundaries, the roadside buffer abutting the street with the lower classification may be reduced to 25 feet in width. For properties that abut more than two streets requiring roadside buffers or in situations where both abutting streets are of the same road classification, one roadside buffer of the full required width shall be required and all other roadside buffers may be reduced to 25 feet; provided, that the full required width buffer is located where a greater number of significant trees can be incorporated into the buffer.~~

Section 15. Table 18.15.010-4, *Roadside Buffer Requirements by District and Land Use*, of the Bainbridge Island Municipal Code is hereby amended as follows.

Existing Zoning/Use	**Adjacent Right-of-Way Type**	
	Right-of-Way (not including Highway 305)	**Highway 305**
~~**Residential Subdivision in the R-0.4, R-1, R-2, and R-2.9 Districts [4]**~~	~~25' Full Screen or maintain existing vegetation within 25' buffer (OS) [5][6];~~ ~~Applies only to collectors and arterial roads~~	
~~**Residential Subdivision in the R-3.5, R-4.3, R-5, R-6, R-8, and R-14 Districts [4]**~~	~~No requirement unless necessary to reflect neighboring development patterns (OS) [5];~~ ~~Applies only to collectors and arterial roads~~	

[1] All roadside buffers shall be planted if not already existing.

[2] For perimeter landscaping requirements in the ferry terminal district transition area, north of Winslow Way, reference BIMC 18.12.030.C.

Existing Zoning/Use	Adjacent Right-of-Way Type	
	Right-of-Way (not including Highway 305)	Highway 305
[3] Beginning 100' north of Winslow Way. ~~[4] Properties being subdivided with less than one acre are not subject to roadside buffer requirements.~~ ~~[5] (OS) indicates that the buffer may be calculated in the required open space area for open space subdivision.~~ ~~[6] Existing vegetation must remain in the 25-foot buffer area. When existing vegetation does not constitute a full screen, the applicant will not be required to plant a full screen. If existing vegetation within the 25-foot buffer area does constitute a full screen, but dense vegetation is not part of the neighborhood character, then the applicant may choose between maintaining a 25-foot full screen roadside buffer, or averaging that buffer to retain trees and vegetation elsewhere on the property and eliminating the roadside buffer.~~		

Section 16. Section 18.15.020.D. of the Bainbridge Island Municipal Code is hereby amended as follows.

3. Parking spaces serving dwelling units shall be located on the same lot with the building they serve, except in subdivisions where parking spaces may be located on a separate lot or tract. In the central core, gateway, and ferry terminal districts, one parking space per unit shall ~~must~~ be located on site and any additional spaces may be located off site. All off-site spaces shall be within a 1,000-foot radius of the edge of the development parcel and shall ~~must~~ be acquired through fee-in-lieu, fee simple ownership, or a leasehold permanently linked to the unit.

Section 17. Section 18.18.030 of the Bainbridge Island Municipal Code is hereby amended as follows.

A. ~~Detached Single-Family Residential Developed Using the R-8SF Urban Single-Family Overlay District. Detached single-family residential developed in accordance with the R-8SF urban single-family overlay district transfer of development rights program shall comply with those regulations contained in "Design Guidelines for R-8SF Urban Single-Family Overlay District" if they want to develop at overlay zone densities.~~ Residential subdivision development in all zoning districts except the Neighborhood Center and Mixed Use Town Center districts shall comply with those regulations contained in "Design Guidelines for Residential Subdivisions" as set forth in Exhibit C and incorporated herein.

Section 18. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 19. This ordinance shall take effect and be in force five (5) days after its passage, approval, 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, City Clerk

FILED WITH THE CITY CLERK:	March 14, 2019
PASSED BY THE CITY COUNCIL:	_____, 2019
PUBLISHED:	_____, 2019
EFFECTIVE DATE:	_____, 2019
ORDINANCE NUMBER:	2019-03

Chapter 17.12

SUBDIVISION STANDARDS

17.12.010 Applicability

This chapter sets forth standards for short subdivisions, long subdivisions, large lot subdivisions, and nonresidential and multifamily subdivisions. Specific requirements relevant to each individual type of subdivision are provided throughout various chapters of this title.

17.12.020 Subdivision Design Guidelines

All residential subdivisions outside the Neighborhood Center and Mixed Use Town Center zoning districts shall comply with those design guidelines contained in "Design Guidelines for Residential Subdivisions" set forth in BIMC 18.18 and its reference documents, which are adopted as part of this title by reference.
The purpose of subdivision design guidelines is to define the qualities of subdivisions that meet the guiding principles, goals, and policies of the city's Comprehensive Plan and to serve as a tool for guiding individual projects to meet those expectations through the city's land use review procedures. The design guidelines offer reference points for the public to participate in discussions of new subdivisions, and they allow applicants flexibility in meeting development standards and zoning requirements. An applicant may be granted a departure from the design guidelines by demonstrating that an alternative design better meets the intent of the design guidelines.

17.12.030 Four-Step Design Process

The city's approach to planning for subdivisions requires a four-step process that gives the highest priority to identification and conservation of existing natural site features. This process reverses the conventional site planning approach, which typically begins by laying out the streets, lot lines and building footprints. Instead of first identifying the areas to be cleared for development, the design process begins by analyzing on-site resources and the site's relationship to surrounding properties, in order to identify what resources are most worthy of preservation and what areas can best accommodate development.

This design process is required for all residential subdivisions. The process is further defined in BIMC 2.16.125.D; it consists of four steps: 1) Delineate Natural Area; 2) Locate Homesites and Community Space; 3) Define Access; and, 4) Draw Lot Lines.

17.12.040 Administrative Departures

A. A departure from existing subdivision standards may be requested by an applicant to allow use of an alternative standard not listed among the applicable requirements of BIMC 17.12.050 through BIMC 17.12.070. Departures are not variances and are not required to meet the criteria associated with a variance application. Rather, departures allow adjustment of existing standards to achieve better outcomes in cases where strict application of the existing standard would result in an inferior subdivision design.

B. Departures from the subdivision standards in BIMC 17.12.050 through BIMC 17.12.070, may be permitted as part of the subdivision review process. In order for such a departure to be allowed, it must satisfy the intent of the

four-step design process, and the resulting subdivision must be consistent with the general purpose and intent of the subdivision ordinance and the specific standard(s). A departure shall not be allowed from the following standards:

1. Natural area
2. Community space
3. Homesite size

C. Any request for one or more departures shall be made at the Design Guidance Review Meeting as part of the pre-application phase of the project. Departures shall be reviewed concurrently with an application for subdivision. The Design Review Board may include an administrative departure in its recommendation to the Planning Commission, based on the following criteria:

1. Because of unusual shape, exceptional topographic conditions, environmental constraints or other extraordinary situation or condition in connection with a specific piece of property, strict adherence to the existing standard would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the subdivision ordinance and the specific standard(s);
2. The granting of the departure results in a subdivision with greater natural resource conservation value, less adverse impact to adjoining properties, or more practical design because of topography, critical area, or other extenuating circumstance; and
3. All possible efforts to comply with the standard or minimize potential harm or adverse impacts have been undertaken. Economic consideration may be taken into account but shall not be the overriding factor in approval; and
4. The departure is consistent with other applicable regulations and standards; and
5. The granting of any departure will not be unduly detrimental to the public welfare nor injurious to the property or improvements in the vicinity in which the property is located.

D. Upon affirmative recommendations by the Design Review Board and the Planning Commission, the departure(s) shall be included in the Director's recommendation to the hearing examiner.

17.12.050 Natural Area and Community Space.

A. Natural Area Required. All residential subdivisions shall provide natural area consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

1. Natural Area Objectives. The natural area(s) shall support one or more of the following objectives:

   a. Preservation and protection of:
      i. Natural resources and ecological functions, including groundwater recharge;
      ii. Native soils and topography;
      iii. Historic island landscapes including farmland, meadows, pastures, and orchards; and
      iv. Scenic views along roads.

   b. Promoting interconnected open space, wildlife corridors, and undeveloped areas;
   c. Promoting a development pattern consistent with island character.

2. Types of Natural Area. The natural area(s) shall be designated as the first step in the four-step design process defined in BIMC 2.16.125.D. Natural areas consist of primary and secondary natural areas.

   a. Primary Natural Areas (PNA). PNAs form the core of the natural area to be protected. PNA's include the following:

      i. Critical areas other than critical aquifer recharge areas;
      ii. Critical area buffers and setbacks;
      iii. Shoreline buffers;

iv. Aquifer recharge protection area as required by BIMC 16.20.100; and
v. Tree unit requirements consistent with BIMC 18.15.010.G.

b. Secondary Natural Areas (SNA). SNAs are noteworthy or significant features of the natural landscape. SNA's include the following:

i. Farmland, pastures, meadows, and orchards;
ii. Mature woodlands;
iii. Wildlife corridors;
iv. Greenways and trails;
v. Scenic viewsheds;
vi. Mature vegetation on ridgelines.

3. Amount of Natural Area Required. The natural area requirement shown in Table 17.12.070-1 shall be provided as shown in Figure 17.12.070-1, Natural Area Allocation, and in accordance with the following standards:

a. The area provided for natural area shall be based on and consistent with the existing types of natural areas (listed in BIMC 17.12.050.A.2) on the subject property, up to the maximum shown in Table 17.12.070-1, unless additional natural area is required due to the presence of PNAs (listed in BIMC 17.12.050.A.3.a).

b. All PNAs (listed in BIMC 17.12.050.A.3.a) are required to be designated as natural area even if this amount exceeds the maximum percent required shown in Table 17.12.070-1.

c. If the area being subdivided contains less than the percent natural area shown in Table 17.12.070-1, then the designated natural area is identified accordingly and community space is required pursuant to BIMC 17.12.070.B.

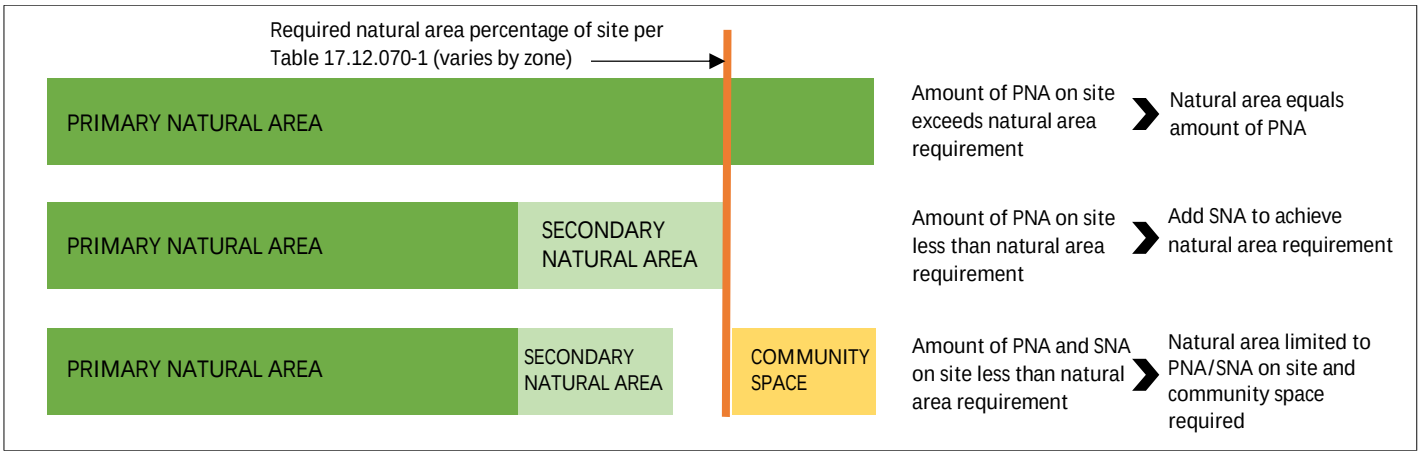
d. All lands subject to critical area regulations by Chapter 16.20 BIMC shall remain subject to those regulations.

e. Natural areas, except for critical areas and their buffers and setbacks, may be included on individual lots.

f. Natural areas shall not be required to be dedicated to the public, and the owner shall not be required to permit public access to designated natural areas.

g. All natural areas shall be depicted on the face of the preliminary and final plat.

Figure 17.12.070-1. Natural Area Allocation.



4. Aquifer Recharge Protection Area (ARPA). Subdivisions in the R-0.4, R-1, and R-2 zoning districts shall include designation of an ARPA in accordance with BIMC 16.20.100 and the following standards:

a. If a proposed subdivision includes more than one parcel, the ARPA shall be calculated based on the total square footage of all parcels;

b. If the required ARPA is greater than the required natural area, the natural area shall be increased to achieve the required ARPA area;

c. The 12,500 square foot development area allowed pursuant to BIMC 16.20.100.E.2.b shall include all areas of land disturbing activity on the parcel(s) being subdivided.

5. Natural Area Configuration. Designated natural areas shall be configured in a manner that enhances and promotes the natural resource characteristics of the property and development pattern of the surrounding area. Natural area configuration shall satisfy the following guidelines to the extent feasible:

a. Natural area should be concentrated in large, consolidated areas; and
b. Natural area should connect to adjacent off-site open space areas, designated wildlife corridors and trails, and/or critical areas, where feasible; and
c. Natural area should be designed to preserve views from off site of the subject property; and
d. Natural area should be delineated with a low perimeter-to-area ratio;
e. Natural area shall have a with a minimum width of fifty (50) feet outside of roadside and perimeter buffers; and
e. Natural area may be included as a portion of one or more lots or may be contained in a separate tract, except for critical areas and their buffers and setbacks.

6. Natural Area Fencing and Signage. Fences and/or signs delineating the boundary of natural areas are required. The director shall determine which option (fence or sign) is required, based on the recommendations from the Design Guidance Review Meeting.

a. If fencing is required:
i. Low-impact fences are preferred and must be constructed in accordance with the definition in BIMC 17.28.020;
ii. Fencing is not required at the exterior boundary of the subdivision;
iii. Gaps in fencing not exceeding five (5) feet are permitted; and

iv. Gates are permitted if they are consistent with the definition of low-impact fences in BIMC 17.28.020.

b. If signs are required:

i. They shall be constructed in accordance with the definition in BIMC 17.28.020; and

ii. Typically, they shall be spaced at intervals of 50 feet, allowing for variation due to reasons such as topography, configuration of natural area, distance from other features, etc.

c. If signage is required and encroachments into the designated natural area occur, the director may require that the owner install fencing and/or additional signage to prevent future encroachments. Required fencing and signs shall be maintained in good repair, with repair or replacement to occur within 60 days.

7. Natural Area Ownership. Ownership of natural area shall be established consistent with one of the following forms of ownership:

a. Private Ownership. Natural areas may be held in private ownership if established by easements, restrictive covenants, the natural area management plan, or similar legal means; or
b. Common Ownership. Natural areas may be held in common by a home or property owners' association or other similar organization. For the purposes of this title, if a land trust or a similar conservancy maintains ownership or a conservation easement, that shall be considered common ownership. If this ownership pattern is selected, covenant, conditions, and/or restrictions shall be required; or
c. Public Ownership. Designated natural areas shall not be required to be dedicated to the city or other public agency, and the owner shall not be required to permit public access to designated natural areas. However, if the owner offers to dedicate, the city or other public agency may choose to accept ownership of natural areas. Consequently, upon approval and acceptance by the city council, the natural areas shall be dedicated to the public.

8. Natural Area Maintenance. An applicant shall submit a draft natural area management plan (NAMP) as described in the Bainbridge Island administrative manual, for review as part of the preliminary plat application. Final approval of the NAMP will occur at the time of final plat approval. The natural area management plan shall include:

a. A list of all approved uses for the natural areas. Where uses in separate natural areas vary, the specific location of each use shall be depicted graphically.
b. A maintenance plan for natural areas, that clearly describes the frequency and scope of maintenance activities for natural areas and that meets all requirements set forth in subsection 7 herein, and in the Bainbridge Island administrative manual.
c. The approved NAMP must be filed with the Kitsap County Auditor. In the event that the natural area is not maintained consistent with the NAMP, the city shall have the right to enter the property for necessary maintenance, with the cost of such maintenance assessed against the landowner or, in the case of a homeowner's association, the owners of the properties within the subdivision and shall, if unpaid, become a tax lien on such property or properties.

9. Allowed Uses in Natural Area. The following uses are allowed in those natural areas that are not part of a required roadside or perimeter buffer (unless zoning regulations of BIMC Title 18, provisions of the shoreline master program per Chapter 16.12 BIMC, or critical areas regulations of Chapter 16.20 BIMC, including allowed uses within aquifer recharge protection areas, restrict that use):

a. Passive recreation, including pervious trails;
b. Agricultural uses and fencing necessary for animal control in SNAs only;
c. Potable water wells and well houses;
d. Low impact fencing or signs marking the natural area boundary or critical area boundary;
e. On-site sewage treatment system use approved by the director for all residential zones, if the applicant can demonstrate that (i) the proposed use will not adversely affect the function or characteristics of the specific natural area, (ii) the system is approved by the Kitsap County health

district, and (iii) construction of the system will not require the removal of significant trees, native forests, vegetation within a required buffer for designated critical areas subject to Chapter 16.20 BIMC, or vegetation within areas designated for protection under the shoreline master program pursuant to Chapter 16.12 BIMC;

f. Storm drainage system use approved by the director for all residential zones if the applicant can demonstrate that (i) enhanced vegetation will be provided so that the facility appears as a natural feature, (ii) the proposed use will not adversely affect the function or characteristics of the specific natural area, (iii) the system meets the design standards of Chapters 15.20 and 15.21 BIMC, including low impact development designs, and (iv) the system design must contribute to the function and characteristics of the natural area feature by providing the following:

i. No above-ground storm detention facilities are permitted; and

ii. Enhanced vegetation will be provided in conjunction with the storm drainage facility in order to make it a more natural feature; and

iii. Pedestrian trails should be considered as part of the design; and

iv. While fencing of designated natural areas or critical areas may be required by the director pursuant to subsection A.8.a of this section, separate fencing of storm drainage facilities or areas shall only be installed if necessary to protect public safety. Where fencing is required, low impact fencing shall be used, and chain-link fences are prohibited unless superseded by state law.

g. Playgrounds and tot lots, picnic shelters and benches, community gardens, bus shelters, community art, or fountains may be allowed within a designated natural area, provided the proposed use will not adversely affect the function or characteristics of the specific natural area.

h. Solar panels, small wind energy generators, composting bins, rainwater harvesting barrels, cisterns, and rain gardens/swales, as defined in Chapter 18.36 BIMC, may be allowed within a designated natural area, provided the proposed feature will not result in the damage or removal of significant trees.

B. Community Space Required. All residential subdivisions, except short subdivisions, shall provide community space consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

1. Community Space Objectives. Community space shall accomplish one or more of the following objectives:

a. Provide a place for residents to gather in shared space.
b. Provide common buildings, open space, or gardens.
c. Provide space for unstructured recreation.
d. Enhance a felt and actual sense of security, identity, and community.
e. Provide a protected, traffic-free environment.

2. Amount of Community Space Required. The minimum community space shown in Table 17.12.070-1 shall be provided and shall be depicted on the face of the plat. Community space is not required in the R-0.4, R-1, and R-2 zoning districts if the maximum natural area is provided.

3. Community Space Configuration. Community space should adjoin the largest practicable number of lots within the development. Non-adjoining lots shall be provided with safe and convenient pedestrian access to community space.

4. Community Space Ownership. Ownership of community space shall be established consistent with one of the forms of ownership set forth in BIMC 17.12.050.A.5.

5. Community Space Maintenance. An applicant shall submit a draft community space management plan (CSMP) as described in the Bainbridge Island administrative manual, for review as part of the preliminary plat application. Final approval of the CSMP will occur at the time of final plat approval. The community space management plan shall include:

a. A list of all approved uses for the community space. Where uses in separate community spaces vary, the specific location of each use shall be depicted graphically.

b. A maintenance plan for community space that clearly describes the frequency and scope of maintenance activities, and that meets all requirements set forth in subsection 5 herein and the Bainbridge Island administrative manual.
c. The approved CSMP must be filed with the Kitsap County Auditor within thirty (30) days of final plat approval. In the event that the community space is not maintained consistent with the CSMP, the city shall have the right to enter the property for necessary maintenance, with the cost of such maintenance assessed against the landowner or, in the case of a homeowner's association, the owners of the properties within the subdivision and shall, if unpaid, become a tax lien on such property or properties.

6. Allowed Uses in Community Space. Community space may include uses such as crop and animal agriculture, meadows, orchards, pastures, turf fields, and common buildings. Prohibited and allowed uses within community space shall be included in the draft terms, conditions, covenants, and agreements proposed for the subdivision, which shall be submitted with the preliminary subdivision application. Final terms, conditions, covenants, and agreements must be filed with the Kitsap County Auditor within thirty (30) days of final plat approval.

17.12.060 Homesites. All single-family residential subdivisions require homesites located and designed consistent with BIMC 17.28, Definitions, Table 17.12.070-1, and the following standards:

A. Homesite Area.

1. A homesite area no greater than the maximum area shown in Table 17.12.070-1 shall be provided for each lot and shall be depicted on the face of the plat.
2. The homesite area shall include the primary residential dwelling, accessory buildings, and on-site parking, if provided on each lot within the subdivision.
3. Other allowed uses and structures include residential landscaping, pathways, turf, and fences; individual water, stormwater, and septic infrastructure.
4. Homesites shall not contain any portion of required PNAs. Homesites may include critical aquifer recharge areas but no portion of an aquifer recharge protection area.

B. Homesite Siting. The four-step design process outlined in Section 17.12.030 BIMC is intended to allow the characteristics of the land to determine the most suitable location of homesites. Homesites shall be sited to meet the following standards:

1. Homesite locations shall be configured to maintain the natural features of the site and minimize topographic alteration and clearing of existing vegetation.
2. Homesite locations shall facilitate the efficient use of land by limiting areas of disturbance, impervious surfaces, utility extensions, and roadways.
3. If clustered pursuant to Table 17.12.060-1, homesites shall be located to minimize adverse impacts to adjacent, previously existing residential development and are not required to be located near any existing home on the property.

C. Homesite Clustering. Clustering, or grouping, of homesites is required in accordance with Table 17.12.060-1.

17.12.070 General residential subdivision standards. All residential subdivisions shall comply with the following standards.

A. Constrained lots. If, due to site or design constraints, no homesite with supporting infrastructure can be located on a subject property, no division of land is permitted.

B. Preexisting lots. Lots that have previously received final approval from the city, or that have previously received final approval from Kitsap County prior to inclusion within the city boundaries, and that do not comply with

standards of this chapter shall be considered existing nonconforming lots, but any future resubdivision of any such lots shall comply with the requirements of this title.

C. Platted lots. The platted lot defines the extent of private ownership of land within the subdivision. The size, shape and potential uses of a lot depend on many factors that will be considered in the subdivision design process. Establishing lot lines is the last step in the design process, but a desired result will affect decisions throughout the process, and the physical characteristics of the entire property will present both constraints and opportunities. Standards applicable to lots are found in BIMC 17.12.070 and Table 17.12.070-1.

D. The short subdivision process shall not be used, either by a person alone or by persons acting together, at one time or over a period of time, to circumvent compliance with the more stringent requirements that control the subdivision of land into five or more lots. When an application for a short subdivision is filed within five years after the approval of a short subdivision on a contiguous land parcel, presumption of an attempt to circumvent short subdivision requirements may be invoked by the director as a basis for further investigation, to assure compliance with the intent of this provision and the requirements of a long subdivision.

D. Remaining area. Any area not designated as public or private access, buffers, lots, or utility tracts shall be designated as either natural area or community space, in accordance with the objectives in either BIMC 17.12.050.A.1 or 17.12.050.B.1.

E. Site Disturbance. The extent of land disturbing activities, as defined in BIMC 15.20.020.22, shall be limited to the minimum required for site preparation and construction.

F. Compatibility with Adjacent Development

1. Subdivisions shall be designed and located to ensure compatibility with existing adjacent development.
2. Views of house lots from exterior roads and abutting properties shall be minimized by preserving the natural topography and existing vegetation to the greatest extent possible.

G. Dimensional standards.

1. Table 17.12.070-1 sets forth minimum and maximum dimensional standards for single-family residential development. Dimensional standards for multifamily and commercial subdivisions shall be in accordance with Table 18.12.020-2 and Table 18.12.020-3.
2. Where a property is located in more than one zone district, units permitted by density calculations within each zone district must be constructed on the portion of the property located within that district and required setbacks for each zone district must be met. Permitted densities are not “blended” across the zone district line.

H. Septic Systems. Locations of individual or community drainfields and associated reserve drainfields shall comply with all applicable standards established by the Kitsap Public Health District or Washington Department of Health. Reserve drainfield areas shall remain undisturbed until such time as their use is required. This standard shall be noted on the face of the preliminary and final plat.

I. Streets and Vehicle Access. Subdivisions shall comply with the following standards unless modified by the City Engineer:

1. Subdivisions shall comply with all applicable standards of the “City of Bainbridge Island Design and Construction Standards and Specifications,” as amended. Deviations from the “City of Bainbridge Island Design and Construction Standards and Specifications” may be granted by the City Engineer upon evidence that such deviations are in the public interest and that they are based on sound engineering principles and practices. All requirements for safety, function, appearance and maintainability must be fully met. Desired deviations must be requested at the Design Guidance Review Meeting during the pre-application phase of the project.

2. Each lot in a residential subdivision shall have direct access to a public or private street, except for those with shared driveways or alternative lot designs that provide shared or clustered parking outside of individual lots.

3. The street system of a proposed subdivision shall be designed to connect with any existing, proposed, or planned streets outside of the subdivision or to create a connection beneficial to the overall circulation of the surrounding area, as determined by the City Engineer.

4. Interior street layout shall be oriented on the east/west axis if feasible, to maximize active and passive solar access.

5. To minimize impervious surfaces, all public rights-of-way, access easements, private streets, and driveways shall not be greater than the minimum dimensions required to meet standards.

6. Street names and traffic regulatory signs shall be provided, and their locations shall be indicated on the plat/plan. The locations of mailboxes and traffic regulatory signs are only required on the plat/plan when other public improvements are required.

7. Transit stops shall be provided as recommended by Kitsap Transit.

J. Parking and Garages.

1. Parking shall be provided consistent with BIMC 18.15.020, except as modified by this subsection.
2. Parking spaces provided on individual lots must be located within the designated homesite.
3. Parking spaces may be located outside of individual lots, consolidated in a remote or satellite parking area, or in individual or shared garages.
4. Consolidated parking areas shall be landscaped in accordance with BIMC 18.15.010.F.
5. Shared garages are limited to five vehicle spaces and shall not exceed 60 feet in length or 1440 square feet total.
6. Garages, including detached garages, located on individual homesites facing a public street shall be:
    a. Limited to two vehicles; and
    b. Either accessed from the side or rear or set back from the most front-facing exterior wall of habitable space a minimum of five feet unless the house is not visible from the public street.

K. Circulation and Access.

1. All subdivisions shall include a circulation and access system of walkways, paths, or trails that interconnect lots, natural area, community space, and adjacent access facilities. Trails that provide connection to streets, public areas or other trails through the subdivision boundaries shall provide public access.
2. Multi-modal facilities shall be consistent with the applicable standards of the "City of Bainbridge Island Design and Construction Standards and Specifications."
3. Subdivisions may be required to provide dedicated access easements if one or more "trail connection zones" are located on the site as shown on Map C and D (Non-Motorized System Plan) of the Island-Wide Transportation Plan, as amended.
4. Pursuant to RCW 58.17.110(1) sidewalks or other planning features shall be provided to assure safe walking conditions for students who walk to and from school.

L. Fencing.

1. Sight obscuring fencing is prohibited at the exterior boundary of a subdivision along a public right of way.
2. Fencing at the exterior boundary of a subdivision along a public right of way shall not exceed 3 feet, 6 inches in height.
3. Fencing at the exterior boundary of a subdivision along a public right of way is prohibited within the roadside buffer or at the edge of right of way.

4. Fencing around surface stormwater ponds shall not exceed 3 feet, 6 inches in height unless required by the City Engineer for safety reasons.

M. Landscaping. Individual homeowners are responsible for the maintenance and modification of landscaping on their lots, subject to any rules and guidelines established by a homeowners' association or similar body. Native vegetation on the site should be retained and maintained where possible and landscaping should be responsive to the natural contours of the lot.

N. Perimeter Buffers. The intent of perimeter buffers is to visually and physically separate adjacent land uses, when necessary, to minimize impacts of new development on adjacent properties.

1. Perimeter buffers shall be established at the exterior boundary of a subdivision. The perimeter buffer shall be maintained as a "no cut/no build zone." Existing native vegetation, including significant trees and tree stands, shall be preserved within perimeter buffers. The tree retention, protection, and replacement requirements of BIMC 18.15.010.C apply to perimeter buffers unless modified by this section.

2. The minimum width of perimeter buffers for single family subdivisions shall be the width of the minimum homesite boundary to exterior plat boundary required in accordance with Table 17.12.070-1 or as determined by an administrative departure.

3. The minimum width of perimeter buffers for multifamily and commercial subdivisions shall be 25 feet in the R-0.4, R-1, and R-2 zoning districts and 15 feet in all other zoning districts either maintained or planted to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a.

4. No additional planting is required in perimeter buffers of single family subdivisions unless all of the following are met:

a. The width of the homesite boundary to exterior plat boundary is less than the minimum required in accordance with Table 17.12.070-1, as determined by an administrative departure; and
b. Existing vegetation does not provide an effective year-round visual screen; and
c. In the R-0.4, R-1, and R-2 zoning districts, the abutting property is not capable of being subdivided.

5. If additional planting is required, the following standards shall apply:

a. In the R-0.4, R-1, and R-2 zoning districts, additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a along the portion of the exterior plat boundary that has been reduced. Alternatively, the applicant may submit a landscape plan that results in an effective year-round visual screen of the subdivision from off-site properties along the portion of the exterior plat boundary that has been reduced. In either case, any additional plant material shall be native species and no turf or lawn is permitted.

b. In all other zoning districts, additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a along the portion of the exterior plat boundary that has been reduced.

6. No structures, buildings, or parking facilities may be located within perimeter buffers, except that, utility lines and trails may be located within perimeter buffers provided no significant trees are removed.

7. Perimeter buffers may be included as a portion of one or more lots or may be contained in a separate tract.

8. Perimeter buffers may be included as a portion of the natural area required in BIMC 17.12.050.A.

9. The performance and maintenance assurances requirements of BIMC 18.15.010.H apply to perimeter buffers if additional planting is required.

10. The irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers if additional planting is required.

11. Perimeter buffers shall be shown on the face of the preliminary and final plat.

O. Roadside Buffers. The intent of roadside buffers is to enhance or retain Island character through the minimization of disturbance of existing roadside vegetation and screen new development from more highly traveled roads.

1. Roadside buffers are required for all subdivisions along collector or arterial roads in the R-0.4, R-1, and R-2 zoning designation. The minimum width of roadside buffers is 40 feet.

2. Roadside buffers shall be shown on the face of the preliminary plat. Roadside buffers may be part of individual lots or contained in a separate tract.

3. No structures, buildings, or parking facilities may be located within roadside buffers, except that, utility lines and boxes, entry signs, and transit stops may be located within roadside buffers. Local access streets and trails may cross roadside buffers provided no significant trees are removed.

4. Existing, native vegetation, including significant trees and tree stands, shall be retained within roadside buffers. Tree retention, protection, and replacement requirements in BIMC 18.15.010.C apply to roadside buffers.

5. If existing vegetation provides an effective visual screen, or is consistent with existing roadside character, no additional planting is required. If existing vegetation does not provide an effective year-round visual screen, additional plant material shall be installed, consistent with the following:

a. Additional plant material shall be installed to achieve the full screen landscape standard provided in BIMC 18.15.010.D.4.a. Any additional plant material shall be native species and no turf or lawn is permitted;
b. Additional plant material is not required if mature forest or other dense vegetation is not part of the existing roadside character.

6. Roadside buffers may be included as a portion of the natural area or community space required in BIMC 17.12.050.

7. The performance and maintenance assurances requirements of BIMC 18.15.010.H apply to perimeter buffers.

8. The irrigation and maintenance standards of BIMC 18.15.010 apply to perimeter buffers.

9. For subdivisions designating community space that is intended for agricultural use and would be adversely impacted by the addition of screening landscaping, a roadside buffer shall be required to use screening landscaping that does not adversely impact the proposed agricultural use.

10. To accommodate an existing house that is located within 25 feet of the subdivision boundary adjacent to a collector or arterial road, the roadside buffer width shall be reduced to the width adjoining the existing home between the existing house and the subdivision boundary adjacent to the collector or arterial road.

P. Design Diversity. All single family residential subdivisions outside the Neighborhood Center, Mixed Use Town Center, High School, R-8, and R-14 zoning districts shall avoid a uniform appearance and repetitive building types by incorporating measures that promote design diversity, including:

1. The same model and elevation shall not be built next to each other. Different models are defined as having variations in floor plans.

2. Home designs shall be varied to achieve a minimum of one floor plan for each three homes. Mirrored floor plans to not count as different floor plans. Methods to provide variation include building modulation and

secondary building forms (e.g., covered porches, dormers, window bays). The number of floor plans per home is as follows:

a. 1-3 homes: 1 plan
b. 4-8 homes: 2 plans
c. 9-11 homes: 3 plans
d. 12 or more homes: 4 plans

3. In long subdivisions, at least 20 percent of the homes must be at least 25 percent smaller than average home size and 20 percent may be up to 25 percent larger than average home size. If 20 percent of the homes is a fraction, round to the nearest whole number.

Q. No City Maintenance of Streets in Short Subdivisions. Streets within a short subdivision shall not be maintained by the city unless such streets have been dedicated as a right-of-way, improved to current city standards, and accepted as part of the approved short subdivision. Therefore, unless accepted, the responsibility for maintenance shall lie with the owners of the lots.

17.12.080 Multifamily and nonresidential subdivisions. Subdivisions established for multifamily and nonresidential uses shall comply with all provisions of BIMC Title 18 (Zoning) applicable to the zone district where the property is located, and for the type of development anticipated. This requirement shall include, without limitation, compliance with design guidelines and standards for lot areas, dimensions, mobility and access, landscaping, screening, and vegetative buffers.

17.12.090 Special requirements for critical areas and shoreline.

A. Critical Areas. Any portion of any subdivision that contains a critical area as defined in Chapter 16.20 BIMC must conform to all requirements of that chapter.

B. Shoreline. Any portion of any subdivision located within the jurisdiction of the shoreline master program, as defined in Chapter 16.12 BIMC, must conform to all requirements of that chapter.

Table 17.12.060-1: Homesite Clustering Requirements

<table>
<tr><th>ZONING DISTRICT

DIMENSIONAL STANDARD</th><th>R-0.4</th><th>R-1</th><th>R-2</th><th>R-2.9</th><th>R-3.5</th><th>R-4.3</th><th>R-5</th><th>R-6</th><th>R-8</th><th>R-14</th><th>NC</th><th>MUTC
HS I and II</th></tr>
<tr><td colspan="13">HOMESITE CLUSTERING REQUIREMENT</td></tr>
<tr><td>Short Subdivisions

2-4 lots with greater than 50% natural area and community space combined</td><td colspan="3">n/a [1]</td><td colspan="9" rowspan="3">25 ft. maximum homesite separation</td></tr>
<tr><td rowspan="2">2-4 lots with less than 50% natural area and community space combined</td><td colspan="3">No maximum homesite separation [1]</td></tr>
<tr><td colspan="2">Site disturbance limited to 35% of site</td><td>n/a [1]</td></tr>
<tr><td>Long Subdivisions

5-9 lots with maximum natural area requirement</td><td colspan="3">No maximum homesite separation [1]
Site disturbance limited to 35% of site</td><td colspan="9" rowspan="5">25 ft. maximum homesite separation</td></tr>
<tr><td rowspan="2">5-9 lots with less than maximum natural area requirement</td><td>50 ft. [2]</td><td colspan="2">25 ft. [2]</td></tr>
<tr><td colspan="3">Maximum homesite separation</td></tr>
<tr><td rowspan="2">10+ lots</td><td>50 ft.</td><td colspan="2">25 ft.</td></tr>
<tr><td colspan="3">Maximum homesite separation</td></tr>
</table>

1. Homesite location needs to meet general requirements (BIMC 17.12.060.B).
2. As an alternative to maximum homesite separation, limit site disturbance to 35 percent of site.

Table 17.12.070-1 Subdivision Dimensional Standards

[Numbers in brackets indicate additional requirements listed at the end of the table.]

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
MINIMUM LOT AREA												
Short and Long Subdivision	If the site is not served by a public sewer system, the minimum individual lot area shall be determined by the Kitsap Public Health District in accordance with Section 15 of the Kitsap County Board of Health Ordinance 2008A-01, Amended June 7, 2011, *Onsite Sewage System and General Sewage Sanitation Regulations*, as amended. If the site is served by a public sewer system, there is no minimum lot area. Individual lots may contain portions of natural area, community space, and access easements.											
Large Lot Subdivision	5 ac or 1/128th of a section, whichever is smaller.	N/A										
BASE DENSITY The "base density" of a property means the density designated on the zoning map, exclusive of any density bonuses (see BIMC 18.12.050.A). Irregularly shaped lots and lots containing critical areas may not be permitted to achieve maximum density. Additional regulations on density may apply pursuant to BIMC 16.20.												
Short, Long and Large Lot Subdivisions	The maximum number of lots permitted shall be calculated by dividing the total lot area of the property (without deducting areas to be dedicated as public rights-of-way or areas to be encumbered by private road easements) by the square footage shown below as the zone-specific base density.											
Base Density	100,000 sq. ft.	40,000 sq. ft.	20,000 sq. ft. [1]	15,000 sq. ft.	12,500 sq. ft.	10,000 sq. ft.	8,500 sq. ft.	7,260 sq. ft.	5,400 sq. ft.	3,100 sq. ft.	20,000 sq. ft. [2]	See FAR table
Base density pursuant to BIMC 18.12.030.A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,630 sq. ft.	2,074 sq. ft.	N/A	N/A
NATURAL AREA												
Minimum percentage of total site	55%	45%	30%	25%	25%	20%	15%	N/A	10%	5%	15%	5%
Minimum width	50 ft.			25 ft.				N/A	5 ft.			
COMMUNITY SPACE [x] Instead of providing the required 5% community space, that area may be added to the required natural area if it can be demonstrated that greater conservation area can be achieved. [y] Community space not required if maximum natural area is provided.												
Minimum percentage of total site	5% [x][y]	7.5% [y]	10% [y]	15%						10%	15%	10%

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
HOMESITE Note: Refer to definition of homesite and standards for homesites. [x] Refer to BIMC 16.12, Special Provisions for Point Monroe District – 1,400 sq. ft. maximum development area applies.												
Maximum size	10,000 sq. ft.	7,500 sq. ft.	6,500 sq. ft.	5,500 sq. ft.	4,500 sq. ft.	3,500 sq. ft.	3,500 sq. ft.	N/A [x]	3,000 sq. ft.	2,250 sq. ft.	3,500 sq. ft.	2,250 sq. ft.
HOME SIZE												
Maximum size	N/A								1,600 sq. ft.			
MAXIMUM LOT COVERAGE												
Short and Long Subdivision	Same as applied to the entire property that is the subject of the subdivision application, a portion of which shall be assigned to each lot at the time of preliminary plat approval.											
Large Lot Subdivision	10%	15%	20%	25%	25%	25%	25%	N/A	25%	40%	N/A	N/A
MINIMUM SETBACKS Note: Additional setbacks may be required by: (a) Chapter 16.08 or 16.12 BIMC, or (b) Chapter 16.20 BIMC, Critical Areas, or (c) BIMC 18.09.030, Use-specific standards, or [x] Attached or zero lot line allowed in all districts if building is 1,600 sf or less [y] ADUs do not need to meet TOTAL building to homesite boundary setback – only minimum setback; must be located within homesite.												
Building to homesite boundary Net building size 1,600 sq. ft. or less Minimum/total [x] [y]	5 ft. min., 10 ft. total						3 ft. min., 10 ft. total					
Building to homesite boundary Net building size 1,601 sq. ft. or more Minimum/total [y]	15 ft. min., 50 ft. total	10 ft. min., 25 ft. total	10 ft. min., 20 ft. total					N/A	N/A		N/A	
Building outside homesite to exterior plat boundary line Net building size 200 sq. ft. or less	50 ft.	25 ft.		10 ft.		5 ft.						
Building outside homesite to exterior plat boundary line Net building size 200 sq. ft. or more	50 ft.	25 ft.		10 ft.		10 ft.					5 ft.	

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC HS I and II
Homesite to exterior plat boundary line	50 ft.	25 ft.		10 ft.		5 ft.						
Any building to SR 305 right-of-way	75 ft.	75 ft.	75 ft.	N/A	25 ft.	N/A	N/A	N/A	25 ft.	N/A	25 ft.	25 ft.
Homesite to edge of arterial and collector right-of-way	25 ft.			10 ft.								
Building outside homesite to edge of arterial and collector right-of-way [3]	25 ft.			10 ft.								
Any building, other than shared garage, to all other streets	10 ft.						5 ft.					
Building to trail, natural or community space or access easement (except for natural areas that are also perimeter buffers)	10 ft.					5 ft.					10 ft.	5 ft.
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 16.12.040.I.3.h, Shoreline Structure Setbacks.											
SHARED GARAGE DIMENSIONAL STANDARDS												
Shared garage to local access street	0 feet											
Shared garage to shared garage	10 feet											
Shared garage maximum size	60 feet long or 1440 square feet total											
MAXIMUM BUILDING HEIGHT												
Short, Long, and Large Lot Subdivisions	Height requirements for standard lots apply pursuant to BIMC Table 18.12.020-2.											

[1] The base density for that parcel in the Lynwood Center special planning area designated as R-2 is one unit per 20,000 sq. ft. but may be increased up to 3 units per acre; provided, that a public access easement is granted for that portion of the parcel that lies to the south of Point White Drive along the waters of Rich Passage. The base density of some parcels in the Fort Ward historic overlay district may be increased as shown in BIMC 18.24.110.
[2] In the NC district, single-family dwellings must be in accordance with zoning in the R-2 district except that bonus densities may be obtained pursuant to BIMC 18.12.030.D if applicable (see BIMC 18.09.030.B).
[3] Transit shelters allowed in setback subject to City approval.

Chapter 17.28

DEFINITIONS

Sections:
17.28.010 Rules of construction.
17.28.020 Definitions.

17.28.010 Rules of construction.
Rules of construction shall be those listed in BIMC 18.36.010. (Ord. 2011-02 § 2 (Exh. A), 2011)

17.28.020 Definitions.
1. "Arterial" means an arterial road as defined in the City of Bainbridge Island Islandwide Transportation Plan. ~~major thoroughfare used mainly for through traffic rather than access to nearby property. Arterials have greater traffic-carrying capacity than collector or local streets and are designed for continuously moving traffic~~.

~~2. "Block" means a group of lots, tracts or parcels within well defined and fixed boundaries.~~

2~~3~~. "Buffer" means as defined in Chapter 18.36 BIMC.

~~4. "Circle template" means as defined in Chapter 18.36 BIMC.~~

~~5. "Cluster development" means a group of adjoining homesite areas situated in a suitable area of a property, designed in such a manner that facilitates the efficient use of land by reducing disturbed areas, impervious surfaces, utility extensions and roadways, while providing for the protection of valued open space features.~~

3~~6~~. "Cluster ~~grouping~~" means ~~a~~ grouping ~~of two or more homesite areas for short subdivisions and a grouping of four or more~~ homesites ~~for long~~ within a subdivision to facilitate the efficient use of land by limiting areas of disturbance, impervious surfaces, utility extensions and roadways. ~~s regulated by BIMC 17.12.030.B.~~

4~~7~~. "Code" means the City of Bainbridge Island Municipal Code.

5~~8~~. "Collector" means a collector road as defined in the ~~c~~City of Bainbridge Island ~~comprehensive plan~~ Islandwide Transportation Plan.

6. "Community space" means the portion of a subdivision maintained in perpetuity and designated for the common use and enjoyment of property owners within the subdivision.

7~~9~~. "Comprehensive plan" means as defined in Chapter 18.36 BIMC.

8~~10~~. "Contiguous land" means land adjoining and touching other land regardless of whether or not portions of the parcels have separate tax numbers, or were purchased at different times, in different sections, are in different government lots or are separated from each other by public or private easement or right-of-way.

9~~11~~. "Critical areas," as used in this title, means critical areas, ~~and~~ their protective buffers, and aquifer recharge protection areas as described by Chapter 16.20 BIMC.

10~~12~~. "Dedication" means the deliberate assignment of land by an owner for any general and public uses, reserving to the owner no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat of a short or long subdivision, a large lot subdivision, or a nonresidential or multifamily subdivision showing the dedication. Acceptance of the filing shall be by approval of the final plat by the city.

11~~13~~. "Department" means as defined in Chapter 18.36 BIMC.

12~~14~~. "Director" means as defined in Chapter 18.36 BIMC.

The Bainbridge Island Municipal Code is current through Ordinance 2018-42, passed October 9, 2018.

13~~15~~. "Division" means a portion of property within an approved preliminary subdivision that is authorized to be recorded separately by the specific terms and conditions of the preliminary and/or final subdivision approval.

14~~16~~. "Easement" means a right of use granted by a property owner to specific persons or to the public for use of land for a specific purpose.

15~~17~~. "Effective visual screen" means a sight-obscuring barrier provided by: (a) a topographic variation, (b) a physical condition, such as an existing native forest, or (c) installed vegetation that provides a visual barrier within five years of planting.

16~~17~~. "Farms" and "farmland" mean land used for crop agriculture or livestock agriculture, as those terms are defined in Chapter 18.36 BIMC.

17~~18~~. "Final subdivision" or "final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in Chapter 58.17 RCW or its successors and the Bainbridge Island Municipal Code.

~~19. "Flexible lot design" is the design process the city uses that permits flexibility in lot development and encourages a more creative approach than traditional lot-by-lot subdivision. The flexible lot design process includes lot design standards for the placement of buildings, use of open spaces and circulation that best addresses site characteristics. This design process permits clustering of lots, with a variety of lot sizes, to provide open space, maintain Island character and protect the island's natural systems.~~

18~~20~~. "Footprint" means a building footprint as defined in BIMC 18.12.050.

19~~21~~. "Greenway" means a system composed of land areas and connector links. The land areas include, but are not limited to: large open areas, public lands, farmlands, critical areas, forests, shoreline areas, and parks. The features of the connector links include trail systems, riparian areas, visual or scenic views of ridgelines, wildlife corridors or any combination of these.

20~~22~~. "Health district" means the Kitsap Public Health District ~~County health district~~.

21~~23~~. "Hearing examiner" means the official designated as the hearing examiner for the city pursuant to BIMC Title

22~~24~~. "Homesite ~~area~~" means ~~the area~~ that portion of a lot depicted on the face of a plat that is intended for development of the primary residential dwelling and accessory buildings and necessary infrastructure within a ~~cluster~~ subdivision.

23~~25~~. "Island character" is the term used to describe the special character of the island – winding, narrow and vegetated roadways and forested areas, meadows, farms, areas that contain much of the island's wetlands and streams, aquifer recharge areas and fish and wildlife habitat areas. For the purposes of this title, it does not refer to a level of service, or type of development, or measure of development intensity.

24. "Landscaping" means as defined in Chapter 18.36 BIMC.

25~~26~~. Large Lot Subdivision. A "large lot subdivision" means the division or redivision of land into two or more lots for the purpose of sale, lease or transfer of ownership where each lot is not smaller than five acres or 1/128th of a section (whichever is smaller); provided, that this shall not include division or redivision of land where all parcels are greater than 20 acres or 1/32nd of a section.

26~~27~~. "Laws of descent" means the rules of inheritance law established by the state of Washington and the federal government that apply in cases where there is no will naming the persons to receive the possessions of a person who has died.

27~~28~~. "Long subdivision" means the division or redivision of land into five or more lots, tracts (except tracts specifically reserved as ~~open space~~ natural area), parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, but shall not include a short subdivision.

The Bainbridge Island Municipal Code is current through Ordinance 2018-42, passed October 9, 2018.

28~~29~~. “Lot” means a lot as defined in Chapter 18.36 BIMC.

29~~30~~. “Low-impact fencing” means a fence designed to preserve views into an area and wildlife access to and from the area while providing a physical barrier to prevent livestock or humans from easily or inadvertently entering the area. Low-impact fencing includes without limitation two- or three-tier split-rail or horse-rail fencing not exceeding five feet in height, four-inch by four-inch wooden posts with two or three strands of cable in between, or other fencing with similar visual, barrier, and access characteristics as determined by the director.

30~~31~~. “Mature vegetation on ridgelines” means as defined in Chapter 18.36 BIMC.

31~~32~~. “Meadow” means an open, nonforested area formed by the land’s natural features and events of nature.

32~~33~~. “Native forest” means established forest areas primarily consisting of native trees and plants.

33~~34~~. “Native vegetation” means as defined in Chapter 18.36 BIMC.

34. “Natural area” means the undeveloped portion of a subdivision that contains natural resources features such as critical areas, significant tree stands, forested areas, native vegetation, and designated wildlife corridors, that is preserved in perpetuity designated or reserved for public use or enjoyment, or used for the private use and enjoyment of property owners within the subdivision.

35. “Off-site views” or “views from off site” means as defined in Chapter 18.36 BIMC.

~~36. “Open space” means any area of land that is predominantly undeveloped and that provides physical and/or visual relief from the developed environment in perpetuity, that is generally unimproved and set aside, designated or reserved for public use or enjoyment, or used for the private use and enjoyment of property owners. Open space may consist of undeveloped areas, such as pastures and farmlands, woodlands, greenbelts, critical areas, pedestrian corridors and other natural areas that provide recreational opportunity and visual relief from developed areas. Open space excludes tidelands, areas occupied by buildings, and any other developed areas such as driveways, all rights-of-way and any other impervious surfaces not incidental to open space purposes.~~

36~~37~~. “~~Open space~~ Natural area sign” means a sign used to delineate the boundaries of designated open space, critical areas, and/or their buffers. Open space/critical areas signs shall be made of metal or similar durable material and shall be between 64 and 144 square inches in size.

37~~38~~. “Orchard” means as defined in Chapter 18.36 BIMC.

38~~39~~. “Pasture” means land used for grazing.

39. “Perimeter buffer” means a vegetated space retained or established at the exterior plat boundary of a subdivision that provides an effective visual screen between, and minimizes potentially adverse impacts to, adjacent properties.

40. “Phasing” means the use of limits on construction, permitting or occupancy to reduce the immediacy or severity of impacts of the subdivision on the environment or to better achieve the requirements of state law for the concurrence of the facilities and services with the needs generated by development.

41. “Plat” is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.

42. “Planning commission” means the Bainbridge Island planning commission, as described in BIMC 2.14.020.

43. “Platted lot” means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area and the flexible lot development standards contained within this title. The term includes tracts or parcels.

44. “Preliminary plat” is a drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of this title. The preliminary plat shall be the basis for the approval or disapproval of the layout of a subdivision.

The Bainbridge Island Municipal Code is current through Ordinance 2018-42, passed October 9, 2018.

45. “Public way” means a dedicated street, easement allowing public access, and other forms of access open to the public.

46. “Right-of-way” means land in which the state, county, city or other governmental entity owns the fee simple title or has an easement dedicated or required for a transportation or utility use. The right-of-way is the right to pass over the property of another. It refers to a strip of land legally established for the use of pedestrians, vehicles or utilities.

47. “Road” means as defined in Chapter 12.38 BIMC.

48. “Roadside buffer” means a vegetated space retained or established that provides an effective visual screen of new development or preserves existing roadside character, forested character, or scenic views.

4948. “Short plat” means the map or representation of a short subdivision.

5049. “Short subdivision” is the division or redivision of land into four or fewer lots, tracts (except tracts specifically reserved as ~~open space~~ natural area), parcels or sites, for the purpose of sale, lease or transfer of ownership~~, except that the division or redivision of two or more existing lots into up to nine lots consistent with the procedures and standards contained in BIMC 17.12.030.A shall constitute a short subdivision if an applicant dedicates additional open space area pursuant to BIMC 17.12.030.A.5~~.

5150. “Significant tree” shall have the meaning defined in Chapter 18.36 BIMC.

5251. “Stormwater” shall have the meaning defined in Chapter 15.20 BIMC.

5352. “Street” shall have the meaning defined in Chapter 18.36 BIMC.

5453. “Testamentary provisions” means provisions of a last will or testament of a person who has died concerning land or property owned or controlled by that person, which provisions are generally carried out by an executor appointed by a court or public official on behalf of the deceased.

5554. “Wetland” shall have the meaning defined in Chapter 16.20 BIMC. (Ord. 2017-02 § 21, 2017; Ord. 2011-02 § 2 (Exh. A), 2011)

The Bainbridge Island Municipal Code is current through Ordinance 2018-42, passed October 9, 2018.

Exhibit C
BIMC 18.18 -- Design Guidelines for Residential Subdivisions

Topic	Design Guideline
	Words/phrases **in bold** will have a definition in Title 17.
Island Character	**Intent:** Preserve and maintain **Island character.** **Guideline:** Subdivisions should reflect the special character of the island which includes downtown Winslow's small town atmosphere and function, neighborhood centers, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation. **Subsequent discussion that this guideline would be too challenging to implement.
Neighborhood Context	**Intent:** To reflect and/or enhance the context provided by existing roadway character and neighboring properties. **Guideline:** Site design should support the purpose of the zoning district in which the development is located, complement the existing character of specific neighborhoods, provide continuity with adjoining properties and, where necessary, provide transition between land uses and protect privacy of residents on adjacent properties.
Natural Area	**Intent:** To incorporate forested and/or other natural areas into site design in such a way that ecological and aesthetic integrity, qualities, and values are preserved or restored. **Guideline:** The required natural area shall be treated as a feature intrinsic to the subdivision design in order to maintain existing on- and off-site ecological processes and provide an asset of value to subdivision residents.
Natural Site Conditions	**Intent:** To preserve and integrate existing natural site patterns and features throughout the site. **Guideline:** Site development should be designed to preserve and integrate the natural conditions of the site, including existing topography, native trees and vegetation, drainage patterns, and ecological features based on an inventory and analysis of existing conditions. Homesite and infrastructure placement should complement natural topography and retain native vegetation to the maximum extent feasible.
Historic and Cultural Resources	**Intent:** To preserve important historic and cultural resources. **Guideline:** Site design should maximize opportunities for preserving historic and cultural structures, and retain historic landscape features and connections.
Stormwater	**Intent:** Integrate stormwater facilities in site design with emphasis on infiltration and dispersion practices. **Guideline:** Stormwater facilities shall utilize existing drainage patterns and be designed as a site amenity, where feasible. Low impact development practices shall be used throughout the site to minimize the size of ponds or vaults. Open stormwater facilities (ponds and bioswales) shall

Topic	Design Guideline
	provide a natural appearance through layout, design and landscape treatment, including shallow side slopes, curvilinear configuration, and use of native vegetation.
Septic Systems	**Intent:** To minimize impact of septic facilities. **Guideline:** Design and locate sewage facilities to minimize site disturbance and native vegetation removal and utilize shared systems where feasible.
Water Conservation	**Intent:** To protect the Island's finite groundwater resources and adapt to the impacts of a changing climate. **Guideline:** Water conservation measures shall be considered in site design including use of native and drought tolerant vegetation, rainwater capture, and water reuse.
Community Space	**Intent:** To promote a shared sense of community. **Guideline: Community spaces** should function as an integral part of the development and be located adjacent to as many homesites as is feasible.
Cluster Homesites	**Intent:** To promote interaction within the community and facilitate the efficient use of land by reducing disturbed areas, impervious surfaces, utility extensions and roadways. **Guideline:** The preferred design for homesites is to cluster them and, to the extent feasible, to locate infrastructure efficiently to maximize the undeveloped area.
Solar Access	**Intent:** To provide solar access for wellbeing and energy production. **Guideline:** Site design, including street, lot, and homesite layout and orientation, should allow for passive and active solar access. Massing of buildings, tree retention, and introduced vegetation should take into account the effects of shade.
Access and Circulation	**Intent:** To provide a practical and pleasant network of multi-modal circulation. **Guideline:** Adequate provisions for pathways and other pedestrian/bicycle amenities connecting various parts of the development, the surrounding road or trail network, and adjacent parcels should be included in site design.
Motor Vehicles	Intent: To minimize the prominence of motor vehicle use and storage. Guideline: Site design and features related to motor vehicle use and storage should be minimized. Site design shall consider shared driveways, minimum road widths, traffic calming measures such as Woonerfs and chicanes, and shared or clustered parking areas or structures.
Homesite Design	**Intent:** To efficiently configure building footprint(s) and allowed uses within a homesite. **Guideline:** Homesite configuration should consider compact and energy-efficient home and site design with massive houses on small lots strongly discouraged.
Diversity in House Design	**Intent:** To provide a range of home sizes and designs to achieve diversity in visual appearance and affordability. **Guideline:** House designs should be varied in size, massing, and frontage character using methods such as varied floor plans, staggered front yard setbacks, building modulation, and

Topic	Design Guideline
	changes in exterior materials. Houses should display shared architectural features to establish continuity and harmony.
Facing Public Streets	**Intent:** To reinforce neighborliness of homes along a public street. **Guideline:** Houses along interior public streets should orient the entry toward the street and avoid the use of solid walls and fences. Garages along the front façade should be de-emphasized by recessing vehicular entrances or locating the garage behind or on the side of the house.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (7:25 PM) Set Public Hearing on Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - 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. 2019-17 for June 11, 2019, as part of the City Council Business Meeting.

SUMMARY:

On May 7, 2019, the City Council discussed generally the potential for future revisions to Chapter 16.32 BIMC as part of a presentation from two arborists summarizing their report, “City of Bainbridge Island Tree Resource Code and Policy Recommendations." Proposed Ordinance No. 2019-17 would extend for an additional six months the interim control governing the preservation, protection, and retention of Landmark Trees in effect since June 26, 2018 (Ordinance No. 2018-25) to allow more time to consider and potentially adopt revisions to Chapter 16.32 BIMC. This agenda item is to set the public hearing on proposed Ordinance No. 2019-17 for June 11, 2019.

FISCAL IMPACT:

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

BACKGROUND:

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code, Chapter 16.32 BIMC - Protection of

Landmark Trees. The interim official control took effect immediately and remains in effect until June 26, 2019, unless terminated earlier by the City Council.

This agenda item is to set the public hearing for proposed Ordinance No. 2019-17 for June 11, 2019. The proposed ordinance would extend the interim control for an additional six months, until December 26, 2019, and would update the work plan related to the interim control.

ATTACHMENTS:

Ordinance No. 2019-17, Extending Landmark Tree Regulations

Exhibit A to Ordinance No. 2019-17 (Updated Work Plan)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-17

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until December 26, 2019.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim official controls related to land uses; and

WHEREAS, the City Council of the City of Bainbridge Island ("City") updated the City's Comprehensive Plan in February of 2017; and

WHEREAS, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City's Comprehensive Plan, has been discussing how to best accommodate growth and development in both general and specific ways, and finds that there are likely to be adverse impacts on the City and its citizens unless the City acts immediately to preserve the status quo; and

WHEREAS, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on Bainbridge Island; and

WHEREAS, Landmark Trees, because of their age, size, and condition, are recognized as having exceptional value in contributing to the character of the community; and

WHEREAS, the Planning Commission, Design Review Board, and the Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City's Comprehensive Plan; and

WHEREAS, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 BIMC, *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes fines if a Landmark Tree is removed without a permit; and

WHEREAS, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

WHEREAS, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25 on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via Ordinance 2018-42), and on December 11, 2018 (via Ordinance 2018-45); and

WHEREAS, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

WHEREAS, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

WHEREAS, in response to comments and input that City staff and the City Council received regarding implementation and application of the landmark tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of landmark tree removal that would be approved through permit review; and

WHEREAS, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was provided as Exhibit A to that ordinance; and

WHEREAS, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

WHEREAS, additional time is needed for the City Council to review the recommendations and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City's Comprehensive Plan; and

WHEREAS, on May 28, 2019, the City Council first discussed this ordinance, Ordinance No. 2019-17; and

WHEREAS, on June 11, 2019, the City Council held a public hearing on this ordinance, Ordinance No. 2019-17, and considered and adopted this ordinance and the updated work plan that is provided as Exhibit A to this ordinance; and

WHEREAS, the interim official control promotes the public good and is necessary for the protection of public health, property, safety and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the that declaration of emergency nor the effective date of the interim official control, which is June 26, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, and 2018-45.

Section 2. Duration of Interim Official Control Extended. The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until December 26, 2019, six months beyond the current expiration date which, without this amendment, would be June 26, 2019.

Section 3. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 4. Interim Official Control Work Plan and Hearing. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City is hereby extending the interim official control as described herein based on the updated work plan that has been developed and is attached and incorporated herein as Exhibit A to this ordinance, the public hearing that is being held related to this ordinance, and the findings of fact that have been made in this ordinance and the previous ordinances related to this interim official control.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in Ordinance No. 2018-25, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the "Whereas" clauses in Ordinance Nos. 2018-25, 2018-32, 2018-42, and 2018-45 and those "Whereas" clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until December 26, 2019, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is June 26, 2018. The Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

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 24, 2019
PASSED BY THE CITY COUNCIL:	June _____, 2019
PUBLISHED:	June _____, 2019
EFFECTIVE DATE:	June _____, 2019
ORDINANCE NUMBER:	2019-17
ATTACHED:	Exhibit A

EXHIBIT A

PROTECTION OF LANDMARK TREES

UPDATED WORK PROGRAM FOR INTERIM REGULATIONS (May 28, 2019)

ORDINANCE 2018-25 PROTECTION OF LANDMARK TREES:
On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim official control took effect immediately and will be extended until December 26, 2019, via the adoption of this current ordinance, Ordinance No. 2019-17, unless terminated earlier or extended by the City Council.

Since being adopted, the City Council has amended the interim official control adopted by Ordinance No. 2018-25 three previous times: first on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance 2018-42), and on December 11, 2018 (via Ordinance 2018-45).

The City has developed and is proceeding based on the *Updated Work Program* described below to address the issues related to preservation of larger trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, and 2018-45, as well as this current ordinance, Ordinance No. 2019-17.

Fall 2018
On October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists led by Katy Bigelow and John Bornsworth to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC. The City Manager negotiated and executed a contract with the team of arborists, and the team's recommendations were received in December 2018.

May 2019
The City Council reviewed the final report and recommendations from the consultant arborists. The Council is in the process of considering and providing policy direction to staff about which recommendations to pursue. A possible result of that Council consideration could be proposed code changes, first reviewed by the Planning Commission, and/or recommendations not related to the code such as improved outreach and education materials.

July-August 2019
After the City Council provides policy direction to City staff, the Planning Commission would review any drafted code changes (via a draft ordinance). After holding a public hearing, the Planning Commission would make recommendations to the Council on a tree preservation, protection, and retention ordinance.

August-October 2019
The City Council would then review and take action on the proposed ordinance.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (7:30 PM) Ordinance No. 2019-04, Updating the City's Sign Code,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

1.) I move to set a public hearing on Ordinance No. 2019-04 as part of the agenda for the June 11, 2019 Business Meeting.

Or

2.) Discussion and/or direction to staff to revise Ordinance No. 2019-04 in a manner to be determined by Council.

SUMMARY:

Continued consideration of Ordinance No. 2019-04, which proposes to update the City's sign code. Council direction is sought regarding: (1) whether a public hearing on the ordinance should be set; and (2) whether the Council desires to further revise the proposed ordinance.

FISCAL IMPACT:

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

BACKGROUND:

On September 18, 2018, and again on November 27, 2018, the City Council was briefed on issues related to the City's sign code. 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.

On May 14, 2019, the City Council considered a further revised Ordinance No. 2019-04 and directed staff to prepare additional materials outlining how Ordinance No. 2019-04 proposes to regulate sandwich boards and temporary signs. Such materials are attached in the form of a memorandum.

The intent of the attached memorandum is to provide the City Council and the community with a better understanding of how Ordinance No. 2019-04, as currently drafted, would affect sandwich board signs and temporary signs on Bainbridge Island.

ATTACHMENTS:

Memo - Effect of Ordinance No. 2019-04 on Sandwich Board Signs and Temporary Signs

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

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

Office of the City Attorney
Memorandum

Date: May 24, 2019

To: City Council; Morgan Smith, City Manager

From: Robbie Sepler, Deputy City Attorney

Re: Effect of Proposed Ordinance No. 2019-04 on Sandwich Board Signs and Temporary Signs

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I. Introduction.

Ordinance No. 2019-04 proposes changes to how sandwich board signs and temporary signs are regulated under the City's sign code. The intent of this memo is to provide the City Council and the community with a better understanding of how Ordinance No. 2019-04, as currently drafted, would affect sandwich board signs and temporary signs.

If adopted, Ordinance No. 2019-04 would also update the City's sign code in accordance with the U.S. Supreme Court's decision in *Reed v. Town of Gilbert*. The overall take away from the *Reed* case is that a sign code cannot regulate noncommercial signs based on the message conveyed on the sign (e.g., political signs, ideological signs, event signs, etc.). In other words, a sign code cannot require that all "political signs" be a certain size, because to enforce such a regulation the sign itself needs to be read to determine if it displays a "political" message.

This memo concludes with several discussion points for the City Council to consider.

II. Sandwich Board Signs.

A. What is a "Sandwich Board"?

Under Ordinance No. 2019-04, a sandwich board is a sign which consists of two panels hinged or attached at the top or side, designed to be movable and stand on the ground. Here are examples of signs that constitute "sandwich boards" for the purposes of Ordinance No. 2019-04:







B. How Does the Current Sign Code Regulate Sandwich Boards?

The following types of sandwich board signs are allowed under the City's current sign code:

1. One on-site commercial sandwich board sign per business with a sign permit;
2. Temporary off-site commercial sandwich board signs, with a sign permit, displayed for a maximum of 36 days in a 12-month period; and
3. Temporary off-site noncommercial sandwich board signs without a sign permit.

In summary, a sandwich board is "commercial" if the sign is related solely to the economic interests of the owner of the sign and its audience. If not, then it is noncommercial.

C. How Does Ordinance No. 2019-04 Propose to Regulate Sandwich Boards?

If adopted, Ordinance No. 2019-04 would allow the following types of sandwich board signs during a six-month transition period, after which all sandwich board signs would be prohibited:

1. One on-site commercial sandwich board sign per business with a sign permit; and
2. Temporary off-site commercial sandwich board signs, with a sign permit, displayed for a maximum of 36 days during the six-month transition period.

In a departure from the City's current sign code, all noncommercial sandwich board signs would be prohibited under Ordinance No. 2019-04.

D. What Do On-Site Commercial Sandwich Board Signs Look Like?

These are sandwich boards that are placed on the same property as the business that they advertise. The sandwich boards in the photo below reference businesses located on the same property and such sandwich boards are not placed in the City's right-of-way. Under Ordinance No. 2019-04, the owners of the sandwich boards below could apply for a sign permit to display the sandwich boards during the six-month transition period. After the six-month transition period, these sandwich boards would be prohibited.





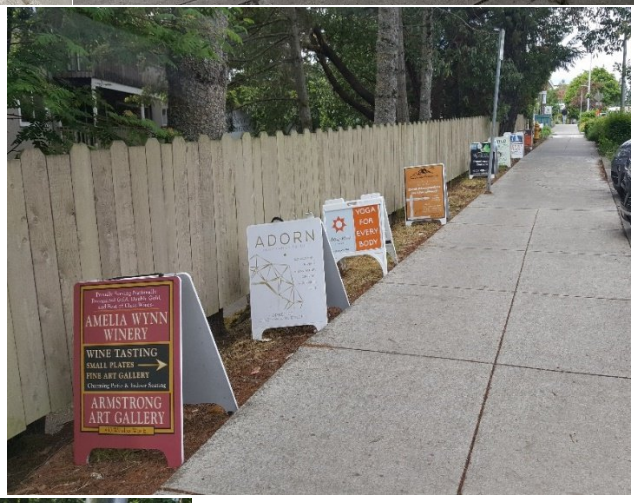
E. What Do Off-Site Commercial Sandwich Board Signs Look Like?

These are sandwich boards that are not placed on the same property as the businesses advertised on the sandwich boards. Under Ordinance No. 2019-04, the owners of the sandwich boards below could apply for a sign permit to display the sandwich boards for a maximum of 36 days during the six-month transition period. After the six-month transition period, these sandwich boards would be prohibited.











F. What About Other Portable Signs?

There are many types of signs that, like sandwich boards, are readily moveable, freestanding, and not permanently affixed to the ground, such as the following:



Under Ordinance No. 2019-04, such signs would be prohibited, except for such signs owned and placed by a public agency, like the following sign:



III. Temporary Signs.

A. What Are "Temporary Signs"?

In the context of Ordinance No. 2019-04, "temporary signs" are signs that have a similar construction to the signs shown below:



B. How Does the Current Sign Code Regulate Temporary Signs?

The City's current sign code does not specifically regulate a single category of "temporary signs." Instead, the City's current sign code regulates a number of types of signs based on content, specifying some limitations on how long certain types of signs may be displayed. Under *Reed v. Town of Gilbert*, the City may no longer use such an approach to regulate signs.

C. How Does Ordinance No. 2019-04 Propose to Regulate Temporary Signs?

Ordinance No. 2019-04 proposes a new category of "temporary signs," with different regulations depending on whether the temporary sign is commercial or noncommercial. Specifically:

- Temporary signs that are "commercial" are prohibited; and
- Temporary signs that are "noncommercial" are allowed, with some restrictions based on where they are placed.

i. How do I know if my temporary sign is commercial?

A temporary sign is commercial if the sign is related solely to the economic interests of the owner of the sign and its audience. Here are some examples of temporary signs that are commercial and would therefore be prohibited under Ordinance No. 2019-04:











ii. How do I know if my temporary sign is noncommercial?

Temporary signs are noncommercial if the sign relates to more than just the economic interests of the owner of the sign and his/her audience. Here are some examples of temporary signs that are noncommercial and would therefore be allowed under Ordinance No. 2019-04, with some restrictions based on where they are placed:













Specifically, the following types of temporary signs are noncommercial and would therefore be allowed under Ordinance No. 2019-04:

- A sign for a youth-sports signup put out by a government agency (e.g., School District or Park District) or a nonprofit corporation;
- Fundraising signs put out by a religious organization or a nonprofit corporation;
- An event sign put out by a government agency or nonprofit corporation, provided that the sole reason for the sign isn't the economic interest of the owner of the sign; and
- Political signs, supporting or opposing a candidate or ballot measure.

IV. Discussion Points for the City Council.

- Does the City Council desire to set a public hearing on Ordinance No. 2019-04 as currently drafted?
- If not:
  - Does the City Council have concerns with the proposed changes to how sandwich boards would be regulated?
  - Does the City Council have concerns with the proposed changes to how temporary signs would be regulated?

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.
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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.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:00 PM) Rockaway Beach Drive Watermain Intertie Project Contract - 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 the Rockaway Beach Drive Watermain Intertie Project contract with Liden Land Development for approval with the June 11, 2019 consent agenda.

SUMMARY:

The Rockaway Beach Water System has a single well with declining production with limited capacity to meet peak demands. This project was identified and approved as part of the City's Capital Improvement Plan. It will install a watermain intertie with the adjacent Kitsap Public Utility District (KPUD) water system to provide a redundant source of supply and to meet peak demands and facilitate well maintenance. Bids were solicited through the MRSC Small Works Roster and three bids were received at the May 7, 2019 bid opening. The apparent low bidder is Liden Land Development in the amount of $223,715.49.

FISCAL IMPACT:

Amount:	$223,715.49
Ongoing Cost:	
One-Time Cost:	$223,715.49
Included in Current Budget?	Yes

BACKGROUND:

In 2018, City Council approved an interlocal agreement with the KPUD to construct a water system intertie between the City's Rockaway Beach system and the adjacent KPUD system.

The Rockaway Beach Drive Watermain Intertie project consists of installation of 365’ of eight-inch ductile iron waterman, 20’ of 4-inch ductile iron water main, a pressure reducing valve (PRV) station, electrical and

communication systems, and miscellaneous road and shoulder repairs. The project is on Rockaway Beach Drive between Halls Hill Road and Creosote Road.

Bids were solicited through the MRSC Small Works Roster and three bids were received at the May 7, 2019 bid opening. The apparent low bidder is Liden Land Development in the amount of $223,715.49.

City staff reviewed the bid results and the contractor's qualifications and recommends that the City Council award this contract to Liden Land Development in an amount not to exceed $223,715.49.

For more information, please see project webpage link below:

http://www.bainbridgewa.gov/1152

ATTACHMENTS:

Proposed Contract with Liden Land Development

Bid Form

FISCAL DETAILS:

Fund Name(s): Water Fund

Coding:

CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT

THIS PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT ("Contract") is entered into between the City of Bainbridge Island, a Washington State municipal corporation ("City"), and LIDEN LAND DEVELOPMENT & EXCAVATING INC., a corporation ("Contractor"). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the "Parties") agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the **ROCKAWAY INTERTIE PROJECT** ("Project"). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:

- Special Provisions (Attachment A), Electrical Instrumentation and Control Work (Attachment B), GC Systems Package Type PRV Station (Attachment C)
- Declaration of Retainage
- Minimum Wage Affidavit
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx)
- Guarantee Form
- Certification of Compliance with Wage Payment Statutes

2. Notice to Proceed; Time of Completion. The Contractor shall commence work within ten (10) working days after the City issues a written Notice to Proceed and shall complete the work within forty (40) working days from the City's issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Two Hundred Twenty-Three Thousand Seven Hundred Fifteen Dollars and Forty-Nine Cents ($223,715.49), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor shall submit a "Minimum Wage Affidavit" for itself/themselves and any subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

5.2 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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 Contract.

5.3 Inspection and Acceptance. The City's inspection or acceptance of any of the Contractor's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

6.1 Nondiscrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Contract 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.

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

6.3 Violation of this Section. Violation of this Section 6 shall be a material breach of this Contract 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. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the "one call" locator system, before commencing any excavation activities.

9. Warranty and Guarantee. The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City's final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor's work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City's mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish

corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance. The Contractor shall maintain insurance as follows:

[X] Commercial General Liability as described in Attachment D.
[X] Automobile Liability as described in Attachment D.
[X] Workers' Compensation as described in Attachment D.
[X] Builders Risk as described in Attachment D.
[X] Contractors Pollution Liability as described in Attachment D.

15. Payment and Performance Bonds. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from

the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

16. **Termination**. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A, Attachment B, and Attachment C) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A, Attachment B, and Attachment C) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. **Attorney's Fees and Costs**. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. **General Administration**. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. **Ownership of Documents**. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

20. **Subletting or Assigning of Contracts**. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the

Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

21. **Relationship of Parties**. The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

22. **Nonwaiver of Breach**. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. **Written Notice.** All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. **Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the later of the signature dates included below.

CITY OF BAINBRIDGE ISLAND:

Signature:_____

Morgan Smith, City Manager

Date:_____

LIDEN LAND DEVELOPMENT & EXCAVATION INC:

Signature:_____

Print Name:_____

Title:_____

Date:_____

Taxpayer ID #: _____

CITY CONTACT:

Patricia Jenkins, PE
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110
Phone: 206-780-3746
Email: pjenkins@bainbridgewa.gov

CONTRACTOR CONTACT:

Print Name:_____
Address:_____
_____
_____
Phone:_____
Fax: _____
Contractor License #: _____
(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

ATTACHMENT A
PROJECT – SPECIAL PROVISIONS
ROCKAWAY INTERTIE PROJECT

SPECIAL PROVISIONS

The following Special Provisions are made a part of this contract and supersede any conflicting provisions of the 2018 Standard Specifications for Road, Bridge and Municipal Construction ("Standard Specifications") and all Amendments to the Standard Specifications existing as of the Bid Issue Date of this Contract

These Special Provisions are made up of both General Special Provisions (GSPs) from various sources, which may have project-specific fill-ins; and project-specific Special Provisions. Each Provision either supplements, modifies, or replaces the comparable Standard Specification, or is a new Provision. The deletion, amendment, alteration, or addition to any subsection or portion of the Standard Specifications is meant to pertain only to that particular portion of the section, and in no way should it be interpreted that the balance of the section does not apply.

Also incorporated into the Contract Documents by reference are:

- *Manual on Uniform Traffic Control Devices for Streets and Highways*, currently adopted edition, with Washington State modifications, if any;
- *Standard Plans for Road, Bridge and Municipal Construction*, WSDOT/APWA, current edition;
- City of Bainbridge Island Design and Construction Standards and Specifications;
- 2018 Standard Specifications for Road, Bridge and Municipal Construction ("Standard Specifications") and all Amendments to the Standard Specifications existing as of the Bid Issue Date of this Contract, except that were there is a conflict between the Standard Specifications and the terms of this Contract, this Contract will control.

Contractor shall obtain copies of these publications, at Contractor's own expense.

DESCRIPTION OF WORK

(March 13, 1995)
This Contract provides for installation of 365 lf of 8" ductile iron main water main, 20 lf of 4" ductile iron main water main, PRV station-Flow control station, electrical and communication system and miscellaneous road and shoulder repair work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

1-05 Control of Work

1-05.4 Conformity and Deviations from Plans and Stakes

Supplement this section with the following:

Copies of the Contracting Agency provided primary survey control data are available for the bidder's inspection at the office of the Engineer.

The Contractor shall be responsible for setting, maintaining, and resetting all alignment stakes, slope stakes, and grades necessary for the construction of the roadbed, drainage, surfacing, paving, channelization and pavement marking, illumination and signals, guardrails and barriers, and signing. Except for the survey control data to be furnished by the Contracting Agency, calculations, surveying, and measuring required for setting and maintaining the necessary lines and grades shall be the Contractor's responsibility.

The Contractor shall inform the Engineer when monuments are discovered that were not identified in the Plans and construction activity may disturb or damage the monuments. All monuments noted on the plans “DO NOT DISTURB” shall be protected throughout the length of the project or be replaced at the Contractors expense.

1-05.11 Final Inspections and Operational Testing

Delete this section and replace it with the following:

It is the intent of the Contracting Agency to have at the Physical Completion Date a complete and operable system. Therefore when the work involves the installation of machinery or other mechanical equipment; electrical systems; or other similar work the Engineer will need a specified date by the Contractor operate and test the work for a period of time after final inspection but prior to the physical completion date. Whenever items of work are listed in the Contract Provisions for operational testing they shall be fully tested under operating conditions for the time period specified to ensure their acceptability prior to the Physical Completion Date. During and following the test period, the Contractor shall correct any items of workmanship, materials, or equipment which prove faulty, or that are not in first class operating condition. Equipment, electrical controls, meters, or other devices and equipment to be tested during this period shall be tested under the observation of the Engineer, so that the Engineer may determine their suitability for the purpose for which they were installed. The Physical Completion Date cannot be established until testing and corrections have been completed to the satisfaction of the Engineer.

The costs for power, gas, labor, material, supplies, and everything else needed to successfully complete operational testing, shall be included in the unit contract prices related to the system being tested, unless specifically set forth otherwise in the proposal.

Operational and test periods, when required by the Engineer, shall not affect a manufacturer’s guaranties or warranties furnished under the terms of the contract.

1-05 Payment

This section is supplemented with the following:

(******)

No separate payment shall be made for Control of Work or materials required to maintain control. Installation shall be considered incidental to all pipe, mechanical, and electrical installation.

1-06 Control of Material

Section 1-06.9 is supplemented with the following:

The contractor is responsible to coordinate the approval and acceptance of the materials supplied by S&B and GC Systems. The supplier requirements of both materials must be met to sustain all warranties provided by the supplier. No alterations to the plans provided in Attachment are allowed without approval of the supplier and supplied to the Project Engineer for record.

1-07 Legal Relations and Responsibilities to the Public

Confined Space
Confined spaces are known to exist at the following locations:

*** PRV Package station installation***

The Contractor shall be fully responsible for the safety and health of all on-site workers and compliant with Washington Administrative Code (WAC 296-809).

The Contractor shall prepare and implement a confined space program for each of the confined spaces identified above. The Contractors Confined Space program shall be sent to the contracting agency at least 10 days prior to the Contractor beginning work in or adjacent to the confined space. No work shall be performed in or adjacent to the confined space until the plan is submitted to the Engineer as required. The Contractor shall communicate with the Project Engineer to ensure a coordinated effort for providing and maintaining a safe worksite for both the Contracting Agency's and Contractor's workers when working in or near a confined space.

All costs to prepare and implement the confined space program shall be included in the bid prices for the GC Systems Package Station and various items associated with the confined space work.

1-07.17 Utilities and Similar Facilities

Section 1-07.17 is supplemented with the following:

(April 2, 2007 WSDOT GSP)
Locations and dimensions shown in the Plans for existing facilities are in accordance with available information obtained without uncovering, measuring, or other verification.

The following addresses and telephone numbers of utility companies known or suspected of having facilities within the project limits are supplied for the Contractor's convenience:

(******)
Puget Sound Energy Power
22884 Ryen Dr NW
Poulsbo, WA 98370
(888) 225-5773

CenturyLink
8528 Palatine Ave N
Seattle, WA 98103
(877) 417-3983

(206) 789-1132

Comcast
1225 Sylvan Way
Bremerton, WA 98310
(800) 934-6489

Kitsap Public Utility District
1431 NW Finn Hill Rd
Poulsbo, WA 98370
(360) 779-7656

1-07.23 Public Convenience and Safety
Section 1-07.23 is supplemented with the following:
(******)

Each property owner shall be given 48-hours notice prior to entry by the Contractor. This includes blocking any egress or ingress by private property owners along Rockaway Beach and Halls Hill. The Contractor shall be responsible for providing, without expense or liability to the Contracting Agency, any additional land and access thereto that the Contractor may desire for temporary construction facilities, storage of materials, or other Contractor needs. However, before using any private property, whether adjoining the work or not, the Contractor shall file with the Engineer a written permission of the private property owner, and, upon vacating the premises, a written release from the property owner of each property disturbed or otherwise interfered with by reasons of construction pursued under this contract. The statement shall be signed by the private property owner, or proper authority acting for the owner of the private property affected, stating that permission has been granted to use the property and all necessary permits have been obtained or, in the case of a release, that the restoration of the property has been satisfactorily accomplished. The statement shall include the parcel number, address, and date of signature. Written releases must be filed with the Engineer before the Completion Date will be established.

1-07.23(1) *Construction under Traffic*
Section 1-07.23(1) is supplemented with the following:
(******)

The Contractor shall schedule road closures with the City of Bainbridge Island 10 calendar days in advance to allow for noticing.

The Contractor shall provide for advance notice of construction activities on Rockway Beach Road near construction. Refer to Special Provisions Section 1-10.3(3) Temporary Traffic Control. Contractor shall refer to lane closure restrictions listed.

(******)
Lane Closures Restrictions

Lane restrictions shall be held to a minimum time and length needed for each operation. If the Project Engineer determines that the lane restrictions are causing congestion, the Contractor will be required to open all lanes to traffic until the congestion is eliminated.

Contractor shall supply flaggers when operating one lane only. Signage shall be added to alert traffic of the restriction.

Pedestrian Walkways and Bicycle Pathways for pedestrians and bicycles shall remain open at all times.
(January 2, 2012)
Work Zone Clear Zone

The Work Zone Clear Zone (WZCZ) applies during working and nonworking hours. The WZCZ applies only to temporary roadside objects introduced by the Contractor's operations and does not apply to preexisting conditions or permanent Work. Those work operations that are actively in progress shall be in accordance with adopted and approved Traffic Control Plans, and other contract requirements.

During actual hours of work, only materials absolutely necessary to construction shall be within the WZCZ and only construction vehicles absolutely necessary to construction shall be allowed within the WZCZ or allowed to stop or park on the shoulder of the roadway.

The Contractor's nonessential vehicles and employee's private vehicles shall not be permitted to park within the WZCZ at any time unless protected as described above. The City has provided potential public right of way areas that can be used for long term construction staging.

Deviation from the above requirements shall not occur unless the Contractor has requested the deviation in writing and the Engineer has provided written approval.

1-07.24 Rights of Way

(October 1, 2005 APWA GSP)

Section 1-07.24 is supplemented with the following:

1-07.24(1) Staging Area and Access (New) (****)

1-07.24(2) Description

The areas designated in public right of way or property owned by agency and utilized by the contractor for temporary construction staging.

The City has public right along Rockaway and Halls Hill Road. There is also an existing sewer lift station located near the construction zone. Rockaway and Halls Hill must be maintained for emergency services. Three areas have been identified for potential staging. There is a bump out of right of way near a public park on Rockaway, at the top of Rockaway Road and Halls Hill and finally the sewer lift station location. Contractor parking is limited please review 1-07.23, and responsibility to plan for materials delivery and storage.

1-07.24(3) Materials
This section is supplemented with the following:

The Engineer's acceptance of any staging areas shall not relieve the Contractor from compliance with safety, and BMPs. **The Contractor shall submit to the Contracting Agency any property proposed used for staging, including those owned by the Contracting Agency.** A working drawing shall be submitted at the pre-construction meeting or prior to start of construction or material placement near or at construction site for review and approval.

1-08 PROSECUTION AND PROGRESS

1-08.3(1) Preconstruction Conference
(October 10, 2008 APWA GSP)

Prior to the Contractor beginning the work, a preconstruction conference will be held between the Contractor, the Engineer and such other interested parties as may be invited. The purpose of the preconstruction conference will be:
1. To review the initial progress schedule;
2. To establish a working understanding among the various parties associated or affected by the work;
3. To establish and review procedures for progress payment, notifications, approvals, submittals, etc.;
4. To establish normal working hours for the work;
5. To review safety standards and traffic control; and
6. To discuss such other related items as may be pertinent to the work.

The Contractor shall prepare and submit at the preconstruction conference the following:
1. A breakdown of all lump sum items;
2. A preliminary schedule of working drawing submittals; and
3. A list of material sources for approval if applicable.

Add the following new section:

1-08.0(2) Hours of Work
(December 8, 2014 APWA GSP)

Except in the case of emergency or unless otherwise approved by the Engineer, the normal working hours for the Contract shall be any consecutive 8-hour period between 7:00 a.m. and 6:00 p.m. Monday through Friday, exclusive of a lunch break. If the Contractor desires different than the normal working hours stated above, the request must be submitted in writing prior to the preconstruction conference, subject to the provisions below. The working hours for the Contract shall be established at or prior to the preconstruction conference.

All working hours and days are also subject to local permit and ordinance conditions (such as noise ordinances).

If the Contractor wishes to deviate from the established working hours, the Contractor shall submit a written request to the Engineer for consideration. This request shall state what hours are being requested, and why. Requests shall be submitted for review no later than 5 working day(s) prior to the Contractor is requesting to change the hours.

1-08.3(2)B Type B Progress Schedule
(March 13, 2012 APWA GSP)

Revise the first paragraph to read:

The Contractor shall submit a preliminary Type B Progress Schedule at or prior to the preconstruction conference.

1-08.5 Time for Completion

Section 1-08.5 is supplemented with the following:

(March 13, 1995 WSDOT GSP)
This project shall be physically completed within *****40*** working days**

1-10 Temporary Traffic Control

Section 1-10.1 is supplemented with the following:

(******)
Construction activities shall be designed to minimize the disruption of normal traffic. Temporary traffic controls shall be used for work zones in or adjacent to traffic lanes, bike trails, or pedestrian walkways. These temporary traffic controls shall conform to the following standards or guides:

Manual on Uniform Traffic Control Devices (MUTCD) – Part 6, Temporary Traffic Control
WSDOT – Work Zone Traffic Control Guidelines for Maintenance Operation
WSDOT Standard Specifications – Section 1-10, Temporary Traffic Control
WSDOT Standard Specifications – Section 9-35, Temporary Traffic Control Materials
WSDOT Standard Plans – Section K, Work Zone Traffic Control
These plans and specifications

1-10.4 Measurement

Lump Sum Bid for Project (No Unit Items)

1-05 Payment

This section is supplemented with the following:

(******)
"Temporary Traffic Control", per Lump Sum

Division 2
Earthwork

2-02 Removal of Structures and Obstructions
This section is supplemented with the following:

(******)
The Work shall include:
- Asphalt pavement removal
- Concrete removal
- Pavement sawcuts
- Remove and replace mailboxes and signage
- Remove and replace blow off assembly

2-02.5 Payment
This section is supplemented with the following:

(******)
"Removal of Structure and Obstructions" per Lump Sum.
"Remove and Replace existing blow off assembly" per Each

SECTION 2-09, STRUCTURE EXCAVATION
This section is supplemented with the following:

2-09.3(2) Classification of Structure Excavation
This section is supplemented with the following:

Excavation for the GC Package Station and some of the main entering and exiting the station requires cofferdams, shoring, or extra excavation is Class B.

2-09.4 Measurement
This section is supplemented with the following:

(******)
The lower limit of excavation measured for GC Package Station footing or structural fill pad, whichever is lower, and pipe trench entering and exiting the station, and required shoring for Class B excavation.

2-09.5 Payment
This section is supplemented with the following:

(******)
Payment will be made for the following Bid items when they are included in the Proposal:

"Gravel Backfill 9-03.12 and/or 9-03.10", per cubic yard

Division 6
Structures

6-01 Concrete Structures
This section is supplemented with the following:

(******)
6-01.1 Description
This section shall include the PRV panel pad. Concrete and steel reinforcing for the panel pad are shown on the S&B Plans and Specifications Attachment B.

(******)
6-01.4 **Apprearance of Structures**
For the panel pad the top surface shall be brushed with a stiff bristled broom.

Division 8
Miscellaneous Construction

8-01 EROSION CONTROL AND WATER POLLUTION
This section is supplemented with the following:

(******)
8-01.1 Description
The Contractor shall be responsible for providing adequate erosion control for the protection of the Municipal Separate Storm Sewer System and Waters of the State at all times, regardless of whether or not erosion control is ordered by the Engineer.

The Contractor shall bear sole responsibility for damage to completed portions of the Work and to property located off the project site caused by erosion, siltation, runoff, or other related items during performance of the Work. The Contractor shall also bear sole responsibility for any pollution of rivers, streams, groundwater, or other water which may occur as a result of the Work.

The Contractor shall exercise all necessary precaution and use all appropriate Best Management Practices (BMPs) throughout performance of the Work and the life of the Project to prevent pollution, erosion, siltation, damage to property, and damage to Municipal Separate Storm Sewer System and Waters of the State.

8-01.5 Payment
This section is supplemented with the following:

(******)
"Erosion/Water Pollution Control", Lump Sum.

8-27 GC SYSTEMS PRV PACKAGE STATION AND S&B TELEMETRY
This section is added with the following:
(******)

8.27.1 Description
The materials and labor associated with the GC Systems PRV Package Station and S&B Telemetry are located in Attachments B and C.

8-27.4 Measurement

(******)
GC System PRV Vault installations will be measured per Lump Sum.
S&B Telemetry will be measured per Lump Sum.

8-27.5 Payment

(******)
All costs for installing vault, appurtenances, adjusting vault hatches to finished grade, connecting conduits and piping to vaults, installing grounding, and labeling conduits in vaults, shall be included. See GC System Package Station.
Payment for the Bid item “GC System Package Type PRV Station, shall be per Lump Sum
Payment for the Bid item “S&B Telemetry”, shall be per Lump Sum

End of Specials to WSDOT Standard Specifications

ATTACHMENT B
ROCKAWAY INTERTIE PROJECT

Division 1600
ELECTRICAL, INSTRUMENTATION AND CONTROL WORK, GENERAL

PART 1 -- GENERAL

1.01 Description

A. The CONTRACTOR shall perform all electrical work required when installing and connecting all equipment installed in the pressure reducing valve vaults and specified within these contract documents and shall conform to the following requirements.

B. CONTRACTOR shall use OWNER specified instrumentation and control (I&C) supplier, S&B, Inc. CONTRACTOR shall furnish and install S&B, Inc. supplied RTU panel enclosures and all other instrumentation and control devices as specified and shown. Install as directed by S&B, Inc.

C. CONTRACTOR shall coordinate with local power utility, Puget Sound Energy (PSE) regarding electrical service connections to the service panel as specified and shown on the drawings. Consult PSE Electrical Service Handbook, latest edition for requirements for single phase service for commercial connections.

1.02 Code Requirements

A. All electrical work shall be done in strict compliance with the requirements of:

1. National Electrical Code

2. National Electrical Safety Code

3. Washington State Department of Labor and Industries

4. City of Bainbridge Island

1. In case of disagreement between codes, the more restrictive shall prevail.

B. Underwriters Laboratories labels shall be required on all materials, devices, fixtures and equipment, except for specified items not covered by existing U.L. Standards. The CONTRACTOR shall obtain the electrical permit from the authority having jurisdiction and shall arrange for all inspections. The completed installation shall meet all permit requirements.

1.03 Submittals

A. Submittals shall be required for the metering center / panelboard, lighting fixtures, wiring devices, transformers, transfer panels, alarm panels, telemetering equipment and sensing and transducing devices. Submittals shall include shop drawings, catalog descriptions, performance data, wiring diagrams, installation instructions, capacity charts or curves. No installation shall be made prior to written approval. See submittal procedures.

1.04 MATERIAL HANDLING

A. CONTRACTOR shall protect and keep clean all SCADA equipment supplied by S&B, Inc. Scratched, marred or deformed materials shall not be used. Fixtures, materials or equipment in wet cartons or boxes, stored in or exposed to rain, water, dust, dirt or snow shall not be used.

1.05 CONSTRUCTION DOCUMENTS

A. The drawings indicate general locations of new equipment. The CONTRACTOR shall determine the exact route and installation of electrical wiring, conduit and equipment with conditions of construction and acceptance of the ENGINEER.

1.06 COORDINATION OF WORK

A. The CONTRACTOR shall field verify all dimensions of equipment to be installed or provided by others or by this contract so that correct clearances and connections may be made between the work installed by the CONTRACTOR and equipment installed or provided by others.

B. The CONTRACTOR shall arrange all conduit runs so that they do not interfere with piping, structural members, etc.

C. All working measurements shall be taken from the site, checked with those shown on the drawings, and if they conflict, reported to the ENGINEER at once, and before proceeding with the work. Should the CONTRACTOR fail to comply with this procedure, he shall alter his work at his own expense as directed by the ENGINEER.

D. No extra payments will be allowed where obstructions in the work of other trades, or work under this contract requires offsets to conduit runs.

E. The CONTRACTOR is responsible for all alterations in the work to accommodate equipment differing in dimensions or other characteristics from that shown or specified.

1.07 POWER SERVICE

A. Responsibility of the CONTRACTOR -The CONTRACTOR shall prepare the site for electrical service as shown by power utility, including any power service installation drawings and as shown on the project drawings. Where conflict occurs, contact the

Engineer. Furnish and install all equipment required to complete the work as shown and in compliance with all requirements of the power utility.

B. The CONTRACTOR shall provide conduits and meter base including weather head as required by the utility company for installation of utility owned facilities.

C. Puget Sound Energy. Application for power service was submitted by the City prior to bid.

PART 2 -- MATERIALS

2.01 GENERAL

A. Materials of the type and quality indicated shall be provided new, listed by Underwriters Laboratories, bearing their label wherever standards have been established and label service is regularly furnished by them. Like items shall be from one manufacturer.

B. All incidentals, hangers, brackets, supports, framing, backing, signal transformers, relays, etc., not specifically mentioned herein or noted on the drawings, but required to complete the system or systems in a safe and satisfactory working condition shall be furnished and installed

2.02 RACEWAYS

A. All exposed conduit and fittings shall be galvanized rigid metal conduit conforming to Article 346 of the National Electrical Code. Finish coat shall be uniform with chromate for added protection. Connections between junction boxes and equipment may be made with liquid tight flexible metal conduit with thermoplastic overcoat, conforming to Article 351 of the National Electrical Code. A 12-inch minimum slack loop shall be provided in all flexible metal conduit runs.

B. Buried conduit shall be rigid nonmetallic PVC, Schedule 40 and conforming to Article 347 of the National Electrical Code. Long radius buried ells shall be galvanized rigid metal conduit conforming to Article 346.

C. Foam sealant shall be used around ungrouted conduit penetrations to maintain the integrity of fire ratings and to prevent passage of smoke, fire, toxic gas or water. The seal shall be maintained before, during and after fire. Foam sealant shall be Chase Technology Corp. No. CTC PR-855 or approved equal.

D. Interior exposed conduit shall be installed parallel or at right angles to vault lines, tight to finished surfaces and neatly offset into boxes. Conduits or other electrical equipment shall not be installed in obvious passages, doorways, scuttles or crawl spaces which would impede or block the area passages intended usage. Conduit shall be securely mounted to the vault wall with rigid galvanized conduit hangers spaced not farther than 36 inches with not less than two straps per straight run of conduit over 24 inches in length. Perforated strap hangers or twisted wire attachments are not acceptable. Conduits shall not be installed on the surface of the vault exterior.

E. Code-sized pull boxes shall be installed, where required, to restrict maximum bends in a run of conduit to 270 degrees. Conduit sizes shall be as prescribed by the National Electrical Code for the number and diameter of conductors inside.

F. Shielded conductors carrying isolated 4-20 mA, 24 VDC signals to equipment for control shall be installed in their own conduits, separate from 120 VAC power and control conductors, to prevent electrical interference with the signals.

2.03 CONDUCTORS

A. Electrical conductors shall be copper, 600 volt rated, sized in accordance with NEC Ampacity Tables for the loads involved. Insulation for conductors in conduit shall be moisture resistant thermoplastic, type THWN, THHN or XHHW. All conductors shall be stranded. No conductors smaller than No. 18 AWG shall be used. The conductors shall be color coded to match established standards at the facilities.

B. Lugs shall be indent/compression type for use with stranded branch circuit or control conductors. For solid conductor branch circuits, spring connectors with wire nuts shall be used. The cross-sectional area of the pad for multiple conductor terminations shall match the ampere rating of the panelboard bus or equipment line terminals.

C. Conductors shall be installed with care to avoid damage to insulation. The maximum tension placed on conductors during installation shall be as recommended by the manufacturer. If pulling compounds are used, residue shall be cleaned from exposed conductors and raceway entrances after conductor installation.

2.04 BOXES

A. Electrical boxes and fittings shall be provided as required for a complete installation, including, but not limited to, outlet boxes, junction boxes, pull boxes, bushings and locknuts. Installation, sizing and construction of boxes and fittings shall conform to Article 370 of the National Electrical Code. All boxes and fittings shall be galvanized steel or corrosion-resistant cast iron.

B. Boxes and conduit bodies shall be located to insure accessibility of electrical wiring. Boxes for control switches shall be mounted 48 inches above the floor. All boxes shall be secured rigidly to the substrate upon which they are being mounted. Weatherproof outlets shall be provided for locations exposed to weather or moisture. Knockout closures shall be provided to cap unused knockout holes where blanks have been removed.

2.05 PANELBOARDS

A. Provide panelboards in conformance with the following specification for installation as shown on the drawings.

B. Panelboards – The panelboard shall be a combination service entrance and metering design with main breaker, and distribution breakers as identified on the drawings. The combination unit shall be Nema type 3R rated for outdoor installation. Lugs shall be sized for feeders and shall conform to the specification for splicing and terminations. Buses shall be copper, full panel length. Buses shall be identified. Minimum bus rating shall not be smaller than the setting of the feeder protective device. Provide ground bus in all panelboards.

C. Circuit breakers -Provide molded case bolt-on circuit breakers with thermal magnetic trip units, and a common trip bar for two or three-pole breakers, connected internally to each pole so that the tripping on one pole will automatically trip all poles of each breaker. Handle bales or clips will not be acceptable. Provide breakers of the trip-free and trip-indicating type, with quick-make, quick-break contacts. Provide single, two or three pole breaker interchangeability. Note that general use outlets on this project require GFCI breakers in the panelboard. GFCI protected outlets in the vault are not acceptable substitutes for a GFCI breaker.

2.06 INSTRUMENTATION AND CONTROL

A. The CONTRACTOR shall furnish and install all sensing and control devices within the PRV and meter vault as shown on the plans. The CONTRACTOR shall pull all wires from the field devices within the vaults to the new RTU panel and make the connections within the panel.

B. Pressure Reducing Valve -The CONTRACTOR shall coordinate and review valve wiring with ENGINEER and S&B, Inc.

C. RTU Panel -CONTRACTOR shall furnish and install the RTU panel. The RTU panel shall be supplied by S&B, Inc. without exception. This panel shall be Nema Type 3R rated for outdoor installation.

D. Intrusion Detection – Limit switches installed on the vault entry risers shall open a circuit when a vault manhole lid is opened. Circuit shall be complete from PRV vault to the RTU Panel. Locate sensors so as not to impair access into the vault. . Limit switches shall be Nema type 6P rated and routing of conductors designed to accommodate heavy rainfall, snow and slush buildup.

E. Pressure Transducers -Pressure transducer shall transmit a 4-20 mA signal linearly proportional to pipeline pressure to the RTU Panel. Pressure transmitters are connected to the pipeline taps upstream and downstream of the pressure reducing valves, routed to the transmitters neatly using process tubing and fittings.

F. Operator-In-Trouble Button / vault control panel J-Box 1 -CONTRACTOR shall furnish and install the control panel with Operator-In-Trouble button as shown on the plans. The control panel shall be supplied by S&B, Inc. without exception. Button installed on inside of vault wall shall open a circuit when button is pushed. Circuit shall be complete from

PRV vault to the RTU Panel. The control panel is a wire junction enclosure for control circuits running to the RTU from the various sensors and instruments in the vault.

G. Vault High Water Level – CONTRACTOR shall furnish and install a float switch in the vault located 6" above floor level to detect high water conditions in the vault. The sensor shall be supplied by S&B Inc, without exception.

H. Flow Meter -CONTRACTOR shall furnish and install Siemens W5100 electromagnetic flow meter sensor as shown on the drawings without exception. The flow transmitter is panel mounted in the RTU enclosure. Factory cables in the length identified in the drawings shall be supplied for interconnection. The flow instruments shall be supplied by S&B for unit responsibility. Submergence gel shall be applied to the sensor wiring termination box following successful startup of the flowmeter system.

2.07 ELECTRICAL FIXTURES

A. The CONTRACTOR shall furnish and install conduits and conductors for all controls and electrical fixtures as shown on the plans. See attached project specific wiring diagrams for wiring details.

2.08 WIRING

A. The CONTRACTOR shall furnish and install conduits and conductors for all controls and electrical fixtures as shown on the plans. See attached project specific wiring diagrams for wiring details.

B. Note that many low voltage electronic devices in the vault are connected via watertight connectors supplied by S&B. The transition from conduit to connector cable shall include condulets for wire junction and waterproof cord grips for conduit ends.

PART 3 -- EXECUTION

3.1 SUPPORT BACKING

A. Provide any necessary backing required to properly support all fixtures and equipment installed under this contract.

3.2 CUTTING, PATCHING AND FRAMING

B. The CONTRACTOR shall determine in advance the locations and sizes of all sleeves, chases, and openings necessary for the proper installation of this work.

C. Whenever practical, inserts or sleeves shall be installed prior to covering work. Cutting and patching shall be held to a minimum. All required holes in concrete construction shall be made with a core drill and patched with non-shrink grout.

D. Cutting, fitting repairing and finishing of carpentry work, metal work, or concrete work, and the like, which may be required for this work shall be done by craftsmen skilled in their respective trades. When cutting is required, it shall be done in such a manner as not to weaken walls, partitions, or floors; and holes required to be cut in floors must be drilled without breaking out around the holes.

3.02 EXTERIOR CONSTRUCTION

A. Prior to excavating, all buried pipes, conduits and cables shall be located and clearly marked. Extreme care shall be exercised to avoid damage to existing facilities and disruption of power. Excavated material shall be used in the backfill for electrical conduits. All excess excavated material shall be removed and disposed of. All exterior conduits shall be non-metallic, buried a minimum of 24 inches deep or as required by the electric service provider. Standard electrical marking tape shall be installed 12 inches above the conduits where non-metallic conduits are installed. Water shall be removed from the trench while electrical conduit is being laid.

B. Instrumentation control wiring shall be installed in separate conduits from electrical power wiring. All conduit entries into the vault control panel shall be Nema type 4, attached to the side or bottom of the control panel and include a drip leg to drain all condensation from conduit system at the lowest elevation of each conduit run.

C. Backfill shall be placed in layers not exceeding 12 inches deep and compacted to 95 percent of maximum density at optimum moisture to preclude settlement. Following backfill, the trenches shall be graded to the level of the surrounding site and the surfacing shall be restored as specified within other sections of this document.

D. Plug conduit ends extending between above grade and below grade locations to prevent condensation. Use Rectorseal® 81880 duct seal compound, or equal, to fill ends of conduit.

3.03 GROUNDING

A. The CONTRACTOR shall furnish and install grounding and bonding systems in accordance with NEC and electric utility requirements for all electrical equipment.

3.04 EQUIPMENT CONNECTIONS

A. All electrical equipment furnished and installed shall be electrically connected as required by the equipment manufacturer. All equipment shall be grounded with an equipment grounding conductor. All signal wiring shall be connected, as specified.

B. Electrical Characteristics -The electrical characteristics of the equipment shall be verified prior to installation of conduits and wiring for the equipment.

3.05 PROTECTION

A. Protect enclosures and other equipment containing electrical, instrumentation and control devices, including spare parts, from corrosion and moisture. Use desiccants and/or heated spaces to prevent condensation.

B. During jobsite construction, protect enclosures from exterior damage using cardboard, foam and similar temporary construction materials. Protect internal components from exposure to metal shavings and other construction debris by use of plastic wrap and tape.

3.06 CLEANING/ADJUSTING

A. Repair affected surfaces to conform to type, quality, and finish of surrounding surface.

B. Cleaning:

1. Prior to startup of system using tubing, clear tubing of interior moisture and debris.

2. Upon completion of Work, remove materials, scraps, and debris from interior and exterior of equipment.

3.07 MANUFACTURER'S SERVICES

A. Specialty Equipment: Provide the services of a qualified manufacturer's representative during installation, startup, and demonstration testing and Owner training.

3.08 TESTS AND TRAINING

A. The CONTRACTOR shall furnish all labor, material, instruments and tools to make all connections for testing of the electrical and instrumentation installation. All equipment shall be demonstrated as operating properly prior to the acceptance of the work. All protective devices shall be operative during testing of equipment. The tests shall be made under the supervision of the ENGINEER. All deficiencies or unsatisfactory conditions as determined by the ENGINEER or inspecting authorities shall be corrected by the CONTRACTOR in a satisfactory manner at his own expense

B. General:

1. Provide instruction on one working shift as needed to accommodate the Owner's personnel schedule.

2. Owner reserves the right to make and reuse video tapes of training sessions.

C. Operations Training:

1. Training Session Duration: 2.5-hour.

2. Number of Training Sessions: One.

3. Location: Jobsite.

4. Include a review of O&M manuals and survey of spares, expendables, and test equipment.

5. Demonstrate the following features of the PRV vault and SCADA systems:
   a. Care and maintenance for passive systems including hatch lids, ladder and drainage connections.
   b. Vault de-watering system including sloped floor, sump pump and power circuit used for pump.
   c. Cla-valve operation and maintenance. Demonstrate solenoids, limit switch and valve pressure settings meet project requirements.
   d. SCADA system RTU: demonstrate local and remote control of valves, monitoring and trending of pressures and flows. Show operation of valves respond to low and very low pressures and recovery to City zone pressure.
   e. Document flow rate and flow totalization for flow to City and (future) flow to Kitsap PUD.

END OF SECTION

ATTACHMENT C
ROCKAWAY INTERTIE PROJECT

GC SYSTEMS PACKAGE TYPE PRV STATION

PART 1 GENERAL

1.1 Scope

A. Work covered in this section includes furnishing, installing, start-up and operation training for a package type Pressure Reducing Valve (PRV) station.

B. All equipment specified in this section shall be furnished by one manufacturer.

1.2 Reference Specifications, Codes, and Standards

A. Codes and Standards – Comply with the provisions of the following codes, standards and specifications, except as otherwise shown and specified:

AISC – "Specifications for the Design, Fabrication and Erection of Structural Steel for Buildings", including "Commentary of the AISC Specifications"

AISC – "Specifications for the Design of Cold-Formed Steel Structural Members"

AWS – "Structural Welding Code"

B. Welding of Aluminum – Conduct in accordance with Section 10 of the "Specifications for the Design and Construction of Structural Supports for Highway Luminaries", AASHTO, 1971. Welding method shall be either gas tungsten arc or gas metal arc.

C. Shop Assembly – Pre-assemble items in the shop to the greatest extent possible, so as to minimize field assembly of units at the project site. Disassemble units only to the extent necessary for shipping and handling limitations. Clearly mark units for re-assembly and coordinated installation.

D. Commercial Standards:

ANSI B16.5	Pipe Flanges and Flanged Fittings, Steel Nickel Alloy and other Special Alloys.
ANSI/ASME B1.20.1	General Purpose Pipe Threads (Inches).

ASTM A 36	Specification for Structural Steel.

GC SYSTEMS PACKAGE TYPE PRV STATION

NEMA ICS 6	1988 (Rev. 1) Enclosures for Industrial Control and Systems.
NFPA 70	Current National Electrical Code.
SSPC-SP1	Solvent Cleaning.
SSPC-SP2	Hand Tool Cleaning.
SSPC-SP3	Power Tool Cleaning.
SSPC-SP6	Commercial Blast Cleaning.
ASTM A 125	Hot Dipped Galvanizing.

1.3 Contractor Submittals

The information listed below shall be submitted to the ENGINEER for review in accordance with Section 01100. The submittal shall, as a minimum, include the following data drawings and other descriptive materials.

A. A CAD shop drawing to describe and show PRV station construction and materials.

1.4 Information to be Provided.

1. O & M manual information in accordance with manufacturers requirements.

1.5 Quality Assurance

A. PRV Station Responsibility and Coordination

1. The CONTRACTOR shall cause all equipment specified under this section to be furnished by the PRV station manufacturer who shall be responsible for the adequacy and compatibility of all PRV station components. Any component of the complete PRV station not provided by the manufacturer should be designed, fabricated, tested, and installed by factory-authorized

representatives experienced in the design and manufacture of the PRV station equipment specified herein. This requirement, however, shall not be construed as relieving the CONTRACTOR of the overall responsibility for this portion of the work.

2. The CONTRACTOR shall cause the PRV station manufacturer and its suppliers to coordinate design of the PRV station such that all equipment is compatible and capable of achieving the performance requirements specified herein.

B. Design Requirements

The PRV station site and cross section arrangement shown on the drawings is based upon the best information available to the ENGINEER at the time of design and is not intended to show exact dimensions peculiar to any specific equipment unless otherwise shown or specified. It is anticipated that the connected piping and valves shown, in part or in whole, may have to be modified in order to accommodate the specific PRV station furnished. No additional payment will be made for such modifications. All necessary calculations and drawings for any related design shall be submitted to the ENGINEER for approval prior to beginning the work.

1.6 Start-up Services

Installation of the package PRV station, including all water connections to the station, will be performed by the Contractor. When the station is ready for operation, the PRV station manufacturer shall provide the services of a qualified technician, who shall review the installation and start-up of the PRV station. The control valve manufacturer will have an established service department w/ service person and service vehicle equipped with all tools and parts necessary to maintain and repair control valves furnished in these stations.

1.7 Warranty

The CONTRACTOR shall warrant the package PRV station to be of quality construction, free from defects in material and factory workmanship. The PRV station chamber and cover shall be warranted for a period of one (1) year to be free from defects, resistant to rust, corrosion, or physical failures occurring in normal service, when installed in accordance with the manufacturer's recommendations.

The interior equipment, valves, piping, and apparatus shall be warranted for a period of one (1) year, excepting only those items normally consumed in service, such as light bulbs, oil, grease, gaskets, or O-rings. The CONTRACTOR shall be solely responsible for the PRV station and all related components; warranties, and guarantees by the suppliers of various components will not be accepted.

GC SYSTEMS PACKAGE TYPE PRV STATION

Major components, which fail to perform as specified by the ENGINEER or prove defective in service during the warranty period, shall be replaced, repaired, or satisfactorily modified by the CONTRACTOR without cost of parts or labor to the OWNER. After start-up service has been performed, labor to replace accessory items, or other accessible and easily serviced parts, shall be the responsibility of the OWNER. Such components, parts, or repairs determined to have failed because of defects in workmanship or materials will be replaced or repaired F.O.B. factory or other designated location.

GC SYSTEMS PACKAGE TYPE PRV STATION

PART 2 PRODUCTS

2.1 General

The package type PRV station shall be a pre-engineered and shop assembled station. It shall include all necessary valves, piping and controls for a complete and operable system as specified and as shown on the drawings and supplemental drawings.

The package PRV station shall be delivered to the job site requiring no additional fabrication or similar work, other than placement, and connections to supply and discharge pipes necessary for a fully functional unit.

Factory assembly of the package station shall include but not be limited to: control valves with isolation valves; inlet and outlet pressure gauges with isolation valves; line strainers, when used with blowdown valves installed; air release valves with isolation valves; ¾" hose bib with ball valves and vacuum breaker; aluminum access ladder with safety post; couplings to allow easy valve removal; and all needed appurtenances.

2.2 Experience Requirements

The package PRV station shall be the product of a manufacturer who has the financial resources, technical qualifications, experience, organization and facilities adequate to design and manufacture package PRV stations of the type specified. The manufacturer shall have a minimum of 15 years' experience in manufacturing PRV stations and shall have completed at least one hundred prior successful installations, within the area, of package type PRV stations similar in size and scope to the installation herein specified.

Said proof of experience shall be included in the submittal package and shall include facility locations, names and phone numbers of operators or persons familiar with system performance, dates of operation, and other pertinent information required by the Engineer.

Lack of required experience will be grounds for rejection of a submitted package PRV station, and the Contractor will be required to submit an alternate station which can meet the above experience requirement. No change in the bid price will be allowed for furnishing an alternate station, which will meet these specifications.

2.3 Station Enclosure

Valve Chambers shall be (2) piece pre-cast reinforced concrete H2O load rated with openings to accommodate all piping and mastic for seam. Chamber interior shall be painted with white elastomeric sealant to improve lighting. Chamber exterior shall be

sealed with black elastomeric sealant or insulated with polyurethane foam as required to provide a watertight enclosure. Chamber shall have provision for 30” manhole frame with cover or access hatch.

2.4 Piping

All 3" and larger pipe to be fabricated from schedule 40 steel to AWWA M11 Steel Pipe design Standards. Finished pipe to be sandblasted, epoxy lined and coated with NSF 61 approved epoxy to AWWA C210 specifications. 2" and smaller pipe to be stainless steel
to comply with lead free requirements.

2.5 Testing and Start-Up

After the package PRV station has been installed in the field, the PRV station manufacturer shall furnish competent personnel to start up and test the complete package system. An operational test, simulating service conditions, shall be given to check for leaks in all piping, valves and seals, and all auxiliary equipment. All irregularities shall be corrected to the satisfaction of the Engineer.

PART 3 EXECUTION

3.1 Package PRV Station

A. The Contractor shall furnish, install, test and adjust the complete package PRV station, consisting of the PRVs, isolation valves, air release valves, sump pumps, piping, and controls, mounted in a concrete chamber enclosure.

B. The unit shall be installed at the location shown of the Plans.

C. The package PRV station shall be tested after installation. Testing will be conducted by the manufacturer’s representative, and will consist of simulating flow demand requirements by operating a fire hydrant in the system. Normal sequencing of PRVs shall be simulated.

ATTACHMENT D
INSURANCE REQUIREMENTS

A. Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor 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 Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be as least at broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-subcontractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal, and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of $5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until the City has granted substantial completion of the project.

5. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least $1,000,000 per loss, with an annual aggregate of at least $1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs, and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

   If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract, and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

   The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

   If the scope of services as defined in this Contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of $1,000,000 per loss, with an annual aggregate of at least $1,000,000.

D. Minimum Amounts of Insurance

The Contractor 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 and $2,000,000 products-completed operations aggregate limit.

3. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.

E. City Full Availability of Contractor Limits

If the Contractor 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 Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provision

The Contractor's Automobile Liability, Commercial General Liability, and Builders Risk insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

H. Waiver of Subrogation

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

J. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms, and endorsements related to this project. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

K. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

L. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

M. Failure to Maintain Insurance

Failure on the part of the Contractor 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 Contractor to correct the breach, immediately terminate the contract 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 Contractor from the City.

CITY OF
BAINBRIDGE ISLAND

Rockaway Beach Watermain Intertie Project

Bid Opening Date: May 7, 2019 at 10:00 AM
Engr. Conference Room

Note: Bids Are Opened in Order Received. Bids Solicited by: ☐ Advertisement ☒ Small Works Roster The Engineers Estimate is: $250k to $275k	LIDEN LAND DEV	GARY HARPER CONST	SOUND PACIFIC CONST	
Proposal	√	√	√	
Statement of Bidder's Qualifications	√	√	√	
Base Bid Amount	$205,243.57	$351,027.00	$440,800.00	
WA State Sales Tax @ 9.0%	$18,471.92	$31,592.43	$40,032.00	
Grand Total Bid Amount	$223,715.49	$382,619.43	$484,832.00	

A total of __3___bids were received for the Rockaway Beach Watermain Intertie project. The apparent low bidder is LIDEN LAND DEVELOPMENT in the bid amount of $223,715.49.

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:10 PM) Engagement Letter with the State Auditor's Office for the 2018 Audit of the City - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

I move to forward the State Auditor's engagement letter for the 2018 audit for approval with the June 11, 2019, Consent Agenda.

SUMMARY:

The audit engagement letter summarizes the audit scope and objectives, fees, and responsibilities of both the auditor and the City.

FISCAL IMPACT:

Amount:	$61,000 + plus expenses
Ongoing Cost:	
One-Time Cost:	$61,000 + expenses
Included in Current Budget?	Yes

BACKGROUND:

Audit engagement letters are the standard format used by the State Auditor to present the scope and cost for the City's audit. The City's Procurement Policy requires that the Council approve this type of agreement between the state agency and the City. In addition, the cost of the audit exceeds the City Manager's signing authority.

ATTACHMENTS:

Bainbridge- Engagement Letter 2018 Audit dated 04292019

FISCAL DETAILS:

The audit expense is an expected annual cost and as such is included in the Adopted Budget.

Fund Name(s):

Coding:

Office of the Washington State Auditor
Pat McCarthy

April 29, 2019

Mayor and City Council
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

We are pleased to confirm the audits to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the City of Bainbridge Island. This letter confirms the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms.

Auditor Responsibilities

Financial Statement Audit

The Office of the Washington State Auditor agrees to perform an audit of the comprehensive financial report and basic financial statements of the City of Bainbridge Island as of and for the fiscal year ended December 31, 2018 prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). Our audits will be conducted with the objective of our expressing opinions on these financial statements.

We will perform our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Since we do not review every transaction, our audit cannot be relied upon to identify every potential misstatement. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the standards identified above.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers relevant internal controls in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we will express no such opinion.

Insurance Building, P.O. Box 40021 • Olympia, Washington 98504-0021 • (360) 902-0370 • Pat.McCarthy@sao.wa.gov

Although our audit is not designed to provide an opinion on the effectiveness of internal control over financial reporting, we are required to report any identified significant deficiencies and material weaknesses in controls. We are also required to report instances of fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the accuracy of financial statements, or any instances of material abuse that come to our attention. Abuse is defined by *Government Auditing Standards* as involving behavior that is deficient or improper, or misuse of authority or position for personal financial interests. As the determination of abuse is subjective, *Government Auditing Standards* do not require auditors to detect instances of abuse.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

All misstatements identified by the audit will be discussed with management. Material misstatements corrected by management and all uncorrected misstatements will be communicated at the exit conference, as required by professional auditing standards.

Our responsibility is to express in a written report an opinion on the financial statements based on the results of our audit. We cannot guarantee an unmodified opinion. We may modify or disclaim an opinion on the financial statements if we are unable to complete the audit or obtain sufficient and appropriate audit evidence supporting the financial statements. If our opinion is other than unmodified, we will fully discuss the reason with you prior to issuing our report. Further, in accordance with professional standards, we may add emphasis-of-matter or other-matter paragraphs to our report to describe information that, in our judgment, is relevant to understanding the financial statements or our audit.

We will also issue a written report (that does not include an opinion) on issues identified during the audit related to the City's internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

The City prepares supplementary information that accompanies the financial statements, which is required by Generally Accepted Accounting Principles. We agree to perform auditing procedures on this information, with the objective of expressing an opinion as to whether it is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

The City also prepares other information to accompany the financial statements, which is required by accounting standards or is done at its discretion. We will perform limited procedures on this information for the purpose of identifying inconsistencies with the financial statements. However, we will not express an opinion on its fair presentation.

Federal Single Audit

We will also perform a federal single audit on compliance with, and report on internal control over compliance for, each major program for the fiscal year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain

reasonable assurance about whether noncompliance with the types of compliance requirements that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material noncompliance may not be detected, even though the audit is properly planned and performed in accordance with these standards and the Uniform Guidance.

In planning and performing the compliance audit, we will consider the City's internal control over compliance in order to determine the appropriate auditing procedures necessary for opining on compliance with each major program, and for testing and reporting on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we will express no such opinion. Although our audit is not designed to provide an opinion on the effectiveness of internal control over compliance, we are required to report any identified significant deficiencies and material weaknesses in controls.

We estimate the federal single audit will cover one federal grant programs, which will be identified at the audit entrance conference. If additional grant programs are audited to satisfy the requirements of the Uniform Guidance, the audit budget discussed below will increase by approximately $5,000 per additional major program.

Upon completion of our audit we will issue a written report containing our opinion on the City's compliance for each major program and a written report on internal control over compliance. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, issue a disclaimer of opinion, or add an emphasis-of-matter or other-matter paragraph(s) to the report.

Accountability Audit

In accordance with RCW 43.09.260, we will perform an accountability audit for the fiscal year ended December 31, 2018 of the City's compliance with applicable state laws, regulations, policies and procedures, and safeguarding of public resources in areas representing the highest risk of fraud, loss, abuse, or noncompliance.

Areas will be selected for audit using a risk-based approach and will be identified in the audit entrance conference.

Upon completion of our audit we will issue a written report describing the overall results and conclusions for the areas we examined.

Other Auditor Responsibilities

Additionally, the Office of the Washington State Auditor will:

- Present the City with our financial statement opinion (CAFR letter) by June 30, 2019, provided the financial statements we receive for audit are free of significant or numerous errors and the City fulfills its requirements listed in the succeeding *Client's Responsibilities* section.

Reporting Levels for Audit Issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report. Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting. The Uniform Guidance defines the issues we must report as findings with regards to non-compliance and internal controls over compliance with federal grants.
- **Management letters** communicate control deficiencies, non-compliance, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wish to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.
- Adequate work space and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. These responsibilities include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.
- Preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP)
- Preparing the following supplementary information and providing us with certain written representation concerning the supplementary information:
    - Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) that includes all expenditures from federal agencies and pass-through agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance in accordance with Uniform Guidance 2 CFR § 200.510 requirements
    - Combining Statements in accordance with Generally Accepted Accounting Principles
- Including the auditor's report on the supplementary information in any document that both contains the supplementary information and indicates that the auditor reported on the supplementary information.

- Either presenting the supplementary information with the audited financial statements or, if the supplementary information will not be presented, making the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information and auditor's report thereon are issued.
- Identifying all federal awards received and government programs.
- Understanding and complying with the provisions of laws, regulations, contracts, and grant agreements, including applicable program compliance requirements.
- Internal control over compliance, including establishing and maintaining effective controls that provide reasonable assurance that the City administers government programs in compliance with the compliance requirements.
- Evaluating and monitoring the City's compliance with the compliance requirements.
- Informing us of the City's relationships with significant vendors who are responsible for program compliance
- Submitting the reporting package and data collection form through the Federal Audit Clearinghouse.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the City will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the City's legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the City's own letterhead.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be $61,000, plus travel costs, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be addressed to the City's governing body and published on our website www.sao.wa.gov to be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	**Date***
Independent Auditor's Report on Financial Statements	June 2019
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	June 2019
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance in Accordance with Uniform Guidance	June 2019
Independent Auditor's Report on Accountability	June 2019

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation,

will be made available upon request and in a timely manner to appropriate auditors and reviewers, City's management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the City's selected audit liaisons, Karl Shaw and Ron Logghe, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating the City's management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the City's request.

Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,

Carol J. Ehlinger 5/2/2019

Carol Ehlinger Audit Manager *Date*
Office of the Washington State Auditor

City Response:

This letter correctly sets forth our understanding.

Morgan Smith *Date*	DeWayne Pitts *Date*
City Manager	Director of Finance and Administrative Services

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 15 Minutes

AGENDA ITEM: (8:20 PM) Review Request for Proposals for 2020 Lodging Tax Projects - Executive,

STRATEGIC PRIORITY: Vibrant Economy

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

I move to forward this Request for Proposals for 2020 Lodging Tax Projects for approval with the June 11, 2019 Consent Agenda.

SUMMARY:

The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. Attached for Council review and consideration is a draft Request for Proposals for 2020 funding. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding.

The Council Co-Chairs to the award committee, Councilmember Tirman and Councilmember Nassar, would like to include a discussion of the criteria to be used by the committee in evaluating project proposals. These criteria have been in use in recent cycles; there is interest in affirming that this set of criteria continues to represent the City's current thinking.

FISCAL IMPACT:

Amount:	$275,000
Ongoing Cost:	
One-Time Cost:	$275,000
Included in Current Budget?	No

BACKGROUND:

The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding.

For 2020, the City proposes to award a total of $275,000 in funding for eligible projects related to tourism marketing, marketing and operations of special events or festivals, the operation of tourism related facilities, and capital expenses for tourism related facilities. This is an increase over the amount awarded in 2019 of $262,000 and is feasible due to the higher than forecast revenues in 2018 and year-to-date in 2019.

The City plans to issue a Request for Proposals (RFP) in July 2019 for project activities in 2020. The Lodging Tax Advisory Committee will meet in September and October to review proposals and provide a funding recommendation for City Council consideration. A draft of the proposed 2020 RFP is provided for Council review and discussion.

The Council Co-chairs for the committee, Councilmember Tirman and Councilmember Nassar, would like to include a discussion of the criteria to be used by the committee in evaluating the award applications. These criteria have been in use in recent cycles; there is interest in affirming that this set of criteria continue to represent the City's current thinking. The criteria is provided in the RFP so that proposing organizations can understand how proposals will be assessed. The criteria is also used by the LTAC members as guidance and reference for their review and recommendation.

ATTACHMENTS:

LTAC Presentation for CC 28 May 2019

2020 LTAC RFP - Draft for 05282019.docx

LTAC Balance.docx

MRSC - Lodging Tax (Hotel-Motel Tax)

FISCAL DETAILS:

The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges. The State of Washington provides guidance for eligible uses of these funds, as well as for how the funds are awarded. Additional information is provided in the attached explanatory material from MRSC.

Each year since 2011, the amount of revenue received by the City of Bainbridge Island from this revenue source has increased. Over the past three years, the average amount of revenue received was $240,000.

The recommended award for 2020 is $275,000 which is higher than the amount of funding provided in 2019 ($262,000). The increase is supported by higher than budgeted revenue that was received in 2018 and year-to-date forecasts for 2019. It is the City's practice to award an amount of total funding that is fully supported by the prior year's fund balance. This allows a lead time to adjust in the event of any significant downturns in this revenue stream.

Fund Name(s): Other

Coding:

CITY OF
BAINBRIDGE ISLAND

RFP for 2020 Lodging Tax Projects

May 28, 2019

Proposed Funding

- Suggest 2020 awards = $275,000
- 2019 awards = $262,000
- 2019 revenue estimated at $250,000

Proposed Criteria

- Provides guidance to advisory committee
- Current list of criteria is unchanged from 2018

Proposed Criteria

Lodging Fund Project Evaluation – Basic Criteria
A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
B. Expected impact on increase in overnight stays in paid accommodations on the island.
C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
G. Project goals and/or results can be objectively assessed.
H. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

Proposed Eligibility

- Applicants must be a municipality, public facilities district, or registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.

General Timeline

- June 25 – Appoint LTAC members
- July 15 – Issue RFP
- August – Informational Meeting for Applicants
- Sept 16 – Proposals due to City
- Sep/Oct/Nov –

  LTAC reviews proposals and develops funding recommendation for City Council consideration



Questions? Discussion?

CITY OF
BAINBRIDGE ISLAND

CITY OF BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS
2020 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington ("RCW") and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,[1] or capital expenses for an eligible tourism-related facility.[2]

For 2020, there are approximately $275,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of $2,000 and a maximum award of $137,500 (to reflect 50% of total available funds).

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited to nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

[1] To be eligible for *operating* expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

[2] To be eligible for *capital* expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

Project and Applicant Eligibility

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters 35.57 and 36.100 RCW.

- Applicants seeking funding for operating expenditures for a tourism-related facility must a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).

- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.

- Individual persons are not eligible for funding.

- For-profit, private businesses are not eligible for funding.

- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.

- Funding may be used for expenses incurred during January 1 – December 31, 2020. Funding requests for goods or services to be provided in 2019 or beyond calendar year 2020 will not be considered.

- Proposals from organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.

- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Policy Background

Bainbridge Island Municipal Code – Section 3.65.040 Civic Improvement Fund

Revised Code of Washington (RCW) Chapter 67.28 RCW **– PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES**

Definition of Terms
(Per RCW 67.28.080)

"Operation" includes, but is not limited to, operation, management, and marketing.

"Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

"Tourism promotion" means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2020 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.

- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including the Cover Sheet).

- The City will only accept proposals in electronic format. **Proposals must be submitted as a single document that includes a Cover Sheet and any attachments, preferably using a pdf format.** Submit the proposal via email to:

  cityadmin@bainbridgewa.gov

- Proposals are due **no later than 4:00 pm, Monday, September 16, 2019**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.

- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by January 29, 2021. **Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:**

  The projected and actual data for each of the following categories:

  a) Overall attendance for the activity;

  b) The number of people who traveled more than 50 miles to attend the activity;

  c) The number of people from outside the state or outside the country who attended the activity;

  d) The number of people who attended the activity and paid for overnight lodging;

  e) The number of people who attended the activity without paying for overnight lodging, and

  (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).

Additional information is available via JLARC's "Instructions For Reporting Lodging Tax Expenditures" document. See also the City's Lodging Tax Advisory Committee webpage to view JLARC data from prior years.

Lodging Tax Advisory Committee (LTAC)
(Scheduled for appointment by the City Council on June 25, 2019)

Rasham Nassar, Chair	City Councilmember
Matt Tirman, Vice-chair, non-voting	City Councilmember
TBD	Eligible lodging business representative
TBD	Eligible recipient organization representative
TBD	Eligible recipient organization representative
TBD	Eligible lodging business representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk.

The LTAC will provide its recommendation for 2020 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

Selection Criteria

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

Lodging Fund Project Evaluation – Basic Criteria
A. Encourages tourism from visitors traveling more than 50 miles, and from visitors traveling from outside Washington state or outside the country.
B. Expected impact on increase in overnight stays in paid accommodations on the island.
C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
E. The applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
F. The project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
G. The project goals and/or results can be objectively assessed.
H. The project will leverage award funds with additional matching funds or donated in-kind goods or services.

CITY OF BAINBRIDGE ISLAND
2020 LODGING/TOURISM FUND PROPOSAL
COVER SHEET

Project Name:

_____

Name of Applicant Organization:

_____

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) Status and Tax ID Number:

_____

Date of Incorporation as a Washington State Corporation and UBI Number:

_____

Primary Contact:

_____

Mailing Address:

_____

_____

Email(s): _____

Day phone: _____ Cell phone: _____

Please indicate the type of project described in your proposal:

√	**Project Type**
☐	Tourism marketing
☐	Marketing and operations of special events and festivals designed to attract tourists
☐	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
☐	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

_____

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history, and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

   Alternate question for event or facility funding:

   Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history, if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and the number of tourists estimated to attend for 2020. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2020?

2. If appropriate, please identify any project partners and briefly describe the involvement of each. Please note that the maximum award of $125,000 will apply to any single project, even if proposed by a team of partners.

3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2015-2019).

4. If any previous projects by the applicant were funded through the Lodging Tax (Civic Improvement) Fund and were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION

Project Information

1. **Describe the proposed project.**
    a. **Scope:** Identify the Project's main objectives and how each will be achieved. Be as specific as possible about the proposed services, measurable impacts, distribution method, and costs.
    b. **Budget:** Include a detailed budget for the proposed project with itemized expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
    c. **Schedule:** Provide a project timeline that identifies major milestones.

If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics.

2. **Provide a brief narrative statement to address each of the selection criteria:**
    a. Expected impact on increased tourism in 2020. Please provide specific estimates of how the project will impact the number of people traveling fifty miles or more to Bainbridge Island for the activity, or who will travel from another country or state outside of Washington State to attend the activity. If appropriate, compare/contrast this impact to the actual or estimated number of tourists at your event/facility in 2018 and estimates for 2019.
    b. Expected impact on, or increase in, overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge Island lodging establishments in 2020 as a result of the proposed activities. Please include the basis for any estimates.
    c. Projected economic impact on Bainbridge Island businesses, facilities, events, and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
    d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e., October 1 until Memorial Day.
    e. The applicant's demonstrated history of organizational and project success.
    f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
    g. Describe the degree to which the project goals and/or results can be objectively assessed.
    h. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION

Supporting Documentation

1. Provide your organization's 2018 income/expense summary.

2. Provide your organization's 2019 budget and an estimate of actual 2019 revenue and expenses.

3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

CITY OF
BAINBRIDGE ISLAND

UPDATE on CIVIC IMPROVEMENT FUND (LTAC) BALANCE:

As of May 28, 2019

	Amount
Balance as of Jan 1, 2019	$294,000
2019 Project Awards	($262,000)
Estimated 2019 Revenue	$ 250,000
Estimated Balance as of Dec. 31, 2019:	$282,000

Lodging Tax (Hotel-Motel Tax)

This page provides an overview of the lodging tax, also known as the hotel-motel tax, that cities and counties in Washington State may charge to benefit tourism.

What is the Lodging Tax?

The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities.

How Can the Lodging Tax Revenues Be Used?

The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations (RCW 67.28.1816).

Note that, as of July 1, 2013, capital expenditures for tourism-related facilities owned by nonprofit organizations are no longer permitted expenditures of lodging tax funds.

If you are considering using lodging tax revenues to fund staff support of the Lodging Tax Advisory Committee, see MRSC's blog post on Using Lodging Taxes for Staff Support of LTAC.

In addition, 2015 legislation (SB 1223) also allows cities and counties to (optionally) use lodging tax revenues to repay general obligation bonds (RCW 67.28.150) or revenue bonds (RCW 67.28.160) for affordable workforce housing within a half-mile of a transit station. The legislation does not grant additional bonding capacity or lodging tax resources but provides another option for the use of these limited resources. (King County has separate mandatory provisions requiring at least 75% of the revenues to be used for affordable housing and the arts beginning in 2021. However, these provisions do not apply to other local governments.)

What is Included in Tourism Marketing and Operations?

It includes activities defined as "tourism promotion" in state law (RCW 67.28.080).

- Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists;

- Developing strategies to expand tourism;
- Operating tourism promotion agencies; and
- Funding the marketing or operation of special events and festivals designed to attract tourists.

What is a "Tourism-Related Facility"?

A tourism-related facility is a real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is (a) owned by a public entity, nonprofit organization (including a non-profit business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce) and (b) used to support tourism, performing arts, or to accommodate tourist activities (RCW 67.28.080).

What Kinds of Facilities Does this Include?

It depends. The guiding principle here is that the facilities should be used by tourists. So, for example, a municipal golf course would likely be a permitted expenditure in Chelan, where it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique.

Applications for Lodging Tax Funds

In counties or cities of at least 5,000 population, applications must be submitted directly to the lodging tax advisory committee (LTAC). In counties or cities of less than 5,000, applications are submitted to the county or city. The law is silent on how often the awards should be made. Some jurisdictions choose to make awards as part of their annual budget cycle. Others also make mid-year awards to account for unexpected increases or decreases in projected revenue.

Who Must Apply?

- Convention and visitors bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce;
- Municipalities - The State Auditor's Office is interpreting the law to mean that all users of funds, including municipalities, are considered applicants and must follow relevant application procedures. So, cities and counties should submit applications for their own projects to the LTAC.

What is Included in the Application?

All applications must include estimates of how funding the activity will result in increases to people staying overnight, travelling 50 miles or more, or coming from another state or country. To ensure this data is collected, jurisdictions should require this information on their lodging tax application forms.

There is no requirement that priority for funding be given to applicants expected to generate the most travelers, and lodging tax revenue may still be awarded to recipients who generate few of these types of travelers.

Examples of Funding and Application Guidelines

- **Mount Vernon** 2017 Lodging Tax/Tourism Promotion Funding Application Guidelines and Information

- **San Juan County** 2017 Lodging Tax Facilities Grant Program
- **Ocean Shores** 2015 Lodging Tax Plan for Use and Application Information

Examples of Applications for Lodging Tax Funds

- **Ellensburg** Request for Proposals Lodging Tax Fund (2017)
- **Lacey** Application for City of Lacey Lodging Tax Funds (2019)
- **Pacific County** Lodging Tax Grant Application Packet (2019)
- **Wenatchee** Application for Wenatchee Lodging Tax Funds (2016)

Review and Selection of Applications

In a municipality of at least 5,000 population, the LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to the municipality's legislative body for final determination. If a municipality under 5,000 chooses to establish a LTAC, they may, but do not have to, follow these requirements.

What Does the Municipality Do with the LTAC's Recommendations?

The legislative body "may choose only *recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee" (RCW 67.28.1816(2)(b)(ii), emphasis added). However, an informal opinion from the Attorney General's Office in 2016 states that the legislative body may award amounts different from the LTAC's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least forty-five days before final action is taken.

For more details, see our blog post on Informal AG Opinion Clarifies Lodging Tax Awards.

Contracts with Recipients of Lodging Tax Funds

Because of the state constitutional gift of public funds prohibition, a city or county should enter into a contract with any private organization providing marketing services, operating special events or festivals, or any other tourist promotion activity. The contract should spell out the tourism-related services to be provided in exchange for city or county funding and what reports will be required. Also, any organization doing promotion on behalf of the city or county may only spend lodging tax funds on items that the city or county itself could fund. This prohibits, for example, any expenditures on promotional hosting.

Examples of Contracts for Services with Recipients of Lodging Tax Funds

- **Olympia** Professional Services Agreement for Tourism Promotion (Lodging Tax) Services
- **Union Gap** Old Town Days Agreement (2011)
- **Wenatchee** Municipal Services Agreement Re: Lodging Tax Funded Activities (2014)

Reporting Requirements

- All entities receiving lodging tax funds must provide information to their respective local government on their use of these funds as required by RCW 67.28.1816. This includes local governments that directly use lodging tax funds for municipal purposes, such as municipal facilities or community events. Local governments will then, in turn, report this information annually to JLARC using their on-line reporting system.
- Local governments should, as part of their contract with recipients, require that the report be provided immediately after the event or activity.
- The deadline for local governments to submit the annual data to JLARC is May 30 for the year ending the previous December 31.
- JLARC does *not* provide advice on how to estimate tourism impacts. Good faith estimates of actuals can be reported provided applicants and users of funds indicate how those estimates will be developed. All information (including descriptions of how actual impacts were estimated) will be available for public review.
- JLARC can be contacted for technical issues associated with the reporting portal by emailing jlarc@leg.wa.gov

Reference Sources

- Instructions for Reporting Lodging Tax Expenditures (February 2018)
- 2017 JLARC Lodging Tax Report: 2017 Lodging Tax Expenditures Update (August 2018)
- FAQs for Reporting Lodging Tax Expenditures (February 2018)

Lodging Tax Advisory Committee (LTAC)

- This committee must have at least five members, appointed by the governing body.
- The committee membership must include at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by this tax, and one elected city official who serves as chairperson of the committee. The statute also provides that a person who is eligible under the first category is not eligible for appointment under the second category, and vice versa.
- Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.
- The number of committee members from organizations representing the hotels and motels and the number from organizations involved in activities that can be funded must be equal.
- A city's committee may include a non-voting elected county official and vice-versa.
- The governing body must review the membership of the committee annually.

In addition to reviewing applications for the use of the lodging tax, what does the committee do?

Any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment.

- This submission must occur at least 45 days before final action will be taken on the governing body's proposal. Even if the committee finishes its work before the 45 days are up, the governing body still must wait 45 days.

- The committee's comments must include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and of the extent to which it will affect the long-run stability of the fund to which the hotel-motel taxes are credited.
- If the advisory committee does not submit comments before the time that final action is to be taken on the proposal, the governing may go ahead and take final action.

Examples of LTACs and Code Provisions

- **Kirkland** Municipal Code Ch. 5.19 - Lodging Excise Tax
- **Olympia** Lodging Tax Advisory Committee
- **Port Townsend** Municipal Code Ch. 2.74 - Lodging Tax Advisory Committee
- **Kitsap County** Lodging Tax Advisory Committee
- **San Juan County** Lodging Tax Advisory Committee - see also San Juan County Code Sec. 3.16.030-.050

What Are the Tax Rates?

Any county and most cities may impose a "basic" two percent tax under RCW 67.28.180 on all charges for furnishing lodging at hotels, motels, and similar establishments (including bed and breakfasts and RV parks) for a continuous period of less than one month. This tax is taken as a credit against the 6.5 percent state sales tax, so that the total tax that a patron pays in retail sales tax and the hotel-motel tax combined is equal to the retail sales tax in the jurisdiction. In most cases, when a city and county both impose this tax, there is a credit for the amount of the city tax against the county tax so that two taxes are not levied on the same taxable event.

In addition, most counties and cities may levy an additional tax of up to two percent, for a total rate of four percent, under RCW 67.28.181(1). This "special" tax is not credited against the state sales tax. Therefore, if a county or city levies this additional tax, the total tax on the lodging bill will increase by two percent.

There are some exceptions established in RCW 67.28.181(2).

RCW 67.28.181(1) stipulates that this additional two percent tax may be levied as long as the total tax rate under Ch. 36.100 RCW (the public facilities district tax), Ch. 82.08 RCW (the state sales tax), Ch. 82.14 RCW (the city, county, and transit district sales taxes), Ch. 67.28 RCW (the hotel-motel tax chapter), and Ch. 67.40 RCW (the convention and trade center tax) does not exceed twelve percent. (Note that the sales tax rate for the Regional Transit Authority (Sound Transit) in portions of King, Pierce, and Snohomish counties is not included in making these calculations.) The limit for the total rate in Seattle is 15.2 percent, because the convention center tax is higher than in the rest of the county. This means that most cities in King County may only levy a one percent tax and Seattle cannot levy any tax.

Counties (including the cities within the county) and cities that had authority to levy a "special" tax before July 27, 1997 that allowed a total rate higher than four percent, had that rate grandfathered in by the 1997 legislation. Grays Harbor and Pierce counties are in this category, plus Chelan, Leavenworth, Long Beach, Bellevue, Yakima, and Winthrop.

Cities located in counties that had the authority to levy a total four percent tax county-wide before January 1, 1997 are limited to the "basic" two percent rate. This affects cities in Snohomish and Cowlitz counties.

Due to some unique circumstances, there was a period of time at the end of 1997 and beginning of 1998 when the outstanding taxing authority was six percent, rather than the four percent the legislature intended. During this time, Wenatchee and East Wenatchee raised their total tax to six percent. These rates were grandfathered in by the 1998 legislature.

Last Modified: April 23, 2019

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CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (8:35 PM) Consider Additional Term-Limited Positions for Public Works and Planning and Community Development,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

I move to forward for approval with the June 11, 2019 consent agenda the request to add two term-limited positions to City staffing as described with this agenda item.

SUMMARY:

To consider approval for the addition of two term-limited positions to City staffing.

FISCAL IMPACT:

Amount:	Estimated $200,000 - PCD and $200,000 - PW
Ongoing Cost:	
One-Time Cost:	$500,000
Included in Current Budget?	Yes

BACKGROUND:

In response to City Council priorities and to better support ongoing City work plans, the City Manager recommends that the City's approved organizational charts and staffing be revised to reflect the following two changes:

1. Term-limited position for Public Works. A term-limited position is proposed to provide dedicated project oversight and management of the work to retrofit the Harrison Medical Building to a new Police/Municipal Court facility. This position is proposed as 80% FTE, with term dates from Sept. 1, 2019 through Dec. 31, 2020. The planned FTE may decrease over time as the project moves toward completion. The position will have responsibility to oversee all aspects of the project design, planning, and construction. The position will also

coordinate other interdepartmental aspects of the project as needed to transition to the new facility, including managing preparation by staff in Police, Court, IT, Public Works and Executive.

2. Term-limited position for Planning and Community Development (PCD). A term-limited position is proposed to support multiple subarea plan updates scheduled in City work plans as a result of Comprehensive Plan Implementing Actions. The Island Center subarea plan is underway. The Winslow Subarea Plan and plans for the remaining Neighborhood Centers will be scheduled next. This position is proposed as 1.0 FTE, with a term July 1, 2019 through Dec. 31, 2020. The new term-limited position will allow other staff within PCD to be fully dedicated to implementation of affordable housing initiatives during this period.

By way of update, City staff have also revised plans to hire a Natural Resource Specialist within the Planning and Community Development Department. The 2019-2020 Approved Budget included a new full-time position in PCD to provide support for natural resource issues generally. After further consideration, and in conjunction with recommendations provided to the City Council by a team of local arborists, staff have concluded that it would be more beneficial to PCD operations if the new position was changed to have a specific focus on trees and vegetation, and was filled by a certified arborist. This position will serve as a resource to both customers and City staff.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 30 Minutes

AGENDA ITEM: (8:45 PM) Ethics Program - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion **PROPOSED BY:** City Council

RECOMMENDED MOTION:

Discussion.

SUMMARY:

At its meeting on May 7, 2019, the City Council requested this agenda item to allow additional Council discussion regarding the City's Ethics Program.

FISCAL IMPACT:

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

BACKGROUND:

This discussion is in follow-up to the Ethics Workshop that the City Council conducted as a joint meeting with the Ethics Board on April 30, 2019, as well as prior discussions that the Council has had regarding the Ethics Program, including on April 23, 2019. At its meeting on May 7, 2019, the Council requested this agenda item to allow additional Council discussion regarding the City's Ethics Program.

At the Council meeting on April 23, 2019, the Ethics Board presented to the Council its proposed work plan for 2019. As part of that discussion, the Council adopted a motion directing the Board to not consider any new complaints or requests for opinions until the Board's work plan on Item B (i.e., related to submitting proposed

changes to the Ethics Program to the Council and participating with the Council and the public regarding such proposed changes) is complete and approved by the Council, and provided, further, that the Board will finish its work on the two requests for opinions it is currently considering and deliver those draft opinions to the City Attorney for review prior to publication.

A result of the recent discussion by the Council and the Ethics Board is the formation of an Ethics Workgroup, which consists of Mayor Medina and two members from the Ethics Board, Suzanne Keel-Eckmann (Ethics Board Chair) and Scott Wilder. The Ethics Workgroup met for the first time on May 21, 2019. Deputy City Attorney Robbie Sepler is serving as legal counsel and staff support for the Workgroup, as well as for the Ethics Board. The task of the Workgroup is to provide recommendations to the Council regarding a revised and improved Ethics Program.

Attached with this item are several attachments to provide context and additional information as the Council further considers this topic.

ATTACHMENTS:

City Attorney Council Discussion Topics re Ethics Program

April 30, 2019 Ethics Workshop Recap

City of Bainbridge Island Ethics Program (Last Amended by Resolution No. 2018-10)

Greg Rubstello - Ethics Workshop Presentation - April 30 2019

Steve Gross - Ethics Workshop Presentation - April 30 2019

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

Office of the City Attorney
Memorandum

Date: May 24, 2019
To: City Council
From: Joe Levan, City Attorney
Re: Discussion Topics as a Follow-Up to the Ethics Workshop

In follow-up to the Ethics Workshop that the City Council and the Ethics Board conducted on April 30, 2019, the following is a summary of key discussion topics that I encourage the Council to consider based on what was discussed at the Workshop.

Following the Workshop, I asked the two attorney presenters, Greg Rubstello and Steve Gross, for recommendations about the City's Ethics Program based on their many years of experience advising cities related to ethics programs, and the information that they gleaned about the City of Bainbridge Island's Ethics Program. In summary, the following are those recommendations.

I. Greg Rubstello Summary Recommendations

In brief, Greg recommended that if the City Council chooses to continue to have its Ethics Program address Article I (i.e., Core Values and Ethics Principles) issues, the Program should do so only from an educational perspective via requests for advisory opinions, and not via complaints.

Regarding Article II (i.e., Code of Ethics) matters, he recommended a step in the process to allow for a threshold analysis to determine if a complaint, if all of the facts in the complaint are accepted as true, would constitute a potential violation of Article II. If yes, the complaint could proceed. If not, the complaint would be dismissed.

He also recommended that determinations regarding Article II complaints be made by an Ethics Hearing Officer or Hearing Examiner because such persons have the requisite legal experience and knowledge to account for important legal considerations such as due process, evidentiary standards, and investigatory considerations (including related to subpoenas).

II. Steve Gross Summary Recommendations

In brief, related to Article I matters, Steve recommended that if the Council chooses to allow requests for advisory opinions from persons who aren't the subject of such requests, that those requests should be regarded as complaints and not as requests for opinions.

Similar to Greg's recommendation above, Steve also recommended that the Ethics Program have a process to allow for a threshold determination to determine if a complaint, if all of the facts in the complaint are accepted as true, would constitute a potential violation of Article II.

More generally, Steve recommended that the Council focus on what it regards as the purpose of Article I (e.g., merely educational?), and if the purpose is more than merely educational for officials, the Council should consider the manner in which allegations are to be investigated in a fair and impartial manner, and by whom.

III. City Attorney Summary Discussion Topics

As City Attorney, I encourage the City Council to consider the following key discussion topics as it considers next steps related to the Ethics Program ("Program"):

1. Regarding Article II and the Code of Ethics in the Program, in that there is a state law code of ethics in Chapter 42.23 RCW and that other state law provisions address other matters included in Article II, and given that particular legal expertise is required to determine whether a violation of such state law requirements has occurred, is an Ethics Board the appropriate body to make a determination regarding such Article II matters?

2. Similarly, what is the appropriate role for the City Council in determining whether Article II has been violated?

3. If the Ethics Board is to consider Article II matters, what authority does the Board and/or the Council have to investigate and fact-find regarding such matters?

4. On a related note, given the more general nature of Article I (Core Values and Ethics Principles) matters, is it preferable to have the Ethics Board focus solely on Article I matters and do so in a manner that solely provides education to the Council and the City's many boards, commissions, and committees?

5. Also regarding Article I matters, what is the authority of the Board and/or the Council to fact-find and investigate?

6. The Program currently allows complaints from "persons" but does not define that term. Is it the Council's intent that persons who don't reside on the island and/or who don't have a business on the island be allowed to bring ethics complaints and/or requests for advisory opinions related to City officials under the Program?

7. The Program should be revised to more explicitly recognize the appearance of fairness doctrine and quasi-judicial considerations related to specific allegations brought against officials.

8. The Program should be more explicit about the role of the City Attorney, the Deputy City Attorney, and outside counsel as part of the Program.

9. The Program should be more explicit regarding the extent to which it applies (or not) to allegations that date back to a time beyond recent time, such as one or two years.

10. The Program should explicitly provide for training on ethics for Ethics Board members, as well as potentially City Councilmembers, so that they have the specific knowledge to consider the ethical matters and standards that are intended to be addressed under the Program.

11. The Program should explicitly address the extent to which City staff and other resources are needed to allow the Program and the Board to be successful.

CITY OF
BAINBRIDGE ISLAND

Office of the City Attorney
Memorandum

Date: May 24, 2019

To: The City Council

From: Robbie Sepler, Deputy City Attorney

Re: April 30, 2019 Ethics Workshop Recap

On April 30, 2019, the City Council and the Ethics Board held a joint meeting to discuss potential revisions to the City's Ethics Program. The following are potential revisions that were discussed and that appeared to have majority support among members of the City Council.

General Concepts:

1. All advisory opinions and decisions of the Ethics Board must be reviewed by the City Attorney's Office prior to being issued.

2. The Ethics Board should not be replaced with a hearings officer; the Ethics Board should continue under the revised Ethics Program.

Article I Issues:

1. The City Council should not be required or expected to review Article I requests/opinions, with the understanding that the City Council reserves the right to act on Article I requests/opinions at the Council's discretion.

2. The Ethics Board should have limited authority to deny a request for review of an Article I issue, with the revised Ethics Program setting out standards for when such denial is allowed or appropriate.

3. The Ethics Board should be granted limited authority to forward certain Article I requests directly to the City Council for direct review, with the revised Ethics Program setting out standards for when such direct Council review is allowed or required (e.g., adoption of a "Hybrid Model" to address Article I issues).

RESOLUTION NO. 2018-10

A RESOLUTION of the City Council of Bainbridge Island, Washington, approving an amendment to the Ethics Program for the City of Bainbridge Island in accordance with Chapter 2.07 BIMC.

WHEREAS, Chapter 2.07 BIMC provides that the City Council shall establish by resolution or ordinance an ethics program for the City of Bainbridge Island; and

WHEREAS, on May 10, 2006, the City Council passed Resolution No. 2006-25, adopting an ethics program for the City of Bainbridge Island; and

WHEREAS, on March 23, 2011, the City Council passed Resolution No. 2011-07, adopting a revised ethics program for the City of Bainbridge Island; and

WHEREAS, on May 18, 2011, the City Council passed Resolution No. 2011-13, amending the City's ethics program; and

WHEREAS, on August 22, 2012, the City Council passed Resolution No. 2012-11, amending the City's ethics program; and

WHEREAS, Article V.C of the ethics program requires the Ethics Board to submit an annual report to the Mayor and the City Council summarizing its activities during the previous calendar year and making recommendations for modifying the City's ethics program; and

WHEREAS, on March 20, 2018, the Ethics Board submitted its annual report to the City Council and made recommendations for modifying the City's ethics program; and

WHEREAS, the City Council finds that it is in the best interest of the City of Bainbridge Island to adopt the Ethics Board's recommendations modifying the City's ethics program.

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

Section 1. The ethics programs adopted or amended by Resolution No. 2006-25, Resolution No. 2011-07, Resolution No. 2011-13, and Resolution No. 2012-11 are hereby repealed in their entirety.

Section 2. Pursuant to BIMC 2.07.010, the City of Bainbridge Island Ethics Program attached hereto and made a part hereof by this reference is hereby approved and adopted as the Ethics Program for the City of Bainbridge Island.

PASSED by the City Council this 27th day of March, 2018.

APPROVED by the Mayor this 27th day of March, 2018.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK: March 16, 2018
PASSED BY THE CITY COUNCIL: March 27, 2018
RESOLUTION NO. 2018-10

Ethics Program

CITY OF BAINBRIDGE ISLAND
ETHICS PROGRAM

Updated 3/27/18
Resolution No. 2018-10

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CITY OF BAINBRIDGE ISLAND ETHICS PROGRAM

ARTICLE I -
INTRODUCTION, PURPOSE, AND ADMINISTRATION OF PROGRAM

A. Preamble

The City of Bainbridge Island has adopted the following Core Values and Ethics Principles to promote and maintain the highest standards of personal and professional conduct among all the people who comprise the City's government. The optimal operation of democratic government requires that all of its decision-makers be fair and accountable to the people they serve.

All elected and appointed officials, City employees, volunteers, members of Commissions and Committees, and all others who participate in the City's government are expected to adhere to these Core Values and Ethics Principles, apply them to their specific responsibilities, and make them a common aspect of their work.

B. Core Values (adopted by Resolution 97-25)

1. Service, Helpfulness, Innovation

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

2. Integrity

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

3. Equality, Fairness, Mutual Respect

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

4. Responsibility, Stewardship, Recognition

We accept our responsibility for the stewardship of public resources, and our accountability for the results of our efforts, and we pledge to give recognition for the exemplary work.

C. Ethics Principles

1. Obligations to the Public

Following the highest standards of public service, all those associated with the government of the City of Bainbridge Island will act to promote the public good and preserve the public's trust. In practice, this principle looks like:

a. Public meetings and other proceedings conducted in accordance with the Best Practices articulated and issued by the City's Ethics Board (http://www.ci.bainbridge-isl.wa.us/ethics_board.aspx)

b. Transparency and honesty in all public statements and written communications.

2. Obligations to Others

In order to sustain a culture of ethical integrity, all those associated with the government of the City of Bainbridge Island will treat each other and the public with respect and be guided by applicable codes of ethics, labor agreements, and professional codes. In practice, this principle looks like:

a. Elected and appointed officials, all City employees, and members of citizen Committees and Commissions shall familiarize themselves with the ethical rules governing them (including Washington State statute RCW 42.23 and this Code of Ethics) and obtain annual education regarding such rules.

b. All those associated with the government of the City of Bainbridge Island shall, in all their interactions, conduct themselves in a manner that demonstrates civility and respect for others.

3. Obligations Regarding the Use of Public Resources

In recognition of the importance of stewardship, all those associated with the government of the City of Bainbridge Island will use and allocate public monies, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community. In practice, this principle looks like:

a. All those associated with the government of the City of Bainbridge Island shall, to the extent possible, seek advice regarding the use of public resources from citizens and staff experts in order to ensure that public resources are used and conserved for the public good.

b. All those associated with the government of the City of Bainbridge Island shall ensure that paid experts and consultants who provide advice regarding the use of public resources shall be impartial and free of conflicts of interest.

D. Ethics Program

1. Purpose of the Ethics Program

All those associated with City government, including elected officials, employees, members of City Committees and Commissions, seek to earn and maintain confidence in the City's services and the public's trust in its decision-makers. Our decisions and our work must meet the most rigorous ethical standards and demonstrate the highest levels of achievement in following the Core Values and Ethics Principles. It is therefore the purpose of this program to:

a. Articulate the Core Values and Ethics Principles that will guide the conduct of City affairs and of all people associated with City government;

b. Establish standards of ethical conduct in a Code of Ethics for elected officials and members of City Committees and Commissions;

c. Provide training and clarification concerning the Core Values, Ethics Principles, and the Code of Ethics;

d. Establish a system that enables all citizens, including members of City government, to seek advice and assistance regarding possible ethical violations;

e. Provide a process to review possible violations of the Code of Ethics by elected officials and members of City Committees and Commissions;

f. Maintain an Ethics Board to assist with the administration of the program; and

g. Provide a comprehensive Ethics Program for the City, ensuring that the ethics standards and the procedures for enforcing them that apply to City employees, including policies and collective bargaining agreements, are consistent with the Core Values and Ethics Principles which apply to all persons associated with City government.

2. Administration of the Ethics Program

The Core Values and Ethics Principles apply to all persons associated with City government. However, there are two sets of rule-based standards, which are separately enforced. The Code of Ethics (Article II of this document) applies to elected and appointed officials, and members of City Committees and Commissions.

The Code of Ethics is enforced by the City Council (as detailed in Article III of this document). A set of guidelines and ethical standards included in the *City of Bainbridge Island Employee Manual* applies to all City employees and is enforced by City administration.

ARTICLE II -
CODE OF ETHICS

Except where specifically stated, the rules articulated in Article II apply to elected officials, and citizens serving on City Committees and Commissions.

A. Gifts and Compensation

1. Limitations on City-Related Gifts and Outside Compensation

Except as permitted under subsections (2) and (3) below, no elected official or member of a City Committee or Commission, or any member of their immediate families shall, directly or indirectly, accept any gift (as defined below) for a matter connected with or related to his or her services or duties with the City of Bainbridge Island or accept any non-City compensation for the performance or non-performance of those services or duties.

2. Exceptions to Gift Limitations

The following are exceptions to the limitation on gifts and may be accepted by those subject to subsection (1) above:

a. Unsolicited items of trivial value. "Items of trivial value" means items or services with a value of fifty dollars ($50.00) or less, such as promotional tee shirts, pens, calendars, books, or other similar items.

b. Gifts from other City officers, officials, or employees, or their family members on appropriate occasions.

c. Gifts appropriate to the occasion and reasonable and customary in light of a familial, social or official relationship of the giver and recipient, such as weddings, funerals, illnesses, holidays and ground-breaking ceremonies.

d. Campaign contributions as permitted and reported in accordance with law.

e. Awards that are publicly presented by a non-profit organization in recognition for public service if the award is not extraordinary when viewed in light of the position held by the recipient.

f. Gifts offered while visiting other cities, counties, states, or countries or hosting visitors from other cities, counties, states, or countries, when it would be a breach of protocol to refuse the gift, provided that any such gifts received shall become property of the City.

g. Reasonable and necessary costs to attend a conference or meeting that is directly related to the official or ceremonial duties of the elected official, *provided* that any payment of substantial travel or lodging expenses by any person or entity regulated by

the City or doing or seeking to do business with City must be approved in advance by the Mayor or, if the Mayor is the recipient, by the Mayor Pro Tem.

3. **Immediate Family Gift Exception**

It shall not be a violation of this section for a member of an official's immediate family to accept a gift which arises from an independent relationship, if the official does not significantly benefit from the gift, and it cannot reasonably be inferred that the gift was intended to influence the official in the performance of his or her duties.

B. Use of City Property by Elected Officials

1. Except for limited incidental personal use or emergency circumstances, no elected official shall request, permit, or use City vehicles, equipment, materials, or property for personal use, personal convenience or profit.

2. From the time that an elected official declares or publicly states that he or she intends to run for re-election until the conclusion of the respective general election, that elected official shall not request or direct that City funds be used to purchase any media (including newspaper, radio, television or bulk mailing) that contains the name or image of that elected official unless the names or images of all City elected officials appear in the media being purchased.

C. Confidentiality

Except as required by law, an elected official, former elected official, or current or former member of a City Committee or Commission shall not disclose or use privileged, confidential or propriety information obtained in executive session or otherwise in the course of their duties as a result of their position.

D. Conflict of Interest - General

1. **Applications of Conflict of Interest**

Except as permitted in subsection (b) below, an elected official or member of a City Committee or Commission shall not directly, or indirectly through a subordinate or fellow officer, official or employee, take any direct official action on a matter on behalf of the City if he or she, or a member of the immediate family:

a. Has any substantial direct or indirect contractual employment related to the matter;

b. Has other financial or private interest in that matter (which includes serving on a Board of Directors for any organization); or

c. Is a party to a contract or the owner of an interest in real or personal property that would be significantly affected by the action.

2. Conflict of Interest Exceptions for Elected Officials

Subsection (1) above shall not apply when the elected official:

a. Is required to take or participate in an action based upon the rule of necessity;

b. Decides to represent himself or herself before the City Council, Hearing Examiner or any other City board, commission or agency, provided that the individual does not also participate in any way in that board's deliberations or decision in an official capacity;

c. Acquires an interest in bonds or other evidences of indebtedness issued by the City if acquired and held on the same terms available to the general public;

d. Officially participates in the development and adoption of the City's budget; or establishes the pay or benefit plan of City officers, officials, or employees; or

e. Makes decisions on any other legislative or regulatory action of general applicability, unless these actions directly affect, or appear to affect the official's or immediate family member's employment.

f. Serves on the governing body of an organization or entity as part of their official duties as an elected official of the City.

3. Conflict of Interest Exceptions for Members of City Committees and Commissions

Subsection (1) above shall not apply to a member of a City Committee or Commission provided that the member fully discloses the financial interest on the public record of the City Committee or Commission and the Committee or Commission votes to allow the person to participate in discussion or the vote.

4. Disclosure for Elected Officials

All elected officials are required to comply with the Washington State Public Disclosure Commission requirements for financial disclosure. In addition, all elected officials shall publicly disclose their financial interest in any matter that comes before them. All elected officials shall annually complete a conflict of interest statement to be submitted to the City Clerk by April 15th.

E. Conflict of Interest–After Leaving Elected City Office

1. For two (2) years after leaving elected City office, no former elected official shall obtain employment in which he or she will take direct or indirect advantage of matters on which he or she took direct official action during his or her service with the City. This includes contractual negotiations or solicitation of business unavailable to others.

2. For two (2) years after leaving elected City office, no former elected official shall engage in any action or litigation in which the City is involved, on behalf of any other person or

entity, when the action or litigation involves an issue on which the person took direct official action while in elected City office.

F. **Conflict of Interest - Family Members of Elected Officials**

1. Appointment of Family Members

Unless he or she obtains a waiver from the Ethics Board, no elected official shall appoint or hire a member of his or her immediate family for any type of employment with the City. This includes, but is not limited to, full time employment, part time employment, permanent employment, temporary employment, and contract employment.

2. Supervision of Family Members

No elected official shall supervise or be in a direct line of supervision over a member of his or her immediate family. If an elected official is placed in a direct line of supervision of a member of his or her immediate family, he or she shall have three (3) months to come into compliance or to obtain a waiver pursuant to section (3) below.

3. Waivers

Waivers from this section may be sought from the Ethics Board to allow a member of the immediate family to be hired or to be in the direct line of supervision of a member of the immediate family. Procedures to consider such a waiver are set forth in Article III, Section G (Waivers).

G. **Conflict of Interest - Contractors**

Every major contractor submitting bids to the City shall include a statement affirming that he or she has read the Code of Ethics and agrees to abide by its guiding principles and rules. Further, the contractor affirms that neither the contractor nor any agent of the contractor has made any prohibited gift to an elected official who is involved in direct official action on the bid or has a relationship to such an official that would create a conflict of interest for that official.

H. **Conflict of Interest - Citizens serving on City Committees and Commissions**

Citizens serving on City Committees and Commissions shall sign a conflict of interest statement upon appointment and reappointment.

I. **Conduct of Public Meetings**

1. Meetings involving elected officials or City Committees and Commissions should be conducted in a manner that maximizes transparency of relationships among individuals or groups that could affect decision-making.

2. Meetings of the City Council and City Committees and Commissions shall have a standing agenda item for disclosure of possible conflicts of interest. Members are

encouraged to disclose relationships with persons and issues on the agenda, including potential conflicts of interests. If necessary, discussion among the members may be undertaken to judge the significance of these relationships and whether a possible conflict of interest exists.

ARTICLE III -
ENFORCEMENT OF THE ETHICS PROGRAM

A. Responsibilities of the Ethics Board

1. In considering any matter brought to its attention for action, the Ethics Board shall interpret and apply the Code of Ethics in favor of promoting the City's Core Values and Ethics Principles, protecting the public's interest in full disclosure of conflicts of interest, and promoting ethical behavior.

2. The Ethics Board shall handle the following matters:

   a. Complaints involving alleged violations of the Code of Ethics, Article II, by elected officials, members of City Committees and Commissions, and persons who contract with the City;

   b. Advisory opinions concerning the application of the Core Values and Ethics Principles, City policies and practices, or the applicability of the Code of Ethics to the requestor's own behavior; and

   c. Waivers of certain restrictions, as provided in the Code of Ethics.

B. Submission of Ethics Complaints

Any person may submit to the City Clerk an ethics complaint alleging violations of the Code of Ethics, Article II, or the ethics standards contained in the City of Bainbridge Island Employee Manual. Complaints concerning an elected official, a member of a City Committee or Commission, or a major contractor will be referred to the Ethics Board. Complaints concerning the conduct of City staff will be referred to the City Manager. The Ethics Board may on its own initiative identify a possible violation and initiate its own complaint.

Complaints must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the Ethics Board (available through the City Clerk's office or on the City website: http://www.ci.bainbridge-isl.wa.us/ethics_board.aspx).

C. Review of Complaints Concerning City Employees

1. The City Manager will review any ethics complaint forwarded by the City Clerk and authorize such investigations as may be necessary to determine whether a violation has occurred, consistent with relevant policies and procedures.

2. The City Manager may request advice from the Ethics Board.

3. If the City Manager determines that no violation has occurred, a written response will be made to the complainant.

4. If a violation of ethics rules has occurred, the City Manager or other appropriate City officer will take action as guided by state law, and relevant policies and procedures.

5. In the event of a violation, the City Manager will provide a response to the complainant and to the Ethics Board outlining the substance of the violation and the action taken, subject to governing rules regarding confidentiality articulated in state law, City policy, and collective bargaining agreements.

6. Apparent violations of law will be reported to the appropriate authorities.

D. Review of Complaints by Ethics Board

1. The Ethics Board will review any complaint forwarded to it by the City Clerk.

2. In the course of reviewing a complaint, the Ethics Board may request clarification of the complaint or other additional information from the complainant.

3. After reviewing a complaint, the Ethics Board may take any of the following actions and inform the complainant, the respondent, and the City Clerk:

a. Determine that the complaint lacks reasonable credibility;

b. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics;

c. Determine that facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any potential violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics;

d. Issue an advisory opinion if the subject of the complaint is more appropriate for such action;

e. Hold the complaint for action at a future time if the matter is the subject of litigation; or

f. Make a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted.

4. If the Ethics Board makes a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted, the Board will inform the respondent of its preliminary determination and provide the respondent with a reasonable period of time to submit a written response in which the respondent may provide a statement of facts, supported by a declaration in compliance with RCW 9A.72.085, in opposition to the complaint and any further explanation of the respondent's position on the complaint.

5. After receiving the written response from the respondent, the Ethics Board may take any of the following actions and inform the complainant, the respondent, and the City Clerk:

a. Determine that the complaint lacks reasonable credibility;

b. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics;

c. Determine that facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics;

d. Issue an advisory opinion if the subject of the complaint is more appropriate for such action;

e. Hold the complaint for action at a future time if the matter is the subject of litigation; or

f. Determine that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent.

g. Determine that, based on the submissions of the complainant and the respondent, a material violation of the Code of Ethics has likely occurred.

6. If the Board determines either: (1) that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent, or (2) that a material violation of the Code of Ethics has likely occurred, the Board will forward its determination, along with the complaint, response and relevant supporting materials, to the complainant and respondent. The Board may also, on its own initiative, forward such a determination to the City Council for its review.

7. Regardless of whether a particular violation of the Code of Ethics has occurred, the Ethics Board may find that City processes or policies could better reflect ethical shared values and principles, and may publish an advisory opinion to this effect.

8. In the course of reviewing any complaint, the Board shall report any apparent violation of law to the appropriate authorities.

E. Advisory Opinions

1. Any person may request an opinion from the Ethics Board as to whether their own behavior has violated or might in the future violate the Code of Ethics or shared values and principles.

2. The City Manager or City Council or any citizen may request an advisory opinion from the Ethics Board regarding City policies or practices in relation to the Code of Ethics.

3. Citizen Committees and Commissions may request an advisory opinion from the Ethics Board regarding operating rules or practices in relation to the Code of Ethics.

4. Any person may request an advisory opinion from the Ethics Board regarding operating policies of the City Council or Citizen Committees and Commissions in relation to the Code of Ethics.

5. The Ethics Board, on its own initiative may prepare and publish its own advisory opinion.

6. The Ethics Board will inform the requestor and publish its advisory opinions.

F. Waivers

Elected officials and members of City Committees and Commissions may apply to the Ethics Board for a waiver from provisions of the Code of Ethics. The Board will publish both the request and its response.

G. Effect of Advisory Opinion or Waiver

An individual who receives a waiver, or who acts in reliance on an advisory opinion, shall not later be found to have violated the Code if the individual acts in a manner consistent with that advisory opinion or waiver.

H. Reporting

1. The City Manager will meet with the Ethics Board annually to discuss the function of the Ethics Program as it applies to City employees.

2. The Ethics Board will report annually on the function of the Ethics Program.

ARTICLE IV -
FOLLOW-UP TO ETHICS COMPLAINTS

A. City Council Review of Complaints

1. If, after reviewing a complaint, the Ethics Board has determined: (1) that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent, or (2) that a material violation of the Code of Ethics has likely occurred, either the complainant or the Board may submit the determination to the City Council so that the Council may decide whether further action is warranted. The City Clerk shall provide written notification to the complainant and the respondent of the time, date, and place of any City Council meeting at which the complaint will be discussed.

2. The Council shall initially review the complaint, response, and relevant supporting materials in executive session to determine whether there appears to be a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence; provided, however, and consistent with RCW 42.30.110(1)(f), upon request of the respondent, the review shall be open to the public. The respondent shall have an opportunity to respond to the complaint. If Council determines that the complaint and attachments do not provide a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence, the Council shall dismiss the complaint, and the complainant and the respondent shall be so informed. The action to dismiss the complaint shall be done by a majority vote of the Council in open public session; provided, that the respondent shall not participate in such a vote.

3. If the Council finds that the complaint and attachments appear to provide a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence, the respondent shall be so informed. Such a finding shall be done by a majority vote of the Council present in open public session; provided, that the respondent shall not participate in such a vote. At that point, the respondent may:

a. Admit the one or more of the Code of Ethics violations alleged in the complaint.

b. Not admit the alleged Code of Ethics violations but expressly forego and waive any right to a hearing to contest the violations and any resulting sanction(s) imposed by City Council.

c. Request a hearing before the City Hearing Examiner to present evidence to dispute, rebut, mitigate, explain or otherwise defend against any or all of the Code of Ethics violations alleged in the complaint.

d. Remain silent.

4. If the respondent admits the Code of Ethics violations or remains silent, the City Council shall schedule and hold an executive session to hear from the respondent, and deliberate upon the appropriate level of civil sanctions to be imposed, except to the extent that the

respondent requests that he or she be heard in open public session. The written findings, conclusions, and sanctions shall be approved by a majority vote of the Council in open public session; provided, that the respondent shall not participate in such a vote. A copy of the findings, conclusions and sanctions shall be forwarded by registered mail to the complainant and to the respondent at addresses as given by both persons to the City Clerk.

B. Hearing before City Hearing Examiner

1. Hearings conducted by the Hearing Examiner shall be informal. The respondent may be represented by legal counsel. The City Attorney shall designate special counsel to present the Code of Ethics violations charges and case. The respondent and special counsel may present and cross examine witnesses and give evidence before the Hearing Examiner. The Hearing Examiner may also call witnesses and compel the production of books, records, papers, or other evidence needed. To that end, the Hearing Examiner may issue subpoenas and subpoenas duces tecum at the request of the respondent, special counsel, or on his or her own initiative. All testimony shall be under oath administered by the Hearing Examiner. The Hearing Examiner may adjourn the hearing from time to time in order to allow for the orderly presentation of evidence.

The Hearing Examiner or designee shall prepare an official record of the hearing, including all testimony, which shall be recorded by mechanical device, and exhibits; provided that the Hearing Examiner or designee shall not be required to transcribe such records unless presented with a request accompanied by payment of the cost of transcription.

2. Within 30 days after the conclusion of the hearing, the Hearing Examiner shall, based upon a standard of proof of clear and convincing evidence, make findings of fact and conclusions of law. If the Hearing Examiner determines that the alleged Code of Ethics violation(s) have not been proven, the Hearing Examiner shall dismiss the complaint. If the Hearing Examiner determines that one or more Code of Ethics violation are proven, the Hearing Examiner shall forward the matter to City Council for a determination regarding the appropriate level of sanctions to be imposed for the Code of Ethics violations. In either event, a copy of the findings and conclusions shall be forwarded to the City Council, by registered mail to the person who made the complaint, and to the respondent at addresses as given by both persons to the Hearing Examiner.

C. Action by City Council upon Hearing Examiner's Findings and Conclusion

1. Upon receipt of the Hearing Examiner's findings and conclusions that sustain a Code of Ethics violation, the City Council shall schedule an executive session to consider the findings and conclusions, hear from the respondent, and deliberate upon the appropriate level of civil sanction(s) to be imposed, except to the extent that the respondent requests that he or she be heard in open public session. The written findings, conclusions, and sanctions shall be approved by a majority vote of the Council in open public session; provided, that the respondent shall not participate in said vote. A copy of the findings, conclusions and sanctions shall be forwarded by registered mail to the person who made the complaint and to the respondent at addresses as given by both persons to the City Clerk.

2. In the event that the City Council concludes that a Code of Ethics violation(s) has occurred, the Council may impose any of the following sanctions:

a. Admonition: An admonition shall be a verbal non-public statement made by the Mayor or Mayor Pro Tem to the official who has violated the Code.

b. Reprimand: A reprimand shall be a letter prepared by the City Council, signed by the Mayor or Mayor Pro Tem, and directed to the official who has violated the Code.

c. Censure: A censure shall be a written statement administered personally by the Mayor or Mayor Pro Tem to the official who has violated the Code violation. The individual shall appear at a time and place directed by the City Council to receive the censure. The censure shall be given publicly and the official who has violated the Code shall not make any statement in support or opposition thereto or in mitigation. A censure shall be deemed administered at the time it is scheduled whether or not the member appears as required.

d. Other sanctions: Any sanction imposed under this Ethics Program is in addition to and not in lieu of any other penalty, sanction or remedy which may be imposed or sought according to law or equity.

ARTICLE V -
ETHICS BOARD

A. Purpose of the Ethics Board

Maintaining an Ethics Board will help to ensure that City government adheres to the highest standards of public service. The Board is responsible for:

1. Training all elected officials, and members of City Committees and Commissions covered by the Code of Ethics.

2. Working with City Administration so that major contractors and employees (even though they are not covered by this document) read and are familiar with the Code of Ethics in this document and other applicable City documents regarding ethical behavior.

3. Providing responses to complaints, advisory opinions and requests for waivers regarding the Code of Ethics.

The Ethics Board shall promote an understanding of ethical standards for City officials, officers, and contractors working with the City, and the general public. Respect for all citizens, including elected officials, will be one of the highest priorities of the Ethics Board. The Board's responsibilities are described below, along with a description of the membership of the Ethics Board.

B. Training

The Ethics Board shall perform the following training related duties:

1. At least biannually, the Ethics Board shall prepare and distribute a pamphlet describing this Code of Ethics to all covered persons, after obtaining the City Attorney's review.

2. The Ethics Board shall disseminate any change in policy that results from a finding of the Board.

3. The Ethics Board shall ensure that all new elected officials and members of City Committees and Commissions receive a pamphlet on this Code of Ethics.

4. The Ethics Board shall develop and present a training course on the Code of Ethics to be presented to all elected officials and members of City Committees and Commissions on a biannual basis.

C. Annual Report

By February 15 of each year, the Ethics Board shall submit an annual report to the Mayor and the City Council summarizing its activities during the previous calendar year. The report shall include any recommendations for modifying the Code of Ethics.

D. Creation, Terms, and Appointments

1. Membership of Ethics Board

The Ethics Board consists of five members appointed in accordance with this section.

2. Qualifications of Board Members

a. Members of the Board shall represent a diverse set of backgrounds and interests.

b. No more than one officer or official of the City may serve on the Board.

c. At least one member of the Ethics Board shall be a former judicial officer or have expertise in ethics acquired through education or experience.

3. Method of Appointment

a. The Mayor shall nominate Board members for confirmation by the City Council. Members shall be nominated individually, not in groups of two or more persons. Confirmation of each member shall require a unanimous vote of the City Council.

b. The Mayor and City Council shall work cooperatively to ensure that any person who is nominated enjoys the required support of the City Council. Nominations shall be presented at meetings of the City Council where all seven Councilmembers are present.

4. Terms of Appointment

a. Board members shall be appointed to terms of three years; however, the first two members nominated by the Mayor and confirmed by the City Council shall initially serve one year terms to achieve staggered ending dates.

b. If a member is appointed to fill an unexpired term, that member's term shall end at the same time as the term of the person being replaced.

c. Each member shall continue to serve until a successor has been appointed, unless the member is removed or resigns.

5. Removal of Board Members

a. The absence of any member of the Board from three (3) official consecutive meetings, unless the Board has excused the absence for good and sufficient reasons as determined by the Board, shall constitute a resignation from the Board.

b. The appointing authority may remove a member for inappropriate conduct before the expiration of the member's term. Before removing a member, the appointing authority shall specify the cause for removal and shall give the member the opportunity to make a personal explanation. Before removing the member who is jointly appointed, either the Mayor or the Council shall specify the cause for removal and shall give the member the opportunity to make a personal explanation.

6. Compensation

Members of the Ethics Board shall serve without compensation. A member who is an officer or employee of the City shall not receive any additional compensation for serving on the Ethics Board. Members may be reimbursed for reasonable expenses pursuant to the rules of the City.

7. Rules

The City Council shall approve all rules, which have been adopted by the Ethics Board, by resolution.

8. Consultation with City Attorney

The Ethics Board may consult with the City Attorney or special counsel appointed by the City Attorney regarding legal issues which may arise in connection with the Board's duties and functions under this Ethics Program.

ARTICLE VI -
DEFINITIONS

For purposes of the Ethics Program, the following definitions shall apply.

"**Confidential Information**" means (a) specific information, rather than generalized knowledge, that is not available to the general public on request or (b) information made confidential by law.

"**Direct official action**" means any action which involves:

1. Negotiating, approving, disapproving, administering, enforcing, or recommending for or against a contract, purchase order, lease, concession, franchise, grant, or other similar instrument in which the City is a party. With regard to "recommending," direct official action occurs only if the person making the recommendation is in the formal line of decision-making;

2. Enforcing laws or regulations or issuing, enforcing, or regulating permits;

3. Selecting or recommending vendors, concessionaires, or other types of entities to do business with the city;

4. Appointing and terminating employees, temporary workers, and independent contractors.

5. Doing research for, representing, or scheduling appointments for an officer, official, or employee, provided that these activities are provided in connection with that officer's, official's, or employee's performance of 1 through 4 above.

Direct official action does not include acts that are purely ministerial (that is, acts which do not affect the disposition or decision with respect to the matter). With regard to the approval of contracts, direct official action does not include the signing by the Mayor, City Manager, or other official as required by law, unless the official initiated the contract or is involved in selecting the contractor or negotiating or administering the contract. A person who abstains from a vote is not exercising direct official action.

"**Direct line of supervision**" means the supervisor of an employee and the supervisor of an employee's supervisor.

"**Elected Official**" means a member of the City Council.

"**Gift**" means any favor, reward, or gratuity and any money, good, service, travel, event ticket lodging, dispensation, or other thing of value that is given, sold, rented or loaned to a person without reasonable compensation and that is not available to the general public on the same terms and conditions. Any honoraria or payment for participation in an event will be considered a gift.

"Immediate family" means husband, wife, son, daughter, mother, father, grandmother, grandfather, grandchildren, brother, sister, domestic partner and spouse of the above. The term includes any minor children for whom the person, or his or her domestic partner, provides day-to-day care and financial support. A "domestic partner" is an unmarried adult, unrelated by blood, with whom an unmarried officer, official, or employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.

"Major Contractor" means any person, corporation, company, firm, business or other entity doing business over $5,000 with the City under one contract or annually.

"Rule of Necessity" shall be interpreted and defined in accordance with RCW 42.36.090, which provides: In the event of a challenge to a member or members of a decision-making body which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine.

Ethics Program Review

Ethics Workshop

Bainbridge Island City Council and Ethics Board

April 30, 2019

Greg A. Rubstello



OGDEN MURPHY WALLACE

ATTORNEYS

Personal Introduction

Greg A. Rubstello



Greg A. Rubstello

- Member Attorney, Ogden Murphy Wallace, PLLC
- City Attorney since 1978, currently serves as City Attorney for Lake Stevens, Clyde Hill and Woodway
- Past President of WSAMA, and 2018 recipient of WSAMA's Ernest H. Campbell Award for achievement in Municipal Law
- Served as special counsel to Ethics Commissions in Lynnwood, Monroe and Woodinville
- Since 2000 counseled OMW municipal clients regarding ethical issues related to statutory and local codes and policies

Overview

How Washington Cities and Towns Address Ethical Issues



Framework for Local Ethics Codes

- Ch. 42.23 RCW “Code of Ethics for Municipal Officers-Contract Interests” prohibits:
  - A financial interest in a contract made by, through, or under the supervision of a public officer, or for the benefit of their office
  - Acceptance of any compensation or gratuity in connection with the contract
  - Using your position to secure special privileges or exemptions for the public officer or others
  - Receiving any kind of gift, compensation, reward, gratuity from a source other than the City for performance of official duties
  - Accepting outside employment where the disclosure of confidential information would reasonably be expected to be disclosed
  - Disclosure of confidential information gained by reason of their position
- So long as not inconsistent with these prohibitions or otherwise violative of statute or the constitution, local governments are free to impose more restrictive prohibitions

Ethics Codes for Cities and Towns

- 2015 Survey: 28 Cities from out of over 200 City Municipal Codes on the MRSC website had adopted by Ordinance a Local Ethics Code
- Of the 28, 26 were limited to “rule based” standards of conduct for local public officers, and employees
- 2 Codes – included “values” based standards of conduct in their standards of conduct and as potential subject matter for complaints and requests for advisory opinions
  - City of Kirkland
  - City of Bainbridge Island

Why So Few Local Ethics Codes?

- Another Layer of Local Government
- Other options:
  - State Code in RCW 42.23
  - Protocols adopted and enforced by the Council or Board/Commission
  - Employee Policies enforced by the Administration
  - Whistleblower Policies
  - The Ballot Box
- More trouble than they are worth
  - Politically motivated complaints
  - Conflict among officials
  - Staff support and the role of the City Attorney's Office
  - Additional expense

What do Local Ethics Code Commonly Do?

- Provide greater clarity to and/or expand the scope of the statutory prohibitions
  - Gifts and favors
  - Family members
  - Outside employment
  - Using influence
- Go beyond the subject matter of the statutory prohibitions
  - Legislative matters and disclosure of a public official's financial or private interests
- Provide a local complaint process more accessible to the public and within the local jurisdiction
  - A process for advisory opinions

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COBI Ethics Program and Draft Resolution No. 2019-13

Some analysis, comments, thoughts and opinions



Note: This slide and this topic area will be supplemented with additional materials for the presentation.

- Analysis and comments will include among other matters:
  - Article I
    - Advisory opinions and complaints
    - What standards should apply?
    - Draft Resolution No. 2019-13
    - Who should be able to request an opinion or bring a complaint?
    - Remedies and sanctions?
  - Articles I and II
    - Due Process, Free Speech and other constitutional issues
    - Role of the City Attorney's Office and use of independent counsel
    - Problematic provisions and language
    - Suggestions

Greg A. Rubstello
grubstello@omwlaw.com
(206) 447-7206

ETHICS WORKSHOP –
APRIL 30, 2019

City of Bainbridge Island City Council and Ethics Board

Presenter:

Steve Gross

- Auburn City Attorney
- Former Port Townsend City Attorney

1

FOCUS – PORT TOWNSEND'S EXPERIENCE & KEY TAKEAWAYS

- Why did Port Townsend decide to change its Ethics Code?
- What was the process in making such changes?
- What was the result?

WHY DID PORT TOWNSEND SEE A NEED FOR A CHANGE?

A turning point was a fairly contentious complaint that involved charges against:

- Three of the seven Councilmembers;
- The City Manager; and
- Three or four department heads.

Based on this experience, staff recommended simplifying and clarifying the Ethics Code.

WHY DID PORT TOWNSEND SEE A NEED FOR A CHANGE?

Some of the provisions of the Ethics Code were unclear, including:

A. Included a broad prohibition against participating in any "transaction of the city."

B. The process for hearings contained impractical deadlines.

C. Included a provision for the City Attorney to review a *potential complaint* and provide a legal opinion.

4

WHAT DID PORT TOWNSEND DO?

The City Council considered and discussed the following:

1. What behavior do we want to regulate?
   A. Council behavior to each other and the public?
   B. Employee behavior to each other and the public?
   C. Financial conflict of interest?
   D. Gifts?

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WHAT DID PORT TOWNSEND DO?

The City Council also considered and discussed:

2. What do we want to do with the results of ethics investigations, and who do we want to conduct such investigations?
   - Council/City Manager vs. employee

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WHAT DID PORT TOWNSEND DO?

The City Council also considered and discussed:

3. Where is the best place for the regulation to be?
   A. Council Rules?
   B. Personnel Policies?
   C. Ethics Code?
   D. Purchasing Code/Policy Rules?
   E. Appearance of Fairness?

QUESTIONS?

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 10 Minutes

AGENDA ITEM: (9:15 PM) Creation of Youth Mental Health Issue Council Ad Hoc Committee - Executive,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:

I move to approve the creation of the Youth Mental Health Issue Council Ad Hoc Committee and its scope of work as presented.

SUMMARY:

On May 14, 2019, the City Council decided to create an Ad Hoc Committee to focus on issues related to the proposed youth mental health workshop. The scope of work for the Ad Hoc Committee includes the following items:

* To consider the structure and content of the workshop on youth mental health issues for which the City Council directed staff to identify a facilitator.
* To review the proposal, as presented by Kitsap Strong and Bainbridge Youth Services.
* To present a recommendation to the full Council for next steps to be taken towards identifying a facilitator for a workshop.

FISCAL IMPACT:

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

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

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, staff recommended a workshop to be jointly designed and facilitated by Bainbridge Youth Services and Kitsap Strong.

ATTACHMENTS:

AdHocCommittee Request - Youth Mental Health for CC 05282019

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF BAINBRIDGE ISLAND

Ad Hoc Committee Formation Request

Request date: 05-14-19

Requested by: Councilmember Joe Deets

Procedural Authority/Governance Manual Reference(s): Section 3.1.3 of the Governance Manual

Name of Committee Proposed: Youth Mental Health Workshop Proposal

Purpose/ Scope of Work: Review the Youth Mental Health Workshop proposal and bring back a recommendation to Council for approval

Specific task deliverable(s) (recommendation, report, etc.): Recommendation for Youth Mental Health Workshop

Link to Council/Dept work plan:

Reports to: ◯ City Council ◯ City Manager

Public participation/education required? ◯ Yes ◉ No

Staff support required? ◯ Yes ◯ No

Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members: Nassar, Deets, Tirman

Proposed Motion: I move to authorize the formation of a Council ad hoc committee to develop the Youth Mental Health Workshop

---

Date action taken:

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:25 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 agenda items:
A. Accounts Payable and Payroll
B. City Council Study Session Meeting Minutes, May 7, 2019
C. City Council Regular Business Meeting Minutes, May 14, 2019
D. Marine Access Committee 2018 Annual Report and 2019 Work Plan – Executive
E. Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works
F. Resolution No. 2019-19 Lowering Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road -
Public Works
G. Dedicated Staffing to Implement Affordable Housing Workplan
H. Tyler Moniz Bench Donation Agreements - Public Works
I. Donation Agreement with Bainbridge Community Piano Association for a Theatrical Curtain and Track System in Huney
Hall at the Bainbridge Island Commons - Public Works
J. Wyatt Way Reconstruction Phase 1 Project - Amendment No. 3 to Professional Services Agreement with MIG/SvR -
Public Works
K. Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) - Public Works
L. Ordinance No. 2019-16 Relating to 2019 1st Quarter Budget and Updated Capital Improvement Plan Amendments -
Finance

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 28, 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

Report to Council of Cash Disbursements 05-29-19

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 5 - 20 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/20/2019	044750 - 044878	P/R check run - direct deposit	314,001.40
Normal	5/20/2019	108964 - 108968	P/R check run - regular	15,130.66
Vendor	5/20/2019	108969 - 108978	P/R vendor check run	127,432.86
Vendor	5/20/2019	N/A	P/R vendor ACH	237.50
EFTPS	5/20/2019	N/A	Federal Tax Electronic Transfer	125,865.30
			TOTAL:	**582,667.72**

Prepared and Reviewed by: Deborah Lee
Deborah Lee, Fiscal Specialist

Date 5/21/19

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.

Kimberly M. Dunscombe, Budget Manager

Date 5/20/19

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: May 13, 2019 - May 27, 2019
CITY COUNCIL: May 14, 2019 - May 28, 2019

Last check from previous run: 350556 dated 05/15/19 issued to Zee Medical in the amount of $383.17.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	5/25/19	342	WA State DOR/Excise taxes - April 2019	18,410.11
ACH	5/25/19	343	COBI/Utility billing - May 2019	1,606.53
ACH	N/A	N/A		N/A
VOID	5/29/19	350580	POL/Bainbridge Review/Printed in error: credit balance with vendor	N/A
Manual	5/10/19	350557	US Bank/Credit card purchases - April 2019	29,212.17
Manual	5/10/19	350558	PW/PRJ Group/Vactor repair	20,456.81
Manual	5/10/19	350559	FIN/Islandcraft Homeowners Association/2019 SSWM fee refund	2,280.84
Manual	5/10/19	350560	FIN/Thomas J. Ockuly/2007-2018 SSWM fee refund	1,811.84
Manual	5/16/19	350561	ENG/KC Auditor/Record ROW acquisition and temporary ROW	215.00
Manual	5/16/19	350562	Sewer District #7/Participation fees - 9.9 ERUs	59,311.00
Manual	5/16/19	350563	ENG/KC Treasurer/REET ROW acq	140.28
Manual	5/16/19	350564	POL/Kelley Imaging/Copier lease	322.32
Manual	5/16/19	350565	ENG/Linda Papineau/Proceeds & attorney fees: Wyatt reconstruction	9,486.00
Manual	5/16/19	350566	FIN/Pitney Bowes/Lease property tax	9.57
Manual	5/16/19	350567	PW/Toshiba Financial/Coper lease	316.04
Manual	5/17/19	350568	FIN/AT&T/Fax long distance - May 2019	15.04
Manual	5/17/19	350569	Centurylink/Citywide telemetry services - April 2019	1,105.86
Manual	5/17/19	350570	Puget Sound Energy/Citywide utilities - April 2019	30,302.41
Manual	5/17/19	350571	Verizon Wireless/Citywide cell phone services - April 2019	4,569.42
Manual	5/22/19	350653	COBI/Permit: PLN51461 SEPA review	763.00
			Manual Checks and Electronic Disbursements	**180,334.24**
Regular Run	5/29/19	350572-350652	**Regular Check Run**	**152,141.33**
				332,475.57
Retainage Release	5/22/19	178	Stripe Rite/2018 road striping	8,486.72
Travel Advance	N/A	N/A		-

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,

_____ 5/23/19

Ron Logghe, Interim Accounting Manager — Date

EFT Excise - Apr '19

cc 5/22/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
342	05/25/2019	MANL	124 WA ST DEPT OF REVENU	231516	2019-04	04/30/2019		EXCISE04	18,410.11
	Invoice: 2019-04					APR19 EXCISE TAXES			
				51.03	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				347.33	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				3,378.15	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				23.30	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				5.65	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				4.88	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				14,525.82	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
				2,689.48	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				404.02	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				38.88	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				1.16	51011191 531100	PD-C/E-PROP RM-SUPPLIES			
				2.95	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				30.96	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES			
				-3,093.50	91411341 553000	FINANCE - WATER EXTRNL TAXES			
							CHECK	342 TOTAL:	18,410.11
					NUMBER OF CHECKS 1		*** CASH ACCOUNT TOTAL ***		18,410.11

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	18,410.11

*** GRAND TOTAL *** 18,410.11

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 5 200									
APP 402-213000					ACCOUNTS PAYABLE			4,152.80	
05/22/2019	EXCISE04	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				18,752.57
05/22/2019	EXCISE04	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			14,525.82	
05/22/2019	EXCISE04	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			73.95	
05/22/2019	EXCISE04	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE				342.46
05/22/2019	EXCISE04	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			342.46	
05/22/2019	EXCISE04	EXCISE			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			19,095.03	19,095.03
APP 631-130000					DUE TO/FROM CLEARING			18,410.11	
05/22/2019	EXCISE04	EXCISE							
APP 402-130000					DUE TO/FROM CLEARING				4,152.80
05/22/2019	EXCISE04	EXCISE							
APP 403-130000					DUE TO/FROM CLEARING				14,525.82
05/22/2019	EXCISE04	EXCISE							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				73.95
05/22/2019	EXCISE04	EXCISE							
APP 401-130000					DUE TO/FROM CLEARING			342.46	
05/22/2019	EXCISE04	EXCISE							
					SYSTEM GENERATED ENTRIES TOTAL			18,752.57	18,752.57
					JOURNAL 2019/05/200 TOTAL			37,847.60	37,847.60

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	200	05/22/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		73.95
001-213000				GENERAL - ACCOUNTS PAYABLE	73.95	
				FUND TOTAL	73.95	73.95
401 WATER OPERATING FUND	2019	5	200	05/22/2019		
401-130000				DUE TO/FROM CLEARING	342.46	
401-213000				ACCOUNTS PAYABLE		342.46
				FUND TOTAL	342.46	342.46
402 SEWER OPERATING FUND	2019	5	200	05/22/2019		
402-130000				DUE TO/FROM CLEARING		4,152.80
402-213000				ACCOUNTS PAYABLE	4,152.80	
				FUND TOTAL	4,152.80	4,152.80
403 STORM & SURFACE WATER FUND	2019	5	200	05/22/2019		
403-130000				DUE TO/FROM CLEARING		14,525.82
403-213000				ACCOUNTS PAYABLE	14,525.82	
				FUND TOTAL	14,525.82	14,525.82
631 CLEARING FUND	2019	5	200	05/22/2019		
631-130000				DUE TO/FROM CLEARING	18,410.11	
635-111100				CASH	342.46	
635-111100				CASH		18,752.57
				FUND TOTAL	18,752.57	18,752.57

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		73.95
401	WATER OPERATING FUND		342.46
402	SEWER OPERATING FUND		4,152.80
403	STORM & SURFACE WATER FUND		14,525.82
631	CLEARING FUND	18,410.11	
	TOTAL	18,410.11	18,410.11

** END OF REPORT - Generated by Carrie L. Christianson **

ACH UB - May '19

CC 5/22/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
343	05/25/2019	MANL	103	CITY OF BAINBRIDGE I	231510	13005MAY19	05/01/2019		UB052019	21.00
	Invoice: 13005MAY19						309 SHANNON DR			
					21.00	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					231511	13006MAY19	05/01/2019		UB052019	371.41
	Invoice: 13006MAY19						309 SHANNON DR DOCK			
					371.41	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					231512	10461MAY19	05/01/2019		UB052019	558.71
	Invoice: 10461MAY19						289 SHANNON DR			
					558.71	91011768 547500	GG-C/E-PARKS-WTR/SWR			
					231513	10463MAY19	05/01/2019		UB052019	353.99
	Invoice: 10463MAY19						370 BRIEN DR			
					353.99	91011755 547500	GG-C/E-COMMONS-WTR/SWR			
					231514	10464MAY19	05/01/2019		UB052019	284.31
	Invoice: 10464MAY19						402 BRIEN DR			
					284.31	91011755 547500	GG-C/E-COMMONS-WTR/SWR			
					231515	11573MAY19	05/01/2019		UB052019	17.11
	Invoice: 11573MAY19						5350 CREOSOTE PL NE			
					17.11	91011768 547500	GG-C/E-PARKS-WTR/SWR			
								CHECK	343 TOTAL:	1,606.53

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,606.53

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	1,606.53

*** GRAND TOTAL *** 1,606.53

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 5 201					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			1,606.53	
05/25/2019 UB052019 UB	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				1,606.53
05/25/2019 UB052019 UB	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			1,606.53	1,606.53
APP 631-130000	DUE TO/FROM CLEARING			1,606.53	
05/25/2019 UB052019 UB					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				1,606.53
05/25/2019 UB052019 UB					
	SYSTEM GENERATED ENTRIES TOTAL			1,606.53	1,606.53
	JOURNAL 2019/05/201 TOTAL			3,213.06	3,213.06

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	201	05/25/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		1,606.53
001-213000					GENERAL - ACCOUNTS PAYABLE	1,606.53	
					FUND TOTAL	1,606.53	1,606.53
631 CLEARING FUND	2019	5	201	05/25/2019			
631-130000					DUE TO/FROM CLEARING	1,606.53	
635-111100					CASH		1,606.53
					FUND TOTAL	1,606.53	1,606.53

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,606.53
631	CLEARING FUND	1,606.53	
	TOTAL	1,606.53	1,606.53

** END OF REPORT - Generated by Carrie L. Christianson **

VOID @ 5/23/19

RL 5/23/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350580	05/29/2019	VOID	55	SOUND PUBLISHING, IN	231359	7916009-2358223	04/30/2019			-74.00
Invoice: 7916009-2358223							POL/CLASSIFIEDS: PROPERTY			
						-74.00 51011191 544000	PD-C/E-PROP RM-ADVERTISING			
								CHECK 350580 TOTAL:		-74.00
							NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***		-74.00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	74.00

*** GRAND TOTAL *** -74.00

Payment for this invoice printed even though the total amount due for the vendor is (67.67) including this invoice. Voided in order to hold payment until credit of (141.67) can be fully used.

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 5 208									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE				74.00
05/23/2019	350580	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			74.00	
05/23/2019	350580	VOID			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			74.00	74.00
APP 631-130000					DUE TO/FROM CLEARING				74.00
05/23/2019	05/26/19	VOID							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			74.00	
05/23/2019	05/26/19	VOID							
					SYSTEM GENERATED ENTRIES TOTAL			74.00	74.00
					JOURNAL 2019/05/208 TOTAL			148.00	148.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	208	05/23/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING	74.00	
001-213000					GENERAL - ACCOUNTS PAYABLE		74.00
					FUND TOTAL	74.00	74.00
631 CLEARING FUND	2019	5	208	05/23/2019			
631-130000					DUE TO/FROM CLEARING		74.00
635-111100					CASH	74.00	
					FUND TOTAL	74.00	74.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		74.00
631	CLEARING FUND	74.00	
	TOTAL	74.00	74.00

** END OF REPORT - Generated by Carrie L. Christianson **

MANUAL

US BANK C.C.

5/10/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
350557	05/10/2019	PRTD	7314 US BANK	230825	03/22/19-JB-A	04/25/2019		USBAPR19	30.00
	Invoice: 03/22/19-JB-A				POL/ALASKA AIR/CHECKED BAG				
				30.00	53011212 443410	POLICE - C/E PATROL TRAINING			
				230826	04/03/19-CB	04/25/2019		USBAPR19	75.00
	Invoice: 04/03/19-CB				EXCC/WMCA/ANNUAL DUES: CB				
				75.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
				230827	04/03/19-CB-A	04/25/2019		USBAPR19	700.00
	Invoice: 04/03/19-CB-A				EX/BIMA/DEP: SPRING CC RETREAT				
				700.00	11011116 541100	COUNCIL - PROF SERVICES			
				230828	03/26/19-BB	04/25/2019		USBAPR19	595.00
	Invoice: 03/26/19-BB				POL/RYAN & ASSSOC/SOC MEDIA BOOT CAMP: LH				
				595.00	51011120 443410	PD-CLERKS-TRAINING			
				230829	03/30/19-BB	04/25/2019		USBAPR19	927.32
	Invoice: 03/30/19-BB				POL/HAMPTON INN/LODGING: FASTAIA				
				927.32	53011212 443410	POLICE - C/E PATROL TRAINING			
				230831	04/01/19-BB	04/25/2019		USBAPR19	27.25
	Invoice: 04/01/19-BB				POL/AMAZON/FINGER STO: FASTAIA				
				27.25	53011212 531100	PD-C/E-PATROL SUPPLIES			
				230832	04/02/19-BB	04/25/2019		USBAPR19	168.54
	Invoice: 04/02/19-BB				POL/INDEED/RECRUITING ADS				
				168.54	33011161 544000	HR-C/E-ADVERTISING			
				230833	03/31/19-BB	04/25/2019		USBAPR19	320.00
	Invoice: 03/31/19-BB				POL/AWC/LRI TRAINING: JH				
				320.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
				230834	04/02/19-BB-A	04/25/2019		USBAPR19	217.44
	Invoice: 04/02/19-BB-A				POL/BIZCHAIR.COM/OFFICE CHAIR				
				217.44	53011212 531100	PD-C/E-PATROL SUPPLIES			
				230835	04/06/19-BB	04/25/2019		USBAPR19	933.82
	Invoice: 04/06/19-BB				POL/HAMPTON INN/FIREARMS TRAINING: JF				
				933.82	53011212 443410	POLICE - C/E PATROL TRAINING			
				230836	04/09/19-BB	04/25/2019		USBAPR19	284.51
	Invoice: 04/09/19-BB				POL/AMAZON/CHAIR				
				284.51	53011212 531100	PD-C/E-PATROL SUPPLIES			
				230837	04/17/19-BB	04/25/2019		USBAPR19	363.96
	Invoice: 04/17/19-BB				POL/SHILOH INN/PCC CONF:TA				
				363.96	55011757 443410	PD-HARBORMASTER-TRAINING			
				230838	04/16/19-GC	04/25/2019		USBAPR19	1,299.60
	Invoice: 04/16/19-GC				PCD/HILTON/APA CONF: GC				
				1,299.60	61011584 443410	PCD - C/E ADM TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				230839	04/12/19-GC	04/25/2019		USBAPR19	3.00
Invoice: 04/12/19-GC						PCD/SOUND TRANSIT/LIGHTRAIL			
				3.00	61011584 443410	PCD - C/E ADM TRAINING			
				230840	04/11/19-GC	04/25/2019		USBAPR19	30.00
Invoice: 04/11/19-GC						PCD/ALASKA AIR/CHECKED BAG			
				30.00	61011584 443410	PCD - C/E ADM TRAINING			
				230841	04/16/19-GC-A	04/25/2019		USBAPR19	17.00
Invoice: 04/16/19-GC-A						PCD/SUPER SHUTTLE/AIRPORT SHUTTLE			
				17.00	61011584 443410	PCD - C/E ADM TRAINING			
				230842	04/13/19-GC	04/25/2019		USBAPR19	23.14
Invoice: 04/13/19-GC						PCD/OASIS GRILL/LUNCH			
				23.14	61011584 443410	PCD - C/E ADM TRAINING			
				230843	04/13/19-GC-A	04/25/2019		USBAPR19	66.37
Invoice: 04/13/19-GC-A						PCD/JOHN'S GRILL/DINNER			
				66.37	61011584 443410	PCD - C/E ADM TRAINING			
				230844	04/14/19-GC	04/25/2019		USBAPR19	25.57
Invoice: 04/14/19-GC						PCD/KINKAO/LUNCH			
				25.57	61011584 443410	PCD - C/E ADM TRAINING			
				230845	04/14/19-GC-A	04/25/2019		USBAPR19	22.53
Invoice: 04/14/19-GC-A						PCD/CABLE 55/DINNER			
				22.53	61011584 443410	PCD - C/E ADM TRAINING			
				230846	04/15/19-GC	04/25/2019		USBAPR19	20.32
Invoice: 04/15/19-GC						PCD/OASIS GRILL/LUNCH			
				20.32	61011584 443410	PCD - C/E ADM TRAINING			
				230847	04/15/19-GC-A	04/25/2019		USBAPR19	95.24
Invoice: 04/15/19-GC-A						PCD/RYOKOS/DINNER			
				95.24	61011584 443410	PCD - C/E ADM TRAINING			
				230848	04/16/19-GC-B	04/25/2019		USBAPR19	14.35
Invoice: 04/16/19-GC-B						PCD/BARBARY CAFE/BREAKFAST			
				14.35	61011584 443410	PCD - C/E ADM TRAINING			
				230849	04/05/19-GC	04/25/2019		USBAPR19	22.08
Invoice: 04/05/19-GC						PCD/YACHT CLUB/LUNCH			
				22.08	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
				230850	04/15/19-GC-B	04/25/2019		USBAPR19	20.00
Invoice: 04/15/19-GC-B						PCD/BART/TRANSP			
				20.00	61011584 443410	PCD - C/E ADM TRAINING			
				230851	03/25/19-KD	04/25/2019		USBAPR19	1.00
Invoice: 03/25/19-KD						EX/CANVA/GRAPHIC			
				1.00	31011572 549900	EX-GF-OUTREACH-MISC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				230852	03/28/19-KD	04/25/2019		USBAPR19	21.95
Invoice: 03/28/19-KD					EX/GOGOAIR/IN FLIGHT WIFI				
				21.95	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
				230853	03/29/19-KD	04/25/2019		USBAPR19	20.00
Invoice: 03/29/19-KD					EX/FACEBOOK/ADS				
				20.00	31011572 542450	EX-GF-OUTREACH-ADV			
				230854	04/03/19-KD	04/25/2019		USBAPR19	17.33
Invoice: 04/03/19-KD					EX/ACME FEED & SEED/DINNER				
				17.33	31011572 443410	EX-GF-OUTREACH-TRAINING			
				230855	04/05/19-KD	04/25/2019		USBAPR19	16.93
Invoice: 04/05/19-KD					EX/PAPA TURNEY'S/LUNCH				
				16.93	31011572 443410	EX-GF-OUTREACH-TRAINING			
				230856	04/04/19-KD	04/25/2019		USBAPR19	21.95
Invoice: 04/04/19-KD					EX/GOGOAIR/IN FLIGHT WIFI				
				21.95	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
				230857	04/05/19-KD-A	04/25/2019		USBAPR19	11.56
Invoice: 04/05/19-KD-A					EX/WSF/DINNER				
				11.56	31011572 443410	EX-GF-OUTREACH-TRAINING			
				230858	04/04/19-KD-A	04/25/2019		USBAPR19	8.50
Invoice: 04/04/19-KD-A					EX/WSF/FERRY				
				8.50	31011572 443410	EX-GF-OUTREACH-TRAINING			
				230859	04/05/19-KD-B	04/25/2019		USBAPR19	835.20
Invoice: 04/05/19-KD-B					EX/GAYLORD HOTEL/LODGING: KD				
				835.20	31011572 443410	EX-GF-OUTREACH-TRAINING			
				230860	03/27/19-KD	04/25/2019		USBAPR19	209.90
Invoice: 03/27/19-KD					FIN/DELTA AIR/AIRFARE: AH				
				209.90	41011144 443410	FIN - C/E TRAINING			
				230861	03/27/19-KD-A	04/25/2019		USBAPR19	209.90
Invoice: 03/27/19-KD-A					FIN/DELTA AIR/AIRFARE: BH				
				209.90	41011144 443410	FIN - C/E TRAINING			
				230862	03/25/19-KE	04/25/2019		USBAPR19	21.45
Invoice: 03/25/19-KE					POL/SUBWAY/DINNER				
				21.45	53011212 44341000962	TRACKING CANINE-TRAINING			
				230863	03/24/19-KE-B	04/25/2019		USBAPR19	8.75
Invoice: 03/24/19-KE-B					POL/SAFEWAY/SNACKS				
				8.75	53011212 44341000962	TRACKING CANINE-TRAINING			
				230864	03/26/19-KE	04/25/2019		USBAPR19	20.21
Invoice: 03/26/19-KE					POL/OLDE BRICK HOUSE/DINNER				
				20.21	53011212 44341000962	TRACKING CANINE-TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				230865	03/26/19-KE-A	04/25/2019		USBAPR19	34.10
Invoice: 03/26/19-KE-A					POL/NELSON BROS/DINNER				
				34.10	53011212 44341000962	TRACKING CANINE-TRAINING			
				230866	03/24/19-KE-C	04/25/2019		USBAPR19	30.00
Invoice: 03/24/19-KE-C					POL/ALASKA AIR/CHECKED BAG				
				30.00	53011212 44341000962	TRACKING CANINE-TRAINING			
				230867	03/24/19-KE-D	04/25/2019		USBAPR19	125.00
Invoice: 03/24/19-KE-D					POL/ALASKA AIR/TICKET CHANGE				
				125.00	53011212 44341000962	TRACKING CANINE-TRAINING			
				230868	03/24/19-KE-E	04/25/2019		USBAPR19	416.37
Invoice: 03/24/19-KE-E					POL/ALASKA AIR/CANINE FEE				
				416.37	53011212 44341000962	TRACKING CANINE-TRAINING			
				230869	03/25/19-KE-A	04/25/2019		USBAPR19	29.96
Invoice: 03/25/19-KE-A					POL/BLUE LINE/LUNCH				
				29.96	53011212 44341000962	TRACKING CANINE-TRAINING			
				230870	03/26/19-KE-B	04/25/2019		USBAPR19	12.48
Invoice: 03/26/19-KE-B					POL/BONANZA/LUNCH				
				12.48	53011212 44341000962	TRACKING CANINE-TRAINING			
				230871	03/28/19-KE	04/25/2019		USBAPR19	362.14
Invoice: 03/28/19-KE					POL/ENTERPRISE/CAR RENTAL				
				362.14	53011212 44341000962	TRACKING CANINE-TRAINING			
				230872	03/28/19-KE-A	04/25/2019		USBAPR19	35.40
Invoice: 03/28/19-KE-A					POL/MOLITOR'S/DINNER				
				35.40	53011212 44341000962	TRACKING CANINE-TRAINING			
				230873	03/28/19-KE-B	04/25/2019		USBAPR19	441.58
Invoice: 03/28/19-KE-B					POL/HOLIDAY INN/LODGING				
				441.58	53011212 44341000962	TRACKING CANINE-TRAINING			
				230874	04/05/19-KE	04/25/2019		USBAPR19	13.06
Invoice: 04/05/19-KE					POL/COOKIE'S PET CORNER/TREATS				
				13.06	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230875	04/05/19-KE-A	04/25/2019		USBAPR19	18.52
Invoice: 04/05/19-KE-A					POL/FRED MEYER/CLOTH				
				18.52	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230876	04/10/19-KE	04/25/2019		USBAPR19	46.56
Invoice: 04/10/19-KE					POL/MOBIL/FUEL				
				46.56	53011212 532000	PD-C/E-PATROL-FUEL			
				230877	04/13/19-KE	04/25/2019		USBAPR19	22.33
Invoice: 04/13/19-KE					POL/TARGET/K9 SUPPLIES				
				22.33	53011212 53110000962	TRACKING CANINE-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				230878	04/13/19-KE-A	04/25/2019		USBAPR19	47.33
Invoice: 04/13/19-KE-A					POL/HOME DEPOT/K9 SUPPLIES				
				47.33	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230879	04/17/19-KE	04/25/2019		USBAPR19	12.62
Invoice: 04/17/19-KE					POL/RITE AID/K9 SUPPLIES				
				12.62	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230880	04/17/19-KE-A	04/25/2019		USBAPR19	60.90
Invoice: 04/17/19-KE-A					POL/OMNIPET/TREATS				
				60.90	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230882	04/20/19-KE	04/25/2019		USBAPR19	6.23
Invoice: 04/20/19-KE					POL/SAFEWAY/HAMBONE				
				6.23	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230883	04/24/19-KE	04/25/2019		USBAPR19	6.53
Invoice: 04/24/19-KE					POL/PAWS&FINS/TREATS				
				6.53	53011212 53110000962	TRACKING CANINE-SUPPLIES			
				230885	03/27/19-JH	04/25/2019		USBAPR19	15.35
Invoice: 03/27/19-JH					POL/WSDOT/FERRY				
				15.35	51011214 443410	PD-C/E-ADMIN-TRAINING			
				230886	04/09/19-JH	04/25/2019		USBAPR19	67.30
Invoice: 04/09/19-JH					POL/LA ISLA/LUNCH				
				67.30	51011214 443410	PD-C/E-ADMIN-TRAINING			
				230887	04/16/19-JH	04/25/2019		USBAPR19	46.49
Invoice: 04/16/19-JH					POL/SIRENS/LUNCH				
				46.49	51011214 443410	PD-C/E-ADMIN-TRAINING			
				230888	03/20/19-DJ	04/25/2019		USBAPR19	21.31
Invoice: 03/20/19-DJ					POL/CHEVRON/FUEL				
				21.31	53011212 532000	PD-C/E-PATROL-FUEL			
				230889	04/25/19-DJ	04/25/2019		USBAPR19	179.04
Invoice: 04/25/19-DJ					POL/KUIU/SWAT JACKET				
				179.04	53011212 531100	PD-C/E-PATROL SUPPLIES			
				230890	04/14/19-CK	04/25/2019		USBAPR19	38.10
Invoice: 04/14/19-CK					POL/CHEVRON/FUEL				
				38.10	53011212 532000	PD-C/E-PATROL-FUEL			
				230891	04/02/19-RL	04/25/2019		USBAPR19	32.76
Invoice: 04/02/19-RL					ENG/NAMETAGCOUNTRY/SC, CB				
				32.76	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				230892	04/02/19-RL-A	04/25/2019		USBAPR19	169.77
Invoice: 04/02/19-RL-A					FIN/ULINE/SHELVING				
				169.77	41011141 531100	FIN - C/E ADMIN SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				230893	04/02/19-RL-B	04/25/2019		USBAPR19	85.00
Invoice: 04/02/19-RL-B						CC/MARTHA&MARY/GALA EVENT: KM			
				85.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING			
				230894	04/06/19-RL	04/25/2019		USBAPR19	150.00
Invoice: 04/06/19-RL						CC/GPC/SPRING DINNER: KM			
				150.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING			
				230895	04/09/19-RL	04/25/2019		USBAPR19	124.61
Invoice: 04/09/19-RL						CC/AMAZON/CHAIR: KM			
				124.61	11011116 531100	COUNCIL - SUPPLIES			
				230896	04/09/19-RL-A	04/25/2019		USBAPR19	7.18
Invoice: 04/09/19-RL-A						ENG/USPS/OLY DR POSTER MAILING			
				7.18	72334953 64245000596	SR305-OLYMPIC NM-OUTREACH			
				230897	04/09/19-RL-B	04/25/2019		USBAPR19	124.61
Invoice: 04/09/19-RL-B						LEGAL/AMAZON/CHAIR: RS			
				124.61	32011152 531100	LGL-GF-SUPPLIES			
				230898	04/23/19-RL	04/25/2019		USBAPR19	197.07
Invoice: 04/23/19-RL						FIN/SMARTSIGN/PARKING TAGS			
				197.07	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				230899	03/27/19-AL	04/25/2019		USBAPR19	43.00
Invoice: 03/27/19-AL						EX/AMAZON/CERT CERTIFICATES			
				43.00	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				230900	04/02/19-AL	04/25/2019		USBAPR19	40.00
Invoice: 04/02/19-AL						EX/COMM ACADEMY/REGISTRATION			
				40.00	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				230901	04/10/19-AL	04/25/2019		USBAPR19	432.00
Invoice: 04/10/19-AL						EX/LOGO VENTURA/CERT PATCHES			
				432.00	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				230902	04/12/19-AL	04/25/2019		USBAPR19	12.72
Invoice: 04/12/19-AL						EX/AMAZON/EM MGMT BOOK			
				12.72	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				230903	04/12/19-AL-A	04/25/2019		USBAPR19	11.98
Invoice: 04/12/19-AL-A						EX/AMAZON/MYLAR BLANKETS			
				11.98	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				230904	04/15/19-AL	04/25/2019		USBAPR19	17.71
Invoice: 04/15/19-AL						EX/SAFEWAY/MYN MEETING FOOD			
				17.71	31011256 542450	EX-GF-EMERG PREP-COMM OUTREACH			
				230905	04/18/19-AL	04/25/2019		USBAPR19	11.76
Invoice: 04/18/19-AL						EX/CHICKFILA/LUNCH			
				11.76	31011256 443410	EX-GF-EMERG PREP-TRAINING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				231110	04/18/19-AL-A	04/25/2019		USBAPR19	15.35
Invoice: 04/18/19-AL-A						EX/WSF/FERRY			
				15.35	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				231112	04/18/19-AL-B	04/25/2019		USBAPR19	108.06
Invoice: 04/18/19-AL-B						EX/AMAZON/EMERG SUPPLIES			
				108.06	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				231113	04/19/19-AL	04/25/2019		USBAPR19	7.96
Invoice: 04/19/19-AL						EX/STARBUCKS/BREAKFAST			
				7.96	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				231114	04/19/19-AL-A	04/25/2019		USBAPR19	20.61
Invoice: 04/19/19-AL-A						EX/BABMOO TREE/DINNER			
				20.61	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				231115	04/22/19-AL	04/25/2019		USBAPR19	15.35
Invoice: 04/22/19-AL						EX/WSF/FERRY			
				15.35	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				231116	04/22/19-AL-A	04/25/2019		USBAPR19	256.02
Invoice: 04/22/19-AL-A						EX/MARRTIOT/LODGING: AL			
				256.02	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				231117	04/22/19-AL-B	04/25/2019		USBAPR19	5.25
Invoice: 04/22/19-AL-B						EX/STARBUCKS/SNACK			
				5.25	31011256 443410	EX-GF-EMERG PREP-TRAINING			
				231118	04/23/19-AL	04/25/2019		USBAPR19	303.34
Invoice: 04/23/19-AL						EX/ROTARY INTL/QUARTERLY DUES			
				303.34	31011256 549900	EX-GF-EMERG PREP-MISC			
				231119	04/04/19-RL	04/25/2019		USBAPR19	125.00
Invoice: 04/04/19-RL						FIN/WFOA/BARS-GAAP TRAINING: CC			
				125.00	41011144 443410	FIN - C/E TRAINING			
				231120	04/12/19-RL	04/25/2019		USBAPR19	149.00
Invoice: 04/12/19-RL						FIN/FRED PRIOR/TRAINING: CM			
				149.00	41011144 443410	FIN - C/E TRAINING			
				231121	03/27/19-CL	04/25/2019		USBAPR19	278.96
Invoice: 03/27/19-CL						PCD/AMAZON/FILE FOLDERS			
				278.96	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				231122	03/27/19-CL-A	04/25/2019		USBAPR19	52.38
Invoice: 03/27/19-CL-A						PCD/AMAZON/DESK ORGANIZERS			
				52.38	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				231123	03/28/19-CL	04/25/2019		USBAPR19	21.91
Invoice: 03/28/19-CL						PCD/T&C/CUPCAKES FOR COMMISS BDAY			
				21.91	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				231124	03/28/19-CL-A	04/25/2019		USBAPR19	43.94
Invoice: 03/28/19-CL-A						PCD/CLICK2MAIL/LEGAL NOTICE MAILERS			
				43.94	63470586 542450	PCD-PLANNING-COMM OUTREACH			
				231126	04/04/19-CL	04/25/2019		USBAPR19	127.05
Invoice: 04/04/19-CL						PCD/CLICK2MAIL/LEGAL NOTICE MAILERS			
				127.05	63470586 542450	PCD-PLANNING-COMM OUTREACH			
				231127	04/11/19-CL	04/25/2019		USBAPR19	79.93
Invoice: 04/11/19-CL						PCD/AMAZON/OFFICE SUPPLIES			
				79.93	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
				231128	04/11/19-CL-A	04/25/2019		USBAPR19	80.01
Invoice: 04/11/19-CL-A						PCD/CLICK2MAIL/LEGAL NOTICE MAILERS			
				80.01	63470586 542450	PCD-PLANNING-COMM OUTREACH			
				231129	04/11/19-CL-B	04/25/2019		USBAPR19	31.06
Invoice: 04/11/19-CL-B						PCD/CLICK2MAIL/LEGAL NOTICE MAILERS			
				31.06	63470586 542450	PCD-PLANNING-COMM OUTREACH			
				231130	04/15/19-CL	04/25/2019		USBAPR19	20.24
Invoice: 04/15/19-CL						PCD/AMAZON/PENS			
				20.24	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				231131	04/15/19-CL-A	04/25/2019		USBAPR19	8.81
Invoice: 04/15/19-CL-A						PCD/AMAZON/NOTEPAD			
				8.81	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				231132	04/22/19-CL	04/25/2019		USBAPR19	46.87
Invoice: 04/22/19-CL						PCD/AMAZON/WRLSS KEYBOARD&MOUSE			
				46.87	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				231133	04/22/19-CL-A	04/25/2019		USBAPR19	50.43
Invoice: 04/22/19-CL-A						PCD/AMAZON/OFFICE SUPPLIES			
				50.43	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				231134	04/25/19-CL	04/25/2019		USBAPR19	318.02
Invoice: 04/25/19-CL						PCD/CLICK2MAIL/LEGAL NOTICE MAILERS			
				318.02	63470586 542450	PCD-PLANNING-COMM OUTREACH			
				231135	04/12/19-DM	04/25/2019		USBAPR19	40.40
Invoice: 04/12/19-DM						PW/TACOMA SCREW/FOG TOOLS:JG			
				40.40	73637893 531100	O&M-ALLOC-SWR CONSUMABLES			
				231137	04/13/19-DM	04/25/2019		USBAPR19	164.48
Invoice: 04/13/19-DM						PW/LOWES/FOG TOOLS: JG			
				164.48	73637893 531100	O&M-ALLOC-SWR CONSUMABLES			
				231138	04/19/19-DM	04/25/2019		USBAPR19	926.23
Invoice: 04/19/19-DM						PW/VALLEY NURSERY/WFP BEATIF			
				926.23	73011768 531100	O&M-C/E-PARKS-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				231139	04/10/19-EP	04/25/2019		USBAPR19	44.24
Invoice: 04/10/19-EP						POL/SAFEWAY/FUEL			
				44.24	52011212 443410	POLICE - C/E INVEST TRAINING			
				231140	03/27/19-EP	04/25/2019		USBAPR19	763.44
Invoice: 03/27/19-EP						POL/TRAVELOCITY/LODGING			
				763.44	54025212 443410	MARINE - TRAINING			
				231141	04/15/19-EP	04/25/2019		USBAPR19	13.00
Invoice: 04/15/19-EP						POL/BJ'S/DINNER			
				13.00	54025212 443410	MARINE - TRAINING			
				231142	04/15/19-EP-A	04/25/2019		USBAPR19	6.00
Invoice: 04/15/19-EP-A						POL/WSDOT/BRIDGE TOLL			
				6.00	54025212 443410	MARINE - TRAINING			
				231143	04/15/19-EP-B	04/25/2019		USBAPR19	29.82
Invoice: 04/15/19-EP-B						POL/PAC SEAFOOD/LUNCH			
				29.82	54025212 443410	MARINE - TRAINING			
				231144	04/15/19-EP-C	04/25/2019		USBAPR19	52.14
Invoice: 04/15/19-EP-C						POL/THE KOI/DINNER			
				52.14	54025212 443410	MARINE - TRAINING			
				231145	04/15/19-EP-D	04/25/2019		USBAPR19	.55
Invoice: 04/15/19-EP-D						POL/TACOMA PARKING/PARKING			
				.55	54025212 443410	MARINE - TRAINING			
				231146	04/16/19-EP	04/25/2019		USBAPR19	31.92
Invoice: 04/16/19-EP						POL/PACIFIC SEAFOOD/LUNCH			
				31.92	54025212 443410	MARINE - TRAINING			
				231147	04/16/19-EP-A	04/25/2019		USBAPR19	48.69
Invoice: 04/16/19-EP-A						POL/STANLEY&SEAFORT'S/DINNER			
				48.69	54025212 443410	MARINE - TRAINING			
				231148	04/17/19-EP	04/25/2019		USBAPR19	25.75
Invoice: 04/17/19-EP						POL/SHENANIGANS/LUNCH			
				25.75	54025212 443410	MARINE - TRAINING			
				231149	04/18/19-EP	04/25/2019		USBAPR19	20.43
Invoice: 04/18/19-EP						POL/HARBOR LIGHTS/LUNCH			
				20.43	54025212 443410	MARINE - TRAINING			
				231150	04/18/19-EP-A	04/25/2019		USBAPR19	44.59
Invoice: 04/18/19-EP-A						POL/STEEL CREEK/DINNER			
				44.59	54025212 443410	MARINE - TRAINING			
				231152	04/19/19-EP	04/25/2019		USBAPR19	38.89
Invoice: 04/19/19-EP						POL/HOLIDAY INN/PARKING			
				38.89	54025212 443410	MARINE - TRAINING			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				231154	04/01/19-JR	04/25/2019		USBAPR19	900.00
Invoice: 04/01/19-JR					PCD/STORAGE98110/STORAGE UNIT				
				900.00	61470581 545000 PCD - DEV ADMIN RENTS & LEASES				
				231155	04/17/19-JR	04/25/2019		USBAPR19	228.90
Invoice: 04/17/19-JR					PCD/AMAZON/PRINTER CARTRIDGE				
				228.90	61011581 531100 PCD - C/E ADMIN SUPPLIES				
				231156	04/17/19-JR-A	04/25/2019		USBAPR19	33.16
Invoice: 04/17/19-JR-A					PCD/AMAZON/CRAYONS FOR BLDG SAF MNTH				
				33.16	62471591 531100 BLDG - BLDG OFFICE SUPPLIES				
				231157	04/17/19-JR-B	04/25/2019		USBAPR19	36.96
Invoice: 04/17/19-JR-B					PCD/AMAZON/PLASTIC BAGS				
				36.96	62471591 531100 BLDG - BLDG OFFICE SUPPLIES				
				231158	04/11/19-JR	04/25/2019		USBAPR19	329.64
Invoice: 04/11/19-JR					PCD/TUNA GRAPHICS/BLDG SAFETY MNTH SHIRTS				
				329.64	62471591 531100 BLDG - BLDG OFFICE SUPPLIES				
				231159	04/23/19-JR	04/25/2019		USBAPR19	35.00
Invoice: 04/23/19-JR					PCD/MRSC/WEBINAR: AFF. HOUSING				
				35.00	61011584 443410 PCD - C/E ADM TRAINING				
				231160	04/24/19-JR	04/25/2019		USBAPR19	140.95
Invoice: 04/24/19-JR					PCD/ULINE/WALL HOLDERS				
				140.95	61011581 531100 PCD - C/E ADMIN SUPPLIES				
				231161	04/02/19-CS	04/25/2019		USBAPR19	456.71
Invoice: 04/02/19-CS					POL/AMAZON/GO PRO & ACCESS				
				456.71	51011211 53110000589 PD-COMM OUTREACH-SUPPLIES				
				231162	04/03/19-CS	04/25/2019		USBAPR19	88.56
Invoice: 04/03/19-CS					POL/BANNERSONTHECHEAP/RECRUITMENT BANNER				
				88.56	33011161 544000 HR-C/E-ADVERTISING				
				231163	04/03/19-CS-A	04/25/2019		USBAPR19	86.73
Invoice: 04/03/19-CS-A					POL/AMAZON/GOPRO ACCESSORIES				
				86.73	51011211 53110000589 PD-COMM OUTREACH-SUPPLIES				
				231164	04/20/19-CS-A	04/25/2019		USBAPR19	95.09
Invoice: 04/20/19-CS-A					POL/SAFEWAY/CITIZEN ACADEMY SNACKS				
				95.09	51011211 54110000589 PD-COMM OUTREACH-PROF SVC				
				231165	03/21/19-JS	04/25/2019		USBAPR19	226.60
Invoice: 03/21/19-JS					PCD/ALASKA/AIRFARE: JS				
				226.60	61011584 443410 PCD - C/E ADM TRAINING				
				231166	03/21/19-JS-A	04/25/2019		USBAPR19	226.60
Invoice: 03/21/19-JS-A					PCD/ALASKA/AIRFARE: HW				
				226.60	63011586 443410 CUR - C/E TRAINING TRAVEL				

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				231167	04/14/19-JS	04/25/2019		USBAPR19	23.10
Invoice: 04/14/19-JS						PCD/CAFFE CENTRAL/BREAKFAST			
				23.10	61011584 443410	PCD - C/E ADM TRAINING			
				231168	04/12/19-JS	04/25/2019		USBAPR19	9.15
Invoice: 04/12/19-JS						PCD/APA/MIXER EVENT			
				9.15	61011584 443410	PCD - C/E ADM TRAINING			
				231169	04/12/19-JS-A	04/25/2019		USBAPR19	20.00
Invoice: 04/12/19-JS-A						PCD/BART/TRANSPORT			
				20.00	61011584 443410	PCD - C/E ADM TRAINING			
				231170	04/12/19-JS-B	04/25/2019		USBAPR19	61.32
Invoice: 04/12/19-JS-B						PCD/RYKOS/DINNER			
				61.32	61011584 443410	PCD - C/E ADM TRAINING			
				231171	04/12/19-JS-C	04/25/2019		USBAPR19	36.78
Invoice: 04/12/19-JS-C						PCD/SEATTLESPORTCLUB/LUNCH			
				36.78	61011584 443410	PCD - C/E ADM TRAINING			
				231172	04/13/19-JS	04/25/2019		USBAPR19	28.37
Invoice: 04/13/19-JS						PCD/OASIS GRILL/LUNCH			
				28.37	61011584 443410	PCD - C/E ADM TRAINING			
				231173	04/16/19-JS	04/25/2019		USBAPR19	25.89
Invoice: 04/16/19-JS						PCD/CAFFE CENTRAL/BREAKFAST			
				25.89	61011584 443410	PCD - C/E ADM TRAINING			
				231174	04/15/19-JS	04/25/2019		USBAPR19	85.76
Invoice: 04/15/19-JS						PCD/BOTA/DINNER			
				85.76	61011584 443410	PCD - C/E ADM TRAINING			
				231175	04/16/19-JS-A	04/25/2019		USBAPR19	17.00
Invoice: 04/16/19-JS-A						PCD/WSF/FERRY			
				17.00	61011584 443410	PCD - C/E ADM TRAINING			
				231176	04/16/19-JS-B	04/25/2019		USBAPR19	1,149.36
Invoice: 04/16/19-JS-B						PCD/HILTON/LODGING			
				1,149.36	61011584 443410	PCD - C/E ADM TRAINING			
				231177	04/18/19-JS	04/25/2019		USBAPR19	81.58
Invoice: 04/18/19-JS						PCD/KACHAI THAI/LUNCH			
				81.58	61011584 443410	PCD - C/E ADM TRAINING			
				231178	03/28/19-SW	04/25/2019		USBAPR19	48.46
Invoice: 03/28/19-SW						POL/GAS MART/FUEL			
				48.46	51011211 532000	PDADM-C/E-FUEL			
				231179	04/15/19-SW	04/25/2019		USBAPR19	64.22
Invoice: 04/15/19-SW						POL/GALLS/LAWPRO STAR INSIGNIA			
				64.22	51011211 531100	PD-C/E-ADM-SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				231180	04/19/19-SW	04/25/2019		USBAPR19	110.88
Invoice: 04/19/19-SW					POL/WESTSIDE PIZZA/DINNER FOR SEARCH TEAM				
				33.26	51011211 539100 PD-C/E-ADM-WORKED MEALS				
				22.18	52011212 539100 PD-C/E-INV-WORKED MEALS				
				55.44	53011212 539100 PD-C/E-PATROL-WORKED MEALS				
				231181	04/18/19-SW	04/25/2019		USBAPR19	7.07
Invoice: 04/18/19-SW					POL/WESTSIDE PIZZA/DINNER SEARCH TEAM				
				7.07	51011211 539100 PD-C/E-ADM-WORKED MEALS				
				231182	04/18/19-SW-A	04/25/2019		USBAPR19	241.98
Invoice: 04/18/19-SW-A					POL/WESTSIDE PIZZA/LUNCH: SEARCH TEAM				
				72.59	51011211 539100 PD-C/E-ADM-WORKED MEALS				
				48.40	52011212 539100 PD-C/E-INV-WORKED MEALS				
				120.99	53011212 539100 PD-C/E-PATROL-WORKED MEALS				
				231183	04/12/19-HW	04/25/2019		USBAPR19	9.15
Invoice: 04/12/19-HW					PCD/APA/MIXER				
				9.15	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231184	04/14/19-HW	04/25/2019		USBAPR19	22.39
Invoice: 04/14/19-HW					PCD/CAFFE CENTRAL/BREAKFAST				
				22.39	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231185	04/15/19-HW	04/25/2019		USBAPR19	36.67
Invoice: 04/15/19-HW					PCD/CAFFE CENTRAL/BREAKFAST				
				36.67	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231186	04/16/19-HW	04/25/2019		USBAPR19	25.75
Invoice: 04/16/19-HW					PCD/CAFFE CENTRAL/BREAKFAST				
				25.75	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231187	04/16/19-HW-A	04/25/2019		USBAPR19	1,149.36
Invoice: 04/16/19-HW-A					PCD/HILTON/LODGING: HW				
				1,149.36	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231188	04/16/19-HW-B	04/25/2019		USBAPR19	50.00
Invoice: 04/16/19-HW-B					PCD/LARKCREEKGRILL/LUNCH				
				50.00	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231189	04/17/19-HW	04/25/2019		USBAPR19	20.00
Invoice: 04/17/19-HW					PCD/BART/TRANSPORT				
				20.00	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231190	04/16/19-HW-C	04/25/2019		USBAPR19	6.00
Invoice: 04/16/19-HW-C					PCD/SOUND TRANSIT/TRANSIT TO FERRY				
				6.00	63011586 443410 CUR - C/E TRAINING TRAVEL				
				231191	04/02/19-HW	04/25/2019		USBAPR19	40.00
Invoice: 04/02/19-HW					PCD&POL/SILVERWATER CAFE/LUNCH: HW, BB				
				20.00	51011214 443410 PD-C/E-ADMIN-TRAINING				
				20.00	63011586 443410 CUR - C/E TRAINING TRAVEL				

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				231192	04/12/19-HW-A	04/25/2019		USBAPR19	6.00
Invoice: 04/12/19-HW-A						PCD/SOUND TRANSIT/AIRPORT TRANSP			
				6.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
				231193	04/14/19-HW-A	04/25/2019		USBAPR19	40.13
Invoice: 04/14/19-HW-A						PCD/ESCAPE FROM NY/DINNER			
				40.13	63011586 443410	CUR - C/E TRAINING TRAVEL			
				231195	04/15/19-HW-A	04/25/2019		USBAPR19	36.00
Invoice: 04/15/19-HW-A						PCD/SMG/PERSONAL: PD BACK TO COBI			
				36.00	41011141 549900	FIN-C/E-MISC EXP			
				231196	04/11/19-TD	04/25/2019		USBAPR19	38.69
Invoice: 04/11/19-TD						CRT/CRYSTAL SPRINGS/WATER SERVICE			
				38.69	21011125 531100	COURT - SUPPLIES			
				231197	04/17/19-TD	04/25/2019		USBAPR19	343.98
Invoice: 04/17/19-TD						WELLNESS/PROMO DIRECT/WATER BOTTLES			
				343.98	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES			
				231198	03/26/19-KB	04/25/2019		USBAPR19	90.00
Invoice: 03/26/19-KB						HR/CRAIGSLIST/AD: SEASONAL MAINT			
				90.00	33011161 544000	HR-C/E-ADVERTISING			
				231199	03/26/19-KB-A	04/25/2019		USBAPR19	80.44
Invoice: 03/26/19-KB-A						HR/AMAZON/BADGE PRINTER RIBBON			
				80.44	33011161 531100	HR-C/E-SUPPLIES			
				231200	03/27/19-KB	04/25/2019		USBAPR19	28.01
Invoice: 03/27/19-KB						HR/T&C/COOKIES			
				28.01	31011131 531100	EX-GF-SUPPLIES			
				231201	03/27/19-KB-A	04/25/2019		USBAPR19	136.68
Invoice: 03/27/19-KB-A						HR/NOTARY SUPPLY/NOTARY RENEWAL: KB			
				136.68	33011161 549100	HR-C/E-DUES & SUBSCRIPTIONS			
				231202	04/01/19-KB	04/25/2019		USBAPR19	200.00
Invoice: 04/01/19-KB						HR/YOURMEMBERSHIP/AD: POLICE OFFICER			
				200.00	33011161 544000	HR-C/E-ADVERTISING			
				231203	04/12/19-KB	04/25/2019		USBAPR19	165.00
Invoice: 04/12/19-KB						HR/SYMPLICITY/AD: WATER RES INTERN			
				165.00	33011161 544000	HR-C/E-ADVERTISING			
				231204	04/12/19-KB-A	04/25/2019		USBAPR19	192.50
Invoice: 04/12/19-KB-A						HR/SYMPLICITY/AD: PW INTERN			
				192.50	33011161 544000	HR-C/E-ADVERTISING			
				231205	04/13/19-KB	04/25/2019		USBAPR19	45.00
Invoice: 04/13/19-KB						HR/CRAIGSLIST/AD: WATER RES INTERN			
				45.00	33011161 544000	HR-C/E-ADVERTISING			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				231206	04/13/19-KB-A	04/25/2019		USBAPR19	45.00
Invoice: 04/13/19-KB-A				45.00	33011161 544000	HR/CRAIGSLIST/AD: PW INTERN HR-C/E-ADVERTISING			
				231207	04/17/18-KB	04/25/2019		USBAPR19	320.00
Invoice: 04/17/18-KB				320.00	33011164 443410	HR/AWC/LABOR RELATIONS INST: EM HR-C/E-TRAINING EXP			
				231208	04/01/19-SM	04/25/2019		USBAPR19	27.25
Invoice: 04/01/19-SM				27.25	81011881 548500	IT/ACUITY/CALENDAR SCHED PCD IT - C/E COMPUTER SUPPORT			
				231209	04/04/19-SM	04/25/2019		USBAPR19	37.99
Invoice: 04/04/19-SM				37.99	81011881 535500	IT/AMAZON/ERG KEYBOARD IT - C/E COMPUTER PARTS & EQ			
				231210	04/18/19-SM	04/25/2019		USBAPR19	659.46
Invoice: 04/18/19-SM				659.46	81011881 548500	IT/SONICWALL/VPN ANNUAL MAINT IT - C/E COMPUTER SUPPORT			
				231211	04/18/19-SM-A	04/25/2019		USBAPR19	20.72
Invoice: 04/18/19-SM-A				20.72	81011881 548500	IT/ACUITY/CALENDAR SCHED IT - C/E COMPUTER SUPPORT			
				231212	04/19/19-SM	04/25/2019		USBAPR19	196.20
Invoice: 04/19/19-SM				196.20	81011881 535500	IT/AMAZON/PHONE CASES IT - C/E COMPUTER PARTS & EQ			
				231213	04/19/19-SM-A	04/25/2019		USBAPR19	150.00
Invoice: 04/19/19-SM-A				150.00	81011881 535500	IT/AMAZON/PHONE CASES IT - C/E COMPUTER PARTS & EQ			
				231214	04/22/19-SM	04/25/2019		USBAPR19	274.68
Invoice: 04/22/19-SM				274.68	81011881 535500	IT/AMAZON/SSD DRIVE UPGRADES IT - C/E COMPUTER PARTS & EQ			
				231215	03/25/19-KJ	04/25/2019		USBAPR19	125.00
Invoice: 03/25/19-KJ				125.00	11011116 549100	CC/NATLMAINTST/CONF: JD COUNCIL-C/E-DUES/SUBSCR/MEMBER			
				231216	04/05/19-KJ	04/25/2019		USBAPR19	11.10
Invoice: 04/05/19-KJ				11.10	11011116 543100	CC/T&C/ART WALK REFRESHMNTS COUNCIL-TRAVEL/MEALS/LODGING			
				231217	04/05/19-KJ-A	04/25/2019		USBAPR19	27.30
Invoice: 04/05/19-KJ-A				27.30	11011116 543100	CC/SAFEWAY/ART WALK REFRESHMNTS COUNCIL-TRAVEL/MEALS/LODGING			
				231218	04/11/19-KJ	04/25/2019		USBAPR19	75.00
Invoice: 04/11/19-KJ				75.00	36011143 549100	EXCC/WAMUNICLERKS/DUES CLERK-DUES/SUBSCR/MEMBRSHPS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				231219	04/12/19-KJ	04/25/2019		USBAPR19	330.00
Invoice: 04/12/19-KJ					CC/BIMPRD/WARD MEETINGS				
				330.00	11011116 542450	COMMUNITY OUTREACH/PARTICIPA			
				231220	04/19/19-KJ	04/25/2019		USBAPR19	350.00
Invoice: 04/19/19-KJ					EXCC/NAGARA/DUES				
				350.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
				231221	04/01/19-ES	04/25/2019		USBAPR19	600.00
Invoice: 04/01/19-ES					EX/ICLEI/CITY MEMBERSHIP				
				600.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH			
				231222	04/19/19-ES	04/25/2019		USBAPR19	195.04
Invoice: 04/19/19-ES					EX/DOC'S MARINA GRILL/LUNCH 20+				
				195.04	31011131 531100	EX-GF-SUPPLIES			
				231223	03/25/19-KG	04/25/2019		USBAPR19	153.60
Invoice: 03/25/19-KG					ENG/AMAZON/LEVEL FOR AQ				
				153.60	72111431 531100	ENG - ACCESS MGMT SUPPLIES			
				231225	03/27/19-KG	04/25/2019		USBAPR19	94.64
Invoice: 03/27/19-KG					PW/AMAZON/COFFE MACHINE				
				94.64	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
				231226	03/29/19-KG	04/25/2019		USBAPR19	95.00
Invoice: 03/29/19-KG					ENG/WSU/STORMWATER CONF: AQ				
				95.00	72431831 443410	ENG - SSWM ADM TRAINING			
				231227	03/31/19-KG	04/25/2019		USBAPR19	355.00
Invoice: 03/31/19-KG					PW/AWWA/MEMBERSHIP RENEWAL				
				355.00	71011321 549100	PWADM-C/E-DUES/SUBSCR/MEMBRSHP			
				231228	04/01/19-KG	04/25/2019		USBAPR19	10.89
Invoice: 04/01/19-KG					PERSONAL CHARGE - REFUNDED TO COBI				
				10.89	41011141 549900	FIN-C/E-MISC EXP			
				231229	04/01/19-KG-A	04/25/2019		USBAPR19	44.24
Invoice: 04/01/19-KG-A					PERSONAL CAHRGE - REFUND RECD				
				44.24	41011141 549900	FIN-C/E-MISC EXP			
				231230	04/03/19-KG	04/25/2019		USBAPR19	274.98
Invoice: 04/03/19-KG					ENG/AMAZON/LEVEL SET: AQ				
				274.98	72111431 531100	ENG - ACCESS MGMT SUPPLIES			
				231231	04/08/19-KG	04/25/2019		USBAPR19	449.97
Invoice: 04/08/19-KG					ENG/SIGNS.COM/OLYMPIC DR SIGNS				
				449.97	72011951 63110000596	SR305-OLYMPIC NM-SUPPLIES			
				231232	04/09/19-KG	04/25/2019		USBAPR19	-44.24
Invoice: 04/09/19-KG					REFUND OF PERSONAL CHARGE				
				-44.24	41011141 549900	FIN-C/E-MISC EXP			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				231233	04/09/19-KG-A	04/25/2019		USBAPR19	116.00
Invoice: 04/09/19-KG-A					PW/WA PROF LICENSE/RENEWAL: CM				
				116.00	71011321 549100	PWADM-C/E-DUES/SUBSCR/MEMBRSHP			
				231234	04/09/19-KG-B	04/25/2019		USBAPR19	168.94
Invoice: 04/09/19-KG-B					ENG/OFFICE DEPOT/CHAIR: CM				
				168.94	72011322 531100	ENG - C/E PLANS SUPPLIES			
				231235	04/16/19-KG	04/25/2019		USBAPR19	115.00
Invoice: 04/16/19-KG					PW/INTL CODE COUNCIL/RENEWAL: AQ				
				115.00	71011321 549100	PWADM-C/E-DUES/SUBSCR/MEMBRSHP			
				231236	04/17/19-KG	04/25/2019		USBAPR19	-121.23
Invoice: 04/17/19-KG					ENG/AMAZON/LEVEL SET RETURN				
				-121.23	72111431 531100	ENG - ACCESS MGMT SUPPLIES			
				231237	04/20/19-KG	04/25/2019		USBAPR19	98.24
Invoice: 04/20/19-KG					ENG/ULINE/BROCHURE HOLDERS				
				98.24	72431832 531100	ENG - SSWM PLAN SUPPLIES			
				231238	04/22/19-KG	04/25/2019		USBAPR19	-40.00
Invoice: 04/22/19-KG					ENG/BUILD IND ASSOC/CREDIT FOR TRAINING: AQ				
				-40.00	72431831 443410	ENG - SSWM ADM TRAINING			
				231239	04/25/19-KG	04/25/2019		USBAPR19	315.00
Invoice: 04/25/19-KG					PW/ASCE/DUES: MM				
				315.00	71011321 549100	PWADM-C/E-DUES/SUBSCR/MEMBRSHP			
				231240	04/08/19-CK	04/25/2019		USBAPR19	105.83
Invoice: 04/08/19-CK					PW/AMAZON/TOLLS FOR VLS				
				105.83	73423943 63110000782	VILLAGE PUMP STATION-SUPPLIES			
				231241	04/12/19-CK	04/25/2019		USBAPR19	210.00
Invoice: 04/12/19-CK					PW/GRCC/FOG 101: JG				
				210.00	73637893 443410	O&M-ALLOC-SWR TRAINING			
				231242	04/14/19-CHK	04/25/2019		USBAPR19	16.34
Invoice: 04/14/19-CHK					PW/ADOBE/PRO SUBX				
				16.34	73411345 549100	DUES/SUBSCRIPTIONS			
						CHECK 350557 TOTAL:			29,212.17

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 29,212.17

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	29,212.17

*** GRAND TOTAL *** 29,212.17

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 5 100									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			25,859.60	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				29,212.17
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			7.18	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			2,347.75	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			414.88	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			307.35	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			153.24	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			105.83	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			16.34	
05/10/2019	USBAPR19	051019			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			29,212.17	29,212.17
APP 631-130000					DUE TO/FROM CLEARING			28,797.29	
05/10/2019	USBAPR19	051019							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				25,859.60
05/10/2019	USBAPR19	051019							
APP 301-130000					DUE TO/FROM CLEARING				7.18
05/10/2019	USBAPR19	051019							
APP 407-130000					DUE TO/FROM CLEARING				2,347.75
05/10/2019	USBAPR19	051019							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				307.35
05/10/2019	USBAPR19	051019							
APP 403-130000					DUE TO/FROM CLEARING				153.24
05/10/2019	USBAPR19	051019							
APP 402-130000					DUE TO/FROM CLEARING				105.83
05/10/2019	USBAPR19	051019							
APP 401-130000					DUE TO/FROM CLEARING				16.34
05/10/2019	USBAPR19	051019							
					SYSTEM GENERATED ENTRIES TOTAL			28,797.29	28,797.29
					JOURNAL 2019/05/100 TOTAL			58,009.46	58,009.46

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	100	05/10/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		25,859.60
001-213000					GENERAL - ACCOUNTS PAYABLE	25,859.60	
					FUND TOTAL	25,859.60	25,859.60
101 STREET FUND	2019	5	100	05/10/2019			
101-130000					STREETS - DUE TO/FROM CLEARING		307.35
101-213000					STREETS - ACCOUNTS PAYABLE	307.35	
					FUND TOTAL	307.35	307.35
301 CAPITAL CONSTRUCTION FUND	2019	5	100	05/10/2019			
301-130000					DUE TO/FROM CLEARING		7.18
301-213000					ACCOUNTS PAYABLE	7.18	
					FUND TOTAL	7.18	7.18
401 WATER OPERATING FUND	2019	5	100	05/10/2019			
401-130000					DUE TO/FROM CLEARING		16.34
401-213000					ACCOUNTS PAYABLE	16.34	
					FUND TOTAL	16.34	16.34
402 SEWER OPERATING FUND	2019	5	100	05/10/2019			
402-130000					DUE TO/FROM CLEARING		105.83
402-213000					ACCOUNTS PAYABLE	105.83	
					FUND TOTAL	105.83	105.83
403 STORM & SURFACE WATER FUND	2019	5	100	05/10/2019			
403-130000					DUE TO/FROM CLEARING		153.24
403-213000					ACCOUNTS PAYABLE	153.24	
					FUND TOTAL	153.24	153.24
407 BUILDING & DEVELOPMENT FUND	2019	5	100	05/10/2019			
407-130000					DUE TO/FROM CLEARING		2,347.75
407-213000					ACCOUNTS PAYABLE	2,347.75	
					FUND TOTAL	2,347.75	2,347.75
631 CLEARING FUND	2019	5	100	05/10/2019			
631-130000					DUE TO/FROM CLEARING	28,797.29	
631-213000					ACCOUNTS PAYABLE	414.88	
635-111100					CASH		29,212.17
					FUND TOTAL	29,212.17	29,212.17

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		25,859.60
101	STREET FUND		307.35
301	CAPITAL CONSTRUCTION FUND		7.18
401	WATER OPERATING FUND		16.34
402	SEWER OPERATING FUND		105.83
403	STORM & SURFACE WATER FUND		153.24
407	BUILDING & DEVELOPMENT FUND		2,347.75
631	CLEARING FUND	28,797.29	
	TOTAL	28,797.29	28,797.29

** END OF REPORT - Generated by Matthew Brigham Huish **

MANUAL

5/10/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350558	05/10/2019	PRTD	8292	PRJ GROUP INC	231243	21611	05/02/2019		M051019	20,456.81
Invoice: 21611							PW/REPAIR SVCS - VACTOR | TAG#4			
					20,456.81	73637941 548100	VACTOR R&M-REPAIRS			
							CHECK 350558 TOTAL:			20,456.81
350559	05/10/2019	PRTD	9188	BAINBRIDGE ISLANDCRA	231244	5/8/2019	05/08/2019		M051019	2,280.84
Invoice: 5/8/2019							FIN/2019 SSWM REFUND-12 ISU			
					2,280.84	43134 343830	STORM DRAINAGE FEES			
							CHECK 350559 TOTAL:			2,280.84
350560	05/10/2019	PRTD	9189	THOMAS J. OCKULY	231245	5/8/2019-OCKULY	05/08/2019		M051019	1,811.84
Invoice: 5/8/2019-OCKULY							FIN/2007-2018 SSWM FEE REFUND			
					1,811.84	43134 343830	STORM DRAINAGE FEES			
							CHECK 350560 TOTAL:			1,811.84
						NUMBER OF CHECKS 3	*** CASH ACCOUNT TOTAL ***			24,549.49

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	24,549.49

*** GRAND TOTAL *** 24,549.49

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 5 108					
APP 631-213000	ACCOUNTS PAYABLE			20,456.81	
05/10/2019 M051019 051019	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				24,549.49
05/10/2019 M051019 051019	AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	ACCOUNTS PAYABLE			4,092.68	
05/10/2019 M051019 051019	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			24,549.49	24,549.49
APP 631-130000	DUE TO/FROM CLEARING			4,092.68	
05/10/2019 M051019 051019					
APP 403-130000	DUE TO/FROM CLEARING				4,092.68
05/10/2019 M051019 051019					
	SYSTEM GENERATED ENTRIES TOTAL			4,092.68	4,092.68
	JOURNAL 2019/05/108 TOTAL			28,642.17	28,642.17

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION		DEBIT	CREDIT
403 STORM & SURFACE WATER FUND	2019	5	108	05/10/2019			
403-130000				DUE TO/FROM CLEARING			4,092.68
403-213000				ACCOUNTS PAYABLE		4,092.68	
					FUND TOTAL	4,092.68	4,092.68
631 CLEARING FUND	2019	5	108	05/10/2019			
631-130000				DUE TO/FROM CLEARING		4,092.68	
631-213000				ACCOUNTS PAYABLE		20,456.81	
635-111100				CASH			24,549.49
					FUND TOTAL	24,549.49	24,549.49

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403	STORM & SURFACE WATER FUND		4,092.68
631	CLEARING FUND	4,092.68	
	TOTAL	4,092.68	4,092.68

** END OF REPORT - Generated by Matthew Brigham Huish **

MANUAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350561	05/16/2019	PRTD	333	KITSAP COUNTY AUDITO	231246	5/16/19-WYATT	05/16/2019		M051619	215.00
Invoice: 5/16/19-WYATT						ENG/RECORD ROW ACQ & ROW TEMP CONTR. EASEMNT				
						107.00 72321952 64500000708 WYATT-TEMP EASEMENTS				
						108.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ				
								CHECK	350561 TOTAL:	215.00
350562	05/16/2019	PRTD	1496	KITSAP COUNTY SEWER	231249	5/16/19-KCSD#7	05/16/2019		M051619	59,311.00
Invoice: 5/16/19-KCSD#7						BLD20961 - 9.9 ERU'S				
						59,311.00 620 237000 CUSTODIAL PAY-LATECOMERS				
								CHECK	350562 TOTAL:	59,311.00
350563	05/16/2019	PRTD	316	KC TREASURER	231247	5/16/19-WYATT#2	05/16/2019		M051619	140.28
Invoice: 5/16/19-WYATT#2						ENG/WYATT - REET ROW ACQ				
						140.28 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ				
								CHECK	350563 TOTAL:	140.28
350564	05/16/2019	PRTD	1971	KELLEY IMAGING SYSTE	231251	24739577	05/03/2019		M051619	322.32
Invoice: 24739577						POL/STANDARD LEASE				
						322.32 51011211 545000 PD-C/E-ADMIN RENTS/LEASE				
								CHECK	350564 TOTAL:	322.32
350565	05/16/2019	PRTD	8967	LINDA PAPINEAU	231248	5/16/19-WYATT#3	05/16/2019		M051619	9,486.00
Invoice: 5/16/19-WYATT#3						ENG/PROCEEDS & ATTORNEY FEES - WYATT RECONSTR.				
						1,798.00 72321952 64500000708 WYATT-TEMP EASEMENTS				
						7,688.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ				
								CHECK	350565 TOTAL:	9,486.00
350566	05/16/2019	PRTD	420	PITNEY BOWES INC	231250	3308735352	04/30/2019		M051619	9.57
Invoice: 3308735352						FIN/LEASE PROPERTY TAX				
						9.57 44011141 545000 RENTS & LEASES - OPERATING				
								CHECK	350566 TOTAL:	9.57
350567	05/16/2019	PRTD	6714	TOSHIBA FINANCIAL SE	231252	24739576	05/03/2019		M051619	316.04
Invoice: 24739576						PW/E-STUDIO4555C COPIER LEASE				
						316.04 73637891 545000 RENTS & LEASES - OPERATING				
								CHECK	350567 TOTAL:	316.04

NUMBER OF CHECKS 7 *** CASH ACCOUNT TOTAL *** 69,800.21

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	7	69,800.21

*** GRAND TOTAL *** 69,800.21

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 5 140					
APP 301-213000	ACCOUNTS PAYABLE			9,841.28	
05/16/2019 M051619 051619	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				69,800.21
05/16/2019 M051619 051619	AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000	ACCOUNTS PAYABLE			59,311.00	
05/16/2019 M051619 051619	AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			331.89	
05/16/2019 M051619 051619	AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000	ACCOUNTS PAYABLE			316.04	
05/16/2019 M051619 051619	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			69,800.21	69,800.21
APP 631-130000	DUE TO/FROM CLEARING			69,484.17	
05/16/2019 M051619 051619					
APP 301-130000	DUE TO/FROM CLEARING				9,841.28
05/16/2019 M051619 051619					
APP 622-130000	DUE TO/FROM CLEARING				59,311.00
05/16/2019 M051619 051619					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				331.89
05/16/2019 M051619 051619					
	SYSTEM GENERATED ENTRIES TOTAL			69,484.17	69,484.17
	JOURNAL 2019/05/140 TOTAL			139,284.38	139,284.38

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	140	05/16/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		331.89
001-213000					GENERAL - ACCOUNTS PAYABLE	331.89	
					FUND TOTAL	331.89	331.89
301 CAPITAL CONSTRUCTION FUND	2019	5	140	05/16/2019			
301-130000					DUE TO/FROM CLEARING		9,841.28
301-213000					ACCOUNTS PAYABLE	9,841.28	
					FUND TOTAL	9,841.28	9,841.28
622 EXPENDABLE TRUST FUND	2019	5	140	05/16/2019			
622-130000					DUE TO/FROM CLEARING		59,311.00
622-213000					ACCOUNTS PAYABLE	59,311.00	
					FUND TOTAL	59,311.00	59,311.00
631 CLEARING FUND	2019	5	140	05/16/2019			
631-130000					DUE TO/FROM CLEARING	69,484.17	
631-213000					ACCOUNTS PAYABLE	316.04	
635-111100					CASH		69,800.21
					FUND TOTAL	69,800.21	69,800.21

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		331.89
301	CAPITAL CONSTRUCTION FUND		9,841.28
622	EXPENDABLE TRUST FUND		59,311.00
631	CLEARING FUND	69,484.17	
	TOTAL	69,484.17	69,484.17

** END OF REPORT - Generated by Matthew Brigham Huish **

Manual
cc 5/17/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
350568	05/17/2019	PRTD	1235	AT&T ONENET SERVICE	231253	1270014610	05/01/2019		M051719	14.41
	Invoice: 1270014610						FIN/FAX LONG DIST MAY 2019			
					14.41	91011189 542100	GG-C/E-CITY HALL-PHONE			
					231254	1270022718	05/01/2019		M051719	.63
	Invoice: 1270022718						PCD/FAX LONG DIST MAY 2019			
					.63	91011189 542100	GG-C/E-CITY HALL-PHONE			
								CHECK 350568 TOTAL:		15.04
350569	05/17/2019	PRTD	551	CENTURYLINK	231255	0255MAY19	05/02/2019		M051719	103.85
	Invoice: 0255MAY19						O&M FIRE ALARM MONIT			
					103.85	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					231256	0456MAY19	05/02/2019		M051719	69.99
	Invoice: 0456MAY19						WILLAGE SEWER PUMP TELEM			
					69.99	91421891 542100	GG-SWR-FAC-PHONE			
					231257	0754MAY19	05/02/2019		M051719	72.94
	Invoice: 0754MAY19						FLETCHER BAY WELL TELE			
					72.94	91411891 542100	GG-WTR-FAC-PHONE			
					231258	1745MAY19	05/02/2019		M051719	49.89
	Invoice: 1745MAY19						C.H. ELEVATOR SVC LINE			
					49.89	91011189 542100	GG-C/E-CITY HALL-PHONE			
					231259	3736MAY19	05/02/2019		M051719	103.85
	Invoice: 3736MAY19						C.H. FIRE ALARM MONIT			
					103.85	91011189 542100	GG-C/E-CITY HALL-PHONE			
					231260	5211MAY19	05/02/2019		M051719	187.76
	Invoice: 5211MAY19						POL PHN SVCS			
					187.76	91011215 542100	GG-C/E-PD-PHONE			
					231261	5996MAY19	05/02/2019		M051719	83.95
	Invoice: 5996MAY19						E-PHONE @ WFP DOCK			
					83.95	91011757 542100	GG-GF-WFP DOCK-PHONE			
					231262	8731MAY19	05/02/2019		M051719	53.15
	Invoice: 8731MAY19						COMMONS FIRE ALARM MONIT			
					53.15	91011755 542100	GG-C/E-COMMONS-PHONE			
					231263	9136MAY19	05/02/2019		M051719	141.98
	Invoice: 9136MAY19						C.H. SECURITY ALARM MONIT			
					141.98	91011189 542100	GG-C/E-CITY HALL-PHONE			
					231264	9791MAY19	05/02/2019		M051719	137.80
	Invoice: 9791MAY19						POL TI MANDUS TELCOM			
					137.80	91011215 542100	GG-C/E-PD-PHONE			
					231265	9840MAY19	05/02/2019		M051719	50.35

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
	Invoice: 9840MAY19						HEAD OF BAY WELL TELE			
						50.35 91411891 542100	GG-WTR-FAC-PHONE			
					231266	9858MAY19	05/02/2019	M051719		50.35
	Invoice: 9858MAY19						SANDS AVE WELL TELE			
						50.35 91411891 542100	GG-WTR-FAC-PHONE			
								CHECK	350569 TOTAL:	1,105.86
350570	05/17/2019	PRTD	1205	PUGET SOUND ENERGY	231267	9932APR19	05/08/2019	M051719		10.42
	Invoice: 9932APR19						184 WINSLOW WAY E			
						10.42 91011739 547100	COMM EVENTS-ELECTRICITY			
					231268	3319APR19	05/08/2019	M051719		23.42
	Invoice: 3319APR19						PW/CASET ST WATER METER			
						23.42 73416345 547100	CASEY STREET WTR-ELECTRICITY			
					231269	CITY HALL MAR19	05/01/2019	M051719		3,517.93
	Invoice: CITY HALL MAR19						CITY HALL - MARCH 2019			
						3,517.93 91011189 547100	GG-C/E-CITY HALL-ELECTRIC			
					231271	828APR19	05/02/2019	M051719		149.99
	Invoice: 828APR19						TAYLOR WELLS LID17 PH1			
						149.99 91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
					231272	IL3APR19	05/02/2019	M051719		29.87
	Invoice: IL3APR19						ROUNDABOUT HS/MAD IMPR			
						29.87 91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					231273	647APR19	05/02/2019	M051719		45.47
	Invoice: 647APR19						ST LIGHTS/TRAFFIC CONTR			
						45.47 91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					231274	IL9APR19	05/02/2019	M051719		108.31
	Invoice: IL9APR19						MADISON AVE S			
						108.31 91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
					231275	285APR19	05/02/2019	M051719		199.32
	Invoice: 285APR19						SPS NORTHTOWN/SPORTSMAN			
						199.32 91421355 547100	GG-SWR-ELECTRIC			
					231276	735APR19	05/02/2019	M051719		54.05
	Invoice: 735APR19						SHANNON DR/WFP DOCK			
						54.05 91011768 547100	GG-C/E-PARKS-ELECTRIC			
					231277	182APR19	05/02/2019	M051719		61.31
	Invoice: 182APR19						MUNI COURT-METER E6			
						61.31 91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
					231278	058APR19	05/02/2019	M051719		41.43
	Invoice: 058APR19						NE HIDDEN COVE SHOP			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				41.43	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
				231279	973APR19	05/02/2019		M051719	119.02
Invoice: 973APR19						OC RESERVOIR LID17 PH2			
				119.02	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
				231280	558APR19	05/02/2019		M051719	2,734.59
Invoice: 558APR19						7315 NE HIDDEN COVE RD			
				2,734.59	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
				231281	336APR19	05/02/2019		M051719	139.43
Invoice: 336APR19						SLS-9 ISLAND TERRACE			
				139.43	91421355 547100	GG-SWR-ELECTRIC			
				231282	IL11APR19	05/02/2019		M051719	21.05
Invoice: IL11APR19						ST LIGHTS WW MAD TO 305			
				21.05	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231283	520-330APR19	05/02/2019		M051719	53.43
Invoice: 520-330APR19						210 WINSLOW WAY E IRRIGATION			
				53.43	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231284	823APR19	05/02/2019		M051719	10.42
Invoice: 823APR19						BRIAN DR N/BOOTH EL PANEL			
				10.42	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231285	682-B-APR19	05/02/2019		M051719	28.74
Invoice: 682-B-APR19						MUNI PARKING LOT-MAD/MADRONA			
				28.74	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231286	736APR19	05/02/2019		M051719	85.44
Invoice: 736APR19						SHANNON DR/WFP RESTROOM			
				85.44	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231287	040-581APR19	05/02/2019		M051719	134.98
Invoice: 040-581APR19						3900 HALLS HILL RD PUMP			
				134.98	91421355 547100	GG-SWR-ELECTRIC			
				231288	884APR19	05/02/2019		M051719	120.47
Invoice: 884APR19						SLS FERRY TERMINAL			
				120.47	91421355 547100	GG-SWR-ELECTRIC			
				231289	111APR19	05/02/2019		M051719	410.41
Invoice: 111APR19						POL STATION METER 2			
				410.41	91011215 547100	GG-C/E-PD-ELECTRIC			
				231290	717APR19	05/02/2019		M051719	252.37
Invoice: 717APR19						POL STATION METER 1			
				252.37	91011215 547100	GG-C/E-PD-ELECTRIC			
				231291	520-374APR19	05/02/2019		M051719	56.01
Invoice: 520-374APR19						SIGNAL @ 108 OLYMPIC DR SE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				56.01	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				231292	520-136APR19	05/02/2019		M051719	2,406.01
Invoice: 520-136APR19						HOB BOOSTER PUMP/WELL			
				2,406.01	91411345 547100	GG-WTR-ELECTRIC			
				231293	IL5APR19	05/02/2019		M051719	100.30
Invoice: IL5APR19						COMMODORE OFF HS @ OLY			
				100.30	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231294	021APR19	05/02/2019		M051719	89.70
Invoice: 021APR19						SLS-3 TREATMENT PLANT			
				89.70	91421355 547100	GG-SWR-ELECTRIC			
				231295	291APR19	05/02/2019		M051719	14.37
Invoice: 291APR19						HEAD OF BAY WELL FIELD			
				14.37	91411345 547100	GG-WTR-ELECTRIC			
				231296	031APR19	05/02/2019		M051719	124.92
Invoice: 031APR19						SLS-6 LOVELL LOWER			
				124.92	91421355 547100	GG-SWR-ELECTRIC			
				231297	IL12APR19	05/02/2019		M051719	73.89
Invoice: IL12APR19						ST LIGHTS WW 305-FERNCLIFF			
				73.89	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231298	573APR19	05/02/2019		M051719	12.50
Invoice: 573APR19						COMMODORE/HS RESERVOIR			
				12.50	91411345 547100	GG-WTR-ELECTRIC			
				231299	040-714APR19	05/02/2019		M051719	10.42
Invoice: 040-714APR19						7095 NE TWIN PONDS RD			
				10.42	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
				231300	206APR19	05/02/2019		M051719	399.52
Invoice: 206APR19						4586 POINT WHITE DR			
				399.52	91421355 547100	GG-SWR-ELECTRIC			
				231301	259APR19	05/02/2019		M051719	325.95
Invoice: 259APR19						SLS-8 HWY 305/HARBORVIEW			
				325.95	91421355 547100	GG-SWR-ELECTRIC			
				231302	636APR19	05/02/2019		M051719	89.70
Invoice: 636APR19						SLS-7 WING PT WAY			
				89.70	91421355 547100	GG-SWR-ELECTRIC			
				231303	888APR19	05/02/2019		M051719	221.28
Invoice: 888APR19						NE HS RD PUMP			
				221.28	91411345 547100	GG-WTR-ELECTRIC			
				231304	658APR19	05/02/2019		M051719	59.01
Invoice: 658APR19						SLS-4 IRENE/LOWER HAWLEY			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				59.01	91421355 547100	GG-SWR-ELECTRIC			
				231305	520-298APR19	05/02/2019		M051719	249.27
Invoice: 520-298APR19						SLS-5 WW/SUNDAY COVE			
				249.27	91421355 547100	GG-SWR-ELECTRIC			
				231306	640APR19	05/02/2019		M051719	14.15
Invoice: 640APR19						BRIAN DR S/BOOTH EL PANEL			
				14.15	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231307	983APR19	05/02/2019		M051719	11.48
Invoice: 983APR19						MILLER RD NE BEACON			
				11.48	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				231308	067APR19	05/02/2019		M051719	10.42
Invoice: 067APR19						MADISON PARKING LOT			
				10.42	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231309	IL7APR19	05/02/2019		M051719	74.48
Invoice: IL7APR19						MADISON PRJ HS TO WINSLOW II			
				74.48	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231310	466APR19	05/02/2019		M051719	11.46
Invoice: 466APR19						MADISON/HS RAINBRINGER			
				11.46	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				231312	093APR19	05/02/2019		M051719	2,919.92
Invoice: 093APR19						FLETCHER BAY WELL FIELD			
				2,919.92	91411345 547100	GG-WTR-ELECTRIC			
				231313	444APR19	05/02/2019		M051719	590.69
Invoice: 444APR19						BI COMMONS			
				590.69	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
				231314	461APR19	05/02/2019		M051719	5,971.02
Invoice: 461APR19						WWTP			
				5,971.02	91425358 547100	GG-WWTP-ELECTRIC			
				231315	WW&305APR19	05/02/2019		M051719	512.18
Invoice: WW&305APR19						WINSLOW WAY & 305			
				512.18	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				231316	831APR19	05/02/2019		M051719	3,047.37
Invoice: 831APR19						SANCE AVE NE WELL FIELD			
				3,047.37	91411345 547100	GG-WTR-ELECTRIC			
				231317	797APR19	05/02/2019		M051719	183.47
Invoice: 797APR19						MUNI CRT - METER E3			
				183.47	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
				231318	247APR19	05/02/2019		M051719	33.57
Invoice: 247APR19						SSWM/DECANT FACILITY			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				33.57	91435838 547100	GG-DECANT-ELECTRIC			
				231319	143APR19	05/02/2019		M051719	10.42
Invoice: 143APR19						REITAN RD/WELCOME TO BI			
				10.42	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				231320	IL1APR19	05/02/2019		M051719	218.24
Invoice: IL1APR19						ERKSN/MDSN/WW/KNTCHL			
				218.24	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231321	710APR19	05/02/2019		M051719	263.79
Invoice: 710APR19						SLS-2 WILLAGE CENTER			
				263.79	91421355 547100	GG-SWR-ELECTRIC			
				231322	893APR19	05/02/2019		M051719	697.70
Invoice: 893APR19						MUNI ST LKIGHTIN			
				697.70	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231323	040-751APR19	05/02/2019		M051719	10.74
Invoice: 040-751APR19						520 ERICKSEN AVE PRV			
				10.74	91411345 547100	GG-WTR-ELECTRIC			
				231324	SPRINGAPR19	05/02/2019		M051719	51.40
Invoice: SPRINGAPR19						SPRINGRIDGE RD/HANSEN HILL			
				51.40	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231325	LYNCTRAPR19	05/02/2019		M051719	84.57
Invoice: LYNCTRAPR19						4238 LYNWOOD CTR RD			
				84.57	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231326	BKLYN&MADAPR19	05/02/2019		M051719	13.80
Invoice: BKLYN&MADAPR19						NEW BKLYN & MAD AVE ST LIGHT			
				13.80	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231327	2360-MADAPR19	05/02/2019		M051719	13.80
Invoice: 2360-MADAPR19						2360 MAD AVE N			
				13.80	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231328	MAD&ORDAPR19	05/02/2019		M051719	13.80
Invoice: MAD&ORDAPR19						MADISON AVE & ORDWAY CROSS ST			
				13.80	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231329	BKLYN&NTOWNAPR19	05/02/2019		M051719	13.80
Invoice: BKLYN&NTOWNAPR19						NB & NTOWN ST LIGHT			
				13.80	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231330	WING&AZALEAAPR19	05/02/2019		M051719	11.36
Invoice: WING&AZALEAAPR19						WING PT & AZALEA ST LIGHT			
				11.36	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231331	W.OFMAD-PH1APR19	05/02/2019		M051719	944.46
Invoice: W.OFMAD-PH1APR19						W. OF MAD-BAINBRIDGE CO			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				944.46	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231332	E.OFMAD-PH2APR19	05/02/2019		M051719	1,874.23
Invoice: E.OFMAD-PH2APR19						E/ OF MADISON BAINBRIDGE CO PH2			
				1,874.23	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231334	MAD&H.S.APR19	05/02/2019		M051719	43.81
Invoice: MAD&H.S.APR19						MADISON AVE/H.S. AVE ST LT			
				43.81	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				231336	2681APR19	05/02/2019		M051719	10.42
Invoice: 2681APR19						BJUNE WFP BOOTH EL PANEL-4			
				10.42	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231337	2996APR19	05/02/2019		M051719	17.68
Invoice: 2996APR19						965 WEAVER RS NW			
				17.68	91411345 547100	GG-WTR-ELECTRIC			
				231338	3010APR19	05/02/2019		M051719	10.42
Invoice: 3010APR19						BJUNE WFP BOOTH EL PANEL - 3			
				10.42	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231339	3028APR19	05/02/2019		M051719	11.78
Invoice: 3028APR19						BJUNE WFP BOOTH EL PANEL-2			
				11.78	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				231340	3044APR19	05/02/2019		M051719	10.42
Invoice: 3044APR19						278 WW E KIOSK			
				10.42	91011739 547100	COMM EVENTS-ELECTRICITY			
				231341	3051APR19	05/02/2019		M051719	10.84
Invoice: 3051APR19						BJUNE WFP BOOTH EL PANEL-1			
				10.84	91011768 547100	GG-C/E-PARKS-ELECTRIC			
						CHECK 350570 TOTAL:			30,302.41
350571	05/17/2019	PRTD	1485 VERIZON WIRELESS	231270	9829309066	05/01/2019		M051719	4,569.42
Invoice: 9829309066						CITYWIDE CELL PHN SVCS			
				4,569.42	91011189 542100	GG-C/E-CITY HALL-PHONE			
						CHECK 350571 TOTAL:			4,569.42

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 35,992.73

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	35,992.73

*** GRAND TOTAL *** 35,992.73

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 5 171					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			13,531.10	
05/17/2019 M051719 051719	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				35,992.73
05/17/2019 M051719 051719	AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000	ACCOUNTS PAYABLE			8,237.07	
05/17/2019 M051719 051719	AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000	ACCOUNTS PAYABLE			9,115.94	
05/17/2019 M051719 051719	AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000	STREETS - ACCOUNTS PAYABLE			5,075.05	
05/17/2019 M051719 051719	AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	ACCOUNTS PAYABLE			33.57	
05/17/2019 M051719 051719	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			35,992.73	35,992.73
APP 631-130000	DUE TO/FROM CLEARING			35,992.73	
05/17/2019 M051719 051719					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				13,531.10
05/17/2019 M051719 051719					
APP 402-130000	DUE TO/FROM CLEARING				8,237.07
05/17/2019 M051719 051719					
APP 401-130000	DUE TO/FROM CLEARING				9,115.94
05/17/2019 M051719 051719					
APP 101-130000	STREETS - DUE TO/FROM CLEARING				5,075.05
05/17/2019 M051719 051719					
APP 403-130000	DUE TO/FROM CLEARING				33.57
05/17/2019 M051719 051719					
	SYSTEM GENERATED ENTRIES TOTAL			35,992.73	35,992.73
	JOURNAL 2019/05/171 TOTAL			71,985.46	71,985.46

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	171	05/17/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		13,531.10
001-213000				GENERAL - ACCOUNTS PAYABLE	13,531.10	
				FUND TOTAL	13,531.10	13,531.10
101 STREET FUND	2019	5	171	05/17/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		5,075.05
101-213000				STREETS - ACCOUNTS PAYABLE	5,075.05	
				FUND TOTAL	5,075.05	5,075.05
401 WATER OPERATING FUND	2019	5	171	05/17/2019		
401-130000				DUE TO/FROM CLEARING		9,115.94
401-213000				ACCOUNTS PAYABLE	9,115.94	
				FUND TOTAL	9,115.94	9,115.94
402 SEWER OPERATING FUND	2019	5	171	05/17/2019		
402-130000				DUE TO/FROM CLEARING		8,237.07
402-213000				ACCOUNTS PAYABLE	8,237.07	
				FUND TOTAL	8,237.07	8,237.07
403 STORM & SURFACE WATER FUND	2019	5	171	05/17/2019		
403-130000				DUE TO/FROM CLEARING		33.57
403-213000				ACCOUNTS PAYABLE	33.57	
				FUND TOTAL	33.57	33.57
631 CLEARING FUND	2019	5	171	05/17/2019		
631-130000				DUE TO/FROM CLEARING	35,992.73	
635-111100				CASH		35,992.73
				FUND TOTAL	35,992.73	35,992.73

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		13,531.10
101	STREET FUND		5,075.05
401	WATER OPERATING FUND		9,115.94
402	SEWER OPERATING FUND		8,237.07
403	STORM & SURFACE WATER FUND		33.57
631	CLEARING FUND	35,992.73	
	TOTAL	35,992.73	35,992.73

** END OF REPORT - Generated by Carrie L. Christianson **

Manual
CC 5/22/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350653	05/22/2019	PRTD	634	CITY OF BAINBRIDGE I	231517	PLN51461	05/10/2019		M052219	763.00
Invoice: PLN51461						SEPA REVIEW/PERMIT				
					763.00	31011131 54110001019	FOTF-FARM MNGT SVCS			

CHECK 350653 TOTAL: 763.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 763.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	763.00

*** GRAND TOTAL *** 763.00

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 5 205				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE		763.00	
05/22/2019 M052219 052219	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			763.00
05/22/2019 M052219 052219	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		763.00	763.00
APP 631-130000	DUE TO/FROM CLEARING		763.00	
05/22/2019 M052219 052219				
APP 001-130000	GENERAL - DUE TO/FROM CLEARING			763.00
05/22/2019 M052219 052219				
	SYSTEM GENERATED ENTRIES TOTAL		763.00	763.00
	JOURNAL 2019/05/205 TOTAL		1,526.00	1,526.00

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 5	205	05/22/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		763.00
001-213000				GENERAL - ACCOUNTS PAYABLE	763.00	
				FUND TOTAL	763.00	763.00
631 CLEARING FUND	2019 5	205	05/22/2019			
631-130000				DUE TO/FROM CLEARING	763.00	
635-111100				CASH		763.00
				FUND TOTAL	763.00	763.00

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		763.00
631	CLEARING FUND	763.00	
	TOTAL	763.00	763.00

** END OF REPORT - Generated by Carrie L. Christianson **

REG @ 5/22/19

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
350572	05/29/2019	PRTD	5 ACE HARDWARE	231345	43685/1	05/07/2019		05/26/19	22.50
Invoice: 43685/1					POL/LETTERS, DOCK HOST				
				22.50	55011757 531100 PD-HARBORMASTER-SUPPLIES				
				231380	43773/1	05/17/2019		05/26/19	23.54
Invoice: 43773/1					PW/FASTENERS				
				23.54	73011768 531100 O&M-C/E-PARKS-SUPPLIES				
				231381	43754/1	05/16/2019		05/26/19	.94
Invoice: 43754/1					PW/FASTENERS				
				.94	73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY				
				231382	43761/1	05/16/2019		05/26/19	5.22
Invoice: 43761/1					PW/FASTENERS				
				5.22	73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES				
				231383	43763/1	05/16/2019		05/26/19	18.52
Invoice: 43763/1					PW/TUB SWUARE ALUM 1X4'				
				18.52	73011215 531100 O&M-C/E-POLICE FAC-SUPPLIES				
				231384	43742/1	05/15/2019		05/26/19	5.44
Invoice: 43742/1					PW/BIT PILOT DRILL				
				5.44	73411345 531100 OFFICE SUPPLIES				
				231385	43747/1	05/15/2019		05/26/19	15.19
Invoice: 43747/1					PW/LIGHT BULBS				
				15.19	73011897 531100 O&M-C/E-PWY FAC-SUPPLIES				
				231386	43743/1	05/15/2019		05/26/19	8.71
Invoice: 43743/1					PW/MOUNTING TAPE				
				8.71	73011757 53110000954 DOCK PAY STATION-SUPPLIES				
				231387	43728/1	05/14/2019		05/26/19	29.19
Invoice: 43728/1					PW/PADLOCK, ALUM ANGLE				
				29.19	73011757 53110000954 DOCK PAY STATION-SUPPLIES				
				231388	43721/1	05/13/2019		05/26/19	6.08
Invoice: 43721/1					PW/DISTILLED WATER				
				6.08	73411345 531100 OFFICE SUPPLIES				
				231389	43712/1	05/10/2019		05/26/19	43.59
Invoice: 43712/1					PW/SCOOP ALUM HANDLE				
				43.59	73111423 531100 OFFICE SUPPLIES				
				231390	43703/1	05/09/2019		05/26/19	10.89
Invoice: 43703/1					PW/SPRINKLER				
				10.89	73011183 53110000758 CH COOLING TWR RPR SUPPLIES				
							CHECK 350572 TOTAL:		189.81

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350573	05/29/2019	PRTD	8057	AD PLANET, INC	231346	14789	05/14/2019		05/26/19	100.02
Invoice: 14789							PCD/CUSTOM PENCILS			
					100.02	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
							CHECK 350573 TOTAL:			100.02
350574	05/29/2019	PRTD	7994	PENINSULA SERVICES	231347	89656	04/30/2019		05/26/19	32.00
Invoice: 89656							CRT/MOBILE SHREDDING			
					32.00	21011125 541100	COURT - PROFESSIONAL SERVICES			
					231348	89657	04/30/2019		05/26/19	64.00
Invoice: 89657							POL/MOBILE SHREDDING			
					64.00	51011211 541100	PD-C/E-ADM-PROF SVCS			
							CHECK 350574 TOTAL:			96.00
350575	05/29/2019	PRTD	8014	ALSTON, COURTNAGE &	231349	118844	04/30/2019		05/26/19	3,738.96
Invoice: 118844							ENG/HARRISON PROPERTY MATTERS			
					3,738.96	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
							CHECK 350575 TOTAL:			3,738.96
350576	05/29/2019	PRTD	7166	AMERICAN MESSAGING	231391	W4104492TE	05/01/2019		05/26/19	93.45
Invoice: W4104492TE							PW/MESSAGING SERVICE			
					93.45	73637891 542100	O&M - ALLOC FACIL TELEPHONE			
							CHECK 350576 TOTAL:			93.45
350577	05/29/2019	PRTD	7821	AUS WEST LOCKBOX	231350	1991235272	05/09/2019		05/26/19	53.99
Invoice: 1991235272							PW/LAUNDRY SERVICES			
					53.99	73638893 589310	LAUNDRY SERVICES			
					231392	1991245173	05/16/2019		05/26/19	53.99
Invoice: 1991245173							PW/LAUNDRY SERVICES			
					53.99	73638893 589310	LAUNDRY SERVICES			
							CHECK 350577 TOTAL:			107.98
350578	05/29/2019	PRTD	4365	AUTOMATIC FUNDS TRAN	231351	108282	05/03/2019		05/26/19	971.32
Invoice: 108282							FIN/UTILITY RATE POST CARDS			
					287.06	91411891 542500	GG-WTR-FAC-POSTAGE			
					287.06	91421891 542500	GG-SWR-FAC-POSTAGE			
					198.60	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					198.60	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					231352	108304	05/02/2019		05/26/19	770.03

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
	Invoice: 108304				FIN/UB STATEMENT PREP AND MAIL				
				159.84	43411341 541100 FIN - WATER ADMIN PROF SERVICE				
				159.84	43421351 541100 FIN - SEWER ADMIN PROF SERVICE				
				225.17	91411891 542500 GG-WTR-FAC-POSTAGE				
				225.17	91421891 542500 GG-SWR-FAC-POSTAGE				
				231353	108274	05/01/2019		05/26/19	62.40
	Invoice: 108274				FIN/UB DELINQUENT NOTICES				
				9.20	43411341 541100 FIN - WATER ADMIN PROF SERVICE				
				9.20	43421351 541100 FIN - SEWER ADMIN PROF SERVICE				
				22.00	91411891 542500 GG-WTR-FAC-POSTAGE				
				22.00	91421891 542500 GG-SWR-FAC-POSTAGE				
							CHECK	350578 TOTAL:	1,803.74
350579	05/29/2019	PRTD	55 SOUND PUBLISHING, IN	231355	7915988-2350502	04/30/2019		05/26/19	140.50
	Invoice: 7915988-2350502				PCD/HILDEBRAND APTS				
				140.50	63470586 544000 CUR-DEV-ZONING-ADV				
				231356	7915988-2337960	04/30/2019		05/26/19	252.25
	Invoice: 7915988-2337960				EX/LTAC VOLUNTEER AD				
				252.25	31011131 544000 EX-GF-ADV				
				231357	7915988-2337965	04/30/2019		05/26/19	252.25
	Invoice: 7915988-2337965				EX/CFAC VOLUNTEER AD				
				252.25	31011131 544000 EX-GF-ADV				
				231358	7915988-2337971	04/30/2019		05/26/19	140.00
	Invoice: 7915988-2337971				EX/CITIZ ADVISORY GROUP VOLUNTEER AD				
				140.00	31011131 544000 EX-GF-ADV				
							CHECK	350579 TOTAL:	785.00
350580	05/29/2019	PRTD	55 SOUND PUBLISHING, IN	231359	7916009-2358223	04/30/2019		05/26/19	74.00
	Invoice: 7916009-2358223				POL/CLASSIFIEDS: PROPERTY				
				74.00	51011191 544000 PD-C/E-PROP RM-ADVERTISING				
							CHECK	350580 TOTAL:	74.00
350581	05/29/2019	PRTD	57 BAY HAY & FEED	231393	1429061	05/17/2019		05/26/19	47.85
	Invoice: 1429061				PW/GARDEN HOES				
				47.85	73011189 531100 O&M - C/E FACIL OFC SUPPLIES				
				231394	1428698	05/16/2019		05/26/19	70.10
	Invoice: 1428698				PW/21.8 GAL PROPANE				
				70.10	73111264 53110000908 2018 PAVEMENT MARKINGS-SUPPLY				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	350581 TOTAL:		117.95
350582	05/29/2019	PRTD	9186	BEAL, PATRICIA	231105	77497	05/08/2019		05/26/19	292.61
	Invoice: 77497						UB 11846 756 BROOKCLIFF LANE NE			
					292.61	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	350582 TOTAL:		292.61
350583	05/29/2019	PRTD	1	BAINBRIDGE ISLAND SC	231363	05/16/19	05/16/2019		05/26/19	55.00
	Invoice: 05/16/19						POL/2019 YEARBOOK			
					55.00	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	350583 TOTAL:		55.00
350584	05/29/2019	PRTD	5202	BAINBRIDGE ARTS & CR	231362	Q1-2019	05/08/2019		05/26/19	2,610.75
	Invoice: Q1-2019						Q1 2019 LTAC: OFF ISLAND ADVERTI			
					2,610.75	91140573 541100	GG-TOUR-PROF SERVICES			
							CHECK	350584 TOTAL:		2,610.75
350585	05/29/2019	PRTD	9150	BILL POINT HOMEOWNER	231364	05/13/19	05/13/2019		05/26/19	150.00
	Invoice: 05/13/19						5/13 ROOM DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	350585 TOTAL:		150.00
350586	05/29/2019	PRTD	853	KATHRYN M CARRUTHERS	231365	05/14/19	05/14/2019		05/26/19	120.00
	Invoice: 05/14/19						CRT/2 HRS PRO TEMP			
					120.00	21011125 541210	COURT - JUDGE PRO TEMPORE SVCS			
							CHECK	350586 TOTAL:		120.00
350587	05/29/2019	PRTD	8253	CHS NORTHWEST	231395	34267/H	05/14/2019		05/26/19	456.12
	Invoice: 34267/H						PW/50# COURSE SALT(49)			
					456.12	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			
							CHECK	350587 TOTAL:		456.12
350588	05/29/2019	PRTD	112	CODE PUBLISHING COMP	231367	63497	05/13/2019		05/26/19	871.35
	Invoice: 63497						EXCC/MUNI CODE UPDATES			
					871.35	36011143 541100	CLERK-C/E-PROF SVCS			
							CHECK	350588 TOTAL:		871.35

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350589	05/29/2019	PRTD	4513	WASTE MANAGEMENT	231504	0049690-2588-3	05/01/2019		05/26/19	2,054.89
	Invoice: 0049690-2588-3						PW/DECANT SPOILS DISP APR19			
					2,054.89	73435838 54790000618	DECANT SPOILS DISPOSAL			
								CHECK 350589 TOTAL:		2,054.89
350590	05/29/2019	PRTD	8111	COMMUNITY SOLAR SOLU	231368	APR19	05/01/2019		05/26/19	357.36
	Invoice: APR19						APR 2019 SOLAR NET METERING			
					357.36	91011189 54500000627	CH SOLAR-NET METERING PYMTS			
								CHECK 350590 TOTAL:		357.36
350591	05/29/2019	PRTD	8226	CROSS MATCH TECHNOLO	231366	12687	05/10/2019		05/26/19	1,265.27
	Invoice: 12687						POL/ANNUAL LIVESCAN MAINT			
					1,265.27	51011215 548500	POLICE - C/E FACIL COMP MAINT			
								CHECK 350591 TOTAL:		1,265.27
350592	05/29/2019	PRTD	9183	DUNN, ROBERT M & TRA	231102	77494	05/08/2019		05/26/19	25.25
	Invoice: 77494						UB 11820 8277 NEW HOLLAND COURT NE			
					25.25	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK 350592 TOTAL:		25.25
350593	05/29/2019	PRTD	8336	ENVIROISSUES, INC.	231369	240-003-000-1	05/13/2019		05/26/19	4,402.00
	Invoice: 240-003-000-1						3/25-4/30 OLYMPIC DRIVE OUTREACH			
					4,402.00	72334953 64245000596	SR305-OLYMPIC NM-OUTREACH			
								CHECK 350593 TOTAL:		4,402.00
350594	05/29/2019	PRTD	8238	EXELTECH CONSULTING,	231370	1907-01	05/09/2019		05/26/19	16,039.35
	Invoice: 1907-01						APR 2019 OLYMPIC DRIVE NM IMPROVEMENTS			
					15,076.98	72334951 66300200596	SR305-OLYMPIC NM-CONSTR ADMIN			
					962.37	72413434 66300200596	SR305-OLYMPIC WTR CONSTR ADM			
								CHECK 350594 TOTAL:		16,039.35
350595	05/29/2019	PRTD	5781	EXTERMINATION SERVIC	231371	32023	04/19/2019		05/26/19	686.70
	Invoice: 32023						PW/RODENT, ANT, PEST SVCS			
					686.70	73011897 548100	O&M-C/E-PWYD FAC-REPAIRS			
								CHECK 350595 TOTAL:		686.70

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350596	05/29/2019	PRTD	1953	FERGUSON ENTERPRISES	231374	0762779	05/02/2019		05/26/19	683.88
Invoice: 0762779							PW/CONCRETE, CATCH BASINS			
					683.88	73431835 531100	OFFICE SUPPLIES			
							CHECK 350596 TOTAL:			683.88
350597	05/29/2019	PRTD	1953	FERGUSON ENTERPRISES	231375	SC41200	04/30/2019		05/26/19	51.06
Invoice: SC41200							PW/APR 2019 SVC CHARGE			
					51.06	73411345 531100	OFFICE SUPPLIES			
							CHECK 350597 TOTAL:			51.06
350598	05/29/2019	PRTD	8607	FREESTONE LLC	231099	77492	05/08/2019		05/26/19	274.69
Invoice: 77492							UB 13117 628 LANDMARK COURT NE			
					113.50	411 122100	WATER ACCOUNTS RECEIVABLE			
					113.50	411 122100	WATER ACCOUNTS RECEIVABLE			
					47.69	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 350598 TOTAL:			274.69
350599	05/29/2019	PRTD	6940	FREMONT ANALYTICAL	231377	1905112	05/13/2019	21900003	05/26/19	480.00
Invoice: 1905112							WATER QUAL FLOW MONIT-PR SVC			
					480.00	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS			
							CHECK 350599 TOTAL:			480.00
350600	05/29/2019	PRTD	9192	DAVID GOLDMAN	231417	05/21/19	05/21/2019		05/26/19	553.24
Invoice: 05/21/19							HR/TRAVEL REIMBURSEMENT			
					553.24	33011161 543100	HR-C/E-TRAVEL			
							CHECK 350600 TOTAL:			553.24
350601	05/29/2019	PRTD	1517	GUARDIAN SECURITY SY	231373	915368	06/01/2019		05/26/19	260.52
Invoice: 915368							POL/AALRM MONIT			
					260.52	51011215 541100	POLICE - C/E FACIL PROF SVCS			
							CHECK 350601 TOTAL:			260.52
350602	05/29/2019	PRTD	8846	H.W. LOCHNER, INC.	231419	14419-09	04/30/2019	21800064	05/26/19	1,379.91
Invoice: 14419-09							FOCUSTED TRAFFIC STUDY			
					1,379.91	72111444 54110000922	FOCUSED TRAFFIC STUDY-PROF SVC			
					231420	14419-08	04/04/2019	21800064	05/26/19	1,070.41
Invoice: 14419-08							FOCUSTED TRAFFIC STUDY			
					1,070.41	72111444 54110000922	FOCUSED TRAFFIC STUDY-PROF SVC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC						
							CHECK	350602 TOTAL:		2,450.32
350603	05/29/2019	PRTD	253	HACH COMPANY	231378	11456311	05/07/2019		05/26/19	385.47
Invoice: 11456311							ENG/SSWM TESTING SUPPLIES			
					385.47	72431832 531100	ENG - SSWM PLAN SUPPLIES			
							CHECK	350603 TOTAL:		385.47
350604	05/29/2019	PRTD	9038	HEDEEN & CADITZ, PLL	231396	8870	05/03/2019		05/26/19	180.00
Invoice: 8870							LEGAL/RE: NORDLAND			
					180.00	32011262 54111000668	LGL-STO PRE-DEFENSE NORDLAND			
							CHECK	350604 TOTAL:		180.00
350605	05/29/2019	PRTD	4850	HOME DEPOT CREDIT SE	231397	4162867	04/29/2019		05/26/19	202.70
Invoice: 4162867							PW/HARD HATS (4)			
					202.70	73431835 531100	OFFICE SUPPLIES			
					231398	9022225	04/24/2019		05/26/19	77.30
Invoice: 9022225							TUB, ANVILS (2)			
					77.30	73011757 53110000954	DOCK PAY STATION-SUPPLIES			
							CHECK	350605 TOTAL:		280.00
350606	05/29/2019	PRTD	7918	INFRASTRUCTURE MGMT	231400	14018-3	04/30/2019	21800109	05/26/19	1,560.00
Invoice: 14018-3							PAVEMENT CONDITIONS ASSESSMENT			
					1,560.00	72111421 54110000993	PVMT CONDITION ASSESS PRF SVC			
							CHECK	350606 TOTAL:		1,560.00
350607	05/29/2019	PRTD	6857	INGERSOLL RAND COMPA	231401	24753617	02/21/2019		05/26/19	2,278.10
Invoice: 24753617							PW/DESSICANT			
					2,278.10	73425358 531100	O&M-WWTP-SUPPLIES			
					231403	24700681	01/08/2019		05/26/19	-357.52
Invoice: 24700681							PW/RETURN: DESSICANT, FILTERS, LUBRICANT			
					-357.52	73425358 531100	O&M-WWTP-SUPPLIES			
					231405	24694806	12/27/2018		05/26/19	-122.36
Invoice: 24694806							PW/RETURN: FILTER			
					-122.36	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	350607 TOTAL:		1,798.22

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350608	05/29/2019	PRTD	8498	INNOVAC	231406	INV13800	03/26/2019		05/26/19	1,573.52
Invoice: INV13800							ENG/VILLAGE PUMP STATION			
					1,573.52	72423434 66300000782	VILLAGE PUMP STATION-CONSTR			
							CHECK 350608 TOTAL:			1,573.52
350609	05/29/2019	PRTD	9191	TOM KANE	231407	5/11/19	05/11/2019		05/26/19	150.00
Invoice: 5/11/19							5/11 ROOM DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK 350609 TOTAL:			150.00
350610	05/29/2019	PRTD	338	KITSAP COUNTY SHERIF	231410	20190029	05/16/2019		05/26/19	7,775.10
Invoice: 20190029							POL/PRISONER BOARD			
					7,775.10	51011236 551000	POLICE - C/E PRISONER DETENT'N			
							CHECK 350610 TOTAL:			7,775.10
350611	05/29/2019	PRTD	9184	KEECH, CHERYL	231103	77495	05/08/2019		05/26/19	15.13
Invoice: 77495							UB 11024 1237 HAWLEY WAY NE			
					15.13	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 350611 TOTAL:			15.13
350612	05/29/2019	PRTD	1971	KELLEY IMAGING SYSTE	231411	24788248	05/13/2019		05/26/19	289.63
Invoice: 24788248							PCD/COPIER LEASE E-STUDIO4555C			
					289.63	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
							CHECK 350612 TOTAL:			289.63
350613	05/29/2019	PRTD	8114	KENYON DISEND, PLLC	231412	188598	04/30/2019		05/26/19	4,656.86
Invoice: 188598							LEGAL/COBI V RICH			
					4,656.86	32470152 54111100775	LIT-RICH PERMITTING			
							CHECK 350613 TOTAL:			4,656.86
350614	05/29/2019	PRTD	8546	KITSAP 911 PUBLIC AU	231414	BIPD2019-06	05/15/2019		05/26/19	10,970.17
Invoice: BIPD2019-06							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 350614 TOTAL:			10,970.17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350615	05/29/2019	PRTD	5011	LEXISNEXIS RISK SOLU	231416	1272084-20190430	04/30/2019		05/26/19	59.95
	Invoice: 1272084-20190430						POL/INFORMATION SERVICES			
					59.95	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
							CHECK	350615 TOTAL:		59.95
350616	05/29/2019	PRTD	5717	MAKERS ARCHITECTURE	231421	1807-8	05/03/2019		05/26/19	1,893.75
	Invoice: 1807-8						ISLAND CENTER SUBAREA PLANNING			
					1,893.75	61011586 54110000930	COMP PLAN IMPL-PROF SVCS			
							CHECK	350616 TOTAL:		1,893.75
350617	05/29/2019	PRTD	8375	MOORE IACOFANO GOLTS	231422	0058508	05/14/2019	21600063	05/26/19	2,122.40
	Invoice: 0058508						DESIGN SERVICES FOR WYATT WAY			
					2,122.40	72321951 64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN			
							CHECK	350617 TOTAL:		2,122.40
350618	05/29/2019	PRTD	8642	MULTICARE HEALTH SYS	231423	02/20/19	02/20/2019		05/26/19	130.00
	Invoice: 02/20/19						PW/PCC HEALTH TESTING: MB			
					130.00	73111290 541100	O&M-STREET-MAINT O/H-PRO SVCS			
							CHECK	350618 TOTAL:		130.00
350619	05/29/2019	PRTD	9190	NORTHWEST BUILDING I	231424	04/29/19	04/29/2019		05/26/19	2,200.00
	Invoice: 04/29/19						ENG/BLDG INSPECTION			
					2,200.00	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
							CHECK	350619 TOTAL:		2,200.00
350620	05/29/2019	PRTD	2430	OGDEN MURPHY WALLACE	231447	824278	05/08/2019		05/26/19	9,528.90
	Invoice: 824278						LEGAL/PROF SVCS APR 2019			
					1,197.00	32470152 54111100844	LIT-CLARK ADMIN APPEAL			
					157.50	32011152 54111100926	LIT-KC REALTORS-SUP CT			
					126.00	32011152 54111101010	LIT-ENVIRONMENTAL COALITION			
					220.50	32011152 54111101021	DUNN PRR CLAIM			
					6,882.90	32011152 54111001020	SMALL CELL WIRELESS ORD			
					567.00	32011152 541110	LGL-GF-LEGAL ADVICE			
					189.00	91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
					63.00	32470152 54111100896	LIT-BAINBRIDGE ALLIANCE			
					126.00	32470152 54111100897	LIT-PRESERVE RESP SHORELINE			
							CHECK	350620 TOTAL:		9,528.90

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350621	05/29/2019	PRTD	9057	OLYMPIC PRESORT, INC	231426	9445	05/10/2019		05/26/19	20.41
	Invoice: 9445						EX/COBI CONNECTS			
						20.41 31011572 54250001015	NEWSLETTER-POSTAGE			
								CHECK 350621 TOTAL:		20.41
350622	05/29/2019	PRTD	8286	SUPERINTENDENT OF P	231427	15105	05/14/2019		05/26/19	132.75
	Invoice: 15105						POL/FINGERPRINTING			
						132.75 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231428	15098	05/10/2019		05/26/19	88.50
	Invoice: 15098						POL/FINGERPRINTING			
						88.50 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231429	15093	05/09/2019		05/26/19	88.50
	Invoice: 15093						POL/FINGERPRINTING			
						88.50 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231430	15082	05/08/2019		05/26/19	44.25
	Invoice: 15082						POL/FINGERPRINTING			
						44.25 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231431	15083	05/08/2019		05/26/19	88.50
	Invoice: 15083						POL/FINGERPRINTING			
						88.50 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231432	15087	05/08/2019		05/26/19	88.50
	Invoice: 15087						POL/FINGERPRINTING			
						88.50 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231433	15064	05/01/2019		05/26/19	44.25
	Invoice: 15064						POL/FINGERPRINTING			
						44.25 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
					231434	15071	05/01/2019		05/26/19	88.50
	Invoice: 15071						POL/FINGERPRINTING			
						88.50 65438 386110	AGENCY-FINGERPRINT REV TO SPI			
								CHECK 350622 TOTAL:		663.75
350623	05/29/2019	PRTD	8895	OVATION! PERFORMING	231435	3	04/22/2019		05/26/19	3,125.00
	Invoice: 3						CULTURAL FUNDING - OPERATING S			
						3,125.00 31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
								CHECK 350623 TOTAL:		3,125.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350624	05/29/2019	PRTD	4417	PACIFIC NORTHWEST TI	231436	0035885-IN	04/29/2019		05/26/19	817.50
	Invoice: 0035885-IN						ENG/SUBDIV GUARANTEE: WOODWARD MS			
						817.50 72321953 64110000715	SP CLUB/NB INTERSECTN-DESIGN			
							CHECK 350624 TOTAL:			817.50
350625	05/29/2019	PRTD	8922	REXEL USA INC.	230728	U920038	04/16/2019		05/26/19	-634.09
	Invoice: U920038						PW/SUPPLIES			
						-634.09 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					231437	V051039	05/03/2019		05/26/19	416.85
	Invoice: V051039						PW/LED BULBS			
						47.49 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
						179.38 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
						189.98 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					231438	V001986	04/25/2019		05/26/19	-178.47
	Invoice: V001986						PW/SOCKET RETURN			
						-178.47 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					231439	V000425	04/25/2019		05/26/19	177.18
	Invoice: V000425						PW/LED BULBS			
						177.18 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					231440	V009143	04/25/2019		05/26/19	45.29
	Invoice: V009143						PW/LED BULBS			
						45.29 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					231441	U990321	04/25/2019		05/26/19	57.51
	Invoice: U990321						PW/BULB HOLDERS			
						57.51 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					231443	U326166	04/24/2019		05/26/19	6,867.00
	Invoice: U326166						PW/TRANS COIL			
						6,867.00 73425358 548100	O&M-WWTP-REPAIRS			
					231444	U957263	04/22/2019		05/26/19	100.19
	Invoice: U957263						PW/FIXTURE WIRE			
						100.19 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					231445	U922115	04/17/2019		05/26/19	882.30
	Invoice: U922115						PW/LED BULBS			
						882.30 73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
							CHECK 350625 TOTAL:			7,733.76
350626	05/29/2019	PRTD	9173	PURPLE COMMUNICATION	231446	77191-76280	05/06/2019		05/26/19	489.08
	Invoice: 77191-76280						CC/RACE EQUITY TASK FORCE MEETING			
						489.08 11011116 541100	COUNCIL - PROF SERVICES			

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	350626 TOTAL:		489.08
350627	05/29/2019	PRTD	408	ROLLING BAY COMMERCI	231449	886284	05/06/2019		05/26/19	7,910.00
Invoice: 886284							CRT/APR-MAY 2019 RENT			
					7,910.00	91011255 545000	GG-C/E-COURT BLDG-RENT			
							CHECK	350627 TOTAL:		7,910.00
350628	05/29/2019	PRTD	9181	SCHUMACHER, TATUM	231098	77491	05/08/2019		05/26/19	129.71
Invoice: 77491							UB 10624 310 WYATT WAY NW			
					129.71	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	350628 TOTAL:		129.71
350629	05/29/2019	PRTD	7173	SKILLINGS CONNOLLY I	231451	11787	05/01/2019		05/26/19	19,893.21
Invoice: 11787							SPORTSMAN CLUB & NEW BROOKLYN			
					19,893.21	72321953 64110000715	SP CLUB/NB INTERSECTN-DESIGN			
							CHECK	350629 TOTAL:		19,893.21
350630	05/29/2019	PRTD	9182	SMITH, KAREN	231101	77493	05/08/2019		05/26/19	29.23
Invoice: 77493							UB 11364 8625 MA & PA LANE			
					29.23	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	350630 TOTAL:		29.23
350631	05/29/2019	PRTD	601	SOUND REPROGRAPHICS	231453	70553	05/15/2019		05/26/19	3.37
Invoice: 70553							PW/DOCK PAY STATION LAMIN			
					3.37	73011757 53110000954	DOCK PAY STATION-SUPPLIES			
					231454	05/01/19	05/01/2019		05/26/19	3.96
Invoice: 05/01/19							FIN/FIN CHG			
					3.96	41011141 549900	FIN-C/E-MISC EXP			
					231455	69895	04/19/2019		05/26/19	208.77
Invoice: 69895							ENG/OLY DR 12X18			
					208.77	72334951 64950000596	SR305-OLYMPIC NM-COPIES/PRNTNG			
					231456	69625	04/09/2019		05/26/19	534.51
Invoice: 69625							ENG/OLY DR 12X18			
					534.51	72334951 64950000596	SR305-OLYMPIC NM-COPIES/PRNTNG			
							CHECK	350631 TOTAL:		750.61

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CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350632	05/29/2019	PRTD	8132	SPECTRA LABORATORIES	231457	19-02809	04/23/2019		05/26/19	45.00
Invoice: 19-02809						PW/WWTP TESTING				
					45.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231458	19-02680	04/19/2019		05/26/19	45.00
Invoice: 19-02680						PW/WWTP TESTING				
					45.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231459	19-02661	04/19/2019		05/26/19	45.00
Invoice: 19-02661						PW/WWTP TESTING				
					45.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231464	19-02659	04/19/2019		05/26/19	45.00
Invoice: 19-02659						PW/WWTP TESTING				
					45.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231465	19-02634	04/19/2019		05/26/19	134.78
Invoice: 19-02634						PW/WWTP TESTING				
					134.78	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231466	19-02608	04/18/2019		05/26/19	45.00
Invoice: 19-02608						PW/WWTP TESTING				
					45.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231467	19-02514	04/15/2019		05/26/19	41.40
Invoice: 19-02514						PW/WWTP TESTING				
					41.40	73425358 54110000391 LAB & TESTING SVCS-WWTP				
					231468	19-02520	04/15/2019		05/26/19	45.00
Invoice: 19-02520						PW/WWTP TESTING				
					45.00	73425358 54110000391 LAB & TESTING SVCS-WWTP				
								CHECK 350632 TOTAL:		446.18
350633	05/29/2019	PRTD	2467	STAPLES	231469	3413173345	05/04/2019		05/26/19	6.99
Invoice: 3413173345						ENG/KLEENEX				
					6.99	72011321 531100 ENG - C/E ADMIN SUPPLIES				
					231470	3413173346	05/04/2019		05/26/19	93.74
Invoice: 3413173346						ENG/SCISSORS, PAPER				
					93.74	72011321 531100 ENG - C/E ADMIN SUPPLIES				
					231471	3413173348	05/04/2019		05/26/19	2.01
Invoice: 3413173348						ENG/ENVELOPES				
					2.01	72011321 531100 ENG - C/E ADMIN SUPPLIES				
					231472	3413173350	05/04/2019		05/26/19	88.28
Invoice: 3413173350						ENG/HANGING STRIPS, LABELS, KLEENEX				
					88.28	72011321 531100 ENG - C/E ADMIN SUPPLIES				

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
				231473	3413173352	05/04/2019		05/26/19	16.95
Invoice: 3413173352						ENG/HANGING STRIPS, LABELS			
				16.95	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				231474	3413173351	05/04/2019		05/26/19	-16.95
Invoice: 3413173351						ENG/RETURN			
				-16.95	72011321 531100	ENG - C/E ADMIN SUPPLIES			
				231475	3413173514	05/04/2019		05/26/19	171.69
Invoice: 3413173514						POL/TONER, KLEENEX,SOAP			
				85.85	51011211 531100	PD-C/E-ADM-SUPPLIES			
				34.34	52011212 531100	POLICE - C/E INVEST SUPPLIES			
				51.50	53011212 531100	PD-C/E-PATROL SUPPLIES			
				231476	3413173296	05/04/2019		05/26/19	7.74
Invoice: 3413173296						PW/DISH SOAP			
				7.74	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				231477	3413173295	05/04/2019		05/26/19	137.10
Invoice: 3413173295						LEGAL/FOLDERS			
				137.10	32011152 531100	LGL-GF-SUPPLIES			
				231478	3413173294	05/04/2019		05/26/19	105.25
Invoice: 3413173294						EX,LEGAL/TENT CARD, TONER			
				21.39	31011131 531100	EX-GF-SUPPLIES			
				83.86	32011152 531100	LGL-GF-SUPPLIES			
				231479	3413173297	05/04/2019		05/26/19	42.90
Invoice: 3413173297						EX,FIN/PAPER, NOTE PADS			
				21.45	31011131 531100	EX-GF-SUPPLIES			
				21.45	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				231480	3413173299	05/04/2019		05/26/19	71.33
Invoice: 3413173299						EX,FIN/KLEENEX			
				35.66	31011131 531100	EX-GF-SUPPLIES			
				35.67	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				231481	3413173400	05/04/2019		05/26/19	29.09
Invoice: 3413173400						PCD/ERGO FOOT REST			
				29.09	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
				231483	3413173406	05/04/2019		05/26/19	39.69
Invoice: 3413173406						PCD/PAPER			
				39.69	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				231484	3413173404	05/04/2019		05/26/19	39.69
Invoice: 3413173404						PCD/PAPER			
				39.69	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				231485	3413173405	05/04/2019		05/26/19	40.88
Invoice: 3413173405						PCD/TAPE, FAN, ERASER			
				40.88	61011581 531100	PCD - C/E ADMIN SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					231487	3413173403	05/04/2019		05/26/19	63.11
				Invoice: 3413173403			PCD/GLASS BOARDS			
					63.11	65470597 531100	CODE - DEV OFFICE SUPPLIES			
					231488	3413173399	05/04/2019		05/26/19	13.13
				Invoice: 3413173399			PCD/STAMP			
					13.13	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					231489	3413173402	05/04/2019		05/26/19	12.99
				Invoice: 3413173402			PCD/PENS			
					12.99	61011581 531100	PCD - C/E ADMIN SUPPLIES			
							CHECK	350633 TOTAL:		965.61
350634	05/29/2019	PRTD	2122	STERICYCLE INC	231490	3004674421	04/30/2019		05/26/19	10.36
				Invoice: 3004674421			POL/BIOHAZARD DISPOSAL			
					10.36	51011211 541100	PD-C/E-ADM-PROF SVCS			
							CHECK	350634 TOTAL:		10.36
350635	05/29/2019	PRTD	9185	STONE, DAVID	231104	77496	05/08/2019		05/26/19	9.75
				Invoice: 77496			UB 11132 1174 HIGH SCHOOL ROAD NE			
					9.75	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	350635 TOTAL:		9.75
350636	05/29/2019	PRTD	5730	SUMMIT LAW GROUP	231492	103755	05/17/2019		05/26/19	1,180.50
				Invoice: 103755			LEGAL/PROF SVCS APR 19			
					1,180.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
					231493	103754	05/17/2019		05/26/19	2,772.00
				Invoice: 103754			LEGAL/PROF SVCS APR 19			
					2,457.00	32011152 54111000870	LGL-HR (NON-BARGAINING)			
					315.00	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
							CHECK	350636 TOTAL:		3,952.50
350637	05/29/2019	PRTD	6746	SYMBOL ARTS	231494	0329690-IN	05/02/2019		05/26/19	230.00
				Invoice: 0329690-IN			POL/BADGESX2			
					230.00	51011211 531100	PD-C/E-ADM-SUPPLIES			
							CHECK	350637 TOTAL:		230.00
350638	05/29/2019	PRTD	4819	THOMSON REUTERS - WE	231495	840239811	04/30/2019		05/26/19	547.56
				Invoice: 840239811			LEGAL/INFORMATION CHARGES APR19			
					547.56	32011152 549100	LGL-GF-DUES & SUBSCRIPTIONS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK 350638 TOTAL:		547.56
350639	05/29/2019	PRTD	6714	TOSHIBA FINANCIAL SE	231496	24788247	05/13/2019		05/26/19	427.51
Invoice: 24788247							PCD/COPIER LEASE E-STUDIO6560C			
						427.51 61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
								CHECK 350639 TOTAL:		427.51
350640	05/29/2019	PRTD	9187	TRABUCCO, APRIL	231106	77498	05/08/2019		05/26/19	33.39
Invoice: 77498							UB 12066 9446 CORAL COURT NE			
						33.39 411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK 350640 TOTAL:		33.39
350641	05/29/2019	PRTD	5721	THE TRANSPO GROUP IN	231497	23150	05/09/2019		05/26/19	2,000.00
Invoice: 23150							POLICE STATION TRAFFIC ANALYSI			
						2,000.00 72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
								CHECK 350641 TOTAL:		2,000.00
350642	05/29/2019	PRTD	6478	TUNA GRAPHICS INC	231498	28593	05/01/2019		05/26/19	34.88
Invoice: 28593							POL/PRODUCTION SAMPLE			
						34.88 53011212 531100	PD-C/E-PATROL SUPPLIES			
								CHECK 350642 TOTAL:		34.88
350643	05/29/2019	PRTD	2190	UNITED PARCEL SERVIC	231499	000028Y3Y1199	05/11/2019		05/26/19	32.71
Invoice: 000028Y3Y1199							POL/SHIPPING			
						32.71 91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK 350643 TOTAL:		32.71
350644	05/29/2019	PRTD	2425	THE UPS STORE #1265	231500	05/10/19	05/11/2019		05/26/19	60.72
Invoice: 05/10/19							PW/SHIPPING			
						60.72 91425358 542500	GG-WWTP-POSTAGE/SHIPPING			
								CHECK 350644 TOTAL:		60.72
350645	05/29/2019	PRTD	605	WA ST AUDITOR'S OFFI	231501	L130803	05/09/2019		05/26/19	9,622.38
Invoice: L130803							2018 FINANCIAL AUDIT			
						5,589.99 91011423 541100	FIN-C/E STATE AUDITOR			
						986.74 91111433 541100	FIN-STREET-STATE AUDITOR			
						389.52 91411341 541100	GG-WTR-ADM-PROF SVCS			
						1,302.50 91421351 541100	GG-SWR-ADM-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			
					589.53	91431383 541100	GG-SSWM-ADM-PROF SVCS			
					382.05	91470148 541100	FIN-DEV-STATE AUDITOR			
					382.05	91471148 541100	FIN-BLDG-STATE AUDITOR			
								CHECK 350645 TOTAL:		9,622.38
350646	05/29/2019	PRTD	4104	WA ST FERRIES	231502	RK328321	04/30/2019		05/26/19	375.00
Invoice: RK328321							APR19 WAVE2GO FERRY CHARGES			
					185.85	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
					97.05	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
					92.10	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
								CHECK 350646 TOTAL:		375.00
350647	05/29/2019	PRTD	952	WASHINGTON STATE PAT	231503	I19007387	05/08/2019		05/26/19	159.00
Invoice: I19007387							FIN/APR19 BACKGROUND CHECKS			
					159.00	41654861 586100	AGENCY DISBURSEMENTS			
								CHECK 350647 TOTAL:		159.00
350648	05/29/2019	PRTD	710	WCIA	231505	14500	05/20/2019		05/26/19	25.00
Invoice: 14500							POL/TRAINING			
					25.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
								CHECK 350648 TOTAL:		25.00
350649	05/29/2019	PRTD	2064	WEST SOUND WORKFORCE	231506	39379	05/06/2019		05/26/19	474.48
Invoice: 39379							FIN/TEMP HRS 5/5:KW			
					474.48	41011141 515000	FIN - C/E ADMIN SALARY TEMP			
								CHECK 350649 TOTAL:		474.48
350650	05/29/2019	PRTD	522	WA ST DEPT OF TRANSP	231507	RE-313-ATB90415141	04/15/2019		05/26/19	2,131.42
Invoice: RE-313-ATB90415141							ENG/RECORD OF MATERIALS LA09506			
					2,131.42	72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN			
								CHECK 350650 TOTAL:		2,131.42
350651	05/29/2019	PRTD	7450	XYLEM WATER SOLUTION	231508	3556A65306	04/26/2019		05/26/19	2,103.00
Invoice: 3556A65306							PW/ONSITE SVC			
					2,103.00	73425358 548100	O&M-WWTP-REPAIRS			
								CHECK 350651 TOTAL:		2,103.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
350652	05/29/2019	PRTD	2607	ZEE MEDICAL SERVICE	231509	68376397	05/03/2019		05/26/19	121.25
	Invoice: 68376397						POL/FIRST AID RESTOCK			
					121.25	51011211 531100	PD-C/E-ADM-SUPPLIES			
							CHECK 350652 TOTAL:			121.25
						NUMBER OF CHECKS 81	*** CASH ACCOUNT TOTAL ***			152,141.33

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	81	152,141.33

*** GRAND TOTAL *** 152,141.33

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 5 202					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			58,950.44	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				152,141.33
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000	STREETS - ACCOUNTS PAYABLE			5,241.69	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000	ACCOUNTS PAYABLE			3,126.10	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000	ACCOUNTS PAYABLE			7,856.82	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000	ACCOUNTS PAYABLE			53,125.75	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000	ACCOUNTS PAYABLE			1,137.55	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000	ACCOUNTS PAYABLE			15,053.01	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000	CIVIC IMPR - ACCOUNTS PAYABLE			2,610.75	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000	ACCOUNTS PAYABLE			300.00	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	ACCOUNTS PAYABLE			3,916.47	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000	ACCOUNTS PAYABLE			822.75	
05/22/2019 05/26/19 052919	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			152,141.33	152,141.33
APP 631-130000	DUE TO/FROM CLEARING			151,003.78	
05/22/2019 05/26/19 052919					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				58,950.44
05/22/2019 05/26/19 052919					
APP 101-130000	STREETS - DUE TO/FROM CLEARING				5,241.69
05/22/2019 05/26/19 052919					
APP 401-130000	DUE TO/FROM CLEARING				3,126.10
05/22/2019 05/26/19 052919					
APP 407-130000	DUE TO/FROM CLEARING				7,856.82
05/22/2019 05/26/19 052919					
APP 301-130000	DUE TO/FROM CLEARING				53,125.75
05/22/2019 05/26/19 052919					
APP 402-130000	DUE TO/FROM CLEARING				15,053.01
05/22/2019 05/26/19 052919					
APP 104-130000	CIVIC IMPR DUE TO/FROM CLEAR'G				2,610.75
05/22/2019 05/26/19 052919					
APP 622-130000	DUE TO/FROM CLEARING				300.00
05/22/2019 05/26/19 052919					
APP 403-130000	DUE TO/FROM CLEARING				3,916.47

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
	05/22/2019	05/26/19	052919							
APP 650-130000						DUE TO/FROM CLEARING				822.75
	05/22/2019	05/26/19	052919							
						SYSTEM GENERATED ENTRIES TOTAL			151,003.78	151,003.78
						JOURNAL 2019/05/202 TOTAL			303,145.11	303,145.11

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	5	202	05/22/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		58,950.44
001-213000				GENERAL - ACCOUNTS PAYABLE	58,950.44	
				FUND TOTAL	58,950.44	58,950.44
101 STREET FUND	2019	5	202	05/22/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		5,241.69
101-213000				STREETS - ACCOUNTS PAYABLE	5,241.69	
				FUND TOTAL	5,241.69	5,241.69
104 CIVIC IMPROVEMENT FUND	2019	5	202	05/22/2019		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		2,610.75
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	2,610.75	
				FUND TOTAL	2,610.75	2,610.75
301 CAPITAL CONSTRUCTION FUND	2019	5	202	05/22/2019		
301-130000				DUE TO/FROM CLEARING		53,125.75
301-213000				ACCOUNTS PAYABLE	53,125.75	
				FUND TOTAL	53,125.75	53,125.75
401 WATER OPERATING FUND	2019	5	202	05/22/2019		
401-130000				DUE TO/FROM CLEARING		3,126.10
401-213000				ACCOUNTS PAYABLE	3,126.10	
				FUND TOTAL	3,126.10	3,126.10
402 SEWER OPERATING FUND	2019	5	202	05/22/2019		
402-130000				DUE TO/FROM CLEARING		15,053.01
402-213000				ACCOUNTS PAYABLE	15,053.01	
				FUND TOTAL	15,053.01	15,053.01
403 STORM & SURFACE WATER FUND	2019	5	202	05/22/2019		
403-130000				DUE TO/FROM CLEARING		3,916.47
403-213000				ACCOUNTS PAYABLE	3,916.47	
				FUND TOTAL	3,916.47	3,916.47
407 BUILDING & DEVELOPMENT FUND	2019	5	202	05/22/2019		
407-130000				DUE TO/FROM CLEARING		7,856.82
407-213000				ACCOUNTS PAYABLE	7,856.82	
				FUND TOTAL	7,856.82	7,856.82
622 EXPENDABLE TRUST FUND	2019	5	202	05/22/2019		

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION		DEBIT	CREDIT
622-130000					DUE TO/FROM CLEARING			300.00
622-213000					ACCOUNTS PAYABLE		300.00	
						FUND TOTAL	300.00	300.00
631 CLEARING FUND	2019	5	202	05/22/2019				
631-130000					DUE TO/FROM CLEARING		151,003.78	
631-213000					ACCOUNTS PAYABLE		1,137.55	
635-111100					CASH			152,141.33
						FUND TOTAL	152,141.33	152,141.33
650 AGENCY FUND	2019	5	202	05/22/2019				
650-130000					DUE TO/FROM CLEARING			822.75
650-213000					ACCOUNTS PAYABLE		822.75	
						FUND TOTAL	822.75	822.75

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		58,950.44
101	STREET FUND		5,241.69
104	CIVIC IMPROVEMENT FUND		2,610.75
301	CAPITAL CONSTRUCTION FUND		53,125.75
401	WATER OPERATING FUND		3,126.10
402	SEWER OPERATING FUND		15,053.01
403	STORM & SURFACE WATER FUND		3,916.47
407	BUILDING & DEVELOPMENT FUND		7,856.82
622	EXPENDABLE TRUST FUND		300.00
631	CLEARING FUND	151,003.78	
650	AGENCY FUND		822.75
	TOTAL	151,003.78	151,003.78

** END OF REPORT - Generated by Carrie L. Christianson **

RET REL

@ 5/22/19

CASH ACCOUNT: 628 111100 CASH-RETAINAGE

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
178	05/22/2019	PRTD	585	STRIPE RITE	231344	RETREL-235-2019	05/08/2019		RT051719	8,486.72
	Invoice: RETREL-235-2019						RETAINAGE RELEASE 2018 RD STRIPING			
					8,486.72	41628860 586000	RETAINAGE RELEASE			
							CHECK	178 TOTAL:		8,486.72
						NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***			8,486.72

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	8,486.72

*** GRAND TOTAL *** 8,486.72

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 5 194				
APP 622-213000	ACCOUNTS PAYABLE		8,486.72	
05/22/2019 RT051719 RETREL	AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100	CASH-RETAINAGE			8,486.72
05/22/2019 RT051719 RETREL	AP CASH DISBURSEMENTS JOURNAL			
	JOURNAL 2019/05/194	TOTAL	8,486.72	8,486.72

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND	2019	5	194	05/22/2019			
622-213000					ACCOUNTS PAYABLE	8,486.72	
628-111100					CASH-RETAINAGE		8,486.72
					FUND TOTAL	8,486.72	8,486.72

** END OF REPORT - Generated by Carrie L. Christianson **

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:**

AGENDA ITEM: City Council Study Session Meeting Minutes, May 7, 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 050719 STUDY SESSION

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, MAY 7, 2019

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Mayor Medina called the meeting to order at 5:59 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

Mayor Medina adjourned the meeting to an executive session at 6:01 p.m. pursuant to RCW 42.30.110((1)(i).

Council returned from executive session at 6:20 p.m.

3) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Mayor Medina re-convened the meeting at 6:20 p.m.

Councilmember Peltier moved and Councilmember Deets seconded to approve the agenda as presented. The motion was approved by unanimous consent.

Councilmember Blossom noted for the record that she will apply for a subdivision when the moratorium is lifted. Councilmember Nassar noted for the record that her property has the potential to be subdivided.

4) MAYOR'S REPORT

Mayor Medina provided an update on the Washington State Department of Transportation project along State Route 305 and the Ethics Program.

5) PRESENTATIONS

5.A Tree Resource Code & Policy Recommendations from Team of Consulting Arborists - Planning

Cover Page
CC Staff Memo
COBI Tree Protection Code Review and Recommendations
COBI Council Presentation

John Bornsworth and Katy Bigelow provided a presentation on their recommendations.

Council discussed the recommendations. There was consensus to move forward with the three staff recommendations plus changes to the Landmark Tree Ordinance. Council will discuss the topic further at a future Council meeting.

6) UNFINISHED BUSINESS

6.A Ordinance No. 2019-04, Updating the City's Sign Code - Planning

Cover Page
PCD Staff Memo
City Council Sign Code Discussion Points Handout - May 7, 2019 Study Session
Ordinance No. 2019-04, Updating the City's Sign Code - DRAFT
Exhibit A - Updated Chapter 15.08 BIMC - Redline

Deputy City Attorney Sepler introduced the agenda item. Code Compliance Officer Poole went over the discussion points for Council. Council discussed eliminating the use of sandwich boards after a 6-month transition period.

6.B Update on Moratorium - Planning

Cover Page
20190507 Moratorium work program status report.docx
Ordinance No. 2019-10 Extending the Development Moratorium
Development Moratorium Summary Effective 20190403.docx

Mayor Medina introduced the agenda item. Councilmember Tirman inquired about the timeline for inclusionary zoning and the Multi-Family Property Tax Exemption (MFTE). City Manager Smith provided a status update.

6.C Ordinance No. 2019-03 Relating to Subdivision Update - Planning

Cover Page
20190507 CC Staff Memo.docx
20190507 Ord 2019-03 Exhibit A PC Recommendation with Notes and Revisions.docx
Potential Development Scenario 1.docx
Potential Development Scenario 2.docx
Potential Development Scenario 3.docx
Potential Development Scenario 4.docx
Proposed Table 17.12.060-1 Clustering Requirements.docx
Ordinance No. 2019-03 Subdivision Update - Draft 031519
Ord 2019-03 Exhibit B 20190228.docx
Ord 2019-03 Exhibit C 20190228 PC Recommendation.docx
20190402 CC Staff Memo.docx

20190319 CC Staff Memo

Senior Planner Carr introduced the agenda item. Jonathan Davis and Jon Quitslund joined Council for the discussion. Senior Planner Carr reviewed changes from the last draft. Council discussed the proposed update including agricultural structures, clustering requirements, perimeter and roadside buffers, and design requirements.

7) FUTURE COUNCIL AGENDAS

7.A Future Council Agendas

Cover Page
City Council Regular Business Meeting 051419
City Council Study Session 052119
City Council Regular Business Meeting 052819
City Council Study Session 060419

Councilmember Deets asked for a discussion with the Climate Change Advisory Committee at a study session.

Councilmember Tirman requested a discussion on the Race Equity Task Force at a future meeting.

8) FOR THE GOOD OF THE ORDER

Councilmember Deets commented on the Ethics Workshop and asked to add another discussion on the program to a future meeting.

City Manager Smith provided information on options for chairs and monitors.

9) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:08 p.m.

_____
Kol Medina, Mayor

_____
Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:**

AGENDA ITEM: City Council Business Meeting Minutes, May 14, 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 051419 BUSINESS

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 14, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor Medina called the meeting to order at 6:02 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Deets, Nassar, Peltier, and Tirman were present.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Tirman moved and Councilmember Nassar seconded to approve the agenda as presented. The motion was approved by unanimous consent.

Mayor Medina recused himself from Item 6.C, Youth Mental Health Workshop Update.

3) PUBLIC COMMENT

Cindy Anderson commented on a Suzuki valuation.

A. Zommers spoke about the need for signage for small organizations.

4) MAYOR'S REPORT

Mayor Medina updated Council on the Ethics Program status and a Rotary Club Rummage Sale volunteer opportunity.

5) CITY MANAGER'S REPORT

City Manager Smith provided an update on the Olympic Drive project, Washington State Department of Transportation tree removal on State Route 305, Design Guidelines public meeting, review of Critical Areas Ordinance, hydrogeologist staffing, and the Dave Ullin Open Water Marina project.

6) PRESENTATION(S)

6A. Police Swearing-in Ceremony
Cover Page
Police Bios for May 14 Ceremony.docx

Interim Chief Horn provided information on the new corporal position. He introduced Corporals Joseph Fastaia, Gary Koon, Cameron Lewis, and William Shields. Judge McCulloch swore in the Corporals.

Interim Chief Horn introduced Officer Whitney. Judge McCulloch swore in Officer Whitney.

Officer Whitney was given honorary membership by the Girls Scouts of Bainbridge Island.

9) NEW BUSINESS

9E. [Moved] Ordinance No. 2019-16 Relating to 2019 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance
Cover Page
Ord_2019-16_Attachment_A_-_Q1_Budget_Amendments.pdf
Ordinance 2019-16 - 2019 1st QTR Budget and CIP Amendments

Budget Manager Dunscombe introduced the ordinance and answered Council's questions.

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.
Blossom/Deets: The motion was approved by unanimous consent.

9D. [Moved] Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) - Public Works
Cover Page
PRTPO - Invite Letter & ILA

Mayor Medina introduced the agenda item.

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 and to authorize the City Manager to execute the ILA in substantially the form as the ILA that is attached with this agenda item.
Tirman/Nassar: The motion carried unanimously, 7-0.

9F. [Moved] Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities - Executive
Cover Page
Ordinance No. 2019-11, Adopting a Permitting Procedure for Small Wireless Facilities

Deputy City Attorney Sepler introduced the agenda item.

MOTION: I move to adopt Ordinance No. 2019-11.
Nassar/Deets: The motion carried unanimously, 7-0.

9G. [Moved] Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards - Executive
Cover Page
Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards

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.
Nassar/Deets: The motion carried unanimously, 7-0.

9H. [Moved] Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees - Executive
Cover Page
Resolution No. 2019-18, Updating the City's Fee Schedule to Include Small Wireless Facilities Fees

MOTION: I move to adopt Resolution No. 2019-18.
Nassar/Blossom: The motion carried unanimously, 7-0.

9I. [Moved] Resolution No. 2019-20, Updating the Administrative Manual to Address Small Wireless Facilities - Executive
Cover Page
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

MOTION: I move to adopt Resolution No. 2019-20.
Nassar/Deets: The motion carried unanimously, 7-0.

6) PRESENTATION(S) (CONTINUED)

6B. Marine Access Committee 2018 Annual Report and 2019 Work Plan - Executive

Elise Wright provided the 2018 annual report and 2019 work plan. Mayor Medina asked staff to review the proposed work by the Eagle Harbor subcommittee.

Public Comment

Sylvia Carlton spoke in favor of the committee's work.

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.
Peltier/Nassar: The motion carried unanimously, 7-0.

6C. Youth Mental Health Workshop Update - Executive
Cover Page
BI Youth Mental Health Summit Proposal for CC 05142019

Mayor Medina explained his conflict of interest and recused himself from the discussion.

Deputy City Manager Schroer introduced the agenda item.

Cezanne Allen from Bainbridge Youth Services spoke about the joint proposal with Kitsap Strong to facilitate a youth mental health summit.

Council discussed the proposal.

Public Comment

Derek Villanueva expressed concerns with Coffee Oasis.

Lee Moniz expressed concerns with the proposal.

Dave Seacrest provided information about Coffee Oasis.

Charlotte Rovelstad expressed concerns with the proposal.

Debra Lester expressed concerns with the proposal.

Councilmembers Nassar, Tirman, and Deets volunteered to form a Council ad hoc committee.

MOTION: Councilmember Nassar moved and Councilmember Blossom seconded to create a Council ad hoc committee on youth mental health to discuss the proposal and come back to the full Council with a recommendation.
The motion carried unanimously, 7-0.

Mayor Medina re-joined the meeting.

7) PUBLIC HEARING(S)

7A. Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works

Cover Page
Water and Sewer Rate Study - Executive Summary v2 - Council 4_16_19.pptx
Ordinance No. 2019-14.docx
Bainbridge Utility Rate Study Draft Report

Public Works Director Loveless introduced the agenda item.

Mayor Medina opened the public hearing at 8:12 p.m.

Public Comment

Fred McGuiness spoke against the increase.

Sylvia Carlton expressed concerns about the increase.

Vicky Clayton inquired about overhead costs.

Mayor Medina closed the public hearing at 8:23 p.m.

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.
Nassar/Schneider: The motion carried unanimously, 7-0.

Mayor Medina adjourned the meeting for a break at 8:50 p.m. and re-convened the meeting at 8:57 p.m.

8) UNFINISHED BUSINESS

8A. Set Public Hearing on Ordinance No. 2019-04, Updating the City's Sign Code - Planning
Cover Page
Ordinance No. 2019-04, Updating the City's Sign Code - Chapter 15.08 BIMC
Exhibit A to Ordinance No. 2019-04 - Redline

Code Compliance Officer Poole introduced the agenda item.

Public Comment

Andy Rovelstad spoke about signs.

Ola Boyson spoke in favor of sandwich board signs.

Council discussed the proposed ordinance and requested additional information and discussion prior to scheduling a public hearing.

8B. Resolution No. 2019-19 Lowering Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works
Cover Page
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

Public Works Director Loveless introduced the agenda item, and Council discussed the resolution.

Public Comment

Suzanne Miller spoke in favor of the speed reduction.

Jerilyn Brusseau spoke in favor of the speed reduction.

Ken Rekow spoke in favor of the speed reduction.

Ola Boyson spoke in favor of the speed reduction.

Cathy Nickum spoke in favor of reducing the speed to High School.

MOTION: I move to forward Resolution No. 2019-19 for approval with the May 28, 2019 consent agenda.
Tirman/Deets: The motion carried 6 – 1.

AYES: Sarah Blossom, Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider
NOES: Kol Medina
ABSENT: None
ABSTAIN: None

8C. Resolution No. 2019-17, Increasing the Size and Membership and Revising the Duties of the Public Safety Committee - Executive

Cover Page
Resolution No. 2019-17 Public Safety Committee
Public Safety Committee Memo - Proposed Changes
February 28, 2015 Police Oversight Proposal

City Attorney Levan introduced the agenda item, and Council discussed the committee.

Councilmember Peltier moved and Councilmember Deets seconded to approve Resolution No. 2019-17 related to increasing the size and membership and revising the duties of the Public Safety Committee.

Councilmember Tirman moved and Councilmember Nassar seconded to amend the motion to remove the requirement for Citizen Academy participation and a background check.

Public Comment

Charlotte Rovelstad spoke against the restrictions.

Councilmember Tirman withdrew his amendment and Councilmember Peltier withdrew his motion. Council agreed to table this item until the Council retreat.

8D. Dedicated Staffing to Implement Affordable Housing Workplan

Cover Page
Draft AH Work Program - Apr 2019.pdf

City Manager Smith introduced the agenda item.

MOTION: 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.
Nassar/Schneider: The motion carried unanimously, 7-0.

9) NEW BUSINESS

9A. Tyler Moniz Bench Donation Agreements - Public Works

Cover Page
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

Public Works Director Loveless introduced the agenda item.

Public Comment

Lee Moniz spoke about the benches.

Councilmember Peltier moved and Councilmember Tirman seconded to forward for approval with the May 28, 2019 consent agenda the two 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.

Councilmember Nassar moved and Councilmember Blossom seconded to amend the motion on the floor to include all four benches. The amendment carried unanimously, 7-0.

AMENDED MOTION: I move to forward for approval with the May 28, 2019 consent agenda all four Tyler Moniz Bench Donation Agreements that are included with this agenda item.
Peltier/Tirman: The motion carried unanimously, 7-0.

9B. Donation Agreement with Bainbridge Community Piano Association for a Theatrical Curtain and Track System in Huney Hall at the Bainbridge Island Commons - Public Works
Cover Page
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

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.
Blossom/Nassar: The motion was approved by unanimous consent.

9C. Wyatt Way Reconstruction Phase 1 Project - Amendment No. 3 to Professional Services Agreement with MIG/SvR - Public Works
Cover Page
Amendment No. 3 to PSA with MIG/SVR
Exhibit A to Amendment No. 3 to PSA with MIG/SVR

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.
Blossom/Nassar: The motion was approved by unanimous consent.

10) CONSENT AGENDA

10A.) Agenda Bill for Consent Agenda
Cover Page

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

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

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

10E.) Special Joint City Council / Ethics Board Meeting Minutes, April 30, 2019
Cover Page
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
Cover Page
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
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

MOTION: I move to approve the Consent Agenda as presented.
Tirman/Deets: The motion was approved by unanimous consent.

11) COMMITTEE REPORTS

11A.) Committee Reports
Cover Page
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

Deputy Mayor Schneider reported on a field trip with the Multi-Modal Transportation Advisory Committee.

12) FOR THE GOOD OF THE ORDER

13) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:36 p.m.

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Kol Medina, Mayor

_____

Christine Brown, CMC, City Clerk

CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with Consent Agenda.

SUMMARY:

Approval of 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

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Scope of Work

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- 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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with the Consent Agenda.

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

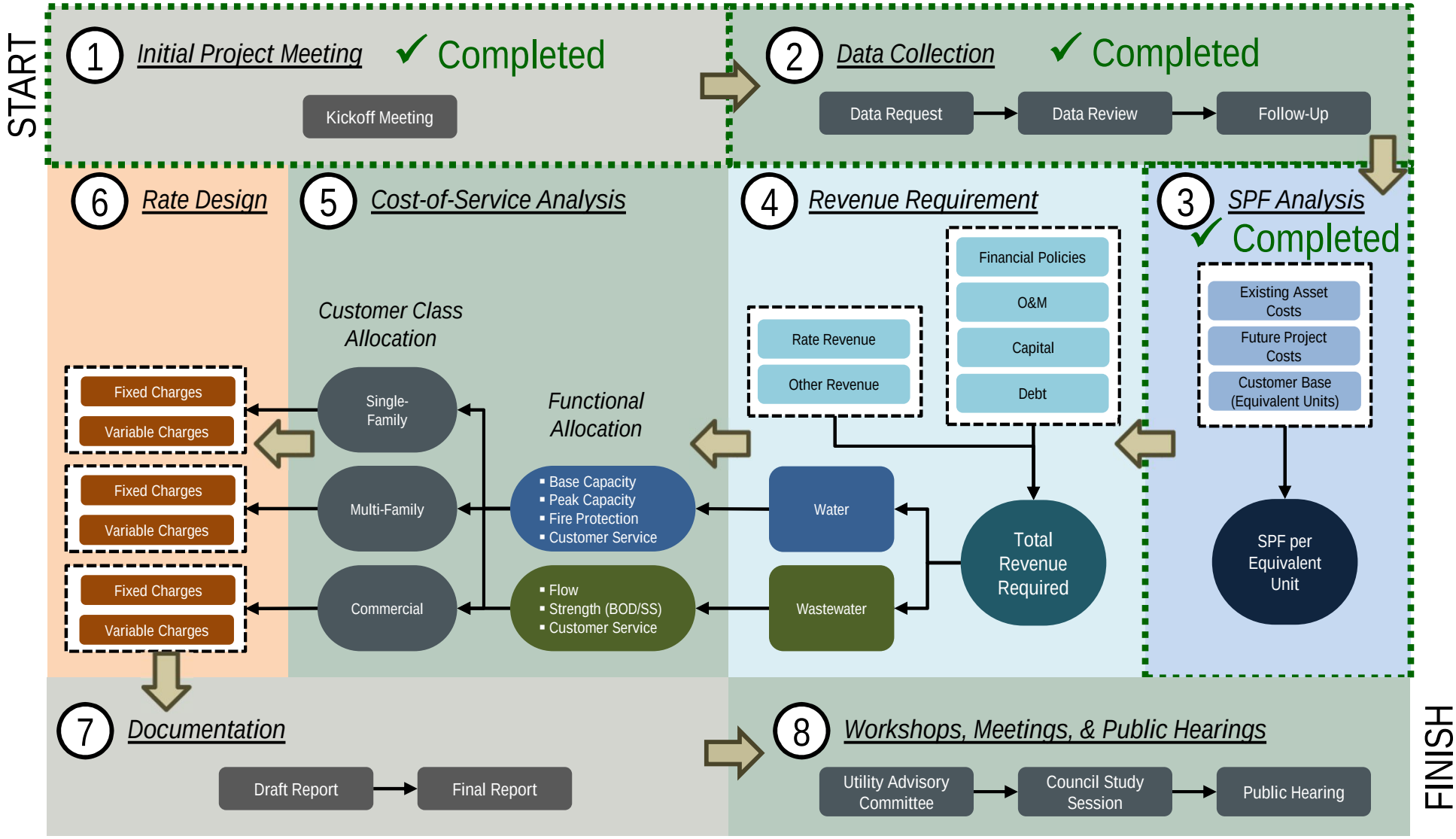
April 16, 2019

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

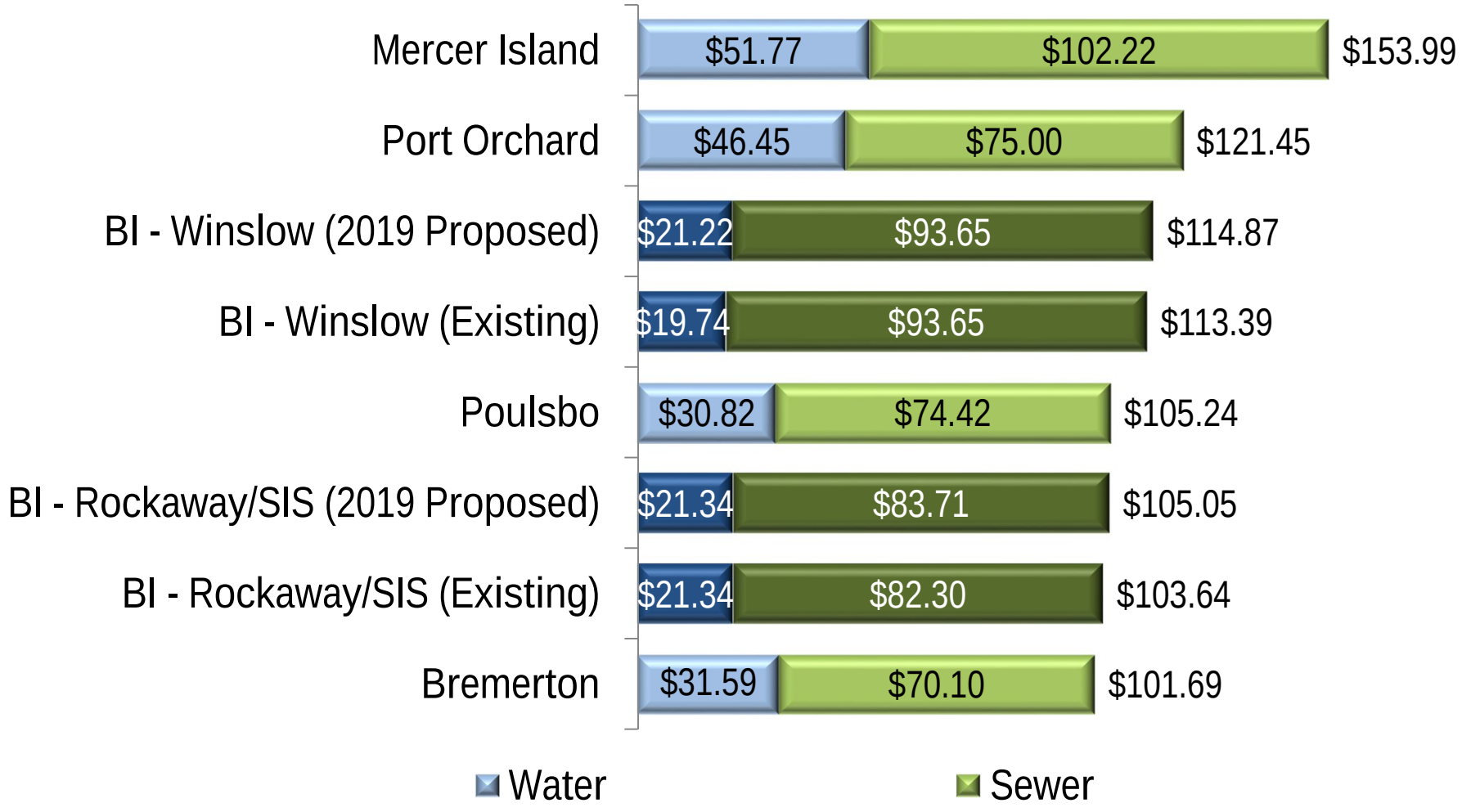
Beyond 2021, rate revenue increases of 2% per year would apply across the board until the next rate review

[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%

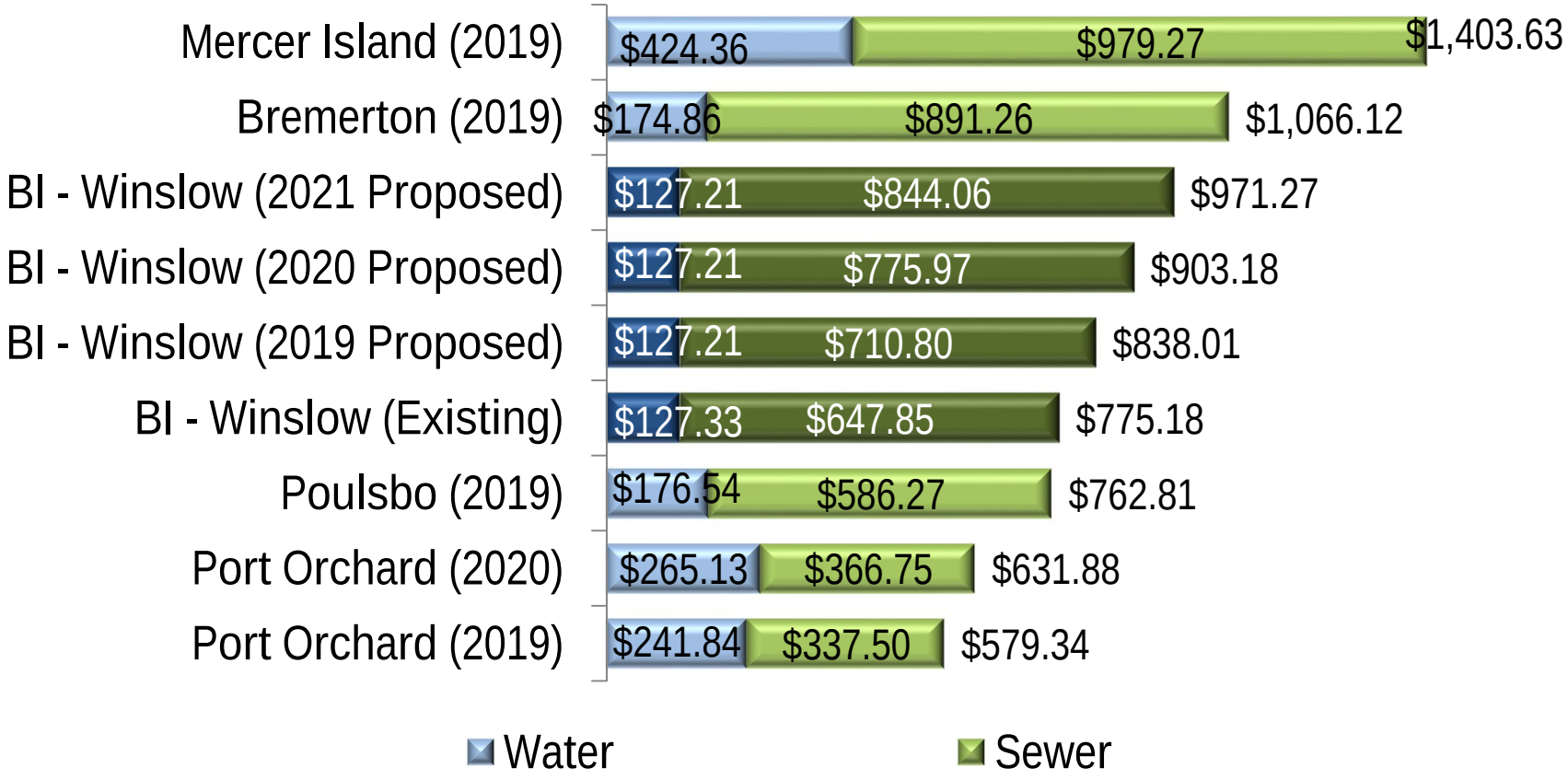
Sample Monthly Bill – 3/4” Single-Family @ 7 ccf



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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Senior Project Manager
chrisg@fcsgroup.com
(425) 502-6280

Contact FCS GROUP:

(425) 867-1802

www.fcsgroup.com

FCS GROUP
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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FCS GROUP
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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

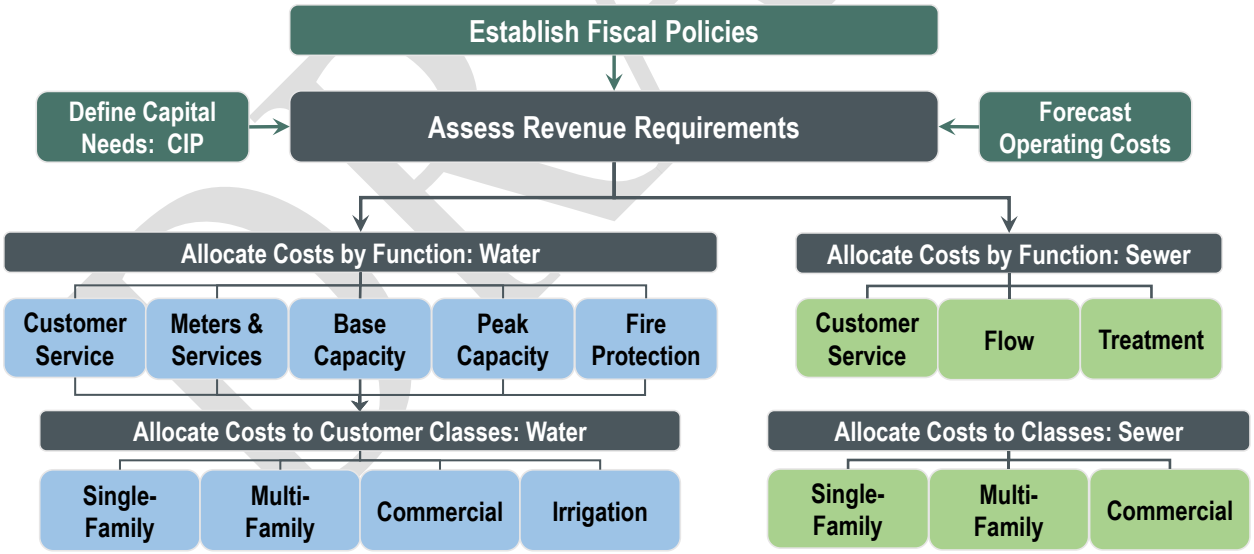
In 2018, the City of Bainbridge Island (City) engaged FCS GROUP to update the City's water and sewer rates. The project included the following analytical elements:

- 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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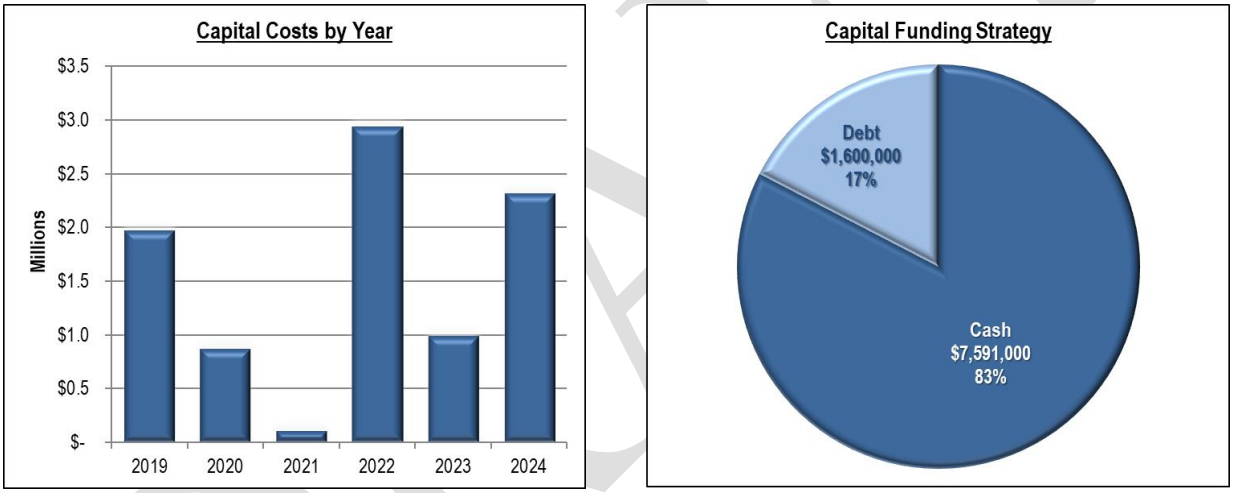
IV.C. CAPITAL FORECAST

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)

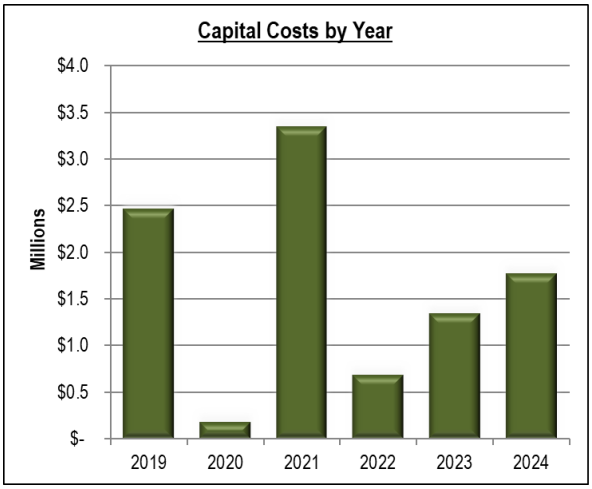


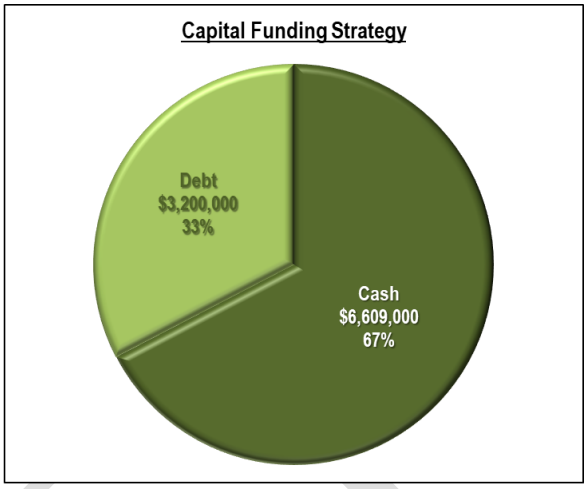
The City expects to spend $9.2 million on capital projects from 2019 – 2024. This includes $3.6 million for a new storage tank, $3.2 million in supply and treatment improvements, $2.0 million in distribution system improvements, and $0.4 million in vehicles and miscellaneous projects. The water utility's 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).

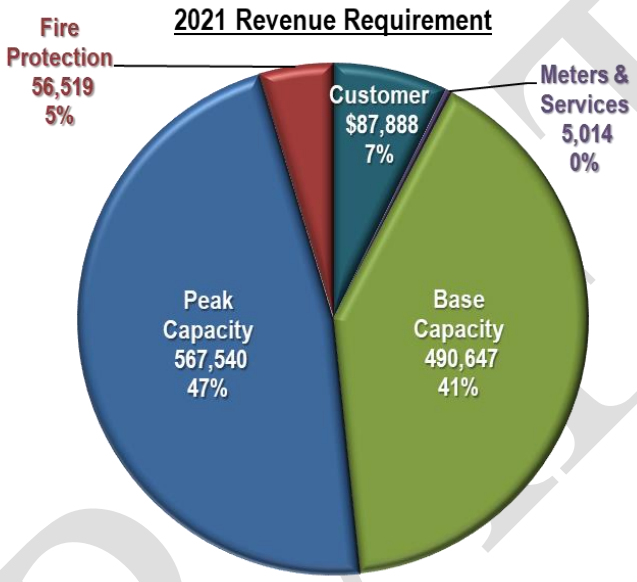
- Most of the costs associated with mains are split between base and peak capacity using the "base/peak" split. Mains between 8" and 12" in diameter are assumed to be oversized by one size increment to accommodate fire flow (e.g. an 8" main could be a 6" main absent fire flow requirements). Based on 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.

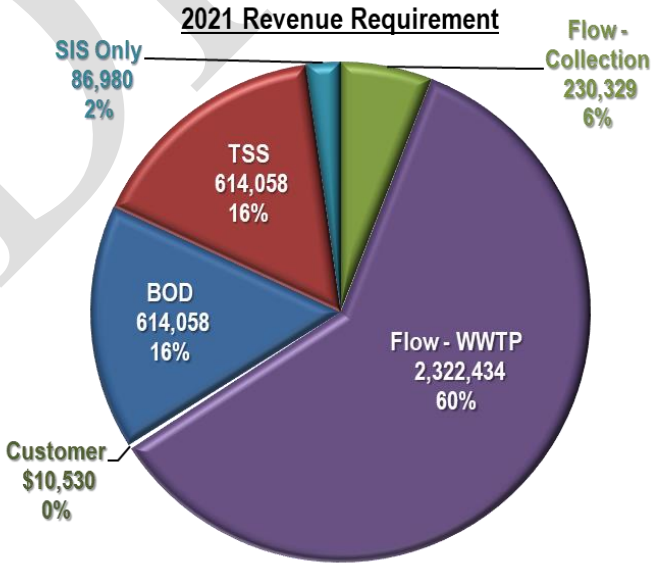
Exhibit 5.3 summarizes the functional allocation of the sewer utility's assets.

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*

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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%

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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	-	-	-	-	-	-

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

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***

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
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			Winter	Winter	Winter	Winter	Summer	Summer	Summer	Summer	Summer	Summer	Winter	Winter		Block Usage				
Accounts & Billed Consumption - Winslow																				
Single-Family	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**	**Block 1 0-5 ccf**	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**						
Discount															**0 ccf**					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**	2,332 ccf	905 ccf	712 ccf	234 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**	90,023 ccf	36,631 ccf	19,236 ccf	7,840 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**	2,266 ccf	801 ccf	306 ccf	16 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**	321 ccf	394 ccf	664 ccf	434 ccf	1,813 ccf
2"															**0 ccf**					0 ccf
3"															**0 ccf**					0 ccf
4"															**0 ccf**					0 ccf
6"															**0 ccf**					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**	**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**	**Block 1 0-5 ccf**	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ ccf**	**Total**
			January	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**						
5/8" × 3/4"															**0 ccf**					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**	2,053 ccf	418 ccf	2 ccf	0 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**	4,838 ccf	491 ccf	0 ccf	0 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**	8,184 ccf	183 ccf	0 ccf	0 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**	28,423 ccf	458 ccf	0 ccf	0 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**	3,181 ccf	0 ccf	0 ccf	0 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**	5,051 ccf	0 ccf	0 ccf	0 ccf	5,051 ccf
6"															**0 ccf**					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**	**51,730 ccf**	**1,550 ccf**	**2 ccf**	**0 ccf**	**53,282 ccf**

Commercial	**Accounts**	**Units**	**Billed Consumption (Bi-Monthly ccf)**												**Total**	**Block 1 0-5 ccf**	**Block 2 5-12 ccf**	**Block 3 12-30 ccf**	**Block 4 30+ 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**					0 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**					0 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**					0 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**					0 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**					0 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**					0 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**					0 ccf
6"															**0 ccf**					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**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**	**0 ccf**

Accounts & Billed Consumption - Winslow (Continued)

			Winter	Winter	Winter	Winter	Summer	Summer	Summer	Summer	Summer	Summer	Winter	Winter	
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
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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%**

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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

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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" x 3/4" Meter	1.00	0.67	Multi-Family Account Growth	0	0	0	0	0	0	0	0
3/4" x 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" x 3/4" Meter			Multi-Family Account Growth	0	0	0	0	0	0	0	0
3/4" x 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" x 3/4" Meter				$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37	$5.37
3/4" x 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

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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

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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

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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
Customer	$ 41,920	$ 1,965	$ 4,613	$ 1,432	$ 93	$ 1,320	$ 51,342
Meters & Services	157,868	16,179	25,917	7,673	1,034	5,081	213,752
Base Capacity	195,977	63,881	87,906	33,809	2,390	8,352	392,315
Peak Capacity	233,493	64,637	95,433	48,275	2,383	8,994	453,214
Fire Protection	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

Class	2019 FULL COS RATES: 2020 Revenue at 2019 Rates	2019 FULL COS RATES: Percent of Total	2020 FULL COS RATES: COSA 2020 Revenue	2020 FULL COS RATES: Percent of Total	DIFFERENCE: $ Difference	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%

Class	2019 COS ALT RATES: 2020 Revenue at 2019 Rates	2019 COS ALT RATES: Percent of Total	2020 COS ALT RATES: COSA 2020 Revenue	2020 COS ALT RATES: Percent of Total	DIFFERENCE: $ Difference	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 2017	Adopted 2018	With ATB Rate Increases 2019	With ATB Rate Increases 2020	With ATB Rate Increases 2021	COS Rates 2019	COS Rates 2020	COS Rates 2021	COS Alternative 2019	COS Alternative 2020	COS Alternative 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 2017	Adopted 2018	With ATB Rate Increases 2019	With ATB Rate Increases 2020	With ATB Rate Increases 2021	COS Rates 2019	COS Rates 2020	COS Rates 2021	COS Alternative 2019	COS Alternative 2020	COS Alternative 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 2017	Adopted 2018	With ATB Rate Increases 2019	With ATB Rate Increases 2020	With ATB Rate Increases 2021	COS Rates 2019	COS Rates 2020	COS Rates 2021	COS Alternative 2019	COS Alternative 2020	COS Alternative 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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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*

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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

Revenues		Forecast Basis	Actuals 2017	Budget 2018	Budget 2019	Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 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

Expenses		Forecast Basis	Actuals 2017	Budget 2018	Budget 2019	Budget 2020	Forecast 2021	Forecast 2022	Forecast 2023	Forecast 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

Accounts & Billed Consumption

Single-Family	Accounts	Units	Annual Usage	Billed Consumption (Bi-Monthly ccf)												Total
				Winter	Winter	Winter	Winter	Winter	Winter	Summer	Summer	Summer	Summer	Summer	Winter	
				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								
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

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			
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	Allocation of 2021 Revenue Requirement				
		Single-Family	Multi-Family	Non-Residential	SIS	Total
Customer	Accounts	$ 8,047.81	$ 468	$ 1,007	$ 1,007	$ 10,530
Flow - Collection	Flow	90,396	53,968	74,685	11,281	230,329
Flow - WWTP	Flow - Winslow	958,415	572,183	791,836	-	2,322,434
BOD	BOD	188,592	112,592	312,874	-	614,058
TSS	TSS	203,016	121,203	289,839	-	614,058
SIS Only	All to SIS	-	-	-	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*

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.
—Bbe
(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 - NE 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 your effort. Rosalie Ken

City of Bainbridge Island

Traffic Report

Focused Traffic Study

December 11, 2013



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.

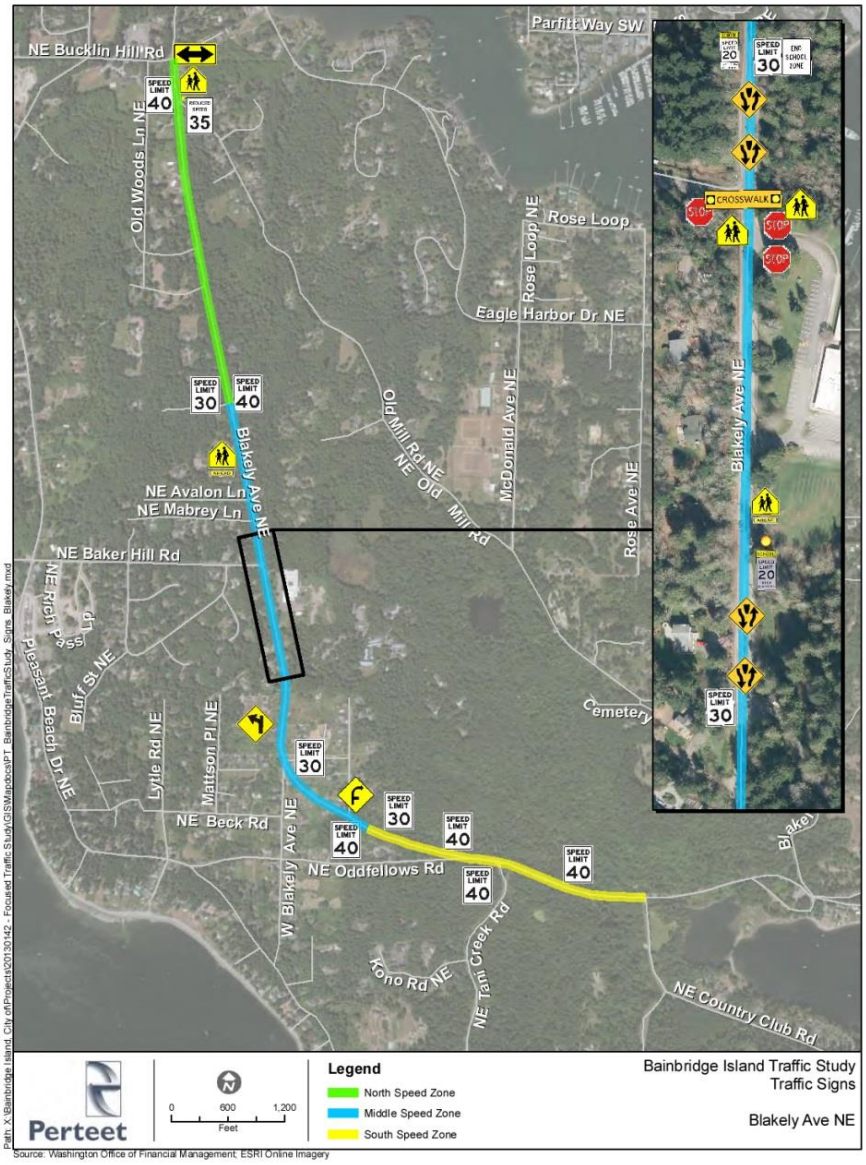


Figure 2-1: Blakely Ave NE corridor map with signing

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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].



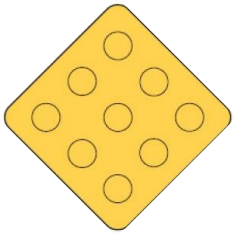
W6-1



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.

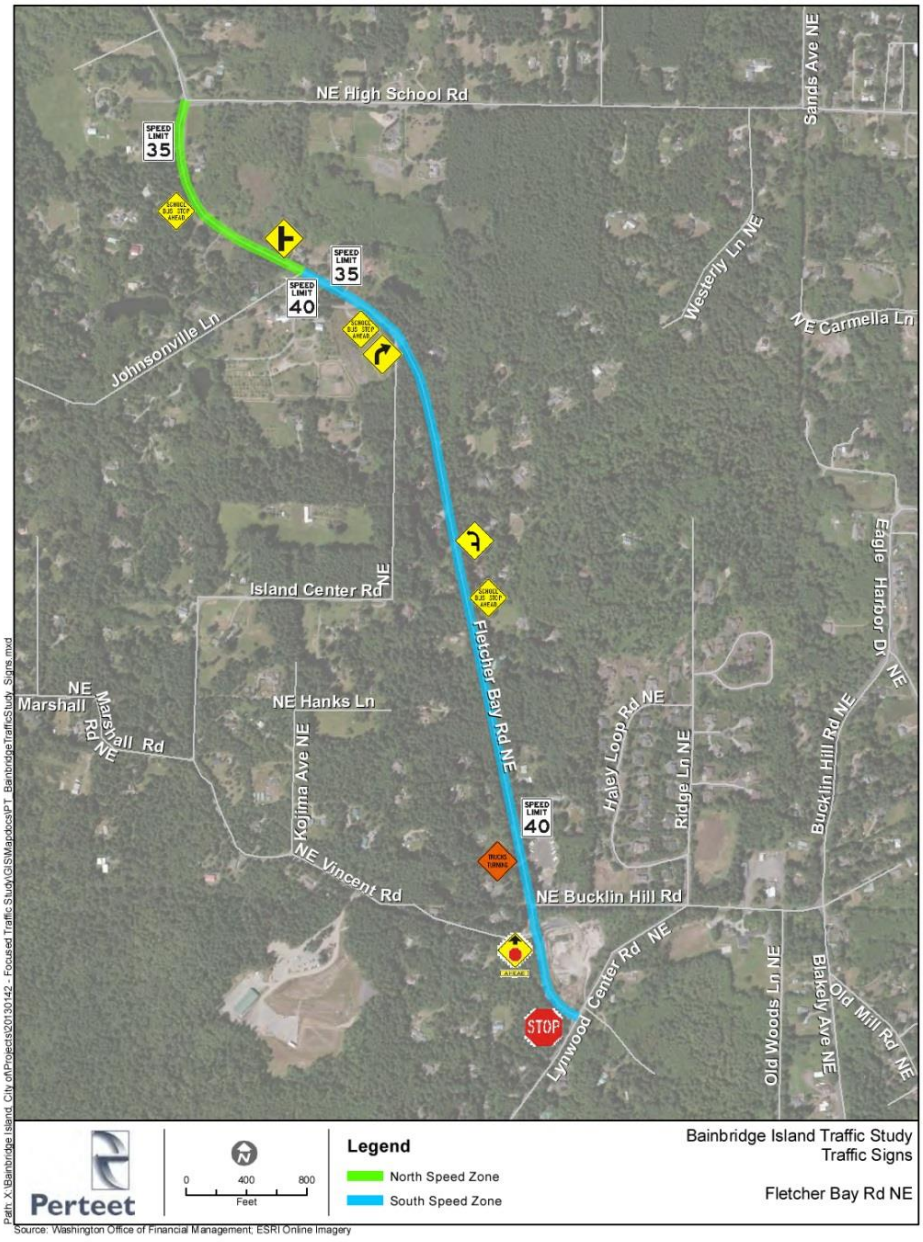


Figure 4-1: Fletcher Bay Rd NE corridor map with signing

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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.

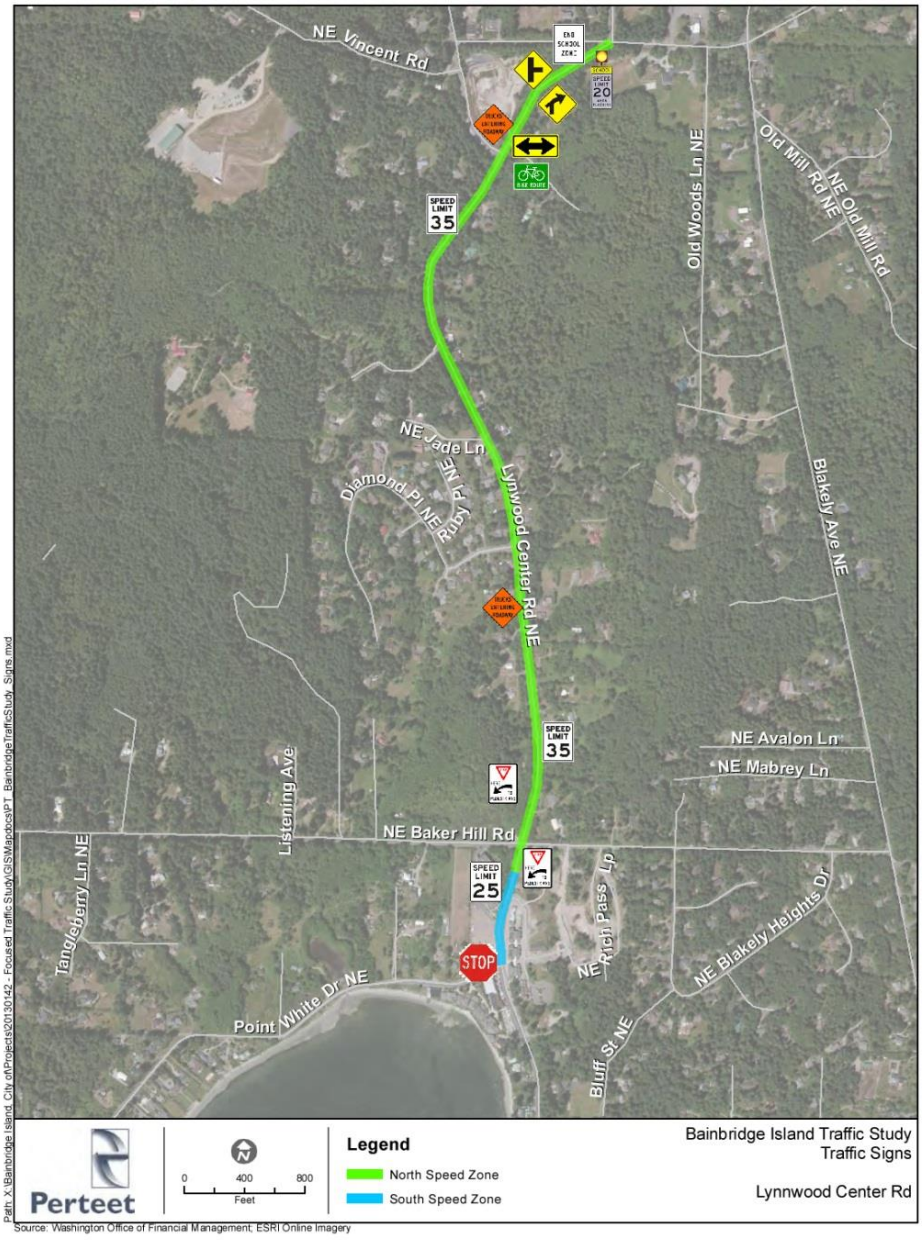


Figure 5-1: Lynwood Center Rd NE corridor map with signing

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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.

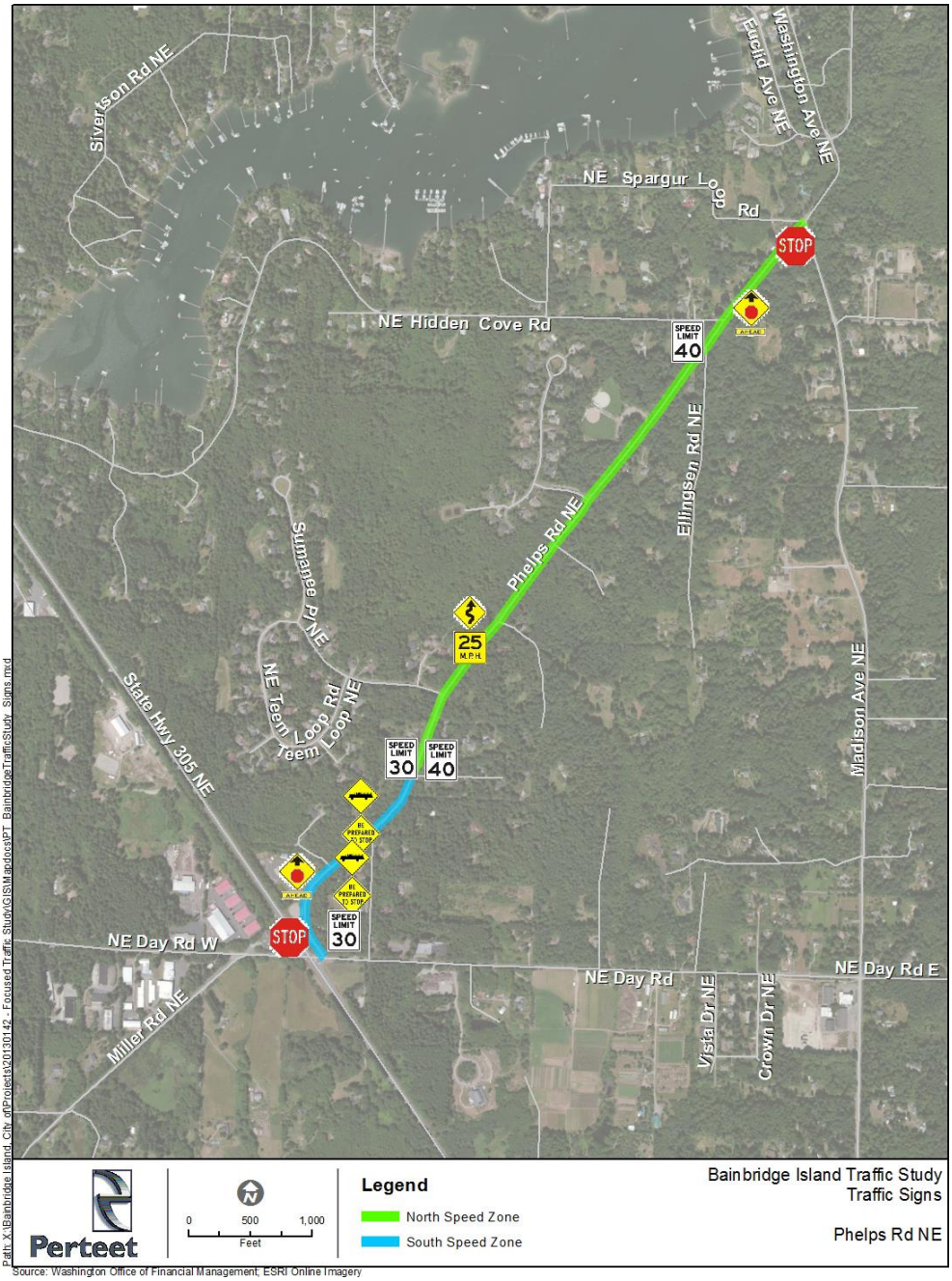


Figure 6-1: Phelps Rd NE corridor map with signing

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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.

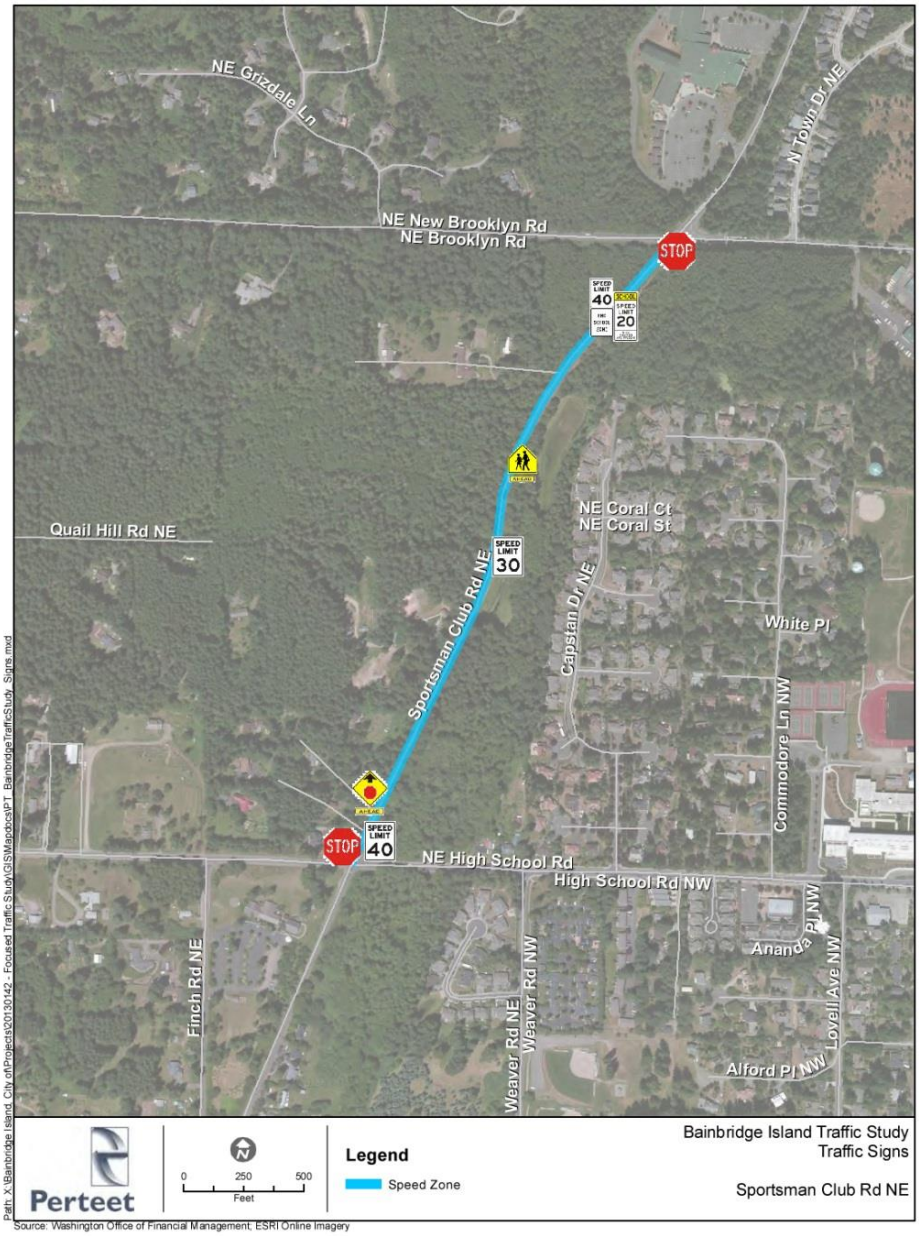


Figure 8-1: Sportsman Club Rd NE corridor map with signing

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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.

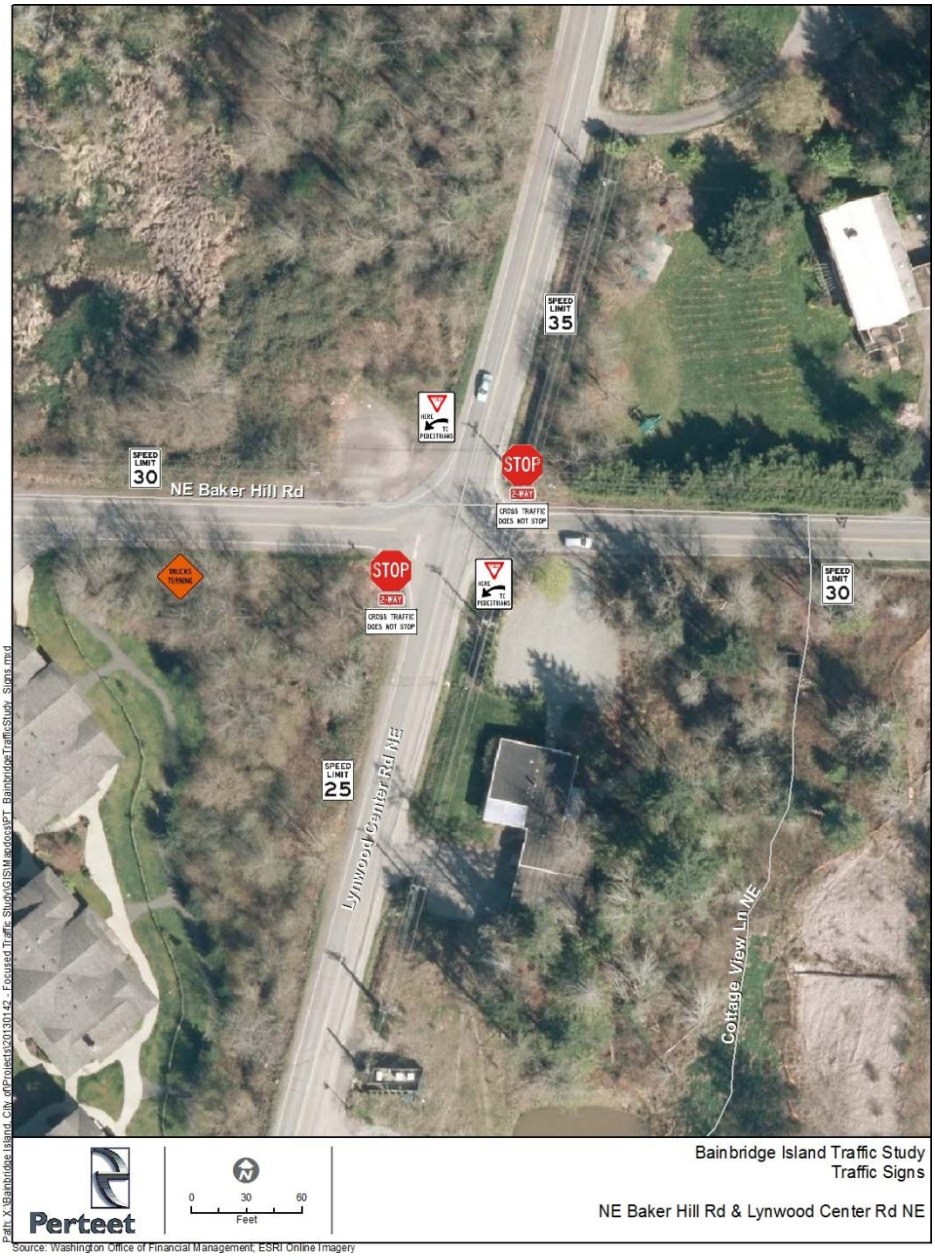


Figure 10-1: Signing at Lynwood Center Rd NE & NE Baker Hill Rd

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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.

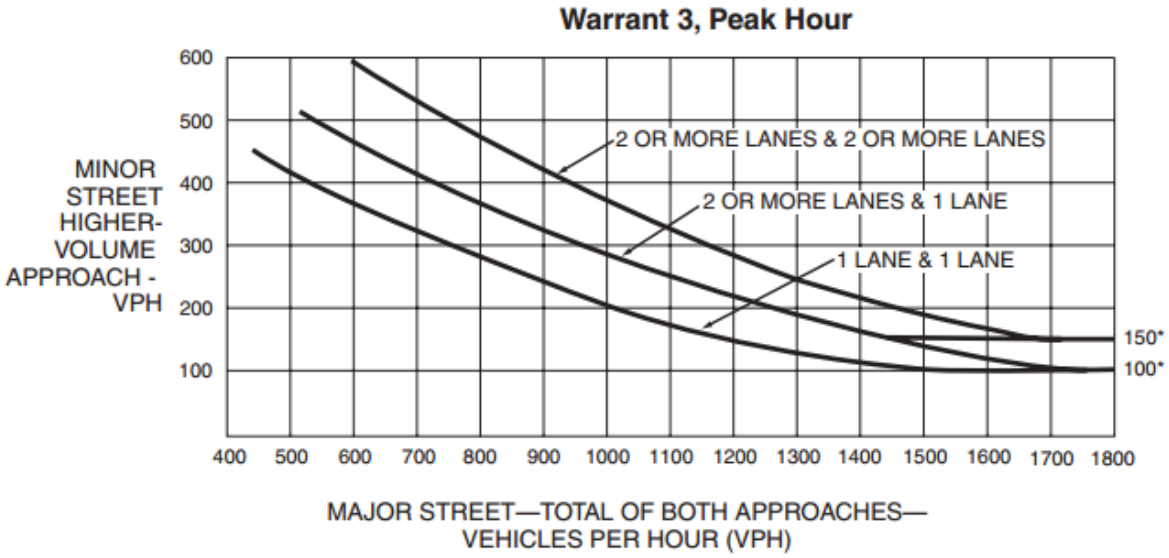


Figure 10-4: MUTCD traffic signal peak hour warrant

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.

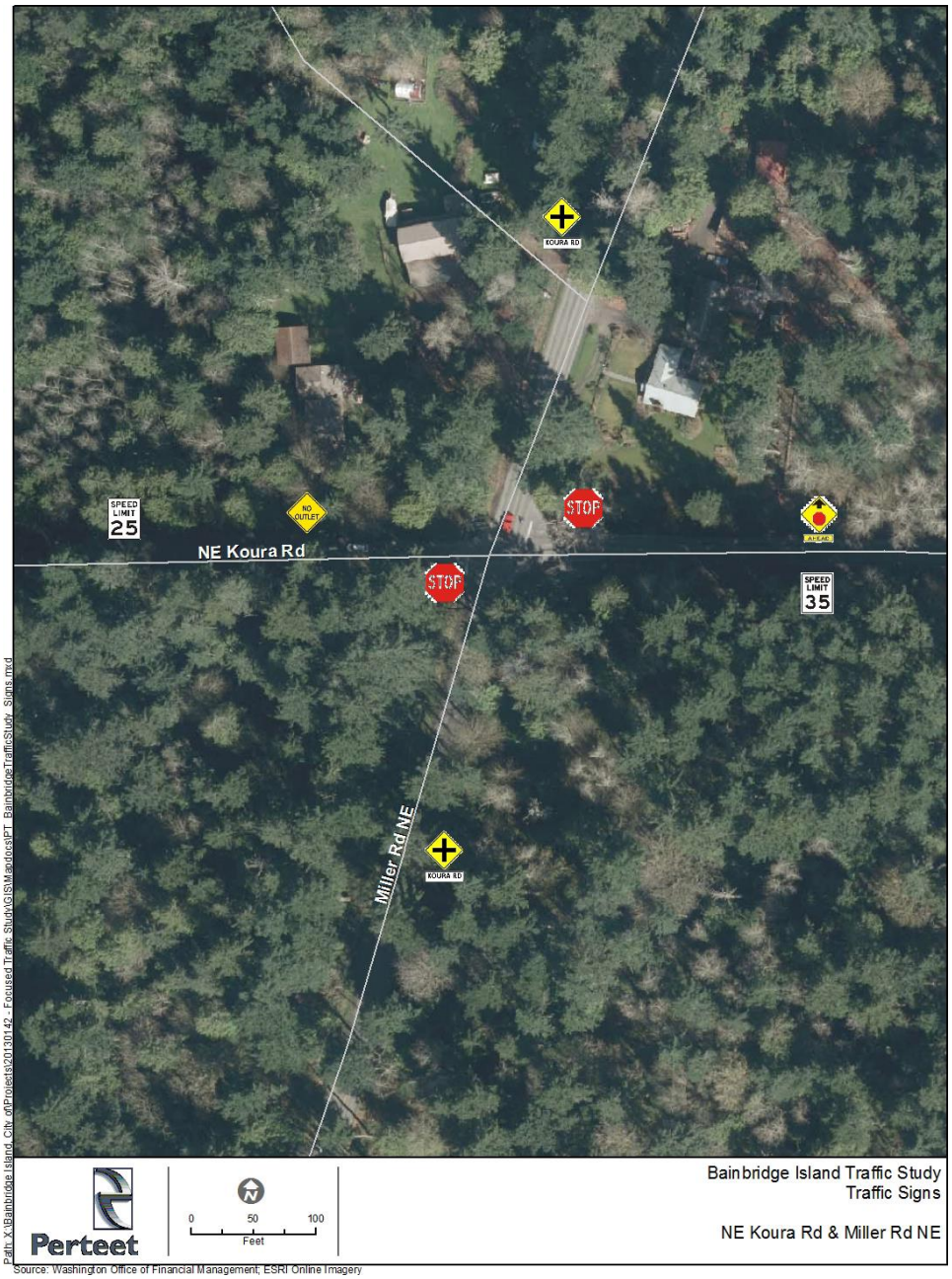


Figure 11-1: Signing at Miller Rd NE & NE Koura Rd

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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.

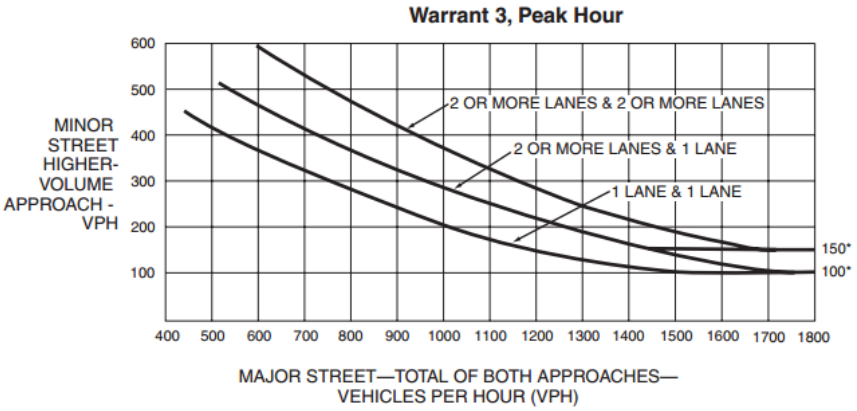


Figure 11-4: MUTCD traffic signal peak hour warrant

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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.

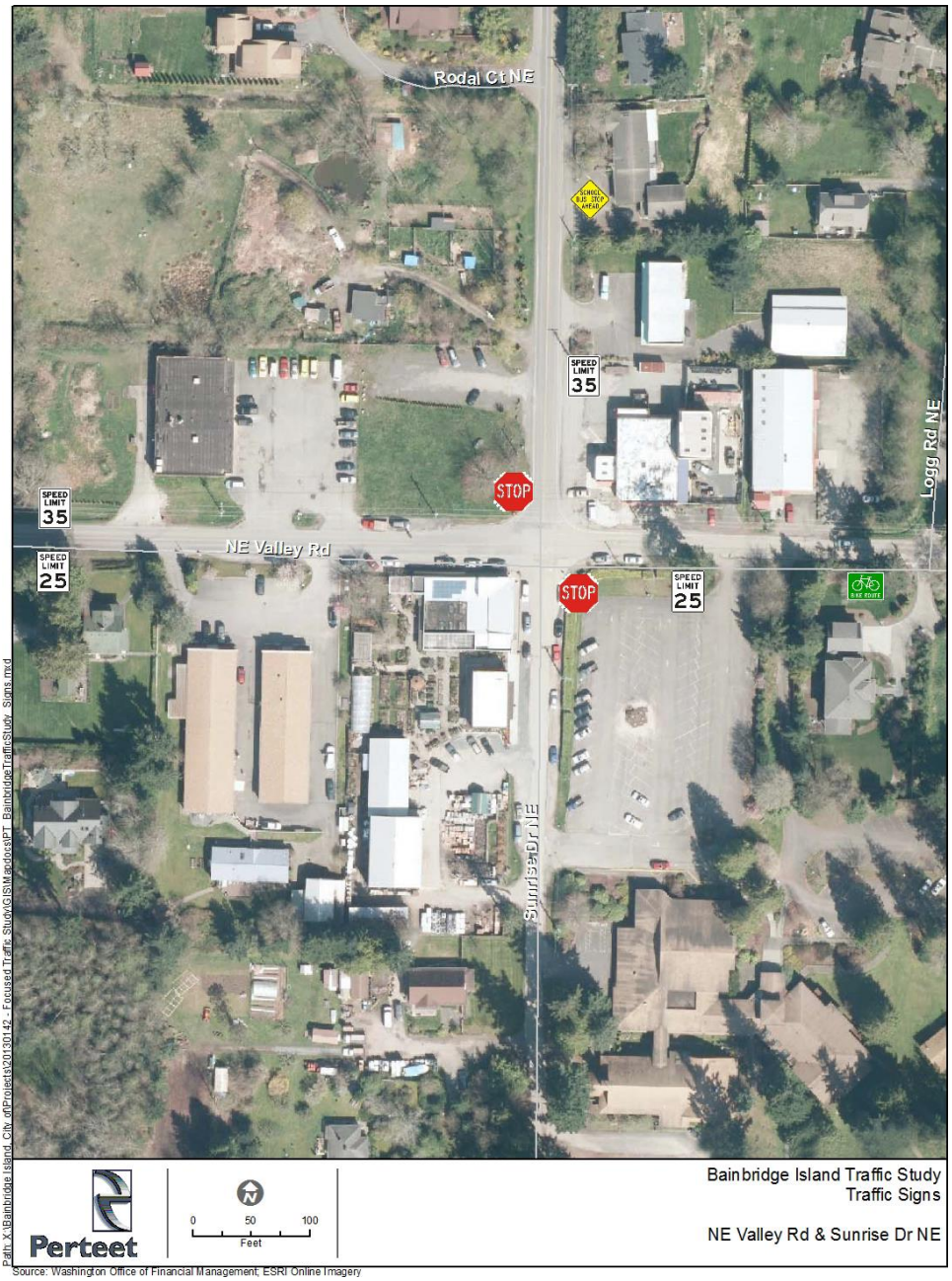


Figure 12-1: Signing at NE Valley Rd & Sunrise Dr NE

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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.

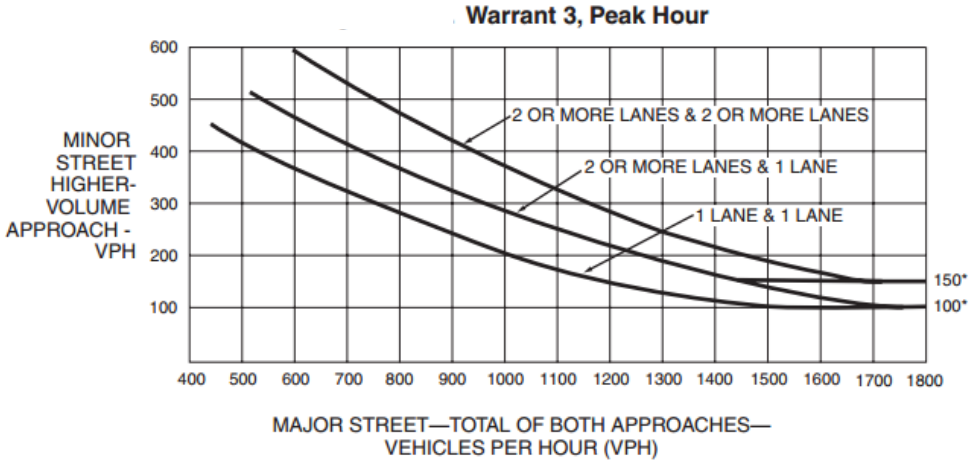


Figure 12-4: MUTCD traffic signal peak hour warrant

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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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:
Approve with Consent Agenda.

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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with Consent Agenda.

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.

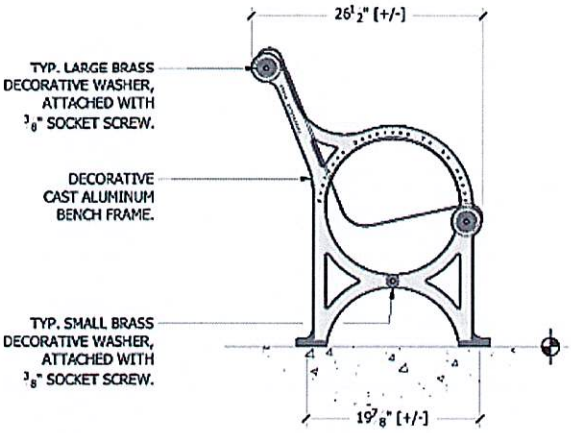
Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the Donation. However, any and all maintenance, repair, or replacement of the Donation will be at the City's sole discretion.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

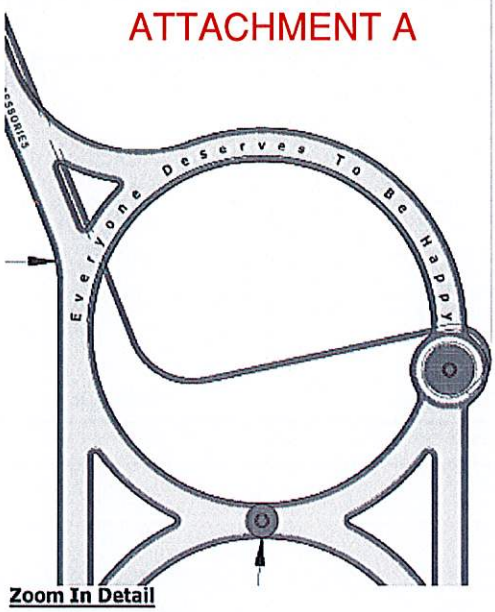
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

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

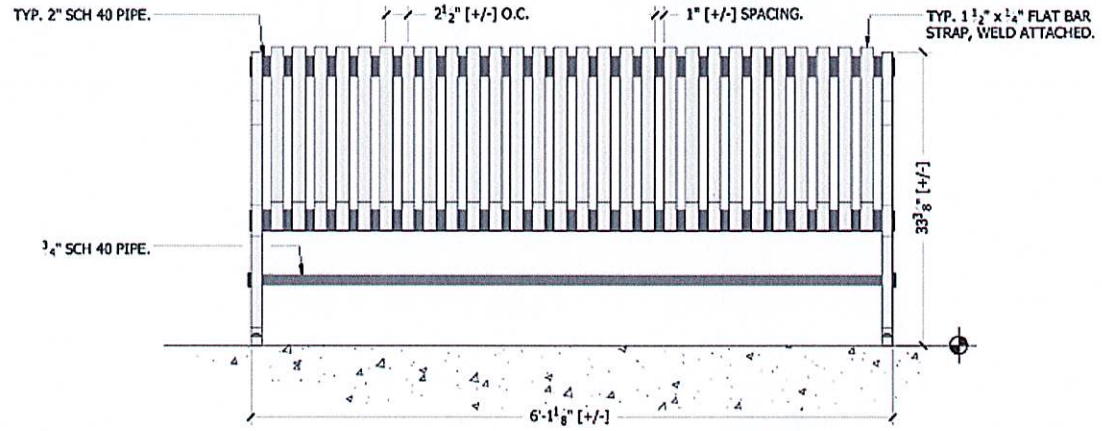
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

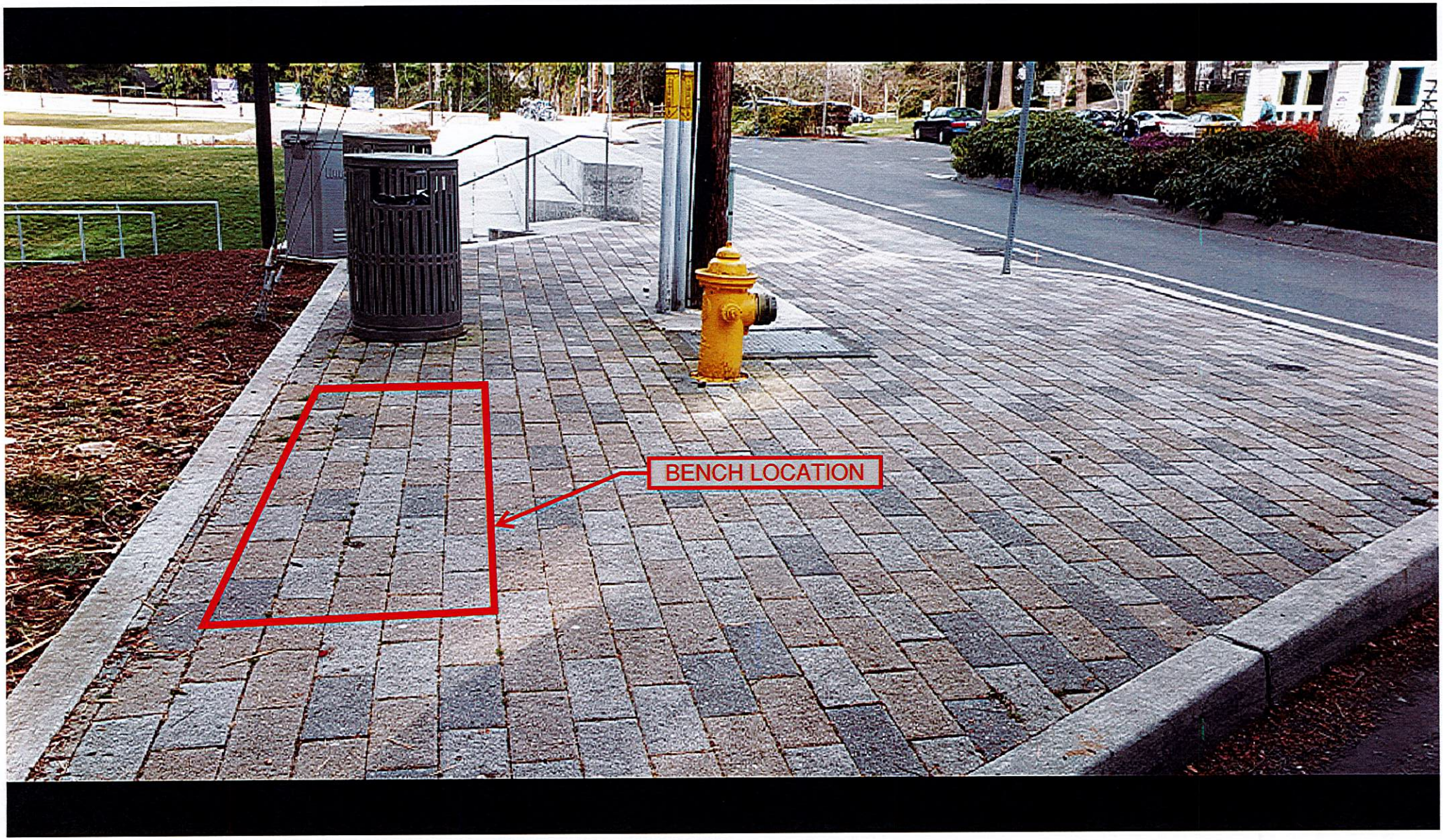
- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
- Fabricated components will be mild carbon steel, 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

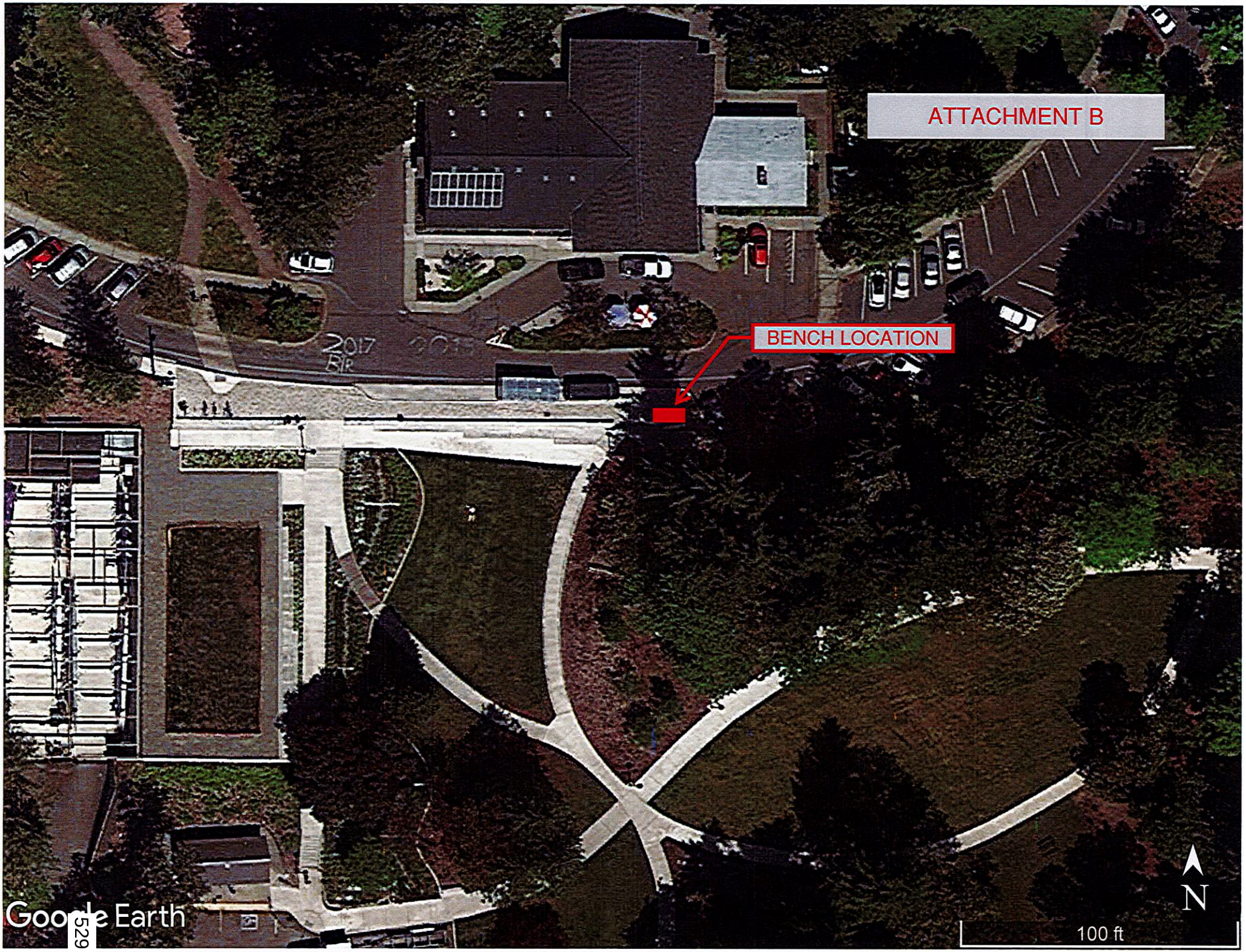
Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18

URBAN ACCESSORIES
Founded 1972
465 E. FIFTEENTH ST. sales@urbanaccessories.com
TACOMA, WA 98421 www.urbanaccessories.com
(877) 487-0488



ATTACHMENT B


ATTACHMENT B
BENCH LOCATION
Google Earth
100 ft
N

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.

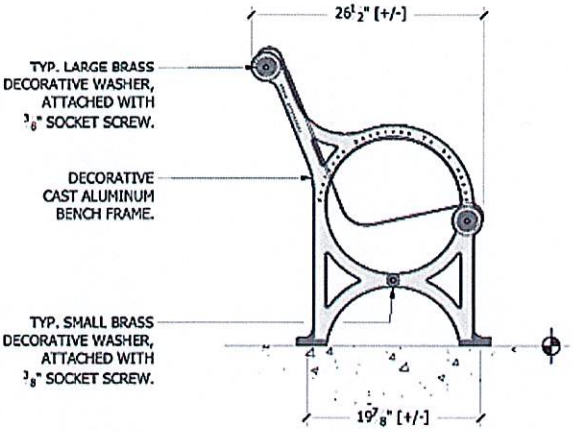
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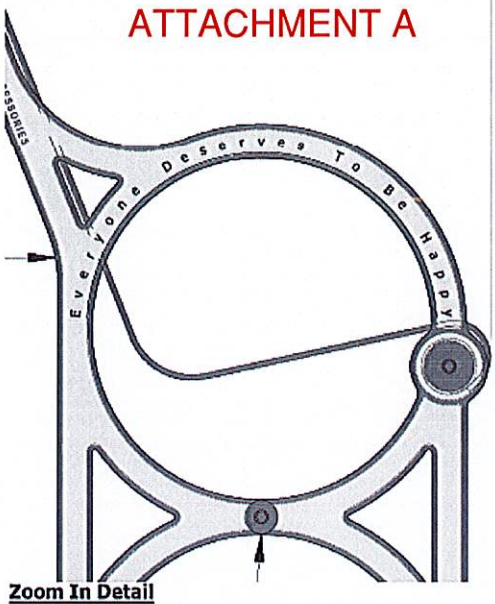
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

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

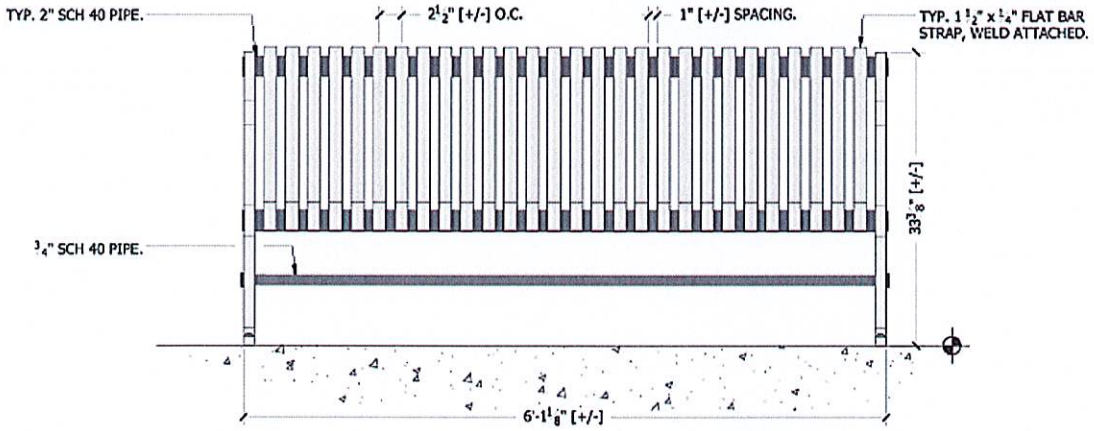
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

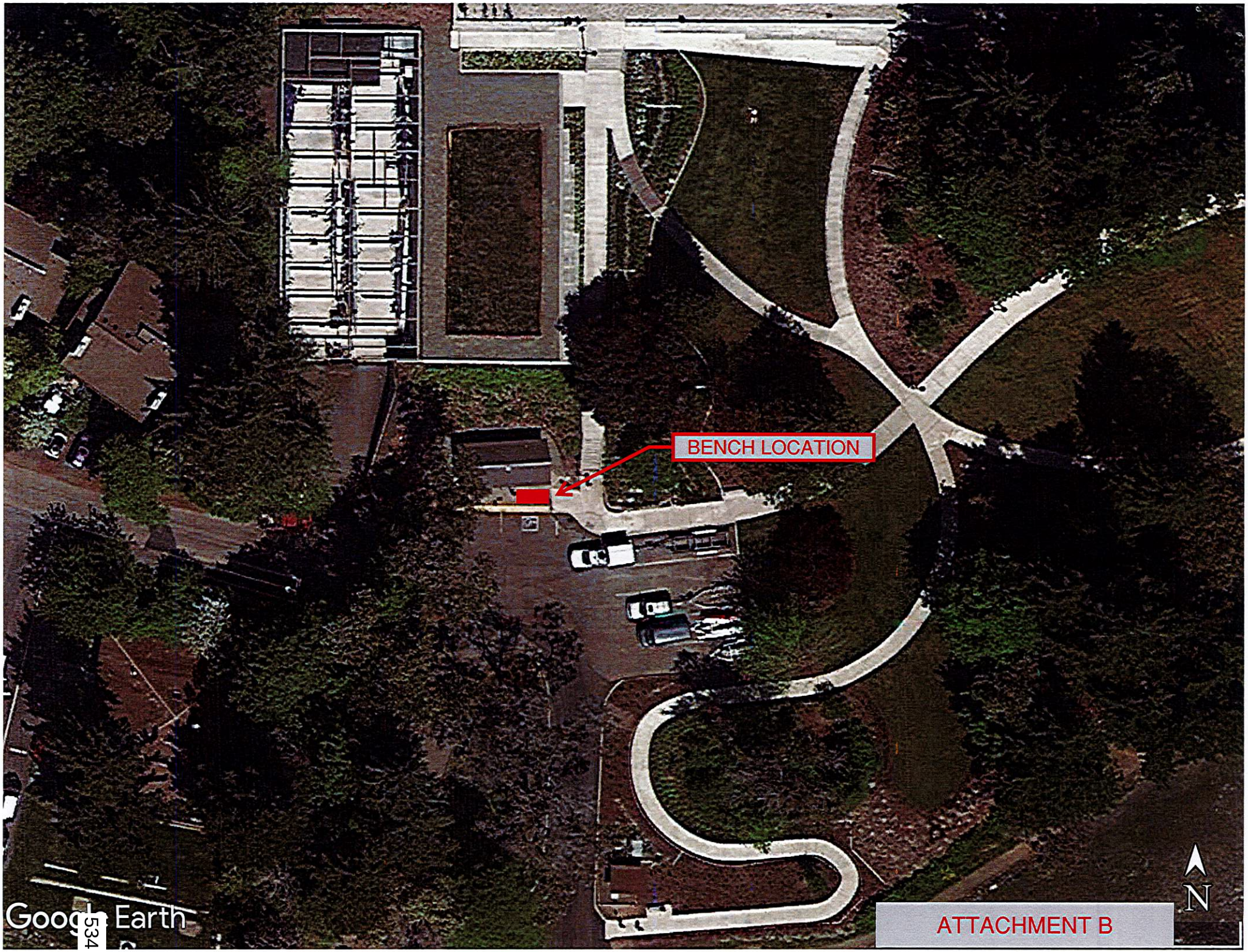
- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
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- All visible welds to be ground smooth on outside edges.
- Fabrication will be true to square, or diameter and sized within 1/8".
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- 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.

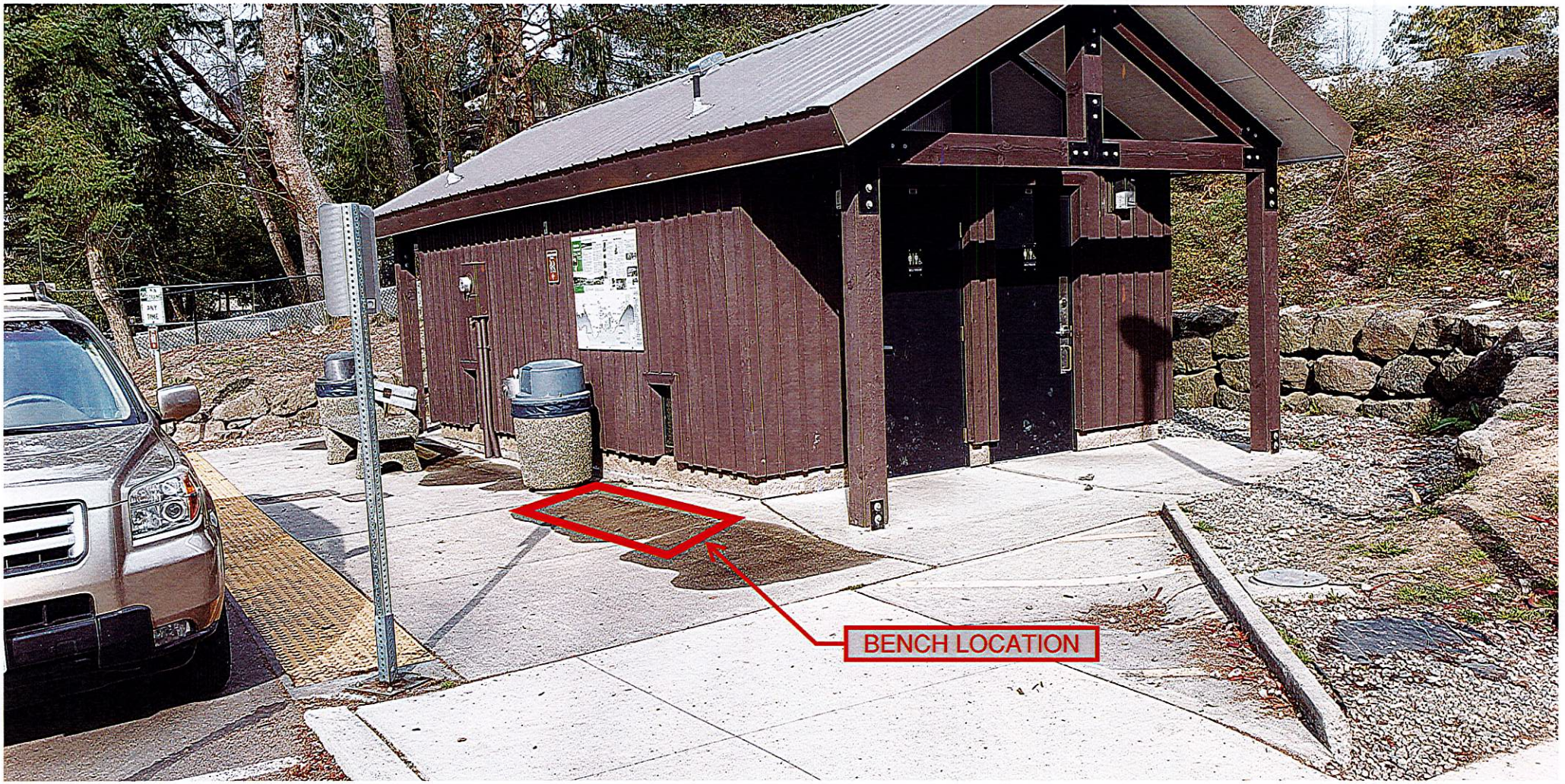
Bench - Custom

Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18

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BENCH LOCATION
N
Google Earth
534
ATTACHMENT B



ATTACHMENT B

ATTACHMENT C

Conversation Bench
SAM'S BENCH
1994-2018

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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.

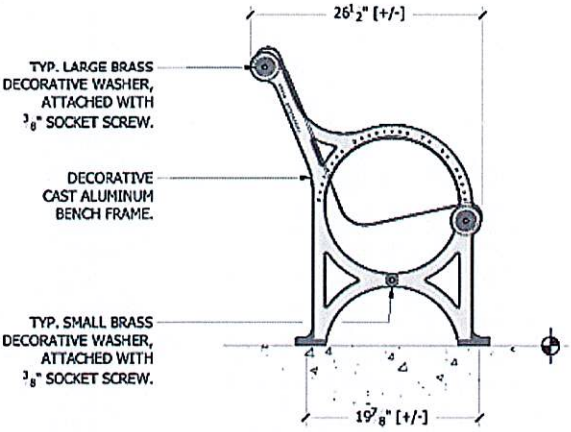
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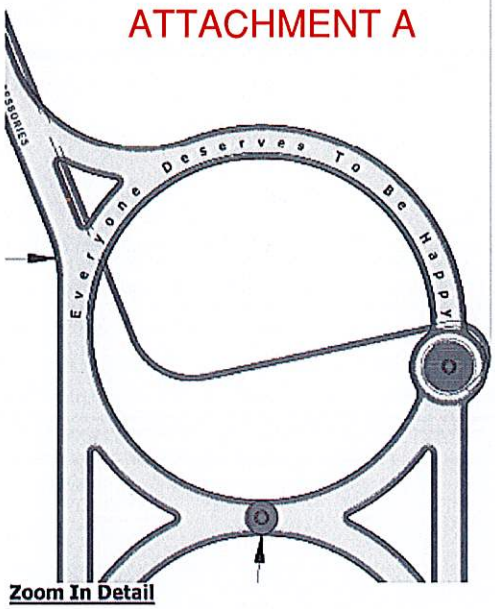
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

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

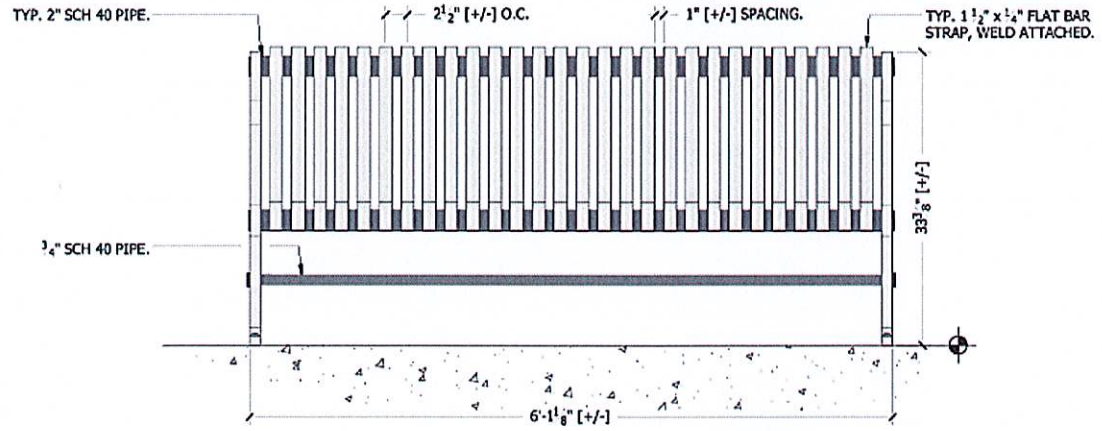
ATTACHMENT A



Side View



Zoom In Detail



Front View

SPECIFICATIONS

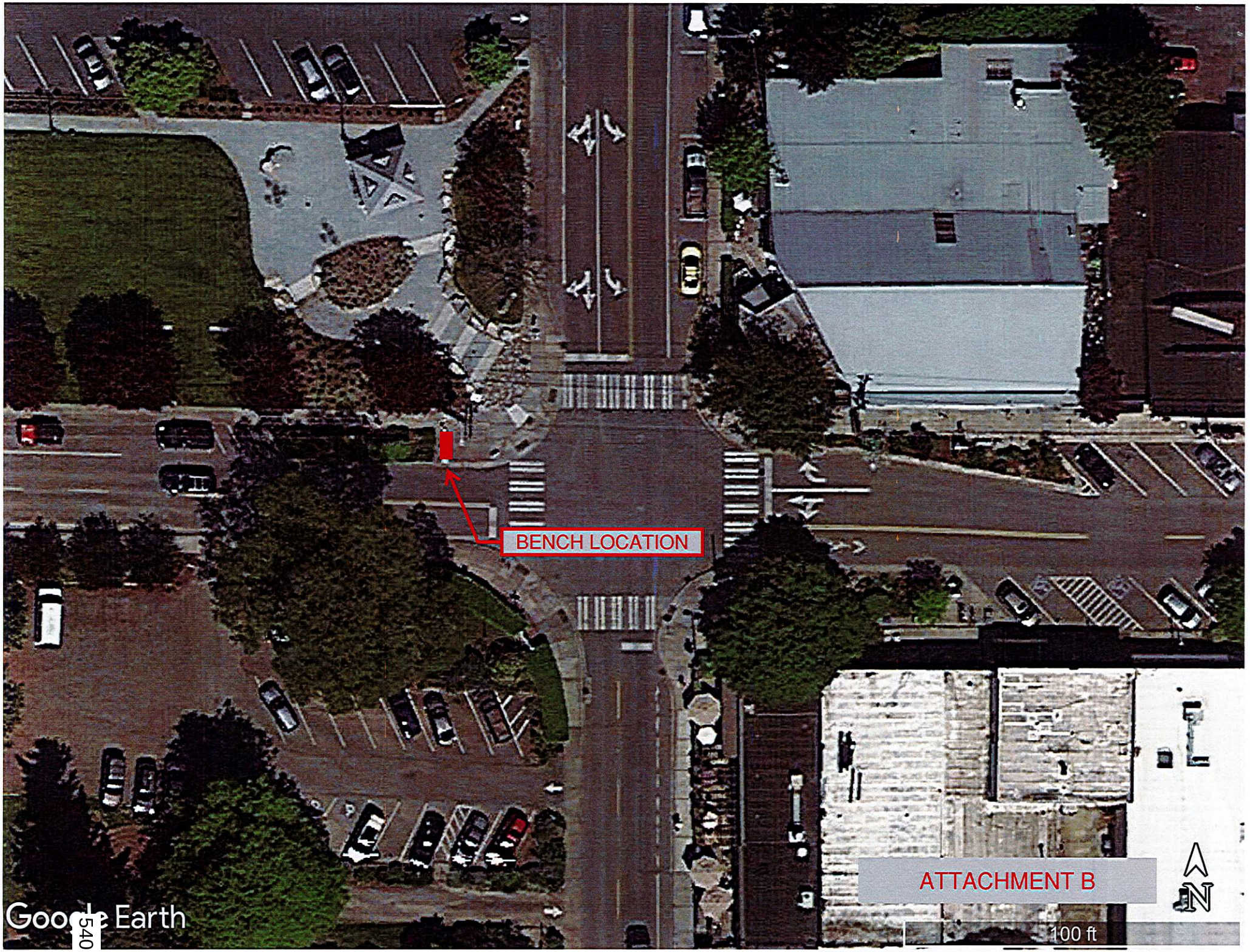
- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
- Fabricated components will be mild carbon steel, 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
100 ft
Google Earth
540



ATTACHMENT B

ATTACHMENT C

Conversation Bench
Once You Choose Hope
Anything Is Possible

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: 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.

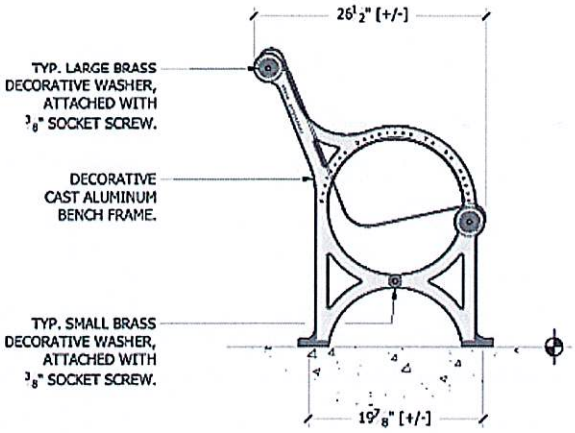
Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the Donation. However, any and all maintenance, repair, or replacement of the Donation will be at the City's sole discretion.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

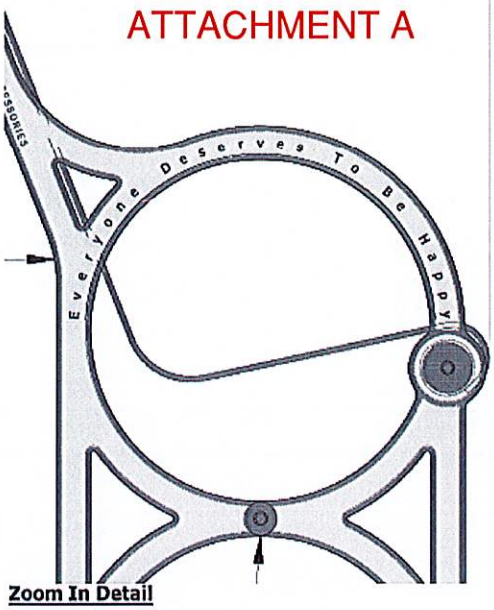
CITY OF BAINBRIDGE ISLAND	DONOR
Date: _____	Date: _____
By: _____	By: _____
	Title: _____

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

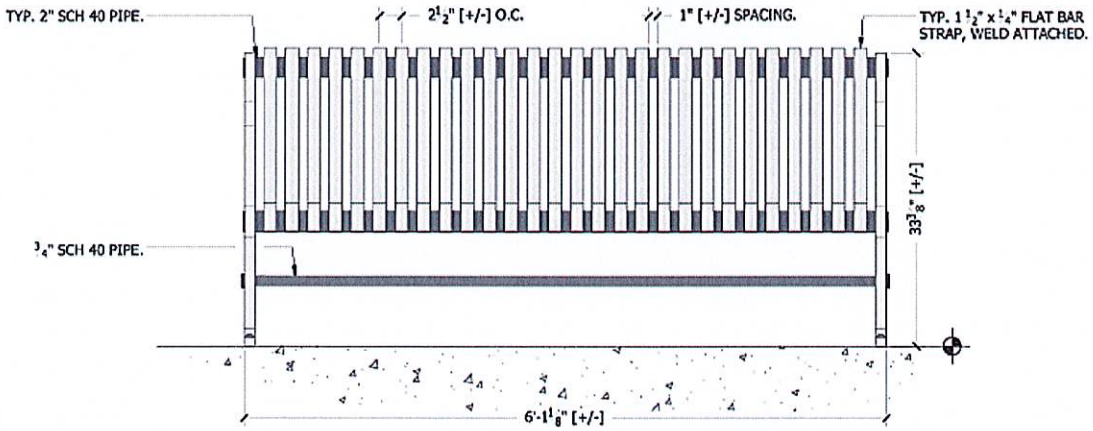
ATTACHMENT A



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.

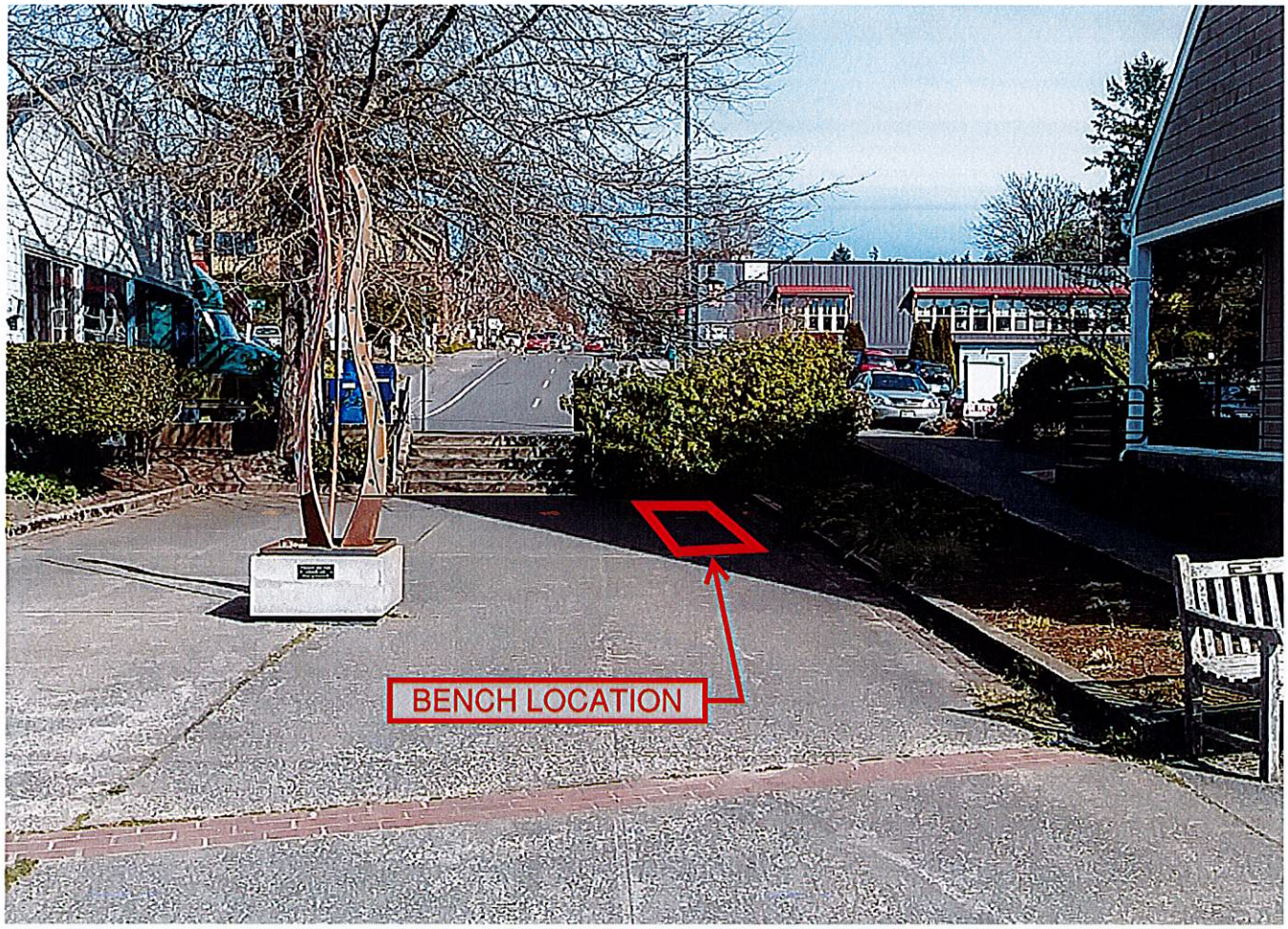
Bench - Custom

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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with 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
T: 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.

_____ _____By,

By,

City of Bainbridge Island
280 North Madison Avenue
Bainbridge Island, WA 98110

Donor
Address

ATTEST:
City Clerk

_____
City of Bainbridge Island

Approved as to form:

_____
City Attorney's Office

Date_____, 201__

APPENDIX B

APPROVED BENCHES

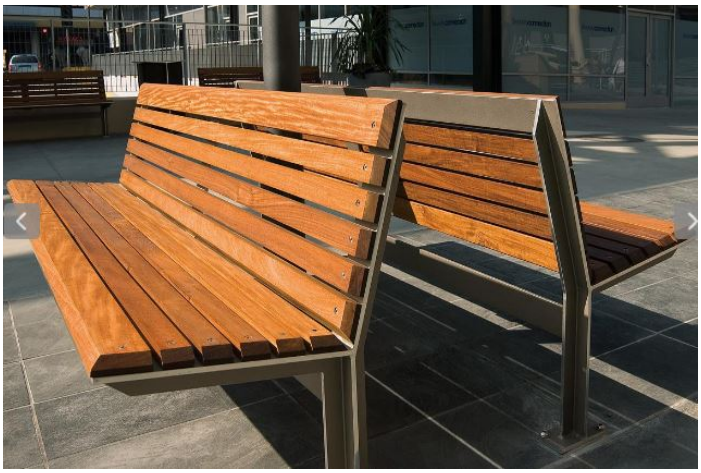
Name:			
Giverny Bench			
Vendor:	Thomas Baker	**Website:**	http://www.thosbaker.com
Description:	Adapted from the original found in Claude Monet's gardens, this bench has arching backs and deep seats. Made from premium teak timber, fairly harvested from plantation grown trees over 40 years old, this 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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with 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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with Consent Agenda.

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.

//

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

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CITY OF BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: May 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: 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:

Approve with the Consent Agenda.

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 28, 2019 **ESTIMATED TIME:** 5 Minutes

AGENDA ITEM: (9:30 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:

Climate Change Advisory Committee Minutes, April 17, 2019

Ethics Board Minutes, April 15, 2019

Environmental Technical Advisory Committee Minutes, April 18, 2019

Marine Access Committee Minutes, April 8, 2019

FISCAL DETAILS:

Fund Name(s):

Coding:

CITY OF
BAINBRIDGE ISLAND

CLIMATE CHANGE ADVISORY COMMITTE APRIL 17, 2019

MINUTES

Present: Committee members Derik Broekhoff, Michael Cox, Lara Hansen, Gary Lagerloef, Michelle McClure, Nora Ferm Nickum, Deborah Rudnick; Council Liaison Joe Deets

On the phone: Committee member David McCaughey

Absent: Committee member James Rufo-Hill

Public: Deb Weinmann, Ted Jones (Utility Advisory Committee), Andy Swayne (PSE), Kelsey Hulse (PSE), Jens Boemer

The meeting was called to order at 6:17 pm.

Minutes from the previous meeting (March 20, 2019) were approved.

No members of the public wanted to comment.

Updates on 2019/2020 CCAC Workplan

- Mike, David, and Joe met with City Manager Morgan Smith this week about the Committee's proposed workplan.
  i. The Committee debriefed on Morgan's feedback on the draft workplan.
  ii. There will be no City staff liaison for the CCAC for now because of a lack of capacity.
  iii. There was a goal in the draft workplan to have a formal process to evaluate all permits and expenditures for their climate vulnerability. For 2020, we can start with proposing a process to evaluate City capital projects.
  iv. The Committee will try to do outreach events in different parts of the island, presenting climate vulnerability information relevant to those different places.
- Nora reported out on information received from Kitsap Transit related to workplan action 5.1 (park and rides) and 5.5 (fleet electrification).

Western Washington University intern update: Deb Weinmann and Ben Persyn, students at WWU's Huxley College of the Environment, are interns of Climate Action Bainbridge.

- Deb has been collecting data for a transportation baseline (e.g., the number of electric and hybrid vehicles on the island, and trends in Kitsap Transit ridership).
- Joe is working with Ben to identify sites that have potential for large-scale PV systems.

Updates

- Cascadia Consulting Group will attend the Committee's May 15 meeting to share initial findings from the greenhouse gas inventory.
- The Climate and Energy Forum will have a public session on April 20 from 10am-noon that will focus on how we can achieve 100% clean energy on Bainbridge Island by 2040. The May event will focus on adaptation. The June one will feature the Children's Trust.
- CCAC candidates will be interviewed on May 20 for the newly vacant spot.
- Future meetings will be held from 6:30-8 pm.

The meeting was adjourned at 7:42 pm.

05/15/19
Co-Chair 05/15/19

COBI ETHICS BOARD

Regular Meeting

Monday April 15, 2019

Minutes

1. Call to order. Meeting was called to order at 6:30 PM Present were Maradel Gale, Suzanne Keel-Eckmann, Brian Strully, Ingrid Billies, Cindy Anderson and Sal De Rosalia, members of the public.

2. Changes or Additions to Agenda. None.

3. Disclosure of conflicts of interest. Ingrid cited a possible conflict of interest, the Board decided it was not a conflict of interest.

4. Minutes of the March 18, 2019 meeting were accepted.

5. Communications. Suzanne had communications with Maradel, Ingrid and Robbie Sepler. Maradel had communications with Suzanne and Brian. Brian had communications with Maradel. Ingrid had communications with Suzanne.

6. Public Comment. Suzanne gave an overview of the complaint process. Cindy Anderson is present.

7. 2018-04 Determination Remand. The re-worked remand was accepted by the Board with a couple of changes and will be sent to the City Council.

8. Advisory opinion requests:

   A. 2018-06 AO Nassar. This Opinion will be addressed along with 2019-02.

   B. 2018-07 AO Peltier. Advisory Opinion is approved by the Board.

   C. 2018-08 AO Peltier. Advisory Opinion is approved by the Board.

   D. 2019-04 AO Peltier. Advisory Opinion is approved by the Board.

   E. 2019-06 AO Deets. This will be included with 2019-08.

   F. 2019-08 AO DeRosalia. Advisory Opinion was accepted with one recusal. This AO also includes 2019-06

9. Advisory Opinion Requests:

   A. 2019-02 McBryan. 2018-06 is related. 2018-06 is approved by the Board. 2019-02 will be edited and discussed at the next meeting.

   B. 2019-05 Schulze. Advisory Opinion was accepted by the Board.

10. Items for next meeting Agenda. 2019-02 with edits. 2019-09.

11. Next Meeting Date. May 20, 2019.

12. Adjournment. 8:01 PM.



Suzanne Keel-Eckmann, Chair 05/20/19

CITY OF
BAINBRIDGE ISLAND

ENVIRONMENTAL TECHNICAL
ADVISORY COMMITTEE
REGULAR MEETING
APRIL 18, 2019

MINUTES

Call to Order at 3:09 PM

Member Attendees: Karl Shearer, Charlie Kratzer, Steve Saepoff (by phone), Juan Rovalo, Melanie Keenan

Members Absent: Casey Schmidt, Dylan Frazer, Jason Flowers

Guests: Morgan Smith, COBI City Manager, Barry Loveless, COBI Public Works Director

Council Liaison: Rasham Nassar

Presentation on COBI draft SOW for GWMP

- Draft SOW is an internal COBI document used to define the project for the position description
- Ecology has money for WRIA 15 work by COBI (there may be a way to use some for GWMP)
- COBI wants to make sure that the Comprehensive Plan goals and policies figure into the Phase 2 work on the GWMP; the Comprehensive Plan goals create priorities for the GWMP Phase 2 management strategies
- ETAC sub-group on GWMP (Charlie, Melanie, Juan, and Casey) will meet to coordinate comments; other four ETAC members will send comments directly to Chair
- ETAC will send one set of comments on the COBI draft SOW to Morgan and Barry as soon as possible.

Council Liaison Report

- BILT presentation to Council at 4/16 meeting – Springbrook Creek study and recommendations to Council for continued SW monitoring and prioritizing culvert removals.

Chair Report

- UAC wants some ETAC members to attend either 5/8 or 5/22 UAC meeting to discuss a joint approach to the two $100K studies approved by the Council in the 2019 budget – (1) stormwater study and (2) wastewater study

- Goal of UAC/ETAC meeting will be to address the COBI process of developing RFPs for the studies
- Chair will send email to Casey (stormwater) and Jason (wastewater) to see their availability. Juan (stormwater) is available on 5/8
- GW Fact Sheet – Melanie proposed that the initial format for the fact sheet could be PowerPoint, using some of the information from the ABC environmental conference presentation.

Meeting adjourned at 4:42 PM

5/16/19

Charlie Kratzer, Chair 5/16/19

CITY OF
BAINBRIDGE ISLAND

MARINE ACCESS COMMITTEE
REGULAR MEETING MINUTES
APRIL 8, 2019

The meeting was **CALLED TO ORDER** at 5:30 PM by Chair, *pro tem*, Fred Grimm at 5:30 PM. Minutes were recorded by Anthony Oddo. In attendance were Committee Members Fred Grimm, Terry Kerby, Anthony Oddo, Greg Spils, and Elise Wright.

No Harbor Stewards or Council Liaison were present.

Members of the public present to make comment are listed under **PUBLIC COMMENT**.

No **CONFLICTS** were reported.

A **motion** was made (Wright) and seconded (Kerby) to provide add an update on the DUOWM Layout/Design Project to the **ACTION ITEMS/DISCUSSION** section of the meeting. The motion passed via unanimous consent.

A **motion** was made (Kerby) and seconded (Oddo) to approve the minutes from the February 25, 2019 Special Meeting of the Marine Access Committee. The motion passed via unanimous consent.

DISCUSSION OF SCHEDULING CONFLICTS FOR UPCOMING MEETINGS

Anthony noted that he spoke with Roz about the committee's quorum requirements in light of the two vacancies currently on the MAC. A quorum requires three (3) members and a subcommittee may not have more than two (2) members under our current roster of five (5) individuals.

No committee member any planned absences through June, but it was agreed that each would keep the Chair apprised on changing plans. If more than two (2) members plan to be absent, the Committee would need to reschedule or cancel its regular meeting.

REPORTS

City: Councilmember Peltier was not present. No report.

Harbor Stewards: Harbor Stewards were not present. No report.

Harbormaster: The Committee received the February 2019 Report from the Harbormaster attached to the meeting packet.

ACTION/DISCUSSION ITEMS

2018 Marine Access Committee Accomplishments and Report to Council

Elise went through the 2018-19 Work Plan and prepared a draft report for Council along with notes about accomplishments. The Committee reviewed the draft and considered a variety of edits that were captured by Elise.

Elise captured the edits and will send the final draft to the Committee for review. She will also present both the accomplishments and 2019-2020 Work Plan to the Council once a date is scheduled. Anthony will send an email to Roz asking for a date for a presentation.

A **motion** was made (Wright) and seconded (Spils) to approve the work plan as amended and present it to the City Council. The motion passed via unanimous consent.

2019 Project Plan/Review of MAC 2019 Work Plan

The Committee spent the remainder of the meeting reviewing the draft Work Plan for 2019-2020 as developed during the February meeting. Anthony and Elise captured edits that were incorporated into the final draft.

A **motion** was made (Oddo) and seconded (Spils) to approve the 2019-2020 Work Plan as amended and present it to the City Council. The motion passed via unanimous consent.

Anthony asked that members of the Committee think about which topics they would like to tackle first in the new work plan – particularly around the *Road Ends* work proposed. Greg will send out a document and history of some of the Committee's past work on road ends.

Update on the DUOWM Layout/Design Project

Elise asked if there were updates on the DUOWM Layout/Design Project and what continued role the Committee would play in the issue. Anthony noted that Councilmembers Medina and Tirman had recently responded to citizens who had reached out and cc'd the DUOWM Subcommittee Members. Both asked for Staff to weigh in and provide input.

Greg asked why the MAC would continue to play a role and felt that the Committee's work with respect to the DUOWM Layout/Design Project was finished. Terry concurred noting that the Committee delivered its report to the Council in late January.

Elise commented that she felt that the Committee owed a response to those who were engaged throughout the process.

PUBLIC COMMENT

The following members of the public signed in to make public comment about items related to the MAC Work Plan:

- Charlotte Rovelstad
- Andy Rovelstad

Both members of the public commented on new signs in the Hawley neighborhood that seem to limit access to the road end. They showed photos of the signs, which do not have a City of Bainbridge Island or BIMPRD logo. Charlotte Rovelstad indicated she would send a copy of the photo to the Chair. Anthony said he would forward the note on to the Deputy City Manager for investigation.

NEXT MEETING: Monday, May 13, 2019.

The meeting was **ADJOURNED** at 7:08 PM.

Anthony Oddo

Anthony Oddo, Chair
May 13, 2019