

**REGULAR CITY COUNCIL STUDY SESSION
MONDAY, MARCH 17, 2014
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE NORTH, BAINBRIDGE ISLAND, WA 98110**

1. 7:00 PM CALL TO ORDER / ROLL CALL
2. 7:05 PM ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. 7:10 PM CITY MANAGER'S REPORT
4. 7:15 PM PRESENTATION
 - A. 7:15 PM Kitsap Economic Development Alliance Presentation
Documents: [031714 KEDA Presentation.pdf](#)
5. 8:00 PM STAFF INTENSIVE
 - A. Ordinance No. 2014-05 Relating to Utility Pole Height
Documents: [031714 Ordinance No. 2014-05 Utility Poles Agenda Bill.docx](#), [031714 Council Memo PSE Text Amendment.docx](#), [031714 PSE Amendment Request.pdf](#), [031714 PSE Transmission And Distribution Picture.docx](#), [031714 Draft Planning Commission February 13, 2014 Minutes.docx](#), [031714 Ordinance No. 2014-05 Utility Poles.docx](#)
 - B. Preliminary 2013 Year-End Financial Reports
Documents: [031714 Agenda Bill Preliminary 2013 Year End Report.docx](#), [031714 2013 Preliminary Report And Attachments.pdf](#)

C. Ordinance No. 2014-12 Relating to 2013 Budget Carryovers into 2014

Documents: 031714 Ordinance No. 2014-12 Agenda Bill.doc,
031714 Ordinance No. 2014-12 2013 Year End Carryover
Transmittal.docx, 031714 Ordinance No. 2014-12 2013 Budget
Carryovers Into 2014.Doc, 031714 Ordinance No. 2014-12 2013
Carryover_Attachment A.xls

D. Wing Point Way Non-Motorized Design Update

Documents: 031714 Wing Point Way NM Update Agenda Bill.doc,
031714 Wing Point Vicinity.pdf

E. STP Grant Opportunities for 2015-2017 Funding Cycle

Documents: 031714 STP Grant Opportunities Agenda Bill.doc,
031714 STP Grants KRCC.pdf

F. Biosolids Hauling and Disposal Services Agreement

Documents: 031714 Biosolids Hauling Disposal Agenda Bill.doc,
031714 Biosolid Hauling Disposal Services Agreement.doc

G. Public Works Vehicle Procurement

Documents: 031714 Public Works Vehicle Procurement Agenda
Bill.doc, 031714 PW Vehicle WA State Contract.doc

6. 8:30 PM COUNCIL DISCUSSION

A. Ordinance No. 2014-11 Utility Advisory Committee

Documents: 031714 Ordinance 2014-11 Utility Advisory Committee
Agenda Bill.docx, 031714 Ordinance 2014-11 Utility Advisory
Committee.docx

7. 9:05 PM COMMITTEE REPORTS

8. 9:10 PM REVIEW OF UPCOMING COUNCIL MEETING AGENDAS

9. 9:15 PM FOR THE GOOD OF THE ORDER

10. 9:20 PM ADJOURNMENT

Times listed on this agenda are appropriate. Public Comment may be limited to allow time for Council to deliberate.

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by Noon of the day preceding the meeting.

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Kitsap Economic Development Alliance	Date: March 17, 2014
Agenda Item: Presentation	Bill No.: 14-057
Proposed By: John Powers, Executive Director	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A
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DESCRIPTION/SUMMARY

Action Item:

Receive presentation from John Powers, Executive Director, Kitsap Economic Development Alliance.

RECOMMENDED ACTION

Information only.

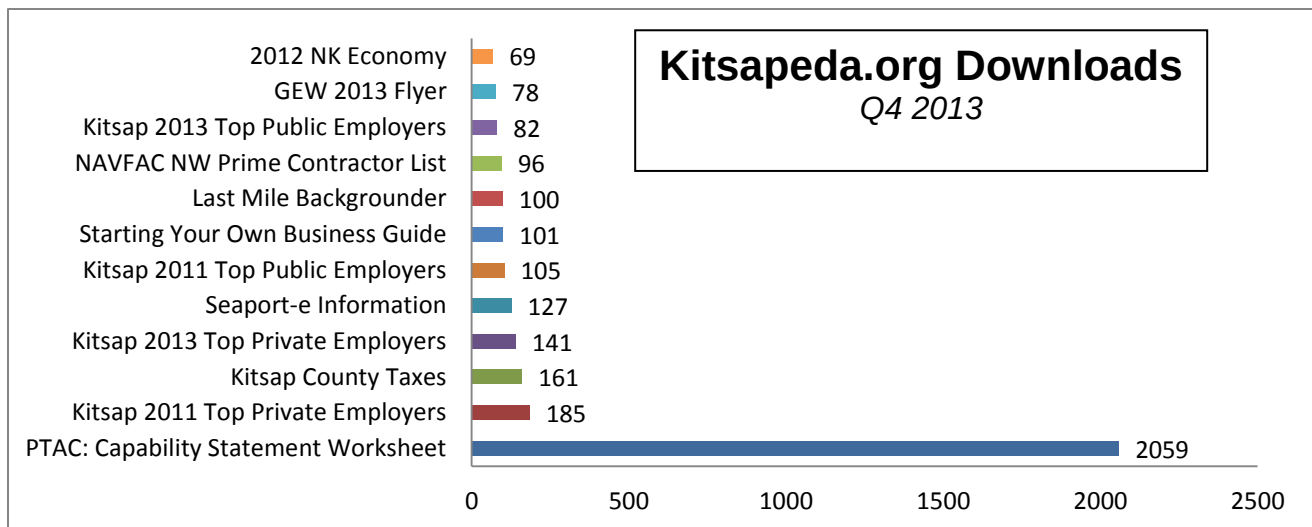
Kitsap County Performance Roll-Up			
		Q4	Total 2013
Business Retention & Expansion	Kitsap Company Visits/Presentations	16	153
	Number of Companies Assisted (includes PTAC)	34	180
	Number of Companies Referred	22	90
	Number of Companies Closed	0	0
	Number of Custom Reports	10	56
	Jobs Represented (if known)	943	¹
	Jobs Lost		Not reported
Business Recruitment	Number of Companies Contacted	104	229
	New Cases	5	17
	Continuing Cases (from previous quarters)	3	¹
	Cases Discontinued or Lost	2	5
	Trade Shows Attended	0	5
	Number of (new) Companies Visiting Kitsap	0	2
	Number of Companies Recruited (committed)	0	1
	Potential Jobs – open cases	515	¹
Economic Research & Inquiries	Custom Reports, Demographics & Real Estate	8	74
	Unique Visitors to KEDA Website	23,840	72,000
	Business Start-up Kit Downloads	101	243
	KEDA Originated Studies & Reports	9	34
Community Relations	Events (sponsored, co-sponsored or hosted)	10	26
	Speeches & Presentations	9	49
	KitsapConnected: Work+Life views	729	7126
	E-News & Print Communications (Incl. PR, Columns)	31	122
20/20 Business Climate Policy & Initiatives	Workforce & Education	✓ Chair of Olympic College Workforce Development Advisory Committee ✓ Participating member of Olympic Workforce Development Council ✓ Participating member of OC President's Advisory Council	
	Transportation & Infrastructure	✓ Participating director of Economic Development District board	
	Small Business Support	✓ PTAC (Procurement Technical Assistance Center) classes – (see list under Recruitment and BRE additional activities) ✓ Site visits (ongoing) to learn more about Kitsap companies and provide assistance as needed ✓ Referrals to partners for additional assistance as indicated per case ✓ Coordinated Global Entrepreneurship Week in Kitsap (6 events)	
	Financing & Incentives	✓ Identify resources in KEDA e-newsletters, FaceBook and Twitter posts	
	Government as a Partner	✓ Continued participation and presentations to Kitsap Regional Coordinating Council	
	Industry Focus	✓ PTAC (Procurement Technical Assistance Center) classes ✓ One-on-one PTAC counseling in KEDA office ✓ Co-Chair Kitsap Aerospace and Defense Alliance ✓ Initial member of Washington Aerospace Partnership Board of Directors ✓ Participation in regional Defense Partnership discussions	
	Collaborative Marketing	✓ Added new videos: "Collaboration" and "Work Play Live in Port Orchard" to KitsapConnected website ✓ KADA website and social media updates	

¹ Cumulative totals not applicable as data may duplicate from one quarter to another

Assistance and Inquiries by Location

Type of assist	Bainbridge *	Bremerton *	Kitsap County	Port Orchard *	Poulsbo
BRE/PTAC	2	12	14	5	3
Recruitment	2	6	4	3	2
Inquiries & Reports	7	8	18	5	7
TOTALS	11	26	36	13	12

**Indicates within city limits*



BUSINESS ATTRACTION ACTIVITY

Date Initiated	Code Name	Industry	Notes
10/17/2013	<i>Marine Manufacturing</i>	<i>manufacturing</i>	Q4: DOC lead seeking 58,000 SF manufacturing facility for fast ferry with 120' ceiling height on deep water port; 250 parking spaces; travel lift and 3 piers. NO match.
11/25/2013	<i>Project Aero 10</i>	<i>aerospace</i>	Q4: OEM seeking new manufacturing site with runway and rail access. BNA runway not long enough for consideration
11/27/2013	<i>CNC Machining</i>	<i>manufacturing</i>	Q4: DOC lead seeking machine shop that can forge (or subcontract) and machine specific parts for major aerospace OEM. Awaiting more details to contact qualified Kitsap Machine shops
11/18/2013	<i>Marine Manufacturing 2</i>	<i>manufacturing</i>	Q4: Lead from commercial broker; provided incentives available for business
5/10/2013	<i>Project Aero 8</i>	<i>aerospace</i>	Q2 2013: lead from KADA member; follow up at Paris Air Show re potential expansion to NW Q3: follow up re potential visit in fall; Q4: follow up re MRO related firms in region (research) and tax incentives

OTHER RECRUITMENT ACTIVITY

- Added two (2) new videos to KitsapConnected.org website
 - Collaboration – WWU and OC
 - Live Work Play in Port Orchard – City of Port Orchard
 - Continued promotion via news releases, twitter and FaceBook
- Continued follow up with contacts made at Paris Air Show
- Hosted/coordinated two (2) PTAC Workshops
 - Accounting for Government Contracts
 - Government Contracting 101
- Provided support and/or coordination for PTAC related events
 - Contacted by Navy Small Business officers to help coordinate two 2014 events – NAVFAC NW Small Business Outreach and NAVSEA Keyport Industry Day
 - Hosted prime contractor at KEDA office to meet with potential subcontractors
 - Hosted NAVFAC NW Small Business Officer at KEDA office to meet with potential vendors
- Continued updates of KEDA website, KEDA Facebook page and KEDA Twitter account

BUSINESS RETENTION AND EXPANSION ACTIVITY

SITE VISITS/COUNSELING SESSIONS:

*NOTE: In the following posts, PTAC stands for Procurement Technical Assistance Center
Kitsap County indicates unincorporated Kitsap County*

Date started	Code Name	Industry	Client Notes
6/25/13	Defense 35	defense	Q2 2013: Client requested assistance in setting up SDVOSB firm for joint venture with existing Kitsap firms. Q3 2013: Client met with Mary Jo to review options. Client reports they have begun paperwork process for new firm Signed client up for bidmatch on PTAC system; worked with client on marketing materials Q4: Introduced client to prime contractor for potential teaming; client has received SDVOSB designation
9/12/11	defense 20	defense	Sept.: attended KBR Industry Days after staff contact; Jan: counseled re training opps for consultants (no consultants at "selling to the navy"; Q1 2013: attended "selling to the Navy" event; Q4: Client met with prime contractor regarding upcoming MAC and sub opportunities

OTHER BRE ACTIVITIES:

- Added two (2) new videos to KitsapConnected.org website
 - Collaboration – WWU and OC
 - Live Work Play in Port Orchard – City of Port Orchard
 - Continued promotion via news releases, twitter and FaceBook
- Coordinated six (6) Global Entrepreneurship Week events in collaboration with Kitsap County Chambers of Commerce, Kitsap Entrepreneur Center, Accelerate Kitsap, Kitsap BEST, Visit Kitsap and Excell Puget Sound
- Hosted/coordinated two (2) PTAC Workshops
 - Accounting for Government Contracts
 - Government Contracting 101
- Provided support and/or coordination for PTAC related events
 - Contacted by Navy Small Business officers to help coordinate two 2014 events – NAVFAC NW Small Business Outreach and NAVSEA Keyport Industry Day
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- Continued updates of KEDA website, KEDA Facebook page and KEDA Twitter account

SCOPE OF SERVICES REPORT – ATTACHMENT A

The following tables and narrative detail activities related to retention, expansion and recruitment activities.

NUMBER AND TYPES OF ASSISTS – BAINBRIDGE ISLAND

Type of assist	Q1	Q2	Q3	Q4	Total 2013
BRE/PTAC	9	7	5	2	23
Recruitment	2	1	0	2	5
Inquiries & Reports	6	2	10	7	25
TOTALS	17	10	15	11	53
<i>*Indicates within city limits</i>					

BUSINESS ATTRACTION ACTIVITY

Date started	Code Name)	Industry	Comments & Updates
1/9/2013	AZ Defense	<i>defense</i>	Client responded to letter sent to defense contractors located out of WA. Awaiting details for needs. Client not interested in expansion at this time.
3/28/2013	Project Evergreen	<i>Manufacturing</i>	Q1 2013: lead from WA Dept of Commerce; client seeking 100-150 acre on deep-water port with natural gas, rail line and heavy water use. Case lost: No Match.
5/10/2013	Project Aero 8	<i>aerospace</i>	Q2 2013: lead from KADA member; follow up at Paris Air Show re potential expansion to NW Q3: follow up re potential visit in fall; Q4: follow up re MRO related firms in region (research) and tax incentives
6/17/2013	Project Asia Export	<i>manufacturing</i>	Q2 2013: Dept of Commerce lead seeking 60,000 SF manufacturing/warehouse/office building near container ports and rail. Sent to lead list; no response. Case lost
8/5/2013	Project 200 Acres	<i>manufacturing</i>	Q3 Lead: Firm seeking 200+ acre sites with rail, nat gas, heavy water and wastewater usage. No site in Kitsap County.
9/5/2013	Remodel NK	<i>construction</i>	Q3 Inquiry: client seeking detailed data to relocate business from Oly Peninsula; provided info as requested after phone call
9/5/2013	Australia	<i>Manufacturing/warehouse</i>	Q3 Inquiry: Client seeking information on potential expansion to region; provided details and data on Kitsap
10/17/2013	Marine Manufacturing	<i>manufacturing</i>	Q4: DOC lead seeking 58,000 SF manufacturing facility for fast ferry with 120' ceiling height on deep water port; 250 parking spaces; travel lift and 3 piers. NO match.
11/18/2013	Marine Manufacturing 2	<i>manufacturing</i>	Q4: Lead from commercial broker; provided incentives available for business
11/27/2013	CNC Machining	<i>manufacturing</i>	Q4: DOC lead seeking machine shop that can forge (or subcontract) and machine specific parts for major aerospace OEM. Awaiting more details to contact qualified Kitsap Machine shops

OTHER BUSINESS ATTRACTION ACTIVITY

- Unveiled KitsapConnected.org videos and website in Q1
 - Added new videos throughout year
- Attended PNAA conference
 - Followed up leads obtained at conference
- Hosted/coordinated 11 PTAC Workshops
 - Prime Contractor Outreach
 - Government Contracting 101 (4)
 - Prime Contractor Outreach (3) – Working as a Subcontractor
 - Partnering and Teaming
 - Marketing to the Government
 - Accounting for Government Contracts
- Sent follow up letter to PTAC workshop participants
- Provided support and/or coordination for PTAC related events:
 - Selling to the Navy
 - Alliance NW
 - Seaport-E
 - DoD Council
 - Contacted by Navy Small Business officers to help coordinate two 2014 events – NAVFAC NW Small Business Outreach and NAVSEA Keyport Industry Day
 - Hosted prime contractor at KEDA office to meet with potential subcontractors
 - Hosted NAVFAC NW Small Business Officer at KEDA office to meet with potential vendors
- Attended MRO (Aerospace Maintenance and Repair) conference in Atlanta
 - 54 contacts made
 - Followed up leads obtained at conference
- Shared booth with Olympic College at Pacific Northwest Aerospace and Defense Symposium in Tacoma to showcase Kitsap as ideal location for aerospace and defense companies
- Attended Paris Air Show
 - 24 contacts made with xx one-on-one meetings
- Targeted letters sent to 20 California composites firms
- Co-hosted Pacific NW Defense Symposium (September 2013)
- Announced recruitment of California composites company – Omohundro -- to Port Orchard. At quarter end, company was employing 25 with plans to employ up to 50 at year end
- Co-hosted Pacific NW Defense Symposium (September 2013)
- Continued updates of KEDA website, KEDA Facebook page and KEDA Twitter account

BUSINESS RETENTION AND EXPANSION ACTIVITY

SITE VISITS/COUNSELING SESSIONS:

NOTE: In the following posts, PTAC stands for Procurement Technical Assistance Center

<i>initial date</i>	<i>code name</i>	<i>Industry</i>	<i>Comments & Updates</i>
4/23/12	Business Services 20	services	Introduced KEDA and services to client; follow up required. Meeting with OC regarding training needs; more follow up planned. Meeting held with OC and other IT firms regarding training/education needs; Q1 2013: site visit with federal staffers Q2: follow up re growth strategy and HR
9/9/11	Business Services 3	financial	Met with client re business climate; growth needs. Follow up as needed Nov: follow up meeting Q4 2012: participated in focus group for client ; Q1 2013: meeting with management re trends and 2013 forecast Q2: PTAC assistance re lien holdings Q3: client participated in briefing re regional climate
10/26/11	Business Services 6	management	Startup seeking input and potential partners; follow up visits set. Follow up meeting, provided input and referrals. Aug: working with mutual client Q1 2013: Met with client re new opportunities Q3: Met with client regarding potential expansion
5/30/08	Clean Tech 1	clean tech	Prior to 2012: introduced to potential partners; participated in defense symposium; PTAC counseling. 2012: provided reference letter for continued partner opportunities Aug: client updated on opportunity to be featured in magazine. Introduced to potential funding "matchmaker" Nov: talked with client about funding options Q2 2013: sent client lead grant opportunity
2/10/10	Construction 1 (2010)	construction	Prior to 2012: Construction seeking information on govt contracting (met with Mary Jo - PTAC); sent targeted biz opps; awarded subcontracts -- provided update; 2012: Attended Kiewit Outreach event for EHW2; Q1:sent info regarding subcontracting opportunity with prime
2/18/11	Construction 14		2011: counseling re graduation from 8a program; referrals on potential opportunities. Q2 2012: Attended "synopsis or solicitation?" workshop Attended EHW2 Outreach Event Q1: sent info re subcontracting opportunity with prime
9/27/08	Construction Services 21	construction	PTAC client. 2012: June - sent email re upcoming Walsh construction bid seeking bids Q1:sent info regarding subcontracting opportunity with prime
9/12/11	defense 20	defense	Sept.: attended KBR Industry Days after staff contact; Jan: counseled re training opps for consultants (no consultants at "selling to the navy"; Q1 2013: attended "selling to the Navy" event; Q4: Client met with prime contractor regarding upcoming MAC and sub opportunities

6/25/13	Defense 35	defense	Q2 2013: Client requested assistance in setting up SDVOSB firm for joint venture with existing Kitsap firms. Q3 2013: Client met with Mary Jo to review options. Client reports they have begun paperwork process for new firm Signed client up for bidmatch on PTAC system; worked with client on marketing materials Q4: Introduced client to prime contractor for potential teaming; client has received SDVOSB designation
9/11/13	Maritime	e-commerce	Q3: site visit and follow up participation in panel regarding industry needs and potential growth
10/23/12	PTAC 23	services	Attended EHW2 outreach event; Q1 2013: sent notice of relevant outreach event; meetings with both Mary Jo and John; Q2: Attended Seaport-e workshop
10/23/12	PTAC 27	services	Attended EHW2 outreach event Q1 2013: sent info on relevant outreach event seeking sub contractors

OTHER BRE ACTIVITIES:

- Unveiled KitsapConnected.org videos and website in Q1
 - Added new videos throughout year
- Hosted/coordinated 11 PTAC Workshops
 - Prime Contractor Outreach
 - Government Contracting 101 (4)
 - Prime Contractor Outreach (3) – Working as a Subcontractor
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 - Selling to the Navy
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 - Hosted prime contractor at KEDA office to meet with potential subcontractors
 - Hosted NAVFAC NW Small Business Officer at KEDA office to meet with potential vendors
- Met with Boeing regarding supply chain and Kitsap opportunities
- Continued updates of KEDA website, KEDA Facebook page and KEDA Twitter account
- Met with Kitsap Business Assistance Organizations to plan collaborative Global Entrepreneurship Week (November 2013)
- Attended Bainbridge Island Economic Summit
- Co-hosted Pacific NW Defense Symposium (September 2013)
- Coordinated six (6) Global Entrepreneurship Week events in collaboration with Kitsap County Chambers of Commerce, Kitsap Entrepreneur Center, Accelerate Kitsap, Kitsap BEST, Visit Kitsap and Excell Puget Sound
- Continued updates of KEDA website, KEDA Facebook page and KEDA Twitter account

Kitsap County (Overall) Performance Roll-Up		Q1	Q2	Q3	Q4	Total 2013
Business Retention & Expansion	Kitsap Company Visits/Presentations	55	54	29	16	154
	Number of Companies Assisted (includes PTAC)	45	47	54	34	180
	Number of Companies Referred	39	15	12	22	88
	Number of Companies Closed	0	0	0	0	0
	Number of Custom Reports	23	15	6	10	54
	Jobs Represented (if known)	2,537	4,279	2,432	943	1
Business Recruitment	Number of Companies Contacted	23	96	4	104	227
	New Cases	4	6	2	5	17
	Continuing Cases (from previous quarters)	2	2	2	3	¹
	Cases Discontinued or Lost	1	1	1	2	5
	Trade Shows Attended	2	3	0	0	5
	Number of (new) Companies Visiting Kitsap	0	0	2	0	2
	Number of Companies Recruited (committed)	0	0	1	0	1
	Potential Jobs – open cases	80	150	85	515	¹
Economic Research & Inquiries	Custom Reports, Demographics & Real Estate	23	15	28	8	74
	Unique Visitors to KEDA Website	17,894	14,629	15,640	23,840	72,003
	Business Start-up Kit Downloads	32	25	85	101	243
	KEDA Originated Studies & Reports	8	6	11	9	34
Community Relations	Events (sponsored, co-sponsored or hosted)	6	6	4	10	26
	Speeches & Presentations	14	9	17	9	49
	KitsapConnected: Work+Life views	3,658	2,263	476	729	7,126
	E-News & Print Communications (Incl. PR, Columns)	44	24	22	31	121

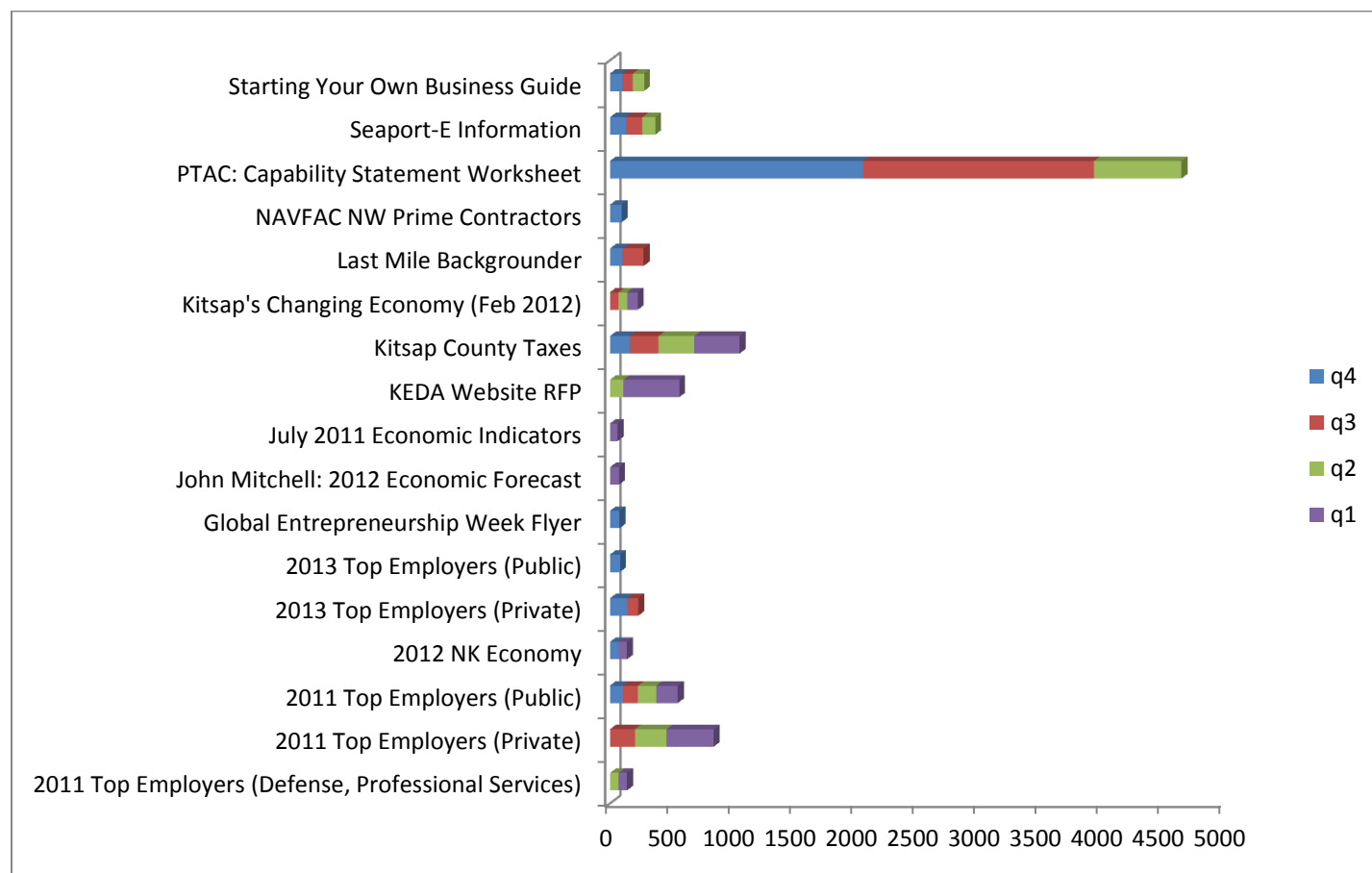
¹ Cumulative totals not applicable as data may duplicate from one quarter to another

This section as well as those following provide details and examples of leadership and coordination in relation to Kitsap 20/20.

**20/20 Business
Climate Policy &
Initiatives**

Workforce & Education	✓ Chair of Olympic College Workforce Development Advisory Committee ✓ Participating member of Olympic Workforce Development Council ✓ Participating member of West Sound Leadership Education Consortium ✓ Participating member of Olympic College President's Advisory Council
Transportation & Infrastructure	✓ Participating member of Central Puget Sound Economic Development District board
Small Business Support	✓ PTAC (Procurement Technical Assistance Center) classes – Government Contracting 101; Prime Contractor Outreach; support for Selling to the Navy and Alliance NW ✓ Site visits (ongoing) to learn more about Kitsap companies and provide assistance as needed ✓ Referrals to partners for additional assistance as indicated per case
Financing & Incentives	✓ Identify resources in KEDA e-newsletters, Facebook and Twitter posts
Government as a Partner	✓ Continued participation and presentations to Kitsap Regional Coordinating Council ✓ Initiated conversations with jurisdictions regarding comp plan updates
Industry Focus	✓ PTAC (Procurement Technical Assistance Center) classes ✓ One-on-one PTAC counseling in KEDA office ✓ Co-Chair Kitsap Aerospace and Defense Alliance ✓ Initial member of Washington Aerospace Partnership Board of Directors ✓ Participation in regional Defense Partnership discussions
Collaborative Marketing	✓ Debuted KitsapConnected: Work+Life Video and website

TOP DOCUMENTS 2013 – KITSAPEDA.ORG



Document	q4	q3	q2	q1	Total
2011 Top Employers (Defense, Professional Services)			69	70	139
2011 Top Employers (Private)		203	258	383	844
2011 Top Employers (Public)	105	124	150	173	552
2012 NK Economy	69			69	138
2013 Top Employers (Private)	141	90			231
2013 Top Employers (Public)	82				82
Global Entrepreneurship Week Flyer	78				78
John Mitchell: 2012 Economic Forecast				74	74
July 2011 Economic Indicators				63	63
KEDA Website RFP			110	453	563
Kitsap County Taxes	161	235	292	367	1055
Kitsap's Changing Economy (Feb 2012)		71	70	86	227
Last Mile Backgrounder	100	174			274
NAVFAC NW Prime Contractors	96				96
PTAC: Capability Statement Worksheet	2059	1879	713		4651
Seaport-E Information	127	135	106		368
Starting Your Own Business Guide	101	85	92		278

KEDA PTAC Program

Kitsap Clients Assisted 2013:

Location	Number of Clients
Bainbridge Island	11
Bremerton	48
Kingston	5
Port Orchard	8
Poulsbo	11
Silverdale	16
Unincorporated (includes Kingston and Silverdale)	31

Types of 2013 Assistance:

- Workshops
 - ✓ Accounting (October)
 - ✓ Working as a Subcontractor
 - ✓ Government Contracting 101
 - ✓ Marketing to the Government
 - ✓ Teaming
- One on One Meetings
- Proposal Reviews
- Contract Assistance
- Interpret specs/requirements
- Line Card/Marketing Materials Review
- Set up BidMatch
- Introductions to Prime Contractors and Partners

Looking Ahead to 2014:

- Collaboration with Partners
 - ✓ Boots to Business at NBK Bremerton and Bangor throughout the year
 - ✓ NAVFAC Outreach (date TBD)
 - ✓ Keyport Industry Day (date TBD)
- New Workshops
 - ✓ Contract Terminology
 - ✓ How Primes Find Subs for Contracts
 - ✓ Marketing and Writing Proposals
 - ✓ Starting and Finishing On Time and On Budget
 - ✓ Parts Ordering System
 - ✓ Social Media for Defense Related Businesses
- Continuation of Core Services

2014 KEDA Annual Meeting & Luncheon

March 20, 2014

11:30 am to 1:30 pm

The Baymont Inn & Suites, Bremerton

PRESENTATIONS INCLUDE:

- **#Kitsap – Telling Kitsap's Story Through Social Media**
- **KEDA Digital Ambassador Program**
- **2014 Economic Strategy and Review of Major Initiatives**

Visit our new website at **kitsapeda.org** to register and for information on sponsorship opportunities.

Sponsored by:



KITSAP BANK



For more information and registration

www.kitsapeda.org • 360-377-9499

or contact Theresa Mangrum mangrum@kitsapeda.org

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OPINIONS

Kitsap's 12th Man — You

Orchestrating and amplifying our collective message

FEBRUARY 4, 2014 @ 10:48AM | [JOHN POWERS](#) ~ KEDA

Our Economic Development Alliance's recent economic forecast showcased the power of strategic partners collaborating on telling each other's stories. Like the Seahawks 12th Man, Kitsap's team "story" is heard more loud and clear by an ever wider audience whenever our community comes together to orchestrate and amplify its collective message. While the good folks of SF may not recall who wears #11 for Seattle (Percy Harvin), they sure as heck know who wears #12!

At KEDA's Jan. 29 event, economist John W. Mitchell, Ph.D., briefed local leaders on Kitsap's current and future economic challenges and opportunities, and its integral role in the Greater Seattle regional economy. Dr. Mitchell talked about Kitsap's regional strengths in the defense, maritime, manufacturing, health care and technology sectors; and, he spoke about the long-range regional horizon as having mostly clear skies ... economically speaking. In many ways, John Mitchell shared with us a story about Kitsap, about ourselves, that many already knew. But, such a story is often times better understood, appreciated and circulated when told by a maven.

Three hundred business and community leaders also heard from Robb Zerr, marketing manager for the Washington State Department of Commerce, about the power of communities banding together to brand their market; while strategically, and collaboratively, telling their respective and collective economic development stories through digital media. The objective is to build an ever-larger corps of "Digital Ambassadors" telling and selling Kitsap's story. This strategy is outlined at www.aboutdci.com/2013/10/six-tips-to-launch-your-economic-development-di...

Robb shared his insights from the perspective of having lived in Kitsap, and having worked in the marketing and communications arena, both private and public sector, across the region for nearly 30 years. Robb's remarks highlighted KEDA's award-winning "Kitsap Connected" multimedia marketing campaign. He talked about the added value of strategic communications by and between Commerce and KEDA and their many mutual strategic partners. Zerr examined the multiplier effect that grows exponentially when more and more strategic partners begin to collaborate and tell each other's story — when KEDA tells the story of an economic sector, or individual business; and, likewise, when the subjects of those stories tell the story of Kitsap's attributes and our Alliance's role in working with the community to retain, expand, and attract businesses throughout Kitsap.

Kitsap's story, and the story of our Alliance and our many strategic partners, is well told on our new web site (www.kitsapeda.org) unveiled Jan. 29. This site, together with KEDA's refreshed logo and look and a host of social media initiatives, provides a broad array of marketing tools that, when used in concert by more and more Digital Ambassadors, begins to amplify our collective message about business opportunities in the Kitsap market.

In addition, take a look at Commerce's "Choose Washington" website (www.choosewashington.com) and KEDA's "Kitsap Connected" (www.kitsapconnected.org) portfolio of web-based videos, and you will find numerous examples of KEDA telling the story of our region's economy and the advantages of doing business in Washington; and, conversely, Commerce touting the economic assets of our region, and promoting the connectivity and competitiveness of businesses based in Kitsap. It is this symbiotic relationship that results in a leveraged multiplier effect when orchestrating and amplifying Kitsap's message to a more far-reaching national and international market.

Like the 12th Man making sure the Seahawks' opponents know (loud and clear) the Seattle fans enthusiastically back their team; and the Hawks making sure the 12th Man knows how much the team appreciates the fans — in the economic development arena, it's also incredibly effective when all the players are on the same page and have each other's back, front and flank ... and are telling each other's story.

Here's to Kitsap's story — may our 12th Man — You — tell It loud and proud!

On Kitsap ... Go Hawks!

Pause, reflect, give thanks, power forward

MARCH 4, 2014 @ 11:00AM | [JOHN POWERS](#) ~ KEDA

As we approach our alliance's 33rd annual meeting on March 20, I want to take a moment to slow down, count our many blessings, and prepare to advance our work at an ever-increasing pace in pursuit of new opportunities under new board leadership in this upcoming organizational year.

This past year was fast-paced and very productive; for that I want to thank our terrific team: Kathy Cocus, business development director; Theresa Mangrum, marketing manager; Mary Jo Juarez, procurement consultant; and Susan Veach, financial administrator and PTAC instructor. Over the past 12 months KEDA has directly advised and assisted more than 150 business clients in securing over \$25 million in new business and impacting over 250 jobs in our community.

Our 36-member board of directors (18 business leaders and 18 elected officials) ensures our alliance has the resources we need to develop new opportunities for our clients. This allows us to connect existing and new businesses to resources and relationships that help them grow and prosper in Kitsap County. After two years of outstanding leadership, board chair Julie Tappero, president of West Sound Workforce, will pass the leadership baton to Steve Politakis, CEO of Kitsap Bank. Stepping into the role of vice chair will be Ben Anderson, CEO of Art Anderson & Associates, and board member Bob Guyt, principal at Rice Fergus Miller, will join the officer ranks as treasurer.

These outstanding volunteer leaders carry on a long legacy of Kitsap community influencers who have guided our alliance and helped to create immeasurable economic opportunities for thousands of proprietors and business enterprises for more than three decades.

This past year has seen the Kitsap Economic Development Alliance emerge as an even stronger player in the Greater Seattle Region, leading the way in the military and maritime sectors, and securing new opportunities for local businesses in aerospace, advanced manufacturing and technology. 2013 also saw an increase in regional collaboration — from the Central Puget Sound Economic Development District, to the multi-chamber Kitsap Business Forum, to the Greater Kingston Economic Development Council.

Since its debut at last year's annual meeting, the Kitsap Connected multimedia marketing campaign has garnered wide acclaim, and made a measurable difference in the way we work with the broad community to tell and sell Kitsap's economic development story. At this year's annual meeting we will expand upon the Digital Ambassador Program that was introduced at our economic forecast conference in January. For more information about the program and how you can become involved, please contact Kathy Cocus at cocus@kitsapeda.org — or plan to attend our alliance's annual meeting on March 20. Registration details are found at www.kitsapeda.org.

Finally, as we march into the coming year, our leadership team is focused on accelerating the rate at which we engage and serve our business clients. Our strategic work plan calls for a substantial increase in our direct outreach and recruitment activities with a targeted focus on advanced manufacturing, in both maritime and aerospace, as well as the defense and technology sectors. And, we look forward to working closely with Kitsap County and Kitsap's cities as they embark on comprehensive updates of their respective Comprehensive Plans — important public policy tools for economic development.

If your business is facing new challenges and opportunities — give us a call. We would be honored to provide you with an array of confidential consulting services at no cost — services and advice that can help you and your team make 2014 a year to remember.

On Kitsap!

John Powers is executive director of the Kitsap Economic Development Alliance.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance 2014-05 Amendments to the BIMC Table 18.12.040 Regarding Height Restrictions for Utility Poles	Date: March 17, 2014
Agenda Item: Staff Intensive/1 st Reading	Bill No.: 14-054
Proposed By: Planning Director Kathy Cook and Planner Sean Conrad	

BUDGET INFORMATION

Depart/Fund:

Expenditure Req: N/A Budgeted? ☐ Yes ☐ No Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Planning Commission: Jan. 9 & 23, 2014 (Study Sessions) Feb. 13, 2014 public hearing	Recommendation: Forward to first reading on March 17, 2014.
City Manager ☐ Yes ☐ No ☒ N/A	Legal ☒ Yes ☐ No N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider scheduling Ordinance 2014-05 relating to revisions to the city's zoning code (BIMC Table 18.12.040) to permit increased utility pole heights for 2nd reading and public hearing on March 24, 2014.

Background:

The City's current zoning regulations pertaining to utility poles and utility structures limit the height of both. Table 18.12.040 (Permitted setback/height modifications) limits the height of utility poles to a maximum of 50 feet above grade. For existing utility structures, such as a transmission tower, the height is limited to the existing height of the structure.

Puget Sound Energy (PSE) is under a legislative mandate to serve its customers. The current height restrictions in the zoning code pose a problem when PSE requests to replace or modify the utility poles to meet current regulatory standards and/or to accommodate more electrical and utility lines. A part of its service to customers is delivering reliable electricity safely through transmission lines and service lines. These lines need to be replaced or upgraded which in many cases means the lines may need to increase in height due to site specific constraints or to accommodate additional lines on the pole or structure. It is for these reasons that PSE has requested the city council consider a text amendment to Table 18.12.040 to permit slightly higher utility poles.

Additional information regarding the text amend request can be found in the attached memo.

RECOMMENDED ACTION

Motion:

I move that the City Council forward Ordinance 2014-05 relating to revisions in the height modifications table in Title 18 to 2nd reading and public hearing on March 24, 2014.

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: Bainbridge Island City Council

FROM: Sean Conrad, AICP
Planner

DATE: March 17, 2014

RE: Ordinance 2014-05 regarding the height of distribution utility poles and transmission utility poles

Background:

The City's current zoning regulations pertaining to utility poles and utility structures limit the height of both. Table 18.12.040 (Permitted setback/height modifications) limits the height of utility poles to a maximum of 50 feet above grade. For existing utility structures, such as a transmission tower, the height is limited to the existing height of the structure. These current height restrictions pose a problem when Puget Sound Energy (PSE) requests to replace or modify the utility poles or utility structures to meet current regulatory standards and/or to accommodate more electrical and utility lines. It is the height restrictions of the zoning code that are the focus of the requested text amendment.

In August of 2013 planning staff met with representatives from Puget Sound Energy to discuss what permits were needed for PSE to replace an existing steel lattice tower approximately 130 feet tall with two steel monopoles proposed at 140 feet. The existing steel lattice tower is located on a shoreline lot immediately north of the Agate Pass Bridge off of Reitan Road. The proposed monopoles will support the electrical transmission lines coming from the west, off the island. After a review of the City codes the planning department determined PSE needed the following permits to replace the existing steel lattice tower with two monopoles:

- A Shoreline Conditional Use Permit and a Shoreline Substantial Development Permit. The location of the tower is within 200 feet of the ordinary high water line and is therefore subject to the Shoreline Master Program.
- A shoreline variance. A shoreline variance is required due to the height of the new monopoles. Variances under the Shoreline Master Program may modify the height standards listed in the Shoreline Master Program, BIMC Chapter 16.12. The zoning ordinance, BIMC Title 18, does not permit such variations of height restricting any new or rebuilt utility pole or structure to comply with the 50 foot height limit or the height of the existing structure.

When the City reviews a land use permit for property within the Shoreline Master Program jurisdiction the zoning ordinance also applies. As mentioned above, the zoning ordinance has no provisions to alter the height limits. Without the requested text amendment PSE cannot update, upgrade or replace its aging infrastructure that includes an increase in pole or structure height. This increase in height may be necessary to:

- Comply with new state and/or federal regulations
- Create greater separation between several lines on the same pole or structure
- Accommodate additional electrical or utility lines on the same pole or structure

On October 9, 2013 PSE submitted applications for the shoreline permits to construct the two proposed monopoles. In addition to their applications, PSE also submitted a request for a text amendment to the City's zoning codes to permit future reconstruction of transmission lines and service lines outright. With this text amendment in place PSE could continue to upgrade and replace its poles and transmission structures within the City and have the ability to accomplish the three bullet points listed above.

Purpose of the Text Amendment:

In a letter submitted from Mr. Bryan McConauthy with PSE's shoreline applications dated October 9, 2013 (copy attached) the purpose of the text amendment is to bring the height regulations in the Bainbridge Island Municipal Code (BIMC) into conformance with the following:

- Bainbridge Island Comprehensive Plan
- State Regulations
- Federal Regulations

The October 9th letter notes that PSE serves under a legislative mandate to serve its customers. A part of its service to customers is delivering reliable electricity safely through transmission lines and service lines. These lines need to be replaced or upgraded which in many cases means the lines may need to increase in height due to site specific constraints or to accommodate additional lines on the pole or structure.

At issue is the Bainbridge Island Municipal Code, specifically Table 18.12.040. This table regulates the height of transmission and service poles. The height limits in this table severely limit PSE's ability to plan for and construct a replacement tower(s) and utility poles. The October 9th letter states, "When local development regulations such as absolute height limits prevent transmission and distribution facilities from operating safely, power cannot be delivered. The inability to provide power when there is a state-imposed public service obligation would cause a violation of state law."

The other section of the code cited in the October 9th letter is Table 4-2 of Section 16.12.150 BIMC. This section of the code is part of the Shoreline Master Program. This table regulates the height of utility distribution poles in the shoreline jurisdiction. As mentioned in the background section of this memo, the Shoreline Master Program provides for a variance process to exceed the height limits established in Table 4-2. Planning staff is not opposed to amending this section of the Shoreline Master Program in the future; however, the majority of work PSE will be conducting in the City limits is subject to the zoning ordinance and that has taken priority at this point.

Planning Commission:

The Planning Commission reviewed PSE's text amendment request at two study sessions, January 9th and January 23rd. During these study sessions PSE representatives discussed with the Planning Commission the reasons why such a text amendment is needed. PSE provided background information to the Planning Commission including a simple visual aid on how electricity is delivered to homes through transmission and distribution lines (copy attached). PSE representatives also explained how they conduct their own public outreach when beginning a project and the steps they take to insure their projects have the least impact on the environment and adjoining property owners.

During the two Planning Commission study sessions issues discussed included the following:

- Height limitations for distribution utility poles and transmission utility poles
- Location limitations for distribution utility poles and transmission utility poles
- Review process when a distribution utility pole and/or transmission utility pole must exceed the height or location limitations

The Planning Commission's recommendation to the City Council addresses the above cited issues with proposed amendments to Table 18.12.040. The Planning Commission is also recommending the City Council consider adding definitions for a distribution utility pole and transmission utility pole and amending section 2.16.040. Section 2.16.040 would require a minor site plan review permit be issued prior to installing a new pole should the replacement distribution utility pole or transmission utility pole exceed the height and/or location standards established in Table 18.12.040.

Attachments

- A. Amendment request from Mr. Bryan McConaughy of PSE dated October 9, 2013
- B. Transmission and Distribution picture
- C. Planning Commission Draft Minutes, February 13, 2014



PUGET SOUND ENERGY

Puget Sound Energy
P.O. Box 97034
Bellevue, WA 98009-9734
PSE.com

October 9, 2013

Bainbridge Island Planning and Community Development Department
Kathy Cook, Director
280 Madison Ave. N.
Bainbridge Island, WA 98110

RE: BIMC Code Changes for Local, State and Federal Consistency

Dear Ms. Cook,

This letter is written to request that the City of Bainbridge Island initiate a code amendment process pursuant to BIMC 2.16.180 in order to bring its development regulations regarding height of electric transmission facilities into conformity with the Bainbridge Island Comprehensive Plan as well as state and federal regulations.

The City's Comprehensive Plan ("BICP") provides as follows:

GOAL 2

Facilitate the development of all utilities to accommodate the growth that is anticipated to occur in the City of Bainbridge Island. Additions to and improvements of utility facilities should occur at a time and in a manner sufficient to serve planned growth.

U 2.1

The City shall ensure that development regulations are consistent with the public service obligations imposed upon utility providers by all laws.

Electrical Goals and Policies

GOAL 8

Ensure adequate, cost effective and reliable electric service to the citizens of Bainbridge Island.

E 1.1

The City shall recognize PSE's public service obligation to make additions to and improvements of electric utility facilities that provide adequate capacity for planned future growth.

E 1.3

The City shall encourage PSE to improve the reliability of electric service for City residents so that it attains the average level of reliability of the PSE system.

Washington law, at RCW 80.28.110, creates a public service obligation by requiring electric utilities to provide suitable facilities for power supply to its customers. Utilities including Puget Sound Energy operate under this legislative mandate to serve. Companies subject to RCW 80.28.110's public service obligation are regulated by the Washington Utilities and Transportation Commission ("WUTC") and the Federal Energy Regulatory Commission ("FERC"). PSE must also comply with reliability standards of the North American Electric Reliability Corporation ("NERC"). In addition to the WUTC, FERC and NERC requirements, utilities are also subject to a host of other federal agencies' regulations, including the U.S. Coast Guard rules on clearance of bridges. An electrical utility's obligation to maintain, operate and upgrade its facilities as necessary to meet safety and reliability standards is not discretionary.

Electrical utility systems consist of three principal elements: generation, transmission and distribution facilities. Generation facilities are where bulk electricity is created (e.g., gas plants, hydroelectric dams, nuclear reactors, wind farms, etc.). Transmission facilities carry the bulk power to population and load centers. Substations are placed at different points along this system, typically to decrease voltage as needed. Distribution systems transmit lower voltage power to end-users via local lines and service connections.

Transmission facilities convey power from remote power plants across miles of lines that are supported by transmission poles or structures spaced and sized to support the particular wires or conductors required for the load being served. High voltages are needed to transmit the power due to energy losses over long line lengths. Overhead transmission lines depend on air for insulation. Given these factors, large separation and clearance distances from adjacent poles or structures and other objects are required in order to maintain safety and reliability. Consequently, transmission poles and structures are built at heights commonly between 65 to 100 feet above ground. If these poles or structures are ever replaced for an uprate or upgrade, they could be replaced with poles or structures that may be 10% to 15% higher. In places where there are crossings of water bodies or highways, or other constraints, poles may need to be much taller to meet clearance requirements.

There is no standardized height of electric distribution or transmission poles and lines, and jurisdictions typically do not regulate these facilities according to a fixed height limit. The necessary spacing and clearances are determined on a facility-by-facility basis, taking into account site- and project-specific factors including the load on the lines, strength requirements, topography and the surrounding built and natural environment. Electric transmission facilities, when not permitted outright, are typically approved through a conditional use process that establishes project conditions, including height, based on the needs for the particular infrastructure. In Washington, transmission facilities undergo environmental and development code review to determine if mitigation measures are necessary to reduce the project's impacts. In this way, jurisdictions retain their permit review authority, while the infrastructure itself is sited in accordance with the safety and reliability standards applicable to the particular proposal.

When local development regulations such as absolute height limits prevent transmission and distribution facilities from operating safely, power cannot be delivered. The inability to provide power when there is a state-imposed public service obligation would cause a violation of state law. The City's Comprehensive Plan Goal 2 - U 2.1 recognizes this: Bainbridge Island "*shall*" ensure that the City's development regulations not create a conflict that prevents a utility from meeting its legal duties. Nonetheless, the City's Shoreline Master Program ("SMP"), at BIMC 16.12.150 Table 4-2, limits distribution poles to a height of 30 - 50 feet. No height limit is established in the SMP for electric transmission poles. However, BIMC Table 18.12.040 imposes a maximum height limit of 50 feet on *all* utility poles across the City. Any replacement of pre-

existing utility structures is capped at the height of the structure to be replaced regardless of whether current safety and reliability regulations would require a higher height. *See* BIMC Table 18.12.040. Bainbridge Island prohibits variances from height limits pursuant to BIMC §§2.16.020(A) and 2.16.120(b)(1).

BIMC 16.12.150 Table 4-2 and BIMC Table 18.12.040 are inconsistent with the Bainbridge Island Comprehensive Plan provisions cited above, as well as safety and reliability requirements of state and federal agencies. To meet contemporary FERC and NERC safety and reliability regulations, both new and replacement electric transmission facilities will necessarily be over 50 feet in height. By establishing a 50-foot height limit that is unsafe for high-voltage transmission operations, no new transmission facilities can be built in Bainbridge Island. Similarly, future replacement of aged and outdated transmission facilities must meet new standards, regardless of the height of the old structures. The inability to build and operate transmission facilities in compliance with state and federal regulation prevents a utility from meeting its public service obligation established by Washington's legislature. In some cases, distribution facilities may also need to exceed 50 feet in height. Limiting installation and replacement heights for distribution poles may also have an impact on a utility's service obligation under state law.

Based on the foregoing, Bainbridge Island is respectfully asked to amend its development standards to bring them into conformity with the City's Comprehensive Plan, as well as state and federal law. The following suggested revision would render the City's code consistent with its comprehensive plan and would also eliminate the risk that utilities would be forced into violation of public service obligations.

1. Adding new language to BIMC **18.12.010 General** as follows.
 - A. All development in the city of Bainbridge Island shall be subject to the dimensional standards in Tables 18.12.020-1, 18.12.020-2, and 18.12.020-3 and BIMC 18.12.030, unless those standards are explicitly varied by another provision of the Bainbridge Island Municipal Code; and provided further; notwithstanding any provisions to the contrary, electric transmission and distribution facilities are excluded from any height requirements established in the Bainbridge Island Municipal Code, including without limit §16.12.150 Table 4-2 and Chapter 18.12.

In light of new federal NERC requirements for transmission system reliability that must be met by 2015, the City's timely consideration of this request is greatly appreciated on behalf of all electrical power consumers.

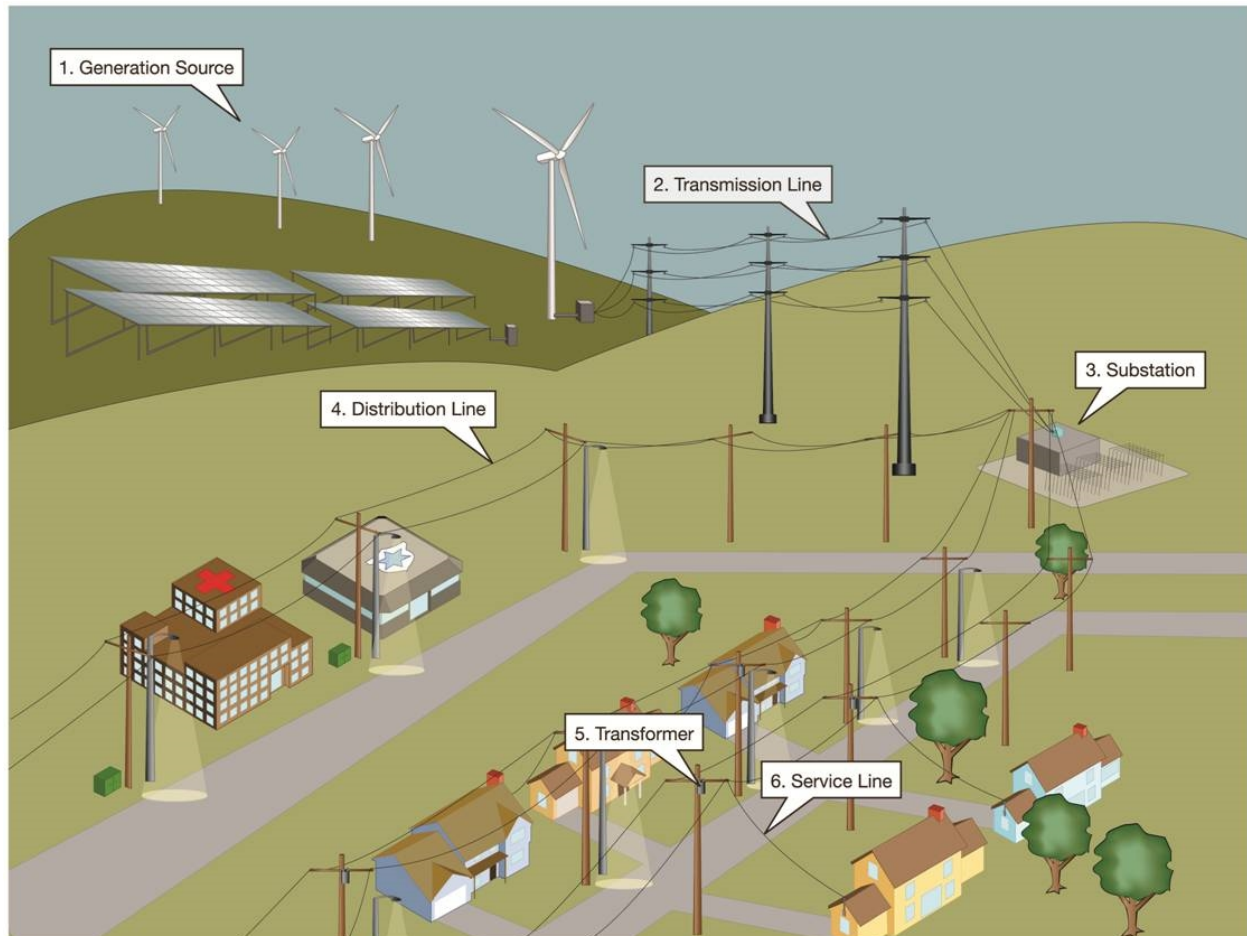
Very truly yours,



Bryan McConaughy
Senior Local Government Affairs Representative

cc: Sean Conrad
Planner, City of Bainbridge

TRANSMISSION AND DISTRIBUTION



**PLANNING COMMISSION REGULAR MEETING
FEBRUARY 13, 2014**

DISCUSSION ITEMS

1. CALL TO ORDER
2. PUBLIC COMMENT – ITEMS NOT ON AGENDA
3. ORDINANCE 2014-05, HEIGHT REGULATIONS FOR POWER POLES
4. ORDINANCE 2014-06, REGULATIONS FOR MEDICAL AND RECREATIONAL MARIJUANA
5. NEW/OLD BUSINESS
6. ADJOURNMENTS

1. CALL TO ORDER

The regular meeting of the Bainbridge Island Planning Commission was called to order at 7:00 p.m. A quorum was established with all commissioners in attendance.

Planning Director Cook told the Commission that an Ad Hoc Committee had been formed to work on the Tree Protection Ordinance. At their first meeting, the Ad Hoc Committee requested that two Planning Commissioners be appointed to the committee.

Commissioner Quitslund disclosed that his family has forested property. As that was not seen to be a conflict of interest, Chair Pearl and Commissioner Quitslund were unanimously appointed to participate in the Tree Ordinance Ad Hoc Committee.

2. PUBLIC COMMENT – ITEMS NOT ON AGENDA

Charles Schmid told the Commission that the Hearing Examiner was very patient listening to all the testimony through five days of hearings. However, he was bothered by city attorney representing the staff's approval and questioned if he should have been representing the Planning Commission as well. When he asked who the city attorney represents, Director Cook responded that the city attorney's brief is limited to the subjects discussed in the Planning Commission's executive session.

3. ORDINANCE 2014-05, HEIGHT REGULATIONS FOR POWER POLES

Planner Sean Conrad introduced the ordinance, noting that there had been two previous Planning Commission study sessions on the draft ordinance. He then asked representatives from Puget Sound Energy (PSE) to explain the public outreach process they follow.

7:13:24 PM Barry Lombard, project manager for PSE, thanked the staff and Planning Commission for working with the company, noting the proposed amendment applies only to existing facilities and not new facilities. He also told the Commissioner the current pole height does not allow the utility to meet their duty to serve.

Mr. Lombard reviewed the relevant state and federal regulations with which the utility must comply. Some of the future projects are planned to meet NERC requirements.

Commissioner Lewars asked if the current draft will meet their needs and was told it would.

Kerry Kriner, representing PSE, described the voluntary communication process used by the company, which includes web pages, notification of preconstruction investigation, construction

**PLANNING COMMISSION REGULAR MEETING
FEBRUARY 13, 2014**

notices, direct communication w/property owners, and vegetation management notifications to all properties within 500 feet of where the clearing will occur.

Chair Pearl opened the public hearing at 7:21 p.m.

Charles Schmid had concerns about how pole height could be increased and asked for more clarification on the outreach for moving poles as much as 20 feet. Mr. Schmid also recommended adding criteria for moving poles or increasing pole height. Finally, he was also concerned about communications equipment on the poles.

Commissioner Lewars remarked that he doesn't understand why PSE would move poles or make them higher unless they need to be.

Dave Snedeker spoke about his experience with having a pole moved near his home and the resulting lawsuit. He also derided PSE's communication process with property owners.

There being no other commenters, the public hearing closed at 7:31 p.m.

Director Cook reported that the City Council has put a telecommunications ordinance on the work plan for this year, noting it will go through the Executive department and come to the Planning Commission.

The Commission asked more specific questions about when the communication process would be instituted and expressed some concern about ensuring that it occurs.

7:38:49 PM Commissioner Lewars moved to recommend approval of the draft ordinance with the housekeeping changes proposed by staff. Commissioner Gale seconded the motion, which passed unanimously.

ORDINANCE NO. 2014-05

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the repair, replacement, and reconstruction of electrical transmission structures and utility poles and amending Sections 18.09.030, 18.12.040, and 18.36.030 of the Bainbridge Island Municipal Code.

WHEREAS, the City desires to permit Puget Sound Energy to continue the safe and reliable delivery of electricity to residents and businesses; and

WHEREAS, the City desires to allow Puget Sound Energy to repair, replace or reconstruct its utility poles and transmission structures; and

WHEREAS, the City wishes to provide clear and consistent regulations for the maintenance and upgrade of Puget Sound Energy's utility poles and transmission structures; and

WHEREAS, timely notice was given to the Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, the City held a public hearing on the proposed amendments on _____; and

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

Section 1. Section 18.09.030.F.2 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2. Utility, Primary.

a. Primary utility facilities and equipment are subject to standards in BIMC 16.12.120, Shoreline master program, and BIMC 16.20.130.C.11, Critical Areas Regulations.

b. Replacement, maintenance or upgrade of existing poles and equipment within a utility corridor or right-of-way is considered a permitted ("P") use.

(i) Replacement of a distribution utility pole or a transmission utility pole exceeding the height and/or location standards established in Table 18.12.040 shall require minor site plan review approval in accordance with BIMC 2.16.040 prior to installing the replacement pole.

Section 2. Table 18.12.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Table 18.12.040: Permitted Setback/Height Modifications

Type of Encroachment	Encroachment Permitted	Conditions
Permitted Setback Modifications		
Fence or combined fence and berm up to 6 feet high	In any required setback subject to applicable regulations in BIMC Title 15	Except as provided in BIMC 18.12.030.F.2, BIMC 18.12.040.B, and Chapter 16.12 BIMC
Nonscreening fences or combined nonscreening fence and berm up to 8 feet high	In any required setback subject to applicable regulations in BIMC Title 15	Except as provided in Chapter 16.12 BIMC
Chimneys, flues, awnings, bay windows, and greenhouse windows	Up to 18 inches into any required setback	
Covered porches, bay windows and eaves within the Ericksen Avenue overlay district	Up to five feet into the front yard	Bay windows must be cantilevered outward from the wall, and may not result in any portion of the building floor area extending into the setback
Any structures, including but not limited to uncovered steps, porches, and decks less than or equal to 30 inches in height	Up to 2 feet into front and side setbacks. Up to 5 feet into required rear setbacks.	
Eaves	May extend up to 24 inches in any required setback except shoreline structure setback	

At or near grade structures such as uncovered patios, sidewalks, and driveways	In any required setback	May not exceed 4 inches in height
Signs	In any required setback	Must conform to Chapter 15.08 BIMC
Utilities accessory to a single-family residence	In any required setback	
Composting bins	In side or rear setback areas	
Rain garden/swales	In side or rear setbacks	
Rainwater harvesting barrels	In side or rear setbacks	
Wall-mounted on-demand hot water heaters	Up to 18 inches into side or rear setbacks	Permitted if buffered or enclosed to prevent noise impacts to neighboring properties
Below-ground geothermal equipment	In any required setback	Permitted if any excavated areas are promptly re-landscaped after installation is complete
Rockerries and retaining walls less than 4 feet in height	In any required setback	Qualified geotechnical engineer determination, and city concurrence, that it is necessary for slope stabilization
Permitted Height Modifications		
Small wind energy generators	Up to 18 in. above the maximum building height in the district	
Solar panels	Up to 18 in. above the maximum building height in the district	
Noncommercial, nonparabolic antennas affixed to noncommercial communication towers	Up to 50 feet in height above grade	

One flagpole per parcel	Up to 45 feet in height above grade	
<u>Distribution</u> u Utility poles	Up to 50 55 feet in height above grade	<u>Replacement poles over 55 feet in height, see section 18.09.030.F.2.b. For new distribution utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location unless permitted under section 18.09.030.F.2.b.</u>
<u>Transmission utility poles</u>	<u>Up to a 25 percent increase above existing pole height above grade with a maximum height of 100 feet</u>	<u>Replacement poles over the 25 percent increase or 100 feet in height, see section 18.09.030.F.2.b. For new transmission utility facilities or corridors, see Table 18.09.020. Poles shall not be moved more than 20 feet from the original location unless permitted under section 18.09.030.F.2.b.</u>
Utility structures existing on the effective date of the ordinance codified in this subsection	Existing height	May also be replaced or modified; provided, that the structure is not larger or taller than the original structure and is not moved more than 20 feet from its original location

Section 3. Section 18.36.030.251 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

251. “Utility” means all lines, buildings, easements, passageways, or structures used or intended to be used by any public or private utility related to the provision, distribution, collection, transmission, or disposal of power, oil, gas, water, sanitary sewage, communication signals, or other similar services on a local level and other in-line facilities needed for the operation of such facilities, such as gas regulation stations, power or communication sub-stations, dams, reservoirs, and related power houses. Additionally, a utility facility means any energy device and/or system that generates energy from renewable energy resources including solar, hydro, wind, biofuels, wood, geothermal, or similar sources. Services may be publicly or privately provided. In the Mixed Use Town Center and High

School Road commercial zones, a utility or utilities do not include wireless communications facilities.

a. “Utility, primary” means facilities that produce, transmit, carry, store, distribute, or process electric power, gas, water, sewage, or information and do not meet the definition of an accessory utility. Primary utilities include solid waste handling and disposal facilities, wastewater treatment facilities, utility lines, electrical power generating or transfer facilities, radio cellular telephone and microwave towers, and gas distribution and storage facilities.

i. “Distribution utility pole” means a structure supporting electrical distribution lines carrying less than 55 kV. Distribution utility poles carry power from electrical substations through distribution transformers directly to homes and businesses. Distribution utility poles may support communication lines.

ii. “Transmission utility pole” means a structure supporting electrical transmission lines carrying 55 kV or higher. Transmission utility poles transport power from generation sources like dams and wind generation facilities to substations. Transmission utility poles may support distribution or communication lines.

b. “Utility, accessory” means small-scale distribution systems directly serving a permitted (“P”) or conditional (“C”) use. Accessory utilities include power, telephone, cable, water, sewer, septic, and storm water lines, and do not include wind generators (turbines) or solar panels.

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

PASSED BY THE CITY COUNCIL this ____ day of _____, 2014.

APPROVED BY THE MAYOR this ____ day of _____, 2014.

Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: March 14, 2014
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2014-05

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Preliminary 2013 Year-End Financial Report	Date: March 17, 2014
Agenda Item: Staff Intensive	Bill No.: 14-050
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Recommendation	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

No action – information only

History:

The Finance Department is providing a preliminary report on the City's financial performance in 2013. The year-end financial reports will be finalized and filed with the State Auditor's Office before the end of May.

RECOMMENDED ACTION

Motion:

No action – information only.



City of Bainbridge Island
FINANCE AND ADMINISTRATIVE
SERVICES DEPARTMENT

Executive Summary

This document provides a first look at the 2013 fiscal year-end financial position of the City of Bainbridge Island. Overall, we show stable revenue performance, and generally better than forecast revenue or less than forecast expenditures. The following is a summary of our preliminary analysis of the General Fund, 2013 Revenues, 2013 Expenditures and Fund Balance.

General Fund Highlights:

- Year-end 2013 balance is \$10.6 million, compared to a 2012 year-end of \$8.3 million
- Improved cash position is due to:
 - Better than projected revenue performance
 - Lower than budgeted expenditures (particularly for personnel)
 - Lower than budgeted operating transfers to other funds

Revenue Highlights:

- City revenue has stabilized at a new, lower level
- 2013 General Fund revenue was 3% or \$420,000 higher than budgeted
- General Fund Revenue sources that performed better than forecast:
 - Sales Tax (19% more than budget)
 - B&O Tax (26% more than budget)
- Building and Development Services that performed better than forecast:
 - Building Permits (39% more than budget)
 - Zoning and Subdivision Fees (154% more than budget)
- Real Estate Excise Tax exceeded 2013 budget by 10%, but lower than 2012
- Water and Sewer Fund revenues both exceeded budget by 12% and 16%, respectively
- Overall, higher than budgeted revenues are due to increased development activity

Expenditure Highlights:

- City operating expenditures were 14% less than budgeted, largely due to:
 - Personnel (primarily vacant positions and lower than estimated medical plan costs)
 - Some professional services, such as the utility system plans, were delayed

Policy Reserve Highlights:

- Total reserves are fully funded for first time since targets established in 2010
- Emergency Reserve has received targeted funding of \$1,000,000
- Contingency Reserve is fully funded

In summary, the preliminary review of the financial position of the City of Bainbridge Island for year-end 2013 shows higher than estimated revenues, lower than estimated expenditures, and healthy fund balances. This information is subject to revision as staff works to finalize 2013 year-end results.

March 17, 2014

City of Bainbridge Island
**FINANCE AND ADMINISTRATIVE
SERVICES DEPARTMENT**

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director

DATE: March 17, 2014

RE: Preliminary Year-end 2013 Financial Results

The fiscal year at the City of Bainbridge Island (City) is January through December, with year-end processing and reporting going on now. As you may know, the City files required financial reports with the State Auditor's Office at or before the end of May. In an effort to provide timely information, we have prepared a preliminary set of financial reports to provide a first look at the year-end financial position of the City of Bainbridge Island and last year's performance relative to the budget.

It is important to remember that Finance Department staff continues to work through the year-end process and that these numbers will change as further work is completed. Information in this memo is subject to change as staff works to finalize 2013 year-end results.

Overall, I am pleased to report that the preliminary 2013 year-end results show stable revenue performance and expenditures at or below approved levels. In addition, in instances in which year-end performance differs from the forecasts and assumptions used to develop the modifications to the 2014 budget, we generally see better than forecast results (revenues greater than planned or expenditures lower than planned). The preliminary 2013 year-end financial information shows a positive fund balance in all funds and that all departments and funds finished the year within the legally-appropriated limits. In addition, the City met or exceeded the reserve targets established by Council resolution for tax-supported and utility funds, including fully funding the Emergency Reserve in the General Fund. This is the first time the City has been able to fully fund all of the reserve targets established in 2010.

The General Fund balance at year-end 2013 based on transactions completed through February 2014 is \$10.6 million, compared to the year-end 2012 General Fund balance of \$8.3 million. The gain of \$2.3 million differs from the 2013 Adopted Budget, which forecast expenditures just slightly in excess of revenues for 2013. The improved cash position of the General Fund is due to a combination of factors including better than budgeted revenue performance, lower than budgeted expenditures, particularly for personnel, and, in particular, lower than budgeted

operating transfers to other funds. General Fund revenues were about \$420,000 over budgeted revenues, as explained in more detail below, while operating expenditures were less than budget, due mostly to key vacancies in General-Fund supported positions. Operating transfers were about \$1.3 million less than budget due to very strong revenues in the Building and Development Services Fund, change in some capital plans when grant revenues were not received, and support available from the REET fund to the bond fund.

Revenue Overview

The City's revenue performance has stabilized at a new, lower level than the amounts seen during the economic expansion experienced in 2005 – 2008. We continue to focus on revenue performance, particularly for recurring revenue streams, to provide Council and the community with useful data both for long-range planning and current year cash flow management.

Total revenue from outside sources for the City in 2013 was \$35.4 million, \$27.0 million in tax-supported funds and \$8.4 million in utility funds. These totals do not include internal operating transfers, such as support from the General Fund for the Streets or Building and Development Services Funds.

The following discussion provides current information related to revenue performance within each of the City's primary funds.

Tax-Supported Funds: General Fund

The City's General Fund revenue for 2013 was \$15.6 million, about \$420,000, or 3%, above budgeted revenue levels. The City's largest single revenue source is property taxes at \$6.8 million, which finished \$53,000, or roughly 1%, ahead of estimates. Revenue sources which performed better than forecast included Sales Tax at \$3.0 million, which is \$476,000 or 19% higher than budget, and Business and Occupation (B&O) tax at \$466,000, which is \$96,000 or 26% higher than budget. Revenue sources that lagged behind forecast included Telephone Utility Tax at \$757,000, which was \$93,000 or 11% less than budget, and revenue from parking tickets at \$60,000, which was \$40,000 or 40% less than budget. In addition, the City received no revenue in 2013 from surplus property sales, which had been assumed in the budget at \$170,000.

Tax-Supported Funds: Streets Fund

The City's Streets Fund receives outside revenue from sources including gas tax, as well as internal support in the form of operating transfers from the General Fund. The 2013 revenue from outside sources was \$1.2 million, which is \$490,000 or 29% less than budgeted levels. The City did not receive \$356,000 in budgeted grant revenue associated with the Road Preservation Program projects in 2013, but the project was completed and we anticipate that grant revenue will be received in the first half of 2014. In addition, commercial parking tax revenue and fuel tax revenue were each about 10% less than budgeted. During 2013, the Streets Fund received repayment of an \$1.4 million interfund loan from the SSWM Fund, the result of a 2012 decision to exempt the City's road network from SSWM fees, with a retroactive effective date. The interfund loan repayment represented the repayment of three years of SSWM fees along with applicable interest.

Tax-Supported Funds: Building and Development Services

The City's Building and Development Services (B&DS) Fund receives outside revenue from permits and zoning fees, as well as internal support in the form of operating transfers from the General Fund. The 2013 revenue from outside sources was \$1.3 million, which is \$534,000 or 67% higher than budgeted. Revenue from building permits, zoning and subdivision fees, and plan checking fees together exceeded the budgeted levels by between 40% (Building Permits) and 156% (Zoning and Subdivision Fees). All of the five major revenue sources for this fund (Building Permits, Planning Review of Building Permits, Zoning and Subdivision Fees, Plan Checking Fees, and Other Planning/Development Fees) showed an increase in 2013 as compared to 2012. As a result, operating transfers, made from the General Fund to supplement outside revenue, were \$171,000, or only 13% of the budgeted \$1.3 million. The 2013 level of operating support is much lower than previous years, for instance in 2012 and 2011 the General Fund provided about \$1.0 million in support.

Tax-Supported Funds: Real Estate Excise Tax (REET)

The City's REET Fund receives revenue from the City's tax on the sale of real estate. The 2013 REET revenue was \$1.3 million, exceeding the originally budgeted 2013 revenue by \$119,000 or 10%. Despite the very strong 2013 building-related revenue, the 2013 REET revenue was \$252,000 less than the 2012 total of \$1.5 million, indicating a year-over-year decline of 17%.

Tax-Supported Funds: Capital Construction Fund

The City's Capital Construction Fund receives outside revenue from grants and donations, as well as internal support in the form of operating transfers from the General Fund. This fund is used to account for general government capital projects. In 2013, three primary projects included grant funding, Fort Ward Hill Reconstruction, Rockaway Beach Road Reconstruction, and Madison Avenue Reconstruction. The City received only \$462,000 of \$2.5 million in grant revenue associated with these three projects, which was a result of the delay of the Fort Ward Hill Reconstruction, and the timing of the other projects. The City anticipates receiving the entirety of the budgeted grant revenue in future years.

Utility Funds: Water Fund

The City's Water Fund earns revenue primarily through sale of water to the utility's customers. Total revenue in 2013 was \$1.6 million, \$166,000 or 12% more than budgeted despite a mid-year reduction in consumption rates. Multiple rate reductions over the past few years have affected the accuracy of revenue estimates, as year-over-year comparisons are complicated by the mid-period change in rates. Both water connection fees and water inspection fees were roughly four and a half times higher than budgeted, a reflection of development activity, resulting in \$123,000 of unbudgeted revenue. The City budgets these highly volatile revenue sources very conservatively, but will look at the recent actual revenue levels and consider adjusting the revenue budget for the upcoming biennium.

Utility Funds: Sewer Fund

The City's Sewer Fund earns revenue primarily through sewer service charges. In 2013, total sewer fund revenue was \$4.4 million, \$414,000 or 10% more than budgeted. Total revenue included \$3.6 million of sewer service charge revenue, \$108,000 or 3% more than budgeted. As

with the Water Fund, revenue from connections and inspections exceeded the budgeted levels. The Sewer Fund also received in 2013 \$239,000 in revenue from a Public Works Trust Fund loan that had been budgeted in a previous year.

Utility Funds: Storm and Surface Water (SSWM) Fund

The City's SSWM Fund earns revenue primarily through SSWM service fees. Fee revenue for this utility, which is collected by Kitsap County along with property taxes, was \$2.0 million, consistent with forecasts and 2012 performance. Grant revenue fell short of budget by \$138,000 or 51.5%. The grant is associated with a capital project which has been delayed into 2014, during which time we anticipate receiving the grant revenue. During 2013, the SSWM Fund repaid an outstanding interfund loan to the Streets Fund. The City made a policy decision to provide General Fund support in an amount equal to the interfund loan and interest, which resulted in \$1.4 million in operating support revenue in 2013. The SSWM Fund does not typically receive operating support, so we do not anticipate similar revenue in the future.

Expenditure Overview

Overall City operating expenditures in 2013 were \$18.2 million, \$2.9 million or 14% less than budgeted. Across all operating funds savings were due to factors including personnel, professional services and other services and charges. Personnel savings of \$1.2 million were due largely to vacant positions, as well as lower than estimated costs for some medical plans. Some of the savings in personnel were offset by spending on interim staff. Other significant areas of underspending included Professional Services due to items including delay in scheduled utility system plans, unspent Public, Education and Government (PEG) funds, and lower than budgeted costs for audit and elections. Finally, actual expenses were less than budget in Other Services and Charges due to the decision not to have the Streets Fund pay SSWM fees, administrative expenses such as telephones, and less than budgeted costs for repair and maintenance, including the SSWM pond maintenance project.

The City's primary capital activities in 2013 included the completion of the Rockaway Beach Road reconstruction project, Sportsman's Club Road non-motorized improvements, and the beginning of work on projects on Fort Ward Hill Road and Wing Point Road. The City completed an \$845,000 annual roads preservation program, including resurfacing targeted areas and preparing for preservation work in 2014. Final bids for 2013 road preservation were lower than expected, which generated approximately \$300,000 in remaining funds. Due to the timing of the annual construction season, it was decided that budgeted but unspent roads preservation funding from 2013 would be dedicated to similar projects in 2014.

Fund Balance Overview

The table below shows preliminary balances for the City's funds. It is important to note that transactions continue to be processed and that these numbers are our current best estimates.

In addition to operating funds, the table on the next page provides information about certain specially-tracked monies.

- General Fund policy reserves. Council passed a resolution (Resolution 2010-35) in 2010 which defined three reserves:
 - Emergency Reserve: established by Resolution 2008-01 to pay for unexpected emergencies that cannot reasonably be accommodated by current budget appropriations. Resolution 2010-35 sets a target of \$1.0 million. At the end of 2013, the City achieved this target for the first time.
 - Contingency Reserve: established by Resolution 2008-01 to pay for unexpected needs that were not provided for in the annual budget and for minor shortfalls in budgeted appropriations. Resolution 2010-35 sets an annual target of \$400,000, which generates \$800,000 for each biennial budget. This reserve is fully funded at the beginning of each calendar year, and can be spent with Council approval. During 2013, Council approved spending \$278,000 from the contingency reserve, resulting in a year-end balance of \$522,000. This reserve begins 2014 fully funded at \$400,000.
 - General Fund Stability Reserve: defined by Resolution 2010-35 as the excess of current assets over current liabilities, which is an unreserved, undesignated and unrestricted resource that remains part of the general fund budget.
- Washington State Ferry settlement funds. Council passed a resolution (Resolution 2011-29) in 2011 which defined a reserve:
 - Capital Improvement Opportunity Reserve: established to support one-time capital projects with a water nexus. This reserve was further defined by Council to be divided with \$150,000 devoted to road ends projects and \$1,850,000 for a project at the Waterfront Park and City Dock. During 2013, Council approved spending of \$197,000 for the Waterfront Park and City Dock project, about \$25,000 of which had been spent by year-end 2013.

The table on the following page provides preliminary information for City operating funds.

March 17, 2014

Preliminary balances for selected funds as of December 31, 2013 are as follows:

Tax Supported Funds		
General Fund	11,330,000	Preliminary balance sheet information. Includes specially tracked funds, as detailed below. Has not been reduced for estimated accruals.
Streets Fund	473,000	
B&DS Fund	140,000	
Contingency Reserve	522,000	
Emergency Reserve	1,000,000	
WSF funds	2,008,952	
Other funds	417,000	Includes Public Art, PEG, Public Safety, and Housing funds
Year-end accruals (General Fund, Streets, B&DS)	739,666	Accruals from year-end 2012
General Fund Stability Reserve	6,642,000	Calculated: General Fund total less specially-tracked funds and estimated accruals.
Utility Funds		
Water Fund	5,957,000	Has not been reduced for estimated accruals. Current policy reserve is \$287,000.
Sewer Fund	3,825,000	Has not been reduced for estimated accruals. Current policy reserve is \$454,000.
SSWM Fund	1,388,000	Has not been reduced for estimated accruals. Current policy reserve is \$348,000.

The following attachments provide information both by fund and by department. I am also attaching a comparative review of sales tax performance. As you know, state-required financial reporting is due at the end of May. I will bring updated final information to you when we have filed these reports.

I welcome your questions and comments.

Attachments:

- Preliminary Report: Citywide Revenues and Expenditures
- Preliminary Report: Revenues by Fund

CITY OF BAINBRIDGE ISLAND
2013 BUDGET TO ACTUAL - CITYWIDE
THROUGH EOY

	2013 REVISED	2013 ACTUAL	2013 TAX SUPPORTED ACTUAL	2013 UTILITY SUPPORTED ACTUAL
REVENUES				
Taxes	15,935,240	16,610,997	16,610,997	-
Fees & Service Charges	1,902,109	2,524,020	2,523,415	605
Intergovernment Revenue	4,207,756	1,860,833	1,730,854	129,978
Fines & Forfeits	191,190	133,667	133,667	-
Charges for Utility Services	7,183,854	7,018,559	1,348	7,017,210
Miscellaneous	370,500	759,762	131,165	628,598
Assessments	324,761	284,017	48,269	235,748
Investment Revenue	77,612	143,894	32,857	111,036
TOTAL REVENUES	30,193,022	29,335,749	21,212,572	8,123,176
OTHER SOURCES				
Gain on Sale of Fixed Assets	256,000	87,265	84,191	3,074
Loans/Sale of Bonds	5,700,205	5,938,747	5,700,205	238,542
From Other Funds and Sub-Funds	22,577,941	4,652,213	3,271,950	1,380,263
TOTAL RESOURCES	58,727,168	40,013,974	30,268,918	9,745,055
EXPENDITURES				
OPERATING EXPENDITURES				
Salaries	9,159,349	8,367,237	6,612,250	1,754,987
Benefits	3,560,751	3,135,442	2,481,097	654,345
Supplies	647,995	619,707	410,848	208,859
Professional Services	2,595,998	1,891,076	1,492,987	398,089
Other Services & Charges	3,560,679	2,754,903	1,906,798	848,105
Intergovernmental Services	1,511,224	1,388,955	555,256	833,700
TOTAL OPERATING EXPENDITURES	21,035,996	18,157,320	13,459,236	4,698,084
NON-OPERATING EXPENDITURES				
Capital Equipment	100,374	25,494	25,494	-
Capital Projects	7,662,072	3,042,175	2,181,166	861,009
Debt Service	10,517,130	10,121,433	8,690,434	1,431,000
TOTAL EXPENDITURES	39,315,572	31,346,422	24,356,329	6,990,093
OTHER USES				
To Other Funds and Sub-Funds	8,567,624	4,652,213	4,652,213	-
TOTAL USES	47,883,196	35,998,635	29,008,542	6,990,093

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH EOY

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
GENERAL FUND							
Property Taxes	6,723,749	6,776,684	-	(52,935)	100.8 %	6,697,791	101.9 %
Sales and Use Tax	2,505,166	2,981,337	-	(476,171)	119.0 %	2,817,252	106.1 %
Sales Tax - Criminal Justice	260,000	279,123	-	(19,123)	107.4 %	267,121	111.7 %
B&O Tax and Penalties	370,000	485,872	-	(115,872)	131.3 %	382,121	99.2 %
Utility Tax on Private Utilities	2,880,322	2,784,991	-	95,331	96.7 %	2,696,017	89.9 %
Utility Tax on City Utilities	446,950	487,575	-	(40,625)	109.1 %	490,092	101.1 %
Leasehold & Other Taxes	8,160	11,302	-	(3,142)	138.5 %	10,798	132.3 %
TAXES	13,194,347	13,806,885	-	(612,538)	104.6%	13,361,191	100.1%
Business License & Penalties	181,000	190,271	-	(9,271)	105.1 %	199,756	89.5 %
Franchise Fees on Cable TV	272,388	330,132	-	(57,744)	121.2 %	309,395	113.6 %
Franchise Fees on Cable TV - PEG Capital	67,157	63,052	-	4,105	93.9 %	62,932	93.7 %
Animal Licenses	1,952	1,482	-	471	75.9 %	1,397	71.6 %
Other Licenses & Permits	2,040	3,273	-	(1,233)	160.4 %	4,055	198.8 %
Adult Probation Fees	90,627	74,861	-	15,766	82.6 %	82,304	90.8 %
Passport Charges	-	-	-	-	- %	-	- %
Court Fees & Law Enforcement Charges	40,000	7,629	-	32,371	19.1 %	5,633	110.4 %
All Other Charges	30,000	50,877	-	(20,877)	169.6 %	40,802	61.5 %
Interfund Rent	393,058	393,055	-	3	100.0 %	435,682	100.0 %
FEES & SERVICE CHARGES	1,078,222	1,114,631	-	(36,409)	103.4%	1,141,956	96.6%
Criminal Justice	29,192	30,418	-	(1,225)	104.2 %	29,009	99.4 %
Liquor Excise	51,200	-	-	51,200	- %	84,824	74.9 %
Liquor Profits	170,000	223,024	-	(53,023)	131.2 %	229,726	125.8 %
Intergovernmental Service Revenue	5,100	3,332	-	1,768	65.3 %	2,136	41.9 %
Vessel Registration Fees	-	-	-	-	- %	-	- %
Law Enforcement Grants	15,815	19,373	-	(3,558)	122.5 %	17,663	72.4 %
Planning and Other Operating Grants	87,500	30,050	-	57,450	34.3 %	58,668	67.0 %
Motor Vehicle Fuel Tax	18,870	13,164	-	5,706	69.8 %	14,769	78.3 %
Other Intergovernmental Revenue	4,000	8,000	-	(4,000)	200.0 %	11,888	- %
INTERGOVERNMENT REVENUE	381,678	327,360	-	54,318	85.8%	448,681	97.3%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH EOY

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 %	2012 YTD COLLECTED	2012 %
Traffic Fines	80,000	42,372	-	37,628	53.0 %	37,370	50.6 %
Drug Related Confiscations	-	-	-	-	- %	-	- %
Parking Fines	101,500	74,482	-	27,018	73.4 %	118,657	78.1 %
D.U.I. Penalties	2,040	1,919	-	121	94.1 %	1,863	91.3 %
Other Traffic Misdemeanors	2,040	2,039	-	1	99.9 %	2,043	100.1 %
Non-Traffic Misdemeanors	510	3,162	-	(2,652)	620.0 %	5,524	1,083.1 %
Court Recoupments	5,100	3,509	-	1,591	68.8 %	3,166	62.1 %
All Other Fines & Forfeits	-	6,184	-	(6,184)	- %	5,548	- %
FINES & FORFEITS	191,190	133,667	-	57,523	69.9%	174,172	74.0%
Facilities Rental	40,800	38,431	-	2,369	94.2 %	32,229	79.0 %
Dock Use Charges	10,200	35,841	-	(25,641)	351.4 %	32,047	314.2 %
Private Donations/Sales of PDRs/FAR Purchases	2,550	23,209	-	(20,659)	910.2 %	8,100	317.6 %
All Other Miscellaneous	9,850	27,059	-	(17,209)	274.7 %	13,666	138.7 %
Insurance Recoveries	-	-	-	-	- %	-	- %
MISCELLANEOUS	63,400	124,541	-	(61,141)	196.4%	86,042	135.7%
Interest	13,769	7,634	-	6,135	55.4 %	53,138	385.9 %
INVESTMENT REVENUE	13,769	7,634	-	6,135	55.4%	53,138	385.9%
Proceeds of Capital Lease	-	-	-	-	- %	-	- %
LOANS/SALE OF BONDS	-	-	-	-	- %	-	0.0%
Gain on Sale of Fixed Assets	256,000	84,191	-	171,809	32.9 %	32,723	17.4 %
OTHER EXTERNAL SOURCES	256,000	84,191	-	171,809	32.9%	32,723	17.4%
TOTAL GENERAL FUND	15,178,606	15,598,909	-	(420,303)	102.8%	15,297,903	98.2%
	15,178,606	15,598,909	-	(420,303)	102.8 %	15,297,903	98.2 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH EOY

Page 3 of 6

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
<u>STREETS FUND</u>							
Commercial Parking Lot Tax	790,000	715,010	-	74,990	90.5 %	588,431	106.1 %
M.V. Fuel Tax - Streets & Arterials	518,721	477,336	-	41,385	92.0 %	470,608	90.7 %
Right of Way Permits	26,820	41,750	-	(14,930)	155.7 %	20,000	46.1 %
Parking - Taxable & Fees	-	20	-	(20)	- %	4,431	1.5 %
Parking Monthly	30,000	-	-	30,000	- %	-	- %
Interest on Investments-Streets	-	-	-	-	- %	-	- %
Other Revenues-Streets	356,000	1,774	-	354,226	0.5 %	8,320	- %
66100 INTERFUND INTEREST	10,000	5,580	-	4,420	55.8 %	-	- %
TOTAL STREETS FUND	1,731,541	1,241,470	-	490,071	71.7 %	1,091,790	75.6 %
<u>BUILDING & DEVELOPMENT SERVICES</u>							
Building Permits & Inspections	318,341	445,113	-	(126,772)	139.8 %	339,713	106.7 %
Planning Review of Building Permits	45,000	98,439	-	(53,439)	218.8 %	59,977	150.3 %
Fire Inspections & Reviews	2,166	464	-	1,702	21.4 %	88	4.0 %
Engineering Fees	92	1,348	-	(1,257)	1,468.8 %	792	862.7 %
Zoning & Subdivision	86,100	218,977	-	(132,877)	254.3 %	168,528	442.3 %
Plan Checking Fees	220,000	351,033	-	(131,033)	159.6 %	235,689	126.2 %
Other Planning & Development Fees	127,500	216,434	-	(88,934)	169.8 %	148,180	116.2 %
Interest on Investments & Other Rev - B&Ds	-	1,260	-	(1,260)	- %	45	17.6 %
TOTAL BUILDING & DEVELOPMENT SERVICES	799,199	1,333,069	-	(533,870)	166.8 %	953,011	133.6 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH EOY

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
<u>SPECIAL REVENUE FUNDS</u>							
REAL ESTATE EXCISE TAX FUND							
Real Estate Excise Tax	1,175,000	1,297,037	-	(122,037)	110.4 %	1,548,909	103.3 %
Interest on Investments-Real Estate Excise	3,060	-	-	3,060	- %	292	9.5 %
	1,178,060	1,297,037	-	(118,977)	110.1%	1,549,201	103.1%
CIVIC IMPROVEMENT FUND							
Hotel/Motel Tax	110,000	123,118	-	(13,118)	111.9 %	114,881	104.4 %
Interest on Investments & Other Rev - Hotel/Mot	-	-	-	-	- %	963	- %
	110,000	123,118	-	(13,118)	111.9%	115,844	105.3%
AFFORDABLE HOUSING FUND							
Private Donations-Affordable Housing	-	-	-	-	- %	-	- %
Fees in Lieu/Other	-	-	-	-	- %	-	- %
Interest on Investments & Other Rev - Affordabl	-	-	-	-	- %	257	- %
	-	-	-	-	0.0%	257	0.0%
FAR-PUBLIC AMENITIES							
Zoning & Subdivision	-	13,336	-	(13,336)	- %	-	- %
Interest on Investments & Other Rev - FAR	-	-	-	-	- %	3	- %
	-	13,336	-	(13,336)	0.0%	3	0.0%
FAR-FARMLAND/AGRICULTURE							
Zoning & Subdivision	-	20,004	-	(20,004)	- %	-	- %
Interest on Investments & Other Rev - FAR	-	-	-	-	- %	349	- %
	-	20,004	-	(20,004)	0.0%	349	0.0%
TOTAL SPECIAL REVENUE FUNDS	1,288,060	1,453,495	-	(165,435)	112.8 %	1,665,653	103.3 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH EOY

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
<u>BOND FUNDS</u>							
GO BOND FUND							
Property Taxes - BOND LEVY	665,893	668,947	-	(3,054)	100.5 %	667,842	100.1 %
GO Bond Fund	-	-	-	-	- %	-	- %
	665,893	668,947	-	(3,054)	100.5%	667,842	100.1%
LID BOND FUND							
LID Assessments	51,726	29,133	-	22,593	56.3 %	52,525	93.4 %
LID Special Assessments	-	44,359	-	(44,359)	- %	302,373	83.5 %
LID Bond Fund	-	-	-	-	- %	-	- %
	51,726	73,492	-	(21,766)	142.1%	354,897	84.9%
TOTAL BOND FUNDS	717,619	742,439	-	(24,820)	103.5 %	1,022,739	94.2 %
<u>CAPITAL & LID CONSTRUCTION FUNDS</u>							
CAPITAL CONSTRUCTION FUND							
Intergovernmental Service Revenue	-	-	-	-	- %	-	- %
WA State & Local Grants & Donations	224,000	466,332	-	(242,332)	208.2 %	289,258	69.7 %
US Government Grants	2,459,273	461,536	-	1,997,737	18.8 %	199,634	22.2 %
Private and Developer Donations	30,000	(486)	-	30,486	(1.6%)	280,000	112.0 %
Capital Construction Fund	-	-	-	-	- %	-	- %
	2,713,273	927,382	-	1,785,891	34.2%	768,892	49.1%
LID CAPITAL CONSTRUCTION FUND							
LID Construction	-	-	-	-	- %	22	- %
	-	-	-	-	0.0%	22	0.0%
TOTAL CAPITAL & LID CONSTRUCTION FUNDS	2,713,273	927,382	-	1,785,891	34.2 %	768,915	49.1 %
TOTAL TAX SUPPORTED FUNDS	22,428,297	21,296,763	-	1,131,534	94.95 %	20,800,011	94.55 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH EOY

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
UTILITY SUPPORTED FUNDS							
WATER OPERATING FUND							
Water Charges	1,348,443	1,405,042	-	(56,599)	104.2 %	1,424,357	90.0 %
U.I.D. Assessments	-	-	-	-	- %	-	- %
Connections & All Others	37,100	160,125	-	(123,025)	431.6 %	131,862	369.4 %
Interest on Investments-Utility	13,840	-	-	13,840	- %	33,574	35.8 %
	1,399,383	1,565,167	-	(165,784)	111.8%	1,589,792	92.9%
SEWER OPERATING FUND							
Sewer Charges	3,500,000	3,608,012	-	(108,012)	103.1 %	3,285,514	78.6 %
U.I.D. Assessments	316,918	346,785	-	(29,867)	109.4 %	1,036,171	327.0 %
Connections & All Others	200,000	475,887	-	(275,887)	237.9 %	208,474	83.4 %
Interest on Investments-Utility	-	-	-	-	- %	17,058	- %
	4,016,918	4,430,684	-	(413,766)	110.3%	4,547,216	95.7%
STORM & SURFACE WATER FUND							
Storm Water Management Charges	2,333,279	2,004,761	-	328,518	85.9 %	1,967,959	84.3 %
U.I.D. Assessments	-	-	-	-	- %	-	- %
Connections & All Others	268,084	125,638	-	142,446	46.9 %	55,328	131.3 %
Interest on Investments-Utility	3,060	-	-	3,060	- %	7,904	258.3 %
	2,604,423	2,130,399	-	474,024	81.8%	2,031,190	85.4%
	8,020,725	8,126,250	-	(105,526)	101.3 %	8,168,199	92.4 %
TOTAL UTILITY SUPPORTED FUNDS							
TOTAL REVENUE - ALL FUNDS	30,449,022	29,423,014	-	1,026,008	96.6%	28,968,209	93.9%

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2014-12, 2013 Budget Carryovers into 2014	Date: March 17, 2014
Agenda Item: Staff Intensive/1 st Reading	Bill No.: 14-049
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION

Department: Various	Fund:	Munis Contract #
Expenditure Req: \$48,000	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☒ Yes ☐ No

REFERRALS/REVIEW

Recommendation		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

1st reading of Ordinance No. 2014-12 amending the 2014 Budget of the City to include carryover items for work funded in 2013 but to be performed in 2014.

History:

Funding for certain items was approved in the 2013 budget but not spent, and these funds now need to be carried over into the 2013 budget for work to be completed in 2014. The attached list of proposed carryovers includes the information for each item.

RECOMMENDED ACTION

Motion:

I move that the City Council forward Ordinance No. 2014-12 amending the 2014 Budget of the City to include carryover items for work funded in 2013 but to be performed in 2014 to the March 24 Consent Agenda.



CITY OF BAINBRIDGE ISLAND
FINANCE AND ADMINISTRATIVE
SERVICES DEPARTMENT

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director

DATE: March 17, 2014

RE: 2013 Carryover Requests

As part of the year-end close process, the Finance and Administrative Services Department brings a small number of operating budget carryover requests to Council for consideration. These items were funded in the 2013 operating budget, but experienced an unexpected delay and were not completed in 2013 so will be finished and paid for in 2014.

Attached are details related to operating budget carryovers City staff have identified as appropriate at the close of 2013.

- Code development: This item relates to work on the tree ordinance, for which the City will obtain outside professional assistance.
- Waterfront Park bridge repair: This item relates to the repair of the pedestrian bridge in Waterfront Park. The repair began in the fall of 2013, but was completed in 2014 due to the timing of fabrication of parts needed for the repair.

Thank you for your consideration of these requests.

Attachment:
Budget Adjustment Spreadsheet

Department	Fund	Carryover from 2013 into 2014	Reason for Carryover
Planning and Community Development			
Assistance with Municipal Code development	General	\$15,318	This item is consultant contract funds intended for use in developing the Tree Ordinance.
Public Works			
Waterfront Park Bridge Repair	General	\$32,000	This item provided appropriation authority to repair the Waterfront Park Bridge that was closed due to safety concerns in September 2014. Due to contractor delay in material fabrication for the project, much of the work that was planned for in December 2013 was rescheduled for early 2014.

ORDINANCE NO. 2014-12

AN ORDINANCE of the City of Bainbridge Island, Washington amending the 2014 Budget of the City to include carryover items for work funded in 2013 but to be performed in 2014.

WHEREAS, on December 12, 2012, the City Council adopted the budget for 2013 and 2014; and

WHEREAS, on December 11, 2013, the City Council adopted Ordinance No. 2013-07, adopting mid-biennium modifications to the 2014 Budget; and

WHEREAS, funding for certain items was approved in the 2013 budget but not spent, and these funds now need to be carried over into the 2014 budget for work to be completed in 2014; and

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

Section 1. Ordinance No. 2013-07 and the 2014 budget are each 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 2014 Budget. 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 ____, 2014.

APPROVED by the Mayor this ____ day of ____, 2014.

Anne S. Blair, Mayor

ATTEST / AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	March 11, 2014
PASSED BY THE CITY COUNCIL:	____ __, 2014
PUBLISHED:	____ __, 2014
EFFECTIVE DATE:	____ __, 2014
ORDINANCE NO:	2014-12

2013 Carryovers by Department

Department	Carryover for 2013	Total Carryover
Planning & Community Development		
Municipal Code Overhaul; Project 00290	\$15,318.00	This item is consultant contract funds approved by Council in 2012 for shoreline monitoring at the respective sites.
Strawberry Plant Park & Restoration; Project 00340	\$7,097.00	
Pritchard Park East Bluff; Project 00341	\$9,000.00	
		\$31,415.00
Public Works		

		\$0.00
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Exhibit A Carryover Requests by Department

Department	Fund	Carryover from 2013 into 2014	Reason for Carryover
Planning and Community Development			
Assistance with Municipal Code development	General	\$15,318	This item is consultant contract funds intended for use in developing the Tree Ordinance.
Public Works			
Waterfront Park Bridge Repair	General	\$32,000	This item provided appropriation authority to repair the Waterfront Park Bridge that was closed due to safety concerns in September 2014. Due to contractor delay in material fabrication for the project, much of the work that was planned for in December 2013 was rescheduled for early 2014.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Wing Point Way Non-Motorized Improvements Design Update	Date: March 17, 2014
Agenda Item: Staff Intensive	Bill No.: AB 13-086
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Department/Fund: 2014 CIP	
Grants: Federal Surface Transportation Grant for Design @ \$303,398 – Munis Project # 00324	

REFERRALS/REVIEW

Study Session:	Recommendation:		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A	

DESCRIPTION/SUMMARY

Action Item:

Public Works staff and consultant will update the City Council on the pre-design of the Wing Point Way Non-Motorized Improvements project.

Background:

On June 11, 2013, the Puget Sound Regional Council (PSRC) notified the City that Surface Transportation Program (STP) federal funds were awarded in the amount of \$303,398 for the design portion of the Wing Point Way Non-Motorized Improvements project.

The original design agreement was approved by City Council at their July 10, 2013 city council meeting with award to HDR Inc. in the amount of \$299,091. The utilities portion of the project is not funded by the STP grant resulting in a separate agreement in the amount of \$28,000.

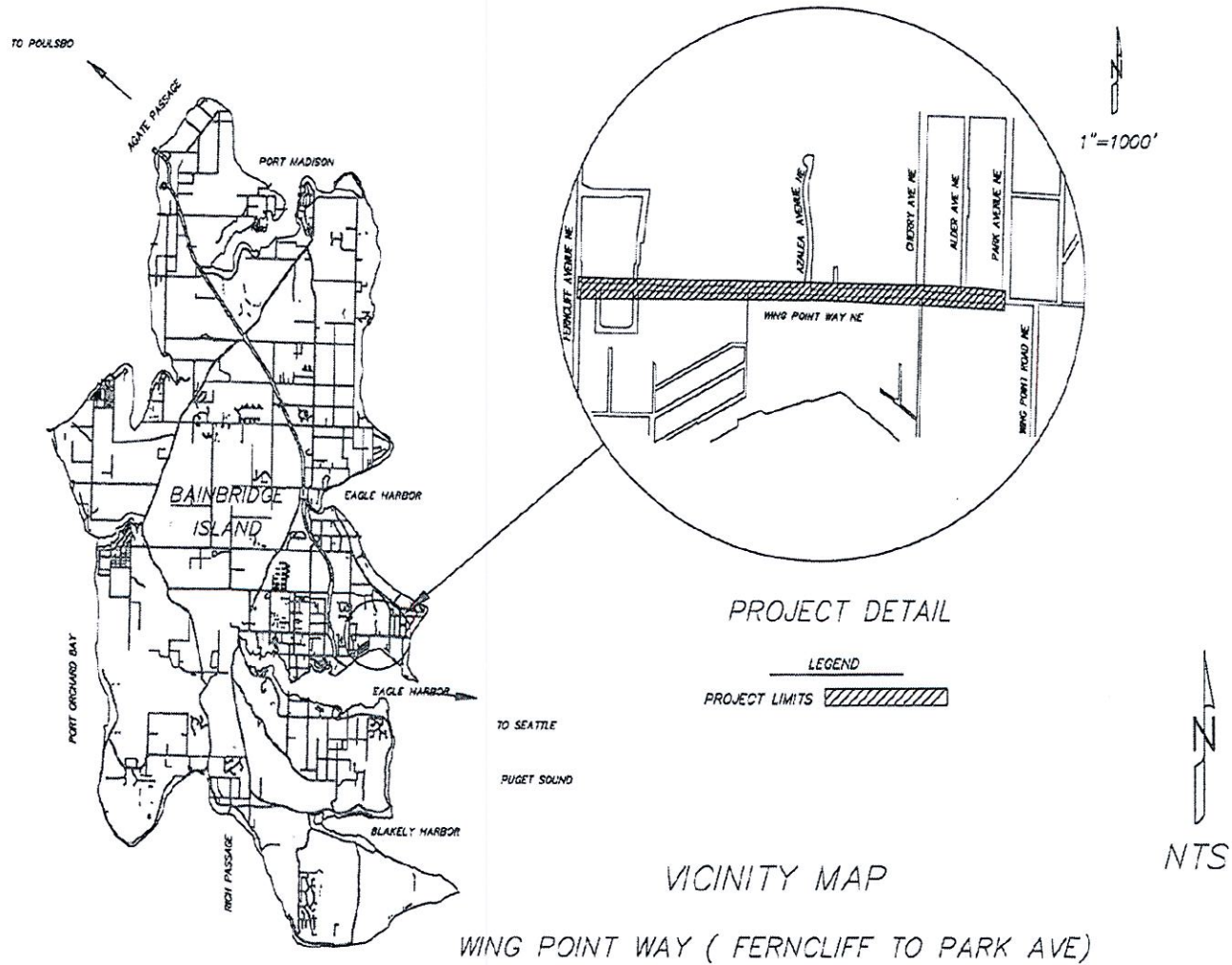
The proposed Wing Point Way Non-Motorized project (from Ferncliff Avenue to Park Avenue) provides for sidewalk improvements on one side and reconstruction of the roadway surfacing and storm water drainage. Pre-design work also includes an assessment of the existing sewer and water utilities.

RECOMMENDED ACTION

Motion:

Information Only.

Vicinity Map



CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Surface Transportation Program (STP) Grant Opportunities	Date: March 17, 2014
Agenda Item: Staff Intensive	Bill No.: AB 14-051
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Proposed 2015/2016 Budgets PW CIP - (City Match):	2015	2016
County-wide:		
Miller Road Shoulder Improvements – Core 40 Program Design	\$15,255	
Miller Road Shoulder Improvements – Core 40 Program Const.		\$121,095
Fletcher Bay Shoulder Improvements – Core 40 Program Const.	\$60,480	
Wing Point Way Reconstruction – Construction		\$207,765
Island Wide Chip Seal - Construction	\$47,250	
Regional:		
Sound to Olympics Trail – Phase 4 – Construction	\$108,000	
	\$230,985	\$328,860

REFERRALS/REVIEW

Study Session:	Recommendation:	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Surface Transportation Program (STP) Grant Opportunities on the March 24, 2014 unfinished business agenda.

Background:

This year, \$12.04 million in Federal Surface Transportation (STP) funds will be distributed to transportation infrastructure projects in Kitsap County through the Kitsap Regional Coordinating Council (KRCC) county-wide process and approximately \$50 million through the Puget Sound Regional Council (PSRC) regional process.

Also, the City is currently coordinating with the Washington State Ferries (WSF) to possibly submit a joint application for the Sound to Olympics Trail – Phase 4 project in the regional competition. It's possible that a joint application would be more competitive than applications submitted separately for the regional process. Staff would like to receive confirmation from the City Council to move forward and submit a joint application with the Washington State Ferries should both agencies consider this option advantageous as well as the county-wide applications. City staff has reviewed the grant requirements and recommends the City submit the applications identified on page 2.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the Surface Transportation Program (STP) Grant Opportunities to the March 24, 2014 unfinished business agenda.

DESCRIPTION/SUMMARY - Continued

2015-2017 Federal STP – KRCC Countywide Applications				Due: April 1, 2014	
Project	Phase	Budget Year	TIP	Grant Amount	City Match
• Miller Road Shoulder Imps. (C-40) Paved shoulder widening on both sides of Miller Road from Tolo Rd. to Pederson Hill	Design Const.	2015 2016	Yes	\$43,000 \$775,905	\$15,255 \$121,095
• Fletcher Bay Shoulder Imps. (C-40) Paved shoulder widening on both sides of Fletcher Bay fr. New Brooklyn to H.S. Rd.	Const.	2015	Yes	\$387,520	\$60,480
• Wing Point Way Reconstruction Pavement restoration & chip sealing, drainage imp, dedicated bicycle climbing lane and sidewalk on one side of street.	Const.	2016	Yes	\$1,331,235	\$207,765
• Island-Wide Chip Seal Chip sealing of various roads on the Island which are federally classified roads.	Const.	2015	Yes	\$302,750	\$47,250
2015-2017 Federal STP – PSRC Regional Applications				Due: April 14, 2014	
• Sound to Olympics (STO) Trail – Phase 4 Separated pathway from Vineyard Lane to High School Road to complete the final segment of the STO Trail which received federal funds in earlier phases.	Const.	2015/16	Yes	\$692,000	\$108,000
Sub-totals				\$3,584,380	\$559,620
	2015 STP Funds			\$1,490,145	
	2015 Local Match			\$232,855	
	2016 STP Funds			\$2,094,235	
	2016 Local Match			\$326,765	
	Totals			\$4,144,000	



Kitsap Regional Coordinating Council

Chair
Mayor Tim Matthes ❖
City of Port Orchard

Vice-Chair
Commissioner Robert Gelder ❖
Kitsap County

Commissioner Charlotte Garrido
Commissioner Linda Streissguth
Kitsap County

Mayor Patty Lent ❖
Council Member Leslie Daus
Council Member Greg Wheeler
Council Member Dino Davis *
City of Bremerton

Mayor Anne Blair ❖
Council Member Steve Bonkowski
Council Member Wayne Roth *
City of Bainbridge Island

Council Member Bek Ashby
Council Member Jeff Cartwright *
City of Port Orchard

Mayor Becky Erickson ❖
Council Member Ed Stern *
City of Poulsbo

Council Chair Leonard Forsman
Rob Purser*
Suquamish Tribe***

Council Chair Jeromy Sullivan
Council Member Dawn Purser *
Port Gamble S'Klallam Tribe***

Commissioner Axel Strakeljahn
Commissioner Larry Stokes *
Port of Bremerton

Captain Tom Zwolfer
Tom Danaher, PAO *
Naval Base Kitsap **

Mary McClure
Executive Management
McClure Consulting LLC

* Alternate
** Ex Officio Member
*** Associate Member

❖ Executive Committee

P.O. Box 1934
Kingston, WA 98346
360-377-4900 (voice)
360-297-7762 (fax)
www.KitsapRegionalCouncil.org

Funding Breakdown for Countywide Distribution 2015 – 2017 Funding Cycle

February 20, 2014

Total to Kitsap Countywide: \$12.04	
Urbanized Area	Rural set-aside <i>Federally designated rural area only. Only Kitsap Transit and Kitsap County eligible</i>
\$10.65M	\$1.39M

Capacity, Safety, Environmental Retrofit Preservation Projects <i>Regional and local centers, and connecting corridors*</i>	\$8.58M
Preservation Projects <i>Second of two-cycle pilot program. Grind-out, chip seal and overlay projects within existing roadway*</i>	\$2.13M
Non-Motorized Projects <i>10% of Countywide funds. Highest Priority: biking and walking facilities within 2 miles of schools (K-12)*</i>	\$1.33M
	\$12.04M

* See KRCC Project Selection Process & Policies
for detailed project eligibility & prioritization



Kitsap Regional Coordinating Council

KRCC SCHEDULE

2015-2017 Federal STP Funding Cycle: Countywide & Regional

February 20, 2014

Multi-Step Process Follows

KRCC Approval Process

KRCC TransTAC ↓

KRCC TransPOL ↓

KRCC Exec. Board ↓

PSRC Policy Boards (TPB ► EB)

		Countywide	(6) Regional Competition
January	TransTAC Jan 9 ✓	Identify Possible Projects	
	TransPOL Jan 16 ✓	Recommend KRCC Countywide Process and Policies to the KRCC Board	
	KRCC Board Jan 28 ✓	Approve KRCC Countywide Process and Policies	
	TransTAC Jan 30 ✓	Review Countywide Application Form	
Feb		Identify Possible Projects	
	TransPOL Feb 13 ✓	Review Possible Projects	
	PSRC/KRCC Feb 20 ✓	★ Call for Projects (Countywide & Regional) ★	
	KRCC Board Feb 25	Briefing Federal Funding Cycle	
	TransTAC Feb 27		Recommend Projects to TransPOL
March	PSRC & TransTAC Mar 5	★ Kitsap Project Selection Workshop (2:00 – 4:00pm, Kitsap Transit, Bremerton) ★	
	TransTAC March 3		★ Submit regional project eligibility screening forms to PSRC★
	PSRC March 11		Project eligibility confirmation re: all potential regional projects
	TransPOL March 13		Project Presentations & Recommend List of Projects
	TransTAC March 17	★ Submit Countywide project eligibility screening forms to PSRC ★	
	KRCC Board March 25		Approve List of Projects
	PSRC March 27	Project eligibility confirmation re: all potential Countywide projects	
April	TransTAC April 1	★ Countywide Project Application Form due to KRCC ★	
	TransTAC April 10 [meet ahead of POL]	Discuss Project Applications	Project presentations Packaging Input
	TransPOL April 10	Discuss Project Applications	
	PSRC April 14		★ Regional Project Applications Due to PSRC ★
May	Trans POL & TAC May 8	Project Presentations & Prelim Recommendations	
	KRCC Board May 27	More Briefing on Federal Funding Cycle	
	PSRC Staff Committee [RPEC] Late May		Project Presentations & Project Recommendations
June	TransTAC June 5	Develop Recommended List of Projects	
	TransPOL June 12	Finalize & Recommend Project List to KRCC Board	
	KRCC Board June 24	Approve Project List	
July	PSRC TPB July 10	Approve Countywide Project List	Approve Regional Projects

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Biosolids Disposal Agreement	Date: March 17, 2014
Agenda Item: Staff Intensive	Bill No.: AB 12-057
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Department/Fund: Public Works Operations & Maintenances, Sewer Fund	
Expenditure Required: Approximately \$6,000/month – Cost is based on per ton basis.	
Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A	

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Biosolids Disposal Agreement with Allied Waste North America, Inc. on the March 24, 2014 consent agenda.

Background:

Biosolids produced from the City's Wastewater Treatment Plant, located at 1220 Donald Place, are disposed of approximately every four to ten days by an outside source. The City has contracted with Allied Waste North America Inc. since 2012 and amendment #2 extended the expiration date to March 31, 2014.

The new contract for disposal services will cost \$1,191 per load, up to 25 tons, and terminates in May of 2015. This is an approximate increase of 4% over the 2012/2013 cost of \$1,149 per load.

Transportation services to haul the biosolids from the City's wastewater treatment plant to the Roosevelt Landfill, located in eastern Washington, will cost approximately \$115 per hour plus applicable container fees.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the Biosolids Disposal Agreement to the March 24, 2014 City Council consent agenda.



SPECIAL WASTE SERVICE AGREEMENT NON-HAZARDOUS WASTES

Special Waste Profile Number: 4178 12 8545

Generator Billing Information

Name: City of Bainbridge Island
Address: 7305 Hidden Cove Road
City: Bainbridge Island
State: Washington Zip: 98110
Phone: 206-842-1212 Fax: 206-780-5104
Contact: Charles Krumheuer

Republic Waste Location (Company)

Regional Disposal Company
4178 Roosevelt Regional MSW LF WA
500 Roosevelt Grade Road
Roosevelt WA 99356

County of Origin: King
Project: Municipal Wastewater Biosolids
Additional Information: 1220 Donald Place Bainbridge Island 98110

1. **Special Waste Service.** Subject to the terms and conditions contained herein, the Company and the Generator agree to be legally bound hereby and the Company agrees to accept for transport and disposal at its Facility, Acceptable Waste (hereinafter referred to as "Special Waste" or "Waste") picked up by the Company at Generator's Winslow Wastewater Treatment Plant and which is acceptable to the Company as herein provided.
2. **Acceptable Waste.** Only those Special Wastes described in Paragraph 3 herein and in any Special Waste Profile(s) which number is identical to the contract number referenced above, and which Profile(s) are hereby incorporated by reference herein, and which Waste is subsequently approved by the Company and is otherwise in accordance with all laws, regulations and permits, shall be acceptable for disposal at the Facility ("Acceptable Waste").

3. (A) **Rates for Disposal:**

<u>Waste</u>	<u>Disposal Method</u>	<u>Disposal Rate:</u>	<u>Fees / Taxes / Misc.</u>	<u>Transportation</u>
Biosolids	Landfill	\$1191.00 per load up to 25 tons. \$45.00 per ton over 25 tons. Max 27 tons per container	3.6% Washington State Refuse Tax	\$115.00 per Hour

Additional Information: ***** This profile will expire on May 18 2015 ***** The payment term for this agreement is Net 60 days.

The fee for 1 – 6 ml liner and the toll fee for the Narrows Bridge is included in the per load cost.

Generator shall also be liable for all taxes, fees, or other charges imposed by federal, state, local or provincial laws and regulations.

Cannot Exceed Daily Volume of NA Without Prior Approval of Company.

(B) **Incorporation by Reference.** In addition to Special Waste Profile(s), the following documents are incorporated by reference into this Agreement as if fully set forth herein.

- 1) Bill of Lading TB-10776
- 2)

4. **Term of Agreement.** This Agreement is effective for 13 months, commencing 03/31/2014 and shall automatically be renewed for a similar term thereafter unless either party shall give written notice (via certified mail) of termination to the other party at least thirty (30) days in advance.

THE COMPANY AND THE GENERATOR, IN CONSIDERATION OF THE MUTUAL OBLIGATIONS CONTAINED HEREIN, AGREE THAT THIS IS A LEGALLY BINDING AGREEMENT WHICH IS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH ON THIS PAGE AND ON THE REVERSE SIDE OF THIS DOCUMENT. IN ADDITION, THE GENERATOR IS CERTIFYING THE ATTACHED TERMS AND CONDITIONS HAVE BEEN REVIEWED AND INITIALLED AT THE BOTTOM OF THE PAGE.

GENERATOR

SIGNATURE (AUTHORIZED REPRESENTATIVE)

NAME AND TITLE (PLEASE PRINT)

DATE

REPUBLIC SERVICES, INC/COMPANY

SIGNATURE (AUTHORIZED REPRESENTATIVE)

NAME AND TITLE (PLEASE PRINT)

DATE

Terms and Conditions of Special Waste Service Agreement

5. **The Agreement.** This agreement of the parties ("Agreement") for the disposal of Special Waste shall consist of this Agreement, riders to the Agreement (if any) and any Application, permit and approval that may be applicable to such Waste.
6. **Waste Accepted at Facility.** Generator represents, warrants and covenants that the Waste delivered to Company for transport to Company's Facility hereunder will be Acceptable Waste and will not contain any unacceptable quantity of hazardous materials or substances, radioactive materials or substances, or toxic waste or substances, as defined by applicable federal, state, local or provincial laws or regulations. Any Waste which does not meet these requirements shall hereinafter be referred to as "Unacceptable Waste". The Generator shall in all matters relating to the collection, transportation and disposal of the Waste hereunder, comply with all applicable federal, state and local laws, regulations, rules and orders regarding the same. The word "Facility" shall mean any landfill, transfer station or other location used to transfer, process or otherwise dispose of such Waste.
7. **Special Waste.** Generator represents, warrants and covenants that the Waste delivered to Company for transport to the Company's Facility (i) will not contain any Special Waste that is not specifically described on any Application which is attached hereto or which is subsequently approved by the Company, (ii) will meet the material description as set forth in any Application and otherwise in all significant respects and (iii) will not contain Unacceptable Waste. The parties may incorporate additional Special Waste as part of this Agreement if prior to delivery of such Waste to Company, Generator has provided an Application for such Waste and Company has approved disposal of such Waste within the limitations and conditions contained in Company's written notice of approval of Special Waste Disposal. Title to any and all Waste handled or disposed of by Company shall at all times remain with Generator and Broker (if a Broker is involved).
8. **Rights of Refusal/Rejection.** The Generator shall inspect all Waste at the place(s) of delivery to Company's transport vehicles and shall remove any and all Unacceptable Waste. Company has the right to refuse, or to reject after acceptance, any load(s) of Waste(s) delivered to its Facility including if the Company believes the Generator has breached (or is breaching) its representations, warranties, covenants or agreements hereunder, or any applicable federal, state or local laws, regulations, rules or orders, even if only a portion of such Waste load is unacceptable. The Company shall have the right to inspect all Waste delivered to Company for transport to Company's Facility in order to determine whether the Waste is Acceptable Waste or Unacceptable Waste pursuant to this Agreement and all applicable federal, state and local laws, rules and regulations. The Generator shall be responsible for, and bear all reasonable expenses and damages incurred by the Company, as a result of the Unacceptable Waste and in the reloading and removal of Unacceptable Waste disposed in the Facility. The Company, may also, in its sole discretion, require the Generator to promptly remove the Unacceptable Waste.
9. **Acceptance of Waste and Proper Disposal.** The Company agrees to accept for disposal all Acceptable Waste delivered to Company by Generator. The Company represents, warrants and covenants that the Company will dispose of all such Acceptable Waste in compliance with all applicable federal, state, and local laws, regulations, rules or orders.
10. **Charges and Payment.** Payment shall be made by Generator within thirty (30) days after receipt of invoice from Company. In the event that any amount is overdue, the Company may terminate this Agreement. Generator agrees to pay a finance charge equal to the maximum interest rate permitted by law. Generator shall be liable for all taxes, fees, or other charges imposed upon the disposal of the Waste by federal, state, local or provincial laws and regulations. Company, from time to time, may modify its rates upon thirty (30) days written notice to Generator.
11. **Termination.** The obligations, representations, warranties and covenants of both parties regarding the Waste delivered the disposal of that Waste, and all indemnities shall survive termination of this Agreement. Should Generator or the Company materially default in any of its obligations hereunder, then the non-defaulting party may immediately terminate this Agreement and the defaulting party shall be liable for all costs and damages incurred by the non-defaulting party.
12. **Pickup and Transport.** The Company will provide 20 foot long shipping containers that meet all applicable legal regulations for a biosolids transportation trailer that will be completely contained within the sludge dewatering building at the Winslow Wastewater Treatment Plant at 1220 Donald Place, Bainbridge Island, Washington. When the container has been filled to its load capacity, Generator will notify the Company, and the Company will transport the container to its intermodal facility in Tacoma Washington, or an alternate intermodal facility in compliance with all Washington State Department of Transportation standards. The container will then be transported by rail to the Company's Roosevelt Regional Landfill in Klickitat County for disposal. The Company will be responsible for the fitness of all empty containers and accepts all responsibility for the proper transportation and disposal of all waste that is acceptable to the Company as provided in this Agreement upon the pickup of the filled container at the Generator's Winslow Wastewater Treatment Plant.
13. **Indemnification.**
- A. Generator shall indemnify, defend and hold harmless the Company and its subsidiaries, affiliates and parent corporations, as applicable and their respective officers, directors, lenders, employees, subcontractors and agents from and against any and all claims, suits, losses, liabilities, assessments, damages, fines, costs and expenses, including reasonable attorneys fees arising under federal, state or local laws, regulations or ordinances, or relating to the content of the Waste, or arising out of or in connection with any breach of this Agreement. Generator shall also be responsible for increased inspection, testing, study and analysis costs made necessary due to reasonable concerns of the Company as to the content of the Waste following discovery of potentially Unacceptable Waste. This indemnification and other obligations stated in this paragraph shall survive the termination of this Agreement.
- B. The Company shall indemnify, defend and hold harmless the Generator and its officers, agents and employees from and against any and all claims, suits, losses, liabilities, assessments, damages, fines, costs and expenses, including reasonable attorneys fees arising under federal, state or local laws, regulations or ordinances, or relating to the disposal of Acceptable Waste, or arising out of or in connection with any breach of this Agreement. This indemnification and other obligations stated in this paragraph shall survive the termination of this Agreement.
14. **Insurance.** Generator shall maintain in full force and effect throughout the term of this Agreement the following types of insurance in at least the amounts specified below:

All insurance will be by insurers authorized to do business in the state in which the Facility is located. Prior to Generator being allowed on Facility premises, Generator shall provide the Company with certificates of insurance or other satisfactory evidence that such insurance has been procured and is in force. Said policies shall not thereafter be canceled, be permitted to expire or lapse, or be changed without thirty (30) days advance written notice to the Company.

15. **Failure to Perform.** Neither party hereto shall be liable for its failure to perform hereunder due to circumstances not its fault and beyond its reasonable control, including, but not limited to, strikes or other labor disputes, riots, protests, civil disturbances or sabotage, changes in law, fires, floods, compliance with government requests, explosions, accidents, weather, lack of required natural resources, or acts of God affecting either party hereto. In the event of any of the circumstances provided for in the preceding sentence, including, but not limited to, whether any federal, state or local court or governmental authority takes any action which would (i) close or restrict operations at the Facility, (ii) limit the quantity or prohibit the disposal of Waste at the Facility, or (iii) limit the ability of or prohibit Generator from delivering Waste to the Facility, the Company shall have the right, at its option, to reduce, suspend or terminate Generator's access to the Facility immediately, without prior notice and without any additional liabilities between the parties, other than Generator's payment obligation hereunder. Neither Party is required hereunder to settle any labor dispute against its own best judgment.
16. **Other Termination.** The occurrence of any of the following events shall also constitute an event of default and shall give the non-defaulting party the right to immediately terminate this Agreement:
- (A) A petition for reorganization or bankruptcy filed by or against the Generator or the Company.
- (B) Failure by Generator to pay any amounts due to Company.
- (C) Any material breach by Generator or the Company of any of its obligations pursuant to the Agreement.

The defaulting party shall be liable for and shall indemnify, defend and hold harmless the non-defaulting party from any losses, claims expenses or damages incurred by the non-defaulting party as a result of termination hereunder.

17. **Assignment.** Neither Generator nor the Company may assign, transfer or otherwise vest in any other Company, entity or person, in whole or in part, any of its rights or obligations under the Agreement without the prior written consent of the other, provided, however, that the Company may without any such prior written consent, assign its rights and/or obligations under the Agreement to a subsidiary or affiliate corporation.
18. **Right of Disposal.** This Agreement does not grant any rights to dispose of Waste other than in accordance herewith. The Company reserves the right to immediately terminate access to the Facility by Generator and Generator's personnel in the event of breach or violation by Generator of any of the terms of this Agreement, the Company's operating rules or payment policies or any applicable laws or regulations.
19. **Continuing Compliance.** The Generator has a continuing obligation to inform the Company of any new information, or information not previously provided to the Company by Generator which may affect the acceptability of the Waste by the Company. Further, the Generator shall comply with all Company requests for evidence of Generator's continuing compliance with the terms of the Agreement including but not limited to the following: (i) providing new, updated Waste profiles on the Waste(s) offered for disposal or, (ii) providing appropriate certification that the Waste being offered for disposal is accurately reflected by the appropriate Application or, (iii) re-sample the Waste at Generator's expense if reasonable cause exists as to its acceptability under the terms of this Agreement or, (iv) allow the Company to re-sample the Waste at Generator's expense if reasonable cause exists as to its acceptability under the terms of this Agreement or (v) all of the above.
20. **Miscellaneous.**
- (A) This Agreement shall be governed by the laws of the State in which the Facility is located.
- (B) No waiver of a breach of any of the obligations contained in the Agreement shall be construed to be a waiver of any prior or succeeding breach of the same obligation or of any other obligation of this Agreement.
- (C) No modification, release, discharge or waiver of any provision or obligation hereof shall be of any force, or effect, unless in writing signed by all parties to this Agreement.
- (D) Generator shall treat as confidential and not disclose to others during or subsequent to the terms of this Agreement, except as is necessary to perform this Agreement, or to comply with any applicable law or regulation any information (including any technical information, experience or date) regarding the Company's plans, programs, plants, processes, products, costs, equipment or operations which may come within the knowledge of the Generator or its employees in the performance of this Agreement, without in each instance securing the prior written consent of the other Company. Notwithstanding the provisions of the preceding sentence, prior written consent shall not be required if Generator receives a request for public records under the Washington Public Records Act, Chapter 42.56 RCW. If a public records request is received by Generator, Generator reserves the right to disclose any documents which Generator determines, in its sole discretion, are required to be disclosed. If Generator determines that any such documents must be disclosed, Generator agrees to provide at least ten (10) days prior written notice of such disclosure to the Company so that the Company may avail itself of any rights it may have under RCW 42.56.540 to prevent such disclosure. Unless the Company obtains injunctive relief preventing disclosure of the documents within the ten (10) day notice period, Generator shall be free to disclose any and all documents it may have that are responsive to the public records request.
- (E) If any term, phrase, obligation or provision of this Agreement shall be held to be invalid, illegal or unenforceable in any respect, this Agreement shall remain in effect and be construed without regard to such term, phrase, obligation or provision.
- (F) This Agreement constitutes the entire understanding between the parties, replacing and amending any prior agreements between the parties, and shall be binding upon all parties hereto, their successors, heirs, representatives and assigns. Any provision, term or condition in any acknowledgement, purchase order or other response by Generator which is in addition to or different from the provisions of this Agreement shall be deemed objected to by the Company and shall be of no effect.
- (G) Generator and the Company each represent, warrant and covenant that they are and, during the term of this Agreement will remain, in compliance with and will perform their obligations pursuant to all applicable laws and regulations and that each shall indemnify, defend and hold harmless the other from any breach thereof.
- (H) It is the understanding and agreement of the parties that the Company is an independent contractor, and is not an agent, nor an authorized representative of the Generator.
21. **Notices.** All notices herein provided for shall be considered as having been given upon being placed in the mail, certified postage prepaid addressed to the Company or Generator at the address herein set forth in this Agreement or to such other address as may be given to the other party in writing.

Coverages

Worker's Compensation
General Liability
Automobile Liability

Minimum Amounts of Insurance

Statutory
\$500,000 combined single limit
\$500,000 combined single limit

GENERATOR: _____

REPUBLIC SERVICES/COMPANY: _____

May 2009

Terms and Conditions of Special Waste Service Agreement

22. Liquidated Damages. In the event that this Agreement is terminated by the Generator in a manner not in accordance with paragraphs 4 or 16 hereof, or terminated due to a breach of this Agreement by the Generator, the Generator shall pay, as liquidated damages, and not as a penalty, the greater of an amount equal to six (6) months' service charges or the Generator's most recent monthly charge multiplied by six (6). The Generator shall be given credit for any advance payments made hereunder, however, in computing the amount owed as liquidated damages hereunder. The Generator acknowledges that this liquidated damages clause is reasonable and is applicable to recover damages related to its investment in equipment, development of landfills and hiring of employees undertaken by the Company to service its customers including the Generator. This liquidated damages clause in no way relieves the Generator from its obligations and liability for other cost or damages as set forth elsewhere in this Agreement.

GENERATOR: _____

REPUBLIC SERVICES/COMPANY: _____

May 2009

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Public Works Vehicle Procurement	Date: March 17, 2014
Agenda Item: Staff Intensive	Bill No.: AB 14-053
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Depart/Fund: Public Works, 2014 Fleet & Equipment CIP – Trucks @ \$166,000		
Expenditure Req: \$166,000	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A	

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Public Works Vehicle Procurement on the March 24, 2014 City Council consent agenda.

Background:

The 2014 capital equipment budget includes \$166,000 for three Public Works vehicles. City Staff is working with the Washington State Department of Enterprise Services, Contract Number 03812, to purchase one $\frac{3}{4}$ ton extended cab pickup truck with no less than 8,000 gross vehicle weight and two crew cab flatbeds with no less than 11,000 gross vehicle weight.

The cost of the standard vehicle package, vehicle options and upfitting will not exceed \$166,000 for the $\frac{3}{4}$ ton pickup (estimated at \$36,000) and two crew cab flatbeds (estimated at 65,000 each). See attached Washington State Department of Enterprise Services contract.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the Public Works Vehicle Procurement for three Public Works vehicles in the not to exceed amount of \$166,000 to the March 24, 2014 City Council consent agenda.



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

CONTRACT # 03813 - TRUCKS
CATEGORY SEVEN – SMALL/MIDSIZE PICKUPS
CATEGORY EIGHT – ½ TON & ¾ TON TRUCKS
CATEGORY NINE – CAB & CHASSIS TRUCKS

State of Washington: Current Contract Information (CCI)			
Revision Date:	January 2, 2014		
Effective Date:	January 10, 2014		
Award Date:	January 2, 2014		
Term:	January 10, 2014 through December 31, 2016		
CCI Purpose:	- To award contract for Category Seven – Small/Midsize Pickups to the following Authorized Dealers: - Columbia Ford Nissan - Bud Clary Toyota dba: Toyota of Yakima - To award contract for Category Eight – ½ Ton & ¾ Ton Trucks to the following authorized Dealers: - Ford, Legacy Ford - Chevrolet, Bud Clary - Chrysler/Dodge, NorthSound Auto Group dba: Dwayne Lane - To award contract for Category Nine – Cab & Chassis Trucks to the following Authorized Dealers: - Ford, Columbia Ford Nissan - Chevrolet, Bud Clary - Chrysler/Dodge, NorthSound Auto Group dba: Dwayne Lane		
DES Contact:	PRIMARY CONTACT		ALTERNATE CONTACT
	Name:	Steve Hatfield	Name: Christine Schoepfer
	Phone:	(360) 407-9276	Phone: (360) 407-9404
	Email:	steve.hatfield@des.wa.gov	Email: christine.schoepfer@des.wa.gov
Contractor:	See Vehicle Pricing and Ordering Checklists		
Ordering Process:	See Special Conditions #3		
Contract Exclusions:	See Special Conditions #1		
For the use by:	This contract is subject to RCW 39.26 authorizing state agencies to purchase materials, supplies, services, and equipment of equal quantity and quality to those on state contract from non-contract suppliers. Provided that an agency subsequently notifies the Master Contracts and Consulting (MCC) Contracts Specialist (CS) that the pricing is less costly for such goods or services than the price		

	from the state contractor. If the non-contract supplier's pricing is less, the state contractor shall be given the opportunity by the state agency to at least meet the non-contractor's price. If the state contractor cannot meet the price, then the state agency may purchase the item(s) from the non-contract supplier, document the transactions on the appropriate form developed by MCC and forwarded to the CS administering the state contract. (Reference paragraph 3.4.b State Purchasing Manual) If a lower price can be identified on a repeated basis, the state reserves the right to renegotiate the pricing structure of this agreement. In the event such negotiations fail, the state reserves the right to delete such item(s) from the contract.
Authorized Users:	Only authorized who have a signed Master Contracts Use Agreement (MCUA) are authorized to use this contract. A copy of the MCUA along with a list of authorized purchasers is located at http://des.wa.gov/services/ContractingPurchasing/Purchasing/Pages/default.aspx. Awarded Dealers will not process vehicle orders without verifying the Purchaser is authorized to use the contract at the link above.
Minimum Order:	One Vehicle
Delivery/Payment:	See Vehicle Pricing and Ordering Checklists
FOB Point:	FOB Destination – Vehicle will be prepared for delivery and unless otherwise requested delivered to purchaser's in state location by Dealer's agent at no additional cost. (FOB selling Dealership on Oregon orders).
Freight	Prepaid and included in unit pricing

All current vehicle contracts may be viewed using the "Contract Search Tool" located at:
<http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx>

Special Conditions:

1) Titles and Licensing

Customer is to pay all title and licensing fees directly to the Department of Licensing (DOL) or their local sub agent. Dealer will not invoice customer for such fees, including the trauma care fee which will be paid to DOL per RCW 46.12.042 (2). Dealer check previously made out to DOL for a portion of the Licensing Fees will not be provided.

For information regarding the sale or purchase of surplus vehicles contact the Surplus Operations at (360) 753-3508.

2) Ordering Process

Vehicle orders are placed directly with the awarded dealer. Dealers may request a copy of the Pricing and Ordering Checklist along with Purchase Order by Vehicle Type located in this document.

Please take into consideration the following factors when making your vehicle purchase:

- Total overall cost of vehicle, and/or
- Dealer location (region), and/or
- Local preferences, and/or
- Fleet consistency, and/or
- Vehicle availability, and /or
- Legislative mandates, etc.

Contract Vehicle Pricing:

In the past vehicle contracts were awarded annually based on the manufacturers' build cycle. This contract uses a multi-year award process. The initial term will be two years with the option to extend for an additional one-year term. New Model Year vehicles will be incorporated into the contract to allow for a smooth transition and uninterrupted vehicle availability; eliminating the "seasonal" cutoff periods. If orders are received after a model-year final order due date, manufacturer's new model year prices (increases or decreases) will be applied to contract pricing via contract amendment. Dealer will notify DES and customers of any model year price increases as soon as pricing is released by manufacturer. If not published on the Current Contract information (CCI), customer may contact dealer directly to obtain final order due dates for current model year.

3) Passenger Vehicle Approval (only required by state agencies)

The operating budget that Governor Chris Gregoire signed May 2, 2012 includes a proviso that orders the director of the Department of Enterprise Services to give written approval before any agency can make a passenger vehicle purchase.

Please note: Fleet Operations will handle this process for agencies with fleets managed by DES.

When purchasing passenger vehicles through state contracts, agencies should take into careful consideration the business need. Before signing off on vehicle purchase requests, DES Director Joyce Turner will review the following criteria:

- Vehicle(s) are included in agency's biennial vehicle purchase plan.
- Written approval from the director of the agency making the request.
- Type of vehicle being requested.
- Expected use and location of the vehicle.
- If this is a new vehicle, what is the business need?
- If it is a replacement vehicle, what is it replacing?
- Current mileage of the vehicle being replaced. Current retirement mileage is a minimum of:
 - o 100,000 miles for gas-powered sedans and station wagons.
 - o 115,000 miles for hybrid sedans and SUVs.
 - o 115,000 miles for small to mid-size SUVs and trucks.
 - o 130,000 miles for full-size trucks and vans.
- Annual usage.
- Fuel efficiency. Executive Order 05-01 directs agencies to give preference to hybrid vehicles.

The [Passenger Vehicle Request Form](#) is available online. The signature of the agency director is required prior to any review. An electronic version of the signed form should be emailed to vehicleapproval@des.wa.gov

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Model Year Final Order Due Dates

Date will be posted once DES is notified by vendor. Contact vendor for up to the minute updates

Category Seven – Small/Midsize Pickups

- **Toyota**
Unknown contact dealer for details
- **Nissan**
Unknown contact dealer for details

Category Eight – ½ ton, ¾ ton, 1 ton Pickups

- **General Motors/Chevrolet**
Unknown contact dealer for details
- **Ford**
Unknown contact dealer for details
- **Chrysler/Dodge**
Unknown contact dealer for details

Category Nine – Cab & Chassis Trucks

- **General Motors/Chevrolet**
Unknown contact dealer for details
- **Ford**
Unknown contact dealer for details
- **Chrysler Dodge**
Unknown contact dealer for details

ORDERS ARE PLACED DIRECTLY WITH THE AWARDED DEALER. DEALER MAY REQUEST A COPY OF THE PRICING AND ORDERING CHECKLIST BELOW ATTACHED TO THE PURCHASE ORDER.

Small/Midsize Pickups

BUD CLARY TOYOTA (DBA) TOYOTA OF YAKIMA	TOYOTA			
	DEALER: Bud Clary Toyota dba: Toyota of Yakima		CONTACT: John Slater	
	DEALER ADDRESS:	2230 Longfibre Rd.	PHONE:	(800) 899-1926 (360) 430-0527
		Union Gap, WA 98909	EMAIL:	jslater@budclary.com
	ORDERING CONTACT:	Jeff Mattson PO Box 9968 Yakima, WA 98909	FEDERAL TAX ID #:	91-2164306
			UBI#:	602158844
	ORDERING CONTACT PHONE:	(800) 659-4580	SALES TAX:	8.0%
	DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.		
	PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30		

BUD CLARY TOYOTA (DBA) TOYOTA OF YAKIMA	Toyota Pricing & Ordering			
	Standard Specifications and Additional Information	PRICING & ORDERING SHEETS		
		TOYOTA TACOMA REGULAR CAB 2WD	TOYOTA TACOMA EXTENDED CAB 2WD	TOYOTA TACOMA CREW CAB 2WD
	 Toyota Standard Specs.doc	 Tacoma 2WD Regular Cab.xls	 Tacoma 2WD Extended Cab.xls	 Tacoma 2WD Crew Cab.xls
		TOYOTA TACOMA REGULAR CAB 4WD	TOYOTA TACOMA EXTENDED CAB 4WD	TOYOTA TACOMA CREW CAB 4WD
		 Tacoma 4WD Regular Cab.xls	 Tacoma 4WD Extended Cab.xls	 Tacoma 4WD Extended Cab.xls

End of Toyota Pricing & Ordering

COLUMBIA FORD/NISSAN	NISSAN			
	DEALER: Columbia Ford/Nissan		CONTACT: Marie Tellinghisen	
	DEALER ADDRESS:	700 7 th Avenue Longview, WA 98632	PHONE:	(360) 423-4321 ext. 187
			EMAIL:	mariet@colford.com
	ORDERING CONTACT:	Marie Tellinghisen Same	FEDERAL TAX ID #:	91-0650166
			UBI#:	91-0650166
	ORDERING CONTACT PHONE:	Same	SALES TAX:	8.3%
	DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.		
	PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30		

COLUMBIA FORD/NISSAN	Nissan Pricing & Ordering		
	2WD		
	2WD STANDARD SPECS	NISSAN FRONTIER S EXTENDED CAB 2WD	NISSAN FRONTIER SV CREW CAB 2WD
	 Nissan Frontier 2WD Specs.doc	 Frontier 2WD EXT Cab.xls	 Frontier 2WD Crew Cab.xls
	4WD		
	4WD STANDARD SPECS	NISSAN FRONTIER S EXTENDED CAB 4WD	NISSAN FRONTIER SV CREW CAB 4WD
	 Nissan Frontier 4WD Specs.doc	 Frontier 4WD EXT Cab.xls	 Frontier 4WD Crew Cab.xls

End of Nissan Pricing & Ordering

Trucks, ½ Ton, ¾ - 1 Ton, Cab & Chassis

BUD CLARY CHEVROLET	GENERAL MOTORS/CHEVROLET PRICING & ORDERING			
	DEALER: BUD CLARY CHEVROLET		CONTACT: JOHN SLATER	
	DEALER ADDRESS:	1030 Commerce Avenue Longview, WA 98632	PHONE:	(800) 899-1926 (360) 430-0527
			EMAIL:	jslater@budclary.com
	ORDERING CONTACT:	Same	FEDERAL TAX ID #:	91-0699054
			UBI#:	084004757
	CONTACT PHONE:	(800) 659-4580	SALES TAX:	8.3%
	DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.		
	PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30		

BUD CLARY CHEVROLET	½ TON PRICING & ORDERING			
	2WD			
	STANDARD SPECS	SILVERADO 1500 REGULAR CAB	SILVERADO 1500 EXTENDED CAB	SILVERADO 1500 CREW CAB
	 Standard Specs Silverado 1500 2WD	 Silverado 1500 2WD Regular Cab.xls	 Silverado 1500 2WD Extended Cab.xls	 Silverado 1500 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	SILVERADO 1500 REGULAR CAB	SILVERADO 1500 EXTENDED CAB	SILVERADO 1500 CREW CAB
	 Standard Specs Silverado 1500 4WD	 Silverado 1500 4WD Regular Cab.xls	 Silverado 1500 4WD Extended Cab.xls	 Silverado 1500 4WD Crew Cab.xls

BUD CLARY	¾ TON PRICING & ORDERING			
	2WD			
	STANDARD SPECS	SILVERADO 2500 REGULAR CAB	SILVERADO 2500 EXTENDED CAB	SILVERADO 2500 CREW CAB
	 Standard Specs Silverado 2500 2WD.doc	 Silverado 2500 2WD Regular Cab.xls	 Silverado 2500 2WD Extended Cab.xls	 Silverado 2500 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	SILVERADO 2500 REGULAR CAB	SILVERADO 2500 EXTENDED CAB	SILVERADO 2500 CREW CAB

	 Standard Specs Silverado 2500 4WD	 Silverado 2500 4WD Regular Cab.xls	 Silverado 2500 4WD Extended Cab.xls	 Silverado 2500 4WD Crew Cab.xls
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BUD CLARY CHEVROLET	1 TON PRICING & ORDERING			
	2WD			
	STANDARD SPECS	SILVERADO 3500 REGULAR CAB	SILVERADO 3500 EXTENDED CAB	SILVERADO 3500 CREW CAB
	 Standard Specifications Silverado 3500 2WD	 Silverado 3500 2WD Regular Cab.xls	 Silverado 3500 2WD Extended Cab.xls	 Silverado 3500 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	SILVERADO 3500 REGULAR CAB	SILVERADO 3500 EXTENDED CAB	SILVERADO 3500 CREW CAB
	 Standard Specifications Silverado 3500 4WD	 Silverado 3500 4WD Regular Cab.xls	 Silverado 3500 4WD Extended Cab.xls	 Silverado 3500 4WD Crew Cab.xls

BUD CLARY CHEVROLET

GENERAL MOTORS/CHEVROLET PRICING & ORDERING (CONT.)			
CAB & CHASSIS PRICING & ORDERING			
2WD			
11,000# GVWR (2WD)		15,000# GVWR (2WD)	19,000# GVWR (2WD)
STANDARD SPECS	SILVERADO 3500	NO BID	NO BID
 Standard Specs Silverado 3500 2WD	 Silverado 3500 2WD C&C.xls		
4WD			
11,000# GVWR (4WD)		15,000# GVWR (4WD)	17,500# GVWR (4WD)
STANDARD SPECS	SILVERADO 3500	NO BID	NO BID
 Standard Specs Silverado 3500 4WD	 Silverado 3500 4WD C&C.xls		

End of General Motors/Chevrolet Pricing & Ordering

LEGACY FORD	FORD – PRICING & ORDERING			
	DEALER: Legacy Ford		CONTACT: Ken Jablonski	
	DEALER ADDRESS:	1225 Autoplex Way Pasco, WA 99301	PHONE:	(206) 714-0249
			EMAIL:	ken.legacyford@gmail.com
	ORDERING CONTACT:	Same	FEDERAL TAX ID #:	26-1335000
			UBI#:	602777550
	CONTACT PHONE:	Same	SALES TAX:	8.6%
	DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.		
	PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30		

LEGACY FORD	½ TON PRICING & ORDERING			
	2WD			
	STANDARD SPECS	F150 REGULAR CAB	F150 EXTENDED CAB	F150 CREW CAB
	 Standard Specs F150 2WD.doc	 F150 2WD Regular Cab.xls	 F150 2WD Extended Cab.xls	 F150 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	F150 REGULAR CAB	F150 EXTENDED CAB	F150 CREW CAB
	 Standard Specs F150 4WD	 F150 4WD Regular Cab.xls	 F150 4WD Extended Cab.xls	 F150 4WD Crew Cab.xls

LEGACY FORD	¾ TON PRICING & ORDERING			
	2WD			
	STANDARD SPECS	F250 REGULAR CAB	F250 EXTENDED CAB	F250 CREW CAB
	 Standard Specs F250 2WD	 F250 2WD Regular Cab.xls	 F250 2WD Extended Cab.xls	 F250 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	F250 REGULAR CAB	F250 EXTENDED CAB	F250 CREW CAB

	 Standard Specs F250 4WD	 F250 4WD Regular Cab.xls	 F250 4WD Extended Cab.xls	 F250 4WD Crew Cab.xls
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LEGACY FORD	1 TON PRICING & ORDERING			
	2WD			
	STANDARD SPECS	F350 REGULAR CAB	F350 EXTENDED CAB	F350 CREW CAB
	 Standard Specs 2WD	 F350 2WD Regular Cab.xls	 F350 2WD Extended Cab.xls	 F350 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	F350 REGULAR CAB	F350 EXTENDED CAB	F350 CREW CAB
	 Standard Specs 4WD	 F350 4WD Regular Cab.xls	 F350 4WD Extended Cab.xls	 F350 4WD Crew Cab.xls

COLUMBIA FORD/NISSAN

FORD – CAB & CHASSIS PRICING & ORDERING				
DEALER: Columbia Ford/Nissan		CONTACT: Marie Tellinghuisen		
DEALER ADDRESS:	700 7 th Avenue Longview, WA 98632	PHONE:	(360) 423-4321 ext. 187	
		EMAIL:	mariet@colford.com	
ORDERING CONTACT:	Same	FEDERAL TAX ID #:	91-0650166	
		UBI#:	91-0650166	
CONTACT PHONE:	Same	SALES TAX:	8.3%	
DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.			
PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30			
Cab & Chassis Pricing & Ordering				
2WD				
Standard Specs	13,700# GVWR 2WD	16,500 GVRW 2WD	19,000#GVWR 2WD	
 Standard Specs Ford 2WD	 F350 Cab & Chassis 2WD.xls	 F450 Cab & Chassis 2WD.xls	 F550 Cab & Chassis 2WD.xls	
4WD				
Standard Specs	14,000# GVWR 4WD	16,500# GVWR 4WD	18,000# GVWR 4WD	
 Standard Specs Ford 4WD	 F350 Cab & Chassis 4WD.xls	 F450 Cab & Chassis 4WD.xls	 F550 Cab & Chassis 4WD.xls	

End of Ford Pricing & Ordering Information

BUD CLARY CHRYSLER	CHRYSLER/DODGE PRICING & ORDERING			
	½ TON & ¾-1 TON			
	DEALER: BUD CLARY CHRYSLER DODGE		CONTACT: JOHN SLATER	
	DEALER ADDRESS:	1030 Commerce Avenue Longview, WA 98632	PHONE:	(800) 899-1926 (360) 430-0527
			EMAIL:	jslater@budclary.com
	ORDERING CONTACT:	Same	FEDERAL TAX ID #:	91-0699054
			UBI#:	084004757
	CONTACT PHONE:	(800) 659-4580	SALES TAX:	8.3%
	DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.		
	PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30		

BUD CLARY CHRYSLER	½ TON PRICING & ORDERING SHEETS			
	2WD			
	STANDARD SPECS	RAM 1500 REGULAR CAB	RAM 1500 EXTENDED CAB	RAM 1500 CREW CAB
	 Standard Specs Ram1500 2WD	 Ram 1500 2WD Regular Cab.xls	 Ram 1500 2WD Extended Cab.xls	 Ram 1500 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	RAM 1500 REGULAR CAB	RAM 1500 EXTENDED CAB	RAM 1500 CREW CAB
	 Standard Specs Ram1500 4WD	 Ram 1500 4WD Regular Cab.xls	 Ram 1500 4WD Extended Cab.xls	 Ram 1500 4WD Crew Cab.xls

BUD CLARY CHRYSLER	¾ TON PRICING & ORDERING SHEETS			
	2WD			
	STANDARD SPECS	RAM 2500 REGULAR CAB	RAM 2500 EXTENDED CAB	RAM 2500 CREW CAB
	 Standard Specs Ram2500	 Ram 2500 2WD Regular Cab.xls	NO BID	 Ram 2500 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	RAM 2500 REGULAR CAB	RAM 2500 EXTENDED CAB	RAM 2500 CREW CAB
	 Standard Specs Ram2500	 Ram 2500 4WD Regular Cab.xls	NO BID	 Ram 2500 4WD Crew Cab.xls

BUD CLARY CHRYSLER	1 TON PRICING & ORDERING SHEETS			
	2WD			
	STANDARD SPECS	RAM 3500 REGULAR CAB	RAM 3500 EXTENDED CAB	RAM 3500 CREW CAB
	 Standard Specs Ram 3500 2WD	 Ram 3500 2WD Regular Cab.xls	NO BID	 Ram 3500 2WD Crew Cab.xls
	4WD			
	STANDARD SPECS	RAM 3500 REGULAR CAB	RAM 3500 EXTENDED CAB	RAM 3500 CREW CAB
	 Standard Specs Ram 3500 4WD	 Ram 3500 4WD Regular Cab.xls	NO BID	 Ram 3500 4WD Crew Cab.xls

CHRYSLER/DODGE PRICING & ORDERING			
CAB & CHASSIS			
NORTH SOUND AUTO GROUP (DBA) DWAYNE LANE	DEALER: NORTH SOUND AUTO GROUP DBA: DWAYNE LANE		CONTACT: MIKE O'DONNELL
	DEALER ADDRESS:	10515 Evergreen Way Everett, WA 98204	PHONE: (425) 551-4905 (425) 754-5006
			EMAIL: modonnell@dwaynelane.com
	ORDERING CONTACT:	Same	FEDERAL TAX ID #: 94-3446629
			UBI#: 602868344
	CONTACT PHONE:	Same	SALES TAX: 9.5%
	DELIVERY:	Authorized Dealer will provide a minimum 48 hours notification to Customer prior to vehicle delivery. Vehicles will be delivered per the Customers instructions on the purchase order. Documents required with delivery are based on Customer request.	
	PAYMENT TERMS:	Prompt Payment = \$200/20days Net 30	

NORTH SOUND AUTO GROUP
(DBA) DWAYNE LANE

Cab & Chassis Pricing & Ordering				
2WD				
STANDARD SPECS	11,000# GVWR (2WD)	15,000# GVWR (2WD)	19,000# GVWR (2WD)	
	RAM 3500 2WD	RAM 4500 2WD	RAM 5500 2WD	
 Standard Specs 2WD	 Ram 3500 C&C 2WD.xls	 Ram 4500 C&C 2WD.xls	 Ram 5500 C&C 2WD.xls	
4WD				
STANDARD SPECS	11,000# GVWR (4WD)	15,000# GVWR (4WD)	17,500# GVWR (4 WD)	
	RAM 3500 4WD	RAM 4500 4WD	RAM 5500 4WD	
 Standard Specs 4WD	 Ram 3500 C&C 4WD.xls	 Ram 4500 C&C 4WD.xls	 Ram 5500 C&C 4WD.xls	

End of Chrysler/Dodge Pricing & Ordering

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2014-11, Related to the Utility Advisory Committee	Date: March 17, 2014
Agenda Item: Council Discussion	Bill No.: 14-048
Proposed By: City Council	Referral(s):

BUDGET INFORMATION

Department: N/A	Fund: N/A	Munis Contract #
Expenditure Req:	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session: March 5, 2014	Recommendation: Schedule for a future meeting.
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

The City Council is asked to review draft Ordinance No. 2014-11, making changes to the membership of the Utility Advisory Committee, clarifying the functions and duties of the committee, and amending Chapter 2.33 of the Bainbridge Island Municipal Code.

A subcommittee of the City Council, consisting of Mayor Blair, Council Member Bonkowski and Council Member Ward reviewed the existing ordinance and procedures of the Utility Advisory Committee to identify potential changes. Direction provided by the subcommittee was used to draft Ordinance No. 2014-11. Changes to the current ordinance, which is codified in Chapter 2.33 of BIMC, are shown in tracked changes in the attached draft.

RECOMMENDED ACTION

Motion:

I move that the City Council forward Ordinance No. 2014-11, related to the Utility Advisory Committee, to the March 24, 2014 meeting for public comment and to consider adoption.

ORDINANCE NO. 2014-11

AN ORDINANCE of the City of Bainbridge Island, Washington, making changes to the membership of the Utility Advisory Committee, clarifying the functions and duties of the committee, and amending Chapter 2.33 of the Bainbridge Island Municipal Code.

WHEREAS, the City has established a Utility Advisory Committee (the “UAC”) to encourage citizen participation in the process for establishing water, stormwater, and sanitary sewer utility policies; and

WHEREAS, the City Council desires to clarify the role, composition, and duties of the UAC as well as the staff support provided to the UAC;

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

Section 1. Section 2.33.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.33.010 Created – Membership, appointment, compensation and term.

A. There is created a utility advisory committee for the city, hereinafter referred to as the committee. The committee shall consist of ~~a minimum of seven and no more than nine~~ voting members who shall be appointed by the mayor and confirmed by vote of the city council. The members shall not be officers or employees of the city and shall be residents of the city. The members shall not be appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration. Additionally, at least one member of the city council shall serve as an ex officio, nonvoting member of the committee.

B. The members of the committee shall serve without compensation and shall initially be appointed for staggered terms as follows: two of the original members shall be appointed and confirmed for one-year terms, two of the original committee members shall be appointed and confirmed for two-year terms, and three members shall be appointed for three-year terms. The terms for all subsequent annually appointed members shall be three years.

C. A member may be re-appointed, and shall hold office until his or her successor has been appointed and has qualified. Members may be removed ~~by the mayor-~~
~~upon consent~~ upon a majority vote of the city council.

D. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

Section 2. Section 2.33.025 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.33.025 Vacancies – Removal.

In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absence by any committee member from three consecutive meetings shall constitute grounds for removal in accordance with BIMC 2.33.010.C, ~~and 10 absences by any committee member, excused or unexcused, occurring within a 12-month period shall likewise be grounds for removal.~~

Section 3. Section 2.33.030 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.33.030 Organization.

The mayor shall make the initial appointment of one voting member of the committee to serve as chairperson for a one-year term. The committee shall make the initial appointment of a vice-chairperson. The committee shall adopt such rules and regulations as are necessary to accomplish the duties prescribed in BIMC 2.33.040, and consistent with other provisions of this chapter, including without limitation BIMC 2.33.060. These rules and regulations shall be placed on file with the city clerk.

Section 4. Section 2.33.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.33.040 Powers and duties.

The committee shall act in an advisory capacity to the city council with respect to issues relevant to the operation and management policies of the city's water, sanitary sewer, and other utilities. The committee shall not supplant administrative advice on policy issues to the city council but shall be in addition to staff advice. The committee shall not interfere with the administrative staff functions involving day to day operation of the city utilities. All city-utility related policies shall be reviewed by the committee prior to consideration by city council. In its advisory capacity, the committee shall:

A. Consult with the city manager to develop an annual workplan for approval by the city council;

~~AB.~~ Consult with and make recommendations to the city council regarding such utility-related policy matters as the city council or the committee deems appropriate;

~~BC.~~ Give advisory recommendations to the city council on matters relating to the city's water, sanitary sewer, and storm water utility policy ~~and operation~~;

~~CD.~~ Consult with and make recommendations to the city council regarding utility rates, rate structures and other charges made to water, sanitary sewer, and storm water utility customers;

~~DE.~~ Consult with and make recommendations to the city council, ~~give advisory recommendations to the city council~~ relative to the planning for, and financing, ~~operation and maintenance~~ of water, sanitary sewer, and storm water utility capital facilities;

~~EF.~~ Keep the city council regularly informed of activities of the committee in a timely manner;

G. Report annually to the city council prior to the start of the budget process.

Section 5. Section 2.33.060 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.33.060 Meetings, officers, records and quorum.

The committee shall elect a chairperson and vice-chairperson. The committee shall hold regular meetings at least once during each quarter year. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). For meetings consisting of a majority of the then serving voting members of the committee, ~~T~~the committee shall provide public notice of the meeting and shall keep a record of its meetings minutes, resolutions, transactions, findings and determinations. The meeting minutes shall be posted on the city's web site. A majority of the voting members then serving on the committee shall constitute a quorum for the transaction of business.

Section 6. Section 2.33.070 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

2.33.070 Expenditures and staff assistance.

A. The expenditures of the committee, exclusive of donations, shall be limited to appropriations made by the city council.

B. Department director or executive ~~The~~ city staff, as assigned by the city manager, shall provide assistance to the committee. Except for purposes of inquiry, the committee and its members shall deal with employees of the city only through the city manager or administrative staff assigned by the city manager for that purpose.

C. The city shall provide city email accounts to committee members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

Section 7. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2014.

APPROVED BY THE MAYOR this _____ day of _____, 2014.

Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2014-11

March 13, 2014