



**SPECIAL/REGULAR CITY COUNCIL STUDY SESSION
WEDNESDAY, AUGUST 7, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

1. CALL TO ORDER / EXECUTIVE SESSION

6:00 PM Collective Bargaining, Negotiations, Issues or Proceedings (RCW 42.30.140),
Property Disposition (RCW 42.30.110(1)(c)), Potential Litigation (RCW 42.30.110(1)(i))

2. ROLL CALL / PLEDGE OF ALLEGIANCE

7:00 PM

Mayor:	Steven Bonkowski	
Councilmembers:	Anne Blair	Debbi Lester
	Sarah Blossom	Bob Scales
	Kirsten Hytopoulos	David Ward

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

7:05 PM

4. STAFF INTENSIVE

7:10 PM

A. Subject: Police Department Management Assessment Report – 30 min.

Discussion Leader: Dr. Michael Pendleton, Pendleton Consulting

Discussion Goal: Information.

B. Subject: Update on LEMAP and Lexipol, AB 13-098 – 15 min.

Discussion Leader: Police

Discussion Goal: Information.

C. Subject: Mid-Year Financial Report Update/Preliminary 2014 Forecasts, AB 13-100 – 20 min.

Discussion Leader: Finance

Discussion Goal: Information.

D. Subject: Ordinance No. 2013-24, Q2 2013 Budget Adjustments, AB 13-024 – 10 min.

Discussion Leader: Finance

Discussion Goal: First touch/first reading. Consider scheduling on August 14, 2013 consent agenda.

E. Subject: Discussion of Cost Allocation Policies, AB 13-022 – 15 min.

Discussion Leader: Finance

Discussion Goal: Information.

F. Subject: Rockaway Beach Road Stabilization Project Contract Award, AB 11-061 – 10 min.

Discussion Leader: Public Works

Discussion Goal: Consider approval.

G. Subject: Rockaway Beach Roadway Stabilization Phase 2 Construction Support Local Agency Standard Consultant Supplement Agreement No. 3, AB 11-061 – 5 min.

Discussion Leader: Public Works

Discussion Goal: Consider scheduling on August 14, 2013 consent agenda.



Times listed on this agenda are approximate. 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 on the day preceding the Meeting.

H. Subject: Department of Ecology FY 2013-15 Municipal Stormwater Capacity Grant and Stormwater Projects Planning and Design Grant Acceptance, AB 13-099 – 10 min.

Discussion Leader: Public Works

Discussion Goal: Consider approval.

I. Subject: Gertie Johnson Neighborhood Drainage, AB 13-102 – 5 min.

Discussion Leader: Public Works

Discussion Goal: Information.

J. Subject: Update on the Open Water Marina, AB 13-103 – 15 min.

Discussion Leader: Executive

Discussion Goal: Information.

K. Subject: Annual Update to Six-Year (2014-2019) Capital Improvement Plan, AB 13-101 – 10 min.

Discussion Leader: Executive

Discussion Goal: Information.

5. COUNCIL DISCUSSION

9:35 PM

6. CITY MANAGER'S REPORT

9:40 PM

7. COMMITTEE REPORTS

9:45 PM

8. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS

9:50 PM

9. FOR THE GOOD OF THE ORDER

9:55 PM

10. ADJOURNMENT

10:00 PM



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CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Update on LEMAP and Lexipol

Date: August 7, 2013

Agenda Item: Staff Intensive

Bill No.: 13-098

Proposed By: Police Chief Hamner

BUDGET INFORMATION

Depart/Fund:

Expenditure Req:

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:

Receive an update on LEMAP (Loaned Executive Management Assistance Program) and Lexipol.

Background:

LEMAP: On January 9-10, 2013 LEMAP executives conducted a review of the Police Department.

Lexipol: In July 2010, the Police Department entered into an agreement to utilize Lexipol as the department policy manual.

Staff will present information and next steps.

RECOMMENDED ACTION

Motion:

Information only.

City of Bainbridge Island
DEPARTMENT OF PUBLIC SAFETY



MEMORANDUM

TO: Chief Hamner
FROM: Lt. Giuntoli
DATE: July 19, 2013
RE: LEMAP Status

On January 9-10, 2013, LEMAP executives conducted a review of the police department.

The assessment team reviewed 19 areas (LEMAP chapters) of the department. An index of those chapter titles and standards is attached. Also attached is a chart illustrating the chapter number, title and number of standards, number of recommendations and number of recommendations completed.

There are 131 standards in these 19 chapters. These standards are the same standards that must be met in order for an agency to be accredited through Washington Association of Sheriffs and Police Chiefs (WASPC).

The assessment team made 82 recommendations on 61 of the 131 standards. Some of the standards had more than one recommendation. Of the 82 recommendations, 36 have been completed, leaving 46 recommendations to be completed.

The department has a written response document. There are 20 recommendations that can be addressed through Lexipol. There are also 13 recommendations that are directed to the chief. Attached is a chart clarifying this information. The chart includes the page number for the response document, LEMAP standard number, LEMAP recommendation, and if Lexipol will satisfy the recommendation as well as the recommendation for the chief to address.

Also included with this memo are the response documents that are specific to the chief.

**WASPC LAW ENFORCEMENT ACCREDITATION
STANDARDS MANUAL
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LEMAP Status
July 19, 2013

Chapter #	Chapter Title	# of Standards	# of Recommendations	# Completed
1	Goals and Objectives	2	3	2
2	Role and Authority	7	5	2
3	Use of Force	8	6	0
4	Management, Staffing, Organization and Utilization of Personnel	4	6	3
5	Records Management	12	1	0
6	Information Technology	5	1	1
7	Unusual Occurrences	4	2	2
8	Health and Safety	8	6	6
9	Fiscal Management	6	5	4
10	Recruitment and Selection	7	4	2
11	Training	8	9	6
12	Performance Evaluation	2	3	3
13	Code of Conduct	4	2	0
14	Internal Affairs	5	9	3
15	Patrol Function	8	4	0
16	Traffic Function	3	1	0
17	Investigative Function	8	5	0
18	Evidence and Property Control Function	22	5	1
19	Prisoner Security	8	5	1
	Totals	131	82	36

LEMAP					
Status					
19-Jul-13					
<u>Page #</u>	<u>Standard</u>	<u>Recommendation</u>	<u>Lexipol</u>	<u>Chief</u>	<u>Completion Date</u>
8	1.2	Annual Report		X	
14	2.5	Policy on all aspects of search & seizure	X		
15	2.6	Policy on all aspects of search & body cavity searches	X		
16	2.7	Policy governing handling of foreign nationals	X		
22	3.5	Policy on summoning aid for serious injury	X		
23	3.6 + form	1) Policy on level of use of force requiring documentation. 2) Use of force form	X		
24	3.7	1) Policy on how use of force will be documented and what is done with report. 2) Chief to develop protocols for response to deadly force applications	X	X	
30	4.2	1) Assess need for Commander. 2) responsibility, discipline & accountability as org values. 3) Train & require LTs to discipline		X	
33	4.4	Implement Lexipol - training and testing	X		
36	5.1	Change current GOM to reflect current status and Laws			
71	9.2	Review Take home cars - Currently in contract negotiations			
77	10.1	1) Develop and publish hiring standards. 2) Involve employees in recruitment process.		X	
89	11.4	Review of defensive tactics program and training cadre		X	
90	11.5	Establish an annual training calendar			
93	11.8	GOM changed reference LVNR retraining			
98	13.1	In-service training on self-reporting			
103	14.1	Deconflict recommendation with Pailca report		X	
104	14.2	1) Establish process for complaints. 2) Define role as fact finder. 3) Training for all supervisors & reliefs on IA process		X	
105	14.3	Policy on process for admin leave		X	
107	14.5	Establish retention schedule for Ias		X	

111	15.2	Investment in Lt rank - mentoring and open lines of communication		X	
114	15.5	Review Pursuit policy	X		
116	15.7	Policy to cover missing adults	X		
117	15.8	Procedure fro handling metally ill		X	
120	16.2	Update impound policy - new ordinance required	X	X	
124	17.1	Establish case management sustem for detectives			
125	17.2	Policy for investigating elder abuse	X		
126	17.3	Policy for investigating child abuse	X		
128	17.5	Policy and training on hate crimes	X		
129	17.6	Policy and training on identity theft	X		
137	18.4	Policy updated to require all evidence into system prior to end of shift.	X		
139	18.6	Evidence/Property storage to be properly secured - fortified doors, locks, alarms			
154	18.21	Policy on evidence room aufidts, announced and unannouced	X		
155	18.22	Complete audit of Evidence room upon new chief arrival	X	X	
157	19.1	Policy & training on restraining devices	X		
158	19.2	Policy updated to include more detailed language on handling/transporting special needs prisoners	X		
161	19.5	Policy and training of prisoner transports	X		
163	19.7	Policy & training on temporary holding facilities			
	38		20	13	

Chapter 1 – Goals and Objectives

1.2 WASPC Accreditation Standard:

The agency has a strategic plan or written goals and objectives that are reviewed and updated at least annually and are available to all personnel.

Recommendation

Using the agency vision statement, engage a strategic planning process to chart a course for where the department envisions itself. This process should be transparent and include community involvement.

☐

In-Progress

☒

Complete

ACTION

The department developed a Work Plan in 2012 encompassing both short and long term goals (attachment 2). The Work Plan is a living document that is reviewed, updated and distributed to the entire department quarterly - at minimum - to keep team members abreast of the department's progress toward attaining current goals and provide focus for upcoming goals.

Recommendation:

Develop an annual report showing the mission and vision of the department and the accomplishments over the past year. Present this report to the City Council and have copies available at police headquarters and on the police department website.

☒

In-Progress

☐

Complete

ACTION

It is standard practice for the department to produce an annual report. The only exception appears to be 2011, when the person primarily responsible for assembling and designing the report left the organization and the duty was not reassigned. Annual reports for both 2011 and 2012 are currently in progress will be released simultaneously. Estimated completion June, 2013. – Burns, Lieutenants.

Chapter 3 – Use of Force

3.7 WASPC Accreditation Standard:

The agency has procedures for establishing a formal process in response to any incident where an officer discharges a firearm with the intent to use deadly force, or has a firearm discharge that causes injury or death. Policy and procedure should include at least the following:

Investigative responsibility and process; Supervisory and management responsibilities; Relief from duty of involved officer(s) pending formal review; Notifications; and Media relations.

Recommendation

Make a clear policy statement setting what level of use of force will be documented, how it will be documented, and what is done with the report.



In-Progress



Complete

ACTION

BIPD policy is currently being updated to incorporate this recommendation. – Jensen/Benkert

Recommendation

Under the direction of the permanent Chief, develop protocols for response to all deadly force applications. Provide agency training of the protocols.



In-Progress



Complete

ACTION

This recommendation will be deferred until the arrival of the new Chief.

Chapter 10 – Recruitment and Selection

10.1 WASPC Accreditation Standard:

The agency has written standards and hiring criteria for sworn and non-sworn employees and, if applicable, reserve, part-time, or limited commission personnel.

Recommendation

Develop and publish hiring standards for all employees and publish in agency standards/policy manual.



In-Progress



Complete

ACTION

Civil Service Standards and internal standards are currently being cross-referenced and consolidated to reflect the same information and will be outlined in policy once complete.

Civilian Positions - Applicants for represented civilian positions (Police Clerks, Evidence Technician, and Parking Enforcement) are vetted by the Civil Service Commission.

At Will Positions - Applicants for at-will civilian positions (Chief, Commander, Administrative Coordinator, and Harbormaster) are vetted by a Human Resources interview panel.

Police Guild Positions - Applicants for represented Guild positions are vetted by the Civil Service Commission.

All applicants undergo an intensive background check, a polygraph/CVSA, psychological testing and assessment, and are interviewed multiple times before a conditional offer is extended. The applicant must successfully pass all testing requirements and receive positive feedback on his/her interviewers. The Chief makes all hiring decisions in tandem with the City Manager, and either may stop the hiring process at any time.

Recommendation

Consider involving agency employees in the recruitment process. This may be encouraged by creative incentives that are not necessarily monetary.



In-Progress



Complete

ACTION

This recommendation will be deferred until the arrival of the new Chief.

Chapter 4 – Management, Staffing, Organization and Utilization of Personnel

4.2 WASPC Accreditation Standard:

The agency has a policy that requires personnel to obey any lawful order of a superior officer and also addresses conflicting or unlawful orders.

Recommendation

Take immediate steps to strengthen the rank of Lieutenants. Re-assign tasks that were recently removed and implement systems to ensure accountability and personal discipline and integrity of Lieutenants.

☐

In-Progress

☒

Complete

ACTION

Lieutenants have been collaborating since late 2012 with IPSD Dickerson to restore and reassign duties that were removed from their responsibility when the Commander position was established. Ensuring the accountability, personal discipline and integrity of Lieutenants is an ongoing process that will no doubt be continued by Chief Hamner.

Recommendation

The new Chief must quickly assess the need for a Police Commander. This decision will largely be based on the Chief's leadership and management style and experience leading an agency of BIPD's size and makeup.

☒

In-Progress

☐

Complete

ACTION

This recommendation will be deferred until the arrival of the new Chief.

Recommendation

Agency responsibility, and individual discipline and accountability, must be restored as organizational values. These values need to be communicated and reinforced by the next Police Chief.

☒

In-Progress

☐

Complete

ACTION

This recommendation will be deferred until the arrival of the new Chief.

Recommendation

Train and require all Lieutenants to swiftly and deliberately engage any act of insubordination and sanction sustained cases with effective discipline.

☐

In-Progress

☒

Complete

Chapter 11 – Training

11.4 WASPC Accreditation Standard:

The agency maintains records of each formal training it conducts, to include:

- *Course content/lesson plans;*
- *Name of all attendees;*
- *Performance of the attendees;*
- *Credentials of the presenter or instructor; and*
- *Copies of any test results.*

Recommendation

Conduct yearly training for all high risk areas/policies such as Defensive Tactics, less lethal weapons, and firearm qualifications.

☐

In-Progress

☒

Complete

ACTION

Defensive Tactics: Every BIPD officer has undergone Lateral Vascular Neck Restraint training (LVNR) in 2013.

Less Lethal Weapons: Every BIPD officer who carries a Taser has undergone or is scheduled for Taser training, estimated completion is mid-June.

Firearm Qualifications: Every BIPD officer has undergone or is scheduled for firearms qualifications in 2013.

All training above has been incorporated into the BIPD's annual training plan.

Recommendation

Document all in-service training with appropriate lesson plans, instructor credentials, student data and performance on tests, and copies of any tests.

☐

In-Progress

☒

Complete

ACTION

We are in compliance with the WASPC standard.

Recommendation

Under the direction of the permanent Chief, conduct a review of the Defensive Tactics program and training cadre to ensure agency objectives are being met.

☒

In-Progress

☐

Complete

ACTION

This recommendation will be deferred until the arrival of the new Chief.

Chapter 14 – Internal Affairs

14.1 WASPC Accreditation Standard:

The agency requires the documentation and investigation of all complaints of misconduct or illegal behavior against the agency or its members.

Recommendation

Policy should change and the signature line removed from the new form so that all complaints (even anonymous) are accepted and investigated without a requirement for signature.



In-Progress



Complete

ACTION

The BIPD agrees with the LEMAP recommendation that the signature line be removed from the complaint form, but we defer this decision to the City Management. The signature line was added per city management as a result of the Pailca report in 2011 (attachment 10) but it is standard practice to accept any complaint regardless of whether the complainant is identified and regardless of whether they choose to use our form (attachment 11).

Recommendation

All complaints, regardless of seriousness, should be reviewed by Command level officers and complaints of misconduct should be routed to the Chief for review, investigative assignment and timeline.



In-Progress



Complete

ACTION

It is standard practice for any complaint - regardless of severity - are reviewed by command level officers for review and follow up per the GOM. Complaints against commissioned officers where facts are not self-evident are routed to the Chief for review and investigative assignment.

Recommendation

An annual review of all complaints should be conducted with an eye towards intervention with any employees that surface in an "early warning system."



In-Progress



Complete

ACTION

The Administrative Coordinator will ensure that the document is presented to the Chief for annual review with an eye toward intervention.

Chapter 14 – Internal Affairs

14.2 WASPC Accreditation Standard:

The agency identifies which complaints supervisors investigate and which types of complaints are investigated by an internal affairs function.

Recommendation

Policy needs to delineate who investigates which types of complaints and establish a consistent method for processing complaints.



In-Progress



Complete

ACTION

Need a meeting of command staff to set policy.

Recommendation

Once a complaint is assigned for investigation the investigators role is clearly defined as a fact finder who reports directly to the Chief during and until the investigation is completed.



In-Progress



Complete

ACTION

Need a meeting of command staff to set policy.

Recommendation

All supervisors and relief supervisors should receive basic, as well as periodic updates, on the Internal Affairs process. The Chief should be part of these training sessions so that they can establish and reinforce expectations of supervisors in the complaint process.



In-Progress



Complete

ACTION

Need a meeting of command staff to set policy.

Chapter 14 – Internal Affairs

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The agency identifies which complaints supervisors investigate and which types of complaints are investigated by an internal affairs function.

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In-Progress



Complete

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In-Progress



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Recommendation

All supervisors and relief supervisors should receive basic, as well as periodic updates, on the Internal Affairs process. The Chief should be part of these training sessions so that they can establish and reinforce expectations of supervisors in the complaint process.



In-Progress



Complete

ACTION

Need a meeting of command staff to set policy.

Chapter 14 – Internal Affairs

14.5 WASPC Accreditation Standard:

The agency maintains records of complaints and their dispositions in accordance with Washington State Retention Guidelines.

Recommendation

Develop policy that specifically addresses retention schedule for complaints according to their dispositions in accordance with Washington State Retention Guidelines.



In-Progress



Complete

ACTION

Need a meeting of command staff to set policy.

Recommendation

If IA files are missing from a secure storage area the facts and circumstances of their removal should be investigated with a full report routed to the IPSD or permanent police chief.



In-Progress



Complete

ACTION

Security concerns that may have contributed to missing files have been addressed and corrected. Should additional files be discovered as missing, a full report of circumstances will be prepared by the Administrative Coordinator for the Chief.

Chapter 15 – Patrol Function

15.2 WASPC Accreditation Standard:

The agency has procedures for response to emergency and non-emergency calls.

Recommendation

Inconsistent leadership and lack of competency by most Patrol Lieutenants was a common thread that ran through most of the interviews conducted by the LEMAP team. The IPSD and ultimately the permanent Chief need to make an investment in the Lieutenant rank. Lines of communication need to be opened and both mentoring and accountability need to underpin performance expectations. Otherwise, response to all levels of calls by Officers will continue to tarnish BIPD's level of trust and confidence within the community.



In-Progress



Complete

ACTION

This recommendation will be deferred until the arrival of the new Chief.

Chapter 15 – Patrol Function

15.8 WASPC Accreditation Standard:

The agency has procedures for the handling of mentally ill individuals, including those with pending criminal charges and mental health commitments, pursuant to the Revised Code of Washington.

Recommendation

No recommendation was provided.



In-Progress



Complete

ACTION

WASPC personnel did not have a recommendation for meeting this standard. This item is still in progress and will include direction from the new Chief.

Chapter 16 -- Traffic Function

16.2 WASPC Accreditation Standard:

The agency has procedures for the lawful impounding of vehicles.

Recommendation

Update BIPD impound policy and train officers on its content. Ensure supervisors are monitoring all impounds for consistency and policy compliance.



In-Progress



Complete

ACTION

BIPD policy is currently being updated to incorporate this recommendation. In order to complete the change, a new ordinance is required which will be handled by our new Chief.

Chapter 18 – Evidence and Property Control Function

18.22 WASPC Accreditation Standard:

Audits – An audit of property and evidence is conducted whenever a new employee is assigned over-all responsibility of the property and evidence function.

Recommendation

Ensure a thorough property room inventory is completed immediately following the arrival of the new Police Chief.



In-Progress



Complete

ACTION

A thorough property room inventory will be completed immediately following the arrival of a new Police Chief. BIPD policy is currently being updated to reflect this recommendation. – Burns

Briefing – Lexipol

Issue: Lexipol Update

Discussion/Background:

In July 2010, the Police Department entered into an agreement to utilize Lexipol as the department policy manual. Lt. Giuntoli was assigned the task customizing the manual. The assignment was an ancillary duty to be completed in addition to patrol and other tasks already assigned to Lt. Giuntoli. There was no direction on how to proceed or what content the Police Chief was looking to incorporate into the manual.

Lt. Giuntoli distributed sections of the manual to those in the department that were identified as being subject matter experts and asked for their input on customizing those policies. Work was completed as time allowed.

In mid- November 2012, Lt. Giuntoli was taken off the road to work exclusively on Lexipol. By the end of December 2012, approximately 50% of the manual was completed. In January of 2013, Lt. Giuntoli was diverted to LEMAP and the running of the department.

The basic manual consists of 10 chapters and approximately 140 policies. Twice a year Lexipol sends updates to be downloaded into the working copy of the manual. These downloads wipe out any changes that were made to the basic manual.

Issues:

- Focused time to complete the work.
- Work area to spread out materials and be undisturbed.
- Direction on writing – i.e. policy and procedure manuals? Tone?
- Multiple documents to deconflict with.
- Manual is living document and constantly being updated.
- Lexipol system is not user friendly.
- LEMAP demands fixes to current policy – redirected work to LEMAP.
- Absence of Police Chief – diverted to immediate needs of department.
- Need to have a roll out and implementation plan (training).

Options/Recommendations:

- Determine whether LEMAP or Lexipol takes precedent.
- Work half a day on Lexipol and the other half on other assignments.

Implementation:

- Implementation plan.
- Training to policy.
- One year at minimum.

Communications:

- IAM
- Guild
- Lawyer
- Officers/Supervisors

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Mid-Year Financial Report/Preliminary 2014 Forecasts	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 13-100
Proposed By: Finance Director Ellen Schroer	Referral(s):

BUDGET INFORMATION

Department: Finance	Fund: All	Munis Contract #
Expenditure Req: none	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:

Present the 2013 Mid-year Financial Report/Preliminary 2014 Forecasts.

History:

The Finance and Administrative Services Department of the City of Bainbridge Island prepares a mid-year financial report at the close of the second quarter. This report provides information about current financial performance, along with estimates of the second half of the year. City staff uses the results reported in the mid-year 2013 to support Council's ongoing review of 2013 performance and the mid-biennium review of the 2014 budget.

RECOMMENDED ACTION

This agenda item is for discussion purposes. No action is required at this time.

2013 Mid-year Financial Report

The Finance and Administrative Services Department of the City of Bainbridge Island prepares a mid-year financial report at the close of the second quarter each year. This report provides information about current financial performance, along with estimates for the second half of the year. City staff is using the results reported in this mid-year 2013 assessment to support the Council's ongoing review of 2013 performance and the mid-biennium review of the 2014 Budget.

OVERVIEW

This report describes City financial performance as of June 30, 2013, which is the mid-point of the budget year.

Overall, total revenue performance for tax-supported activities is slightly higher than estimated, while expenditures across the City are close to budget. There is some variation from budget for particular revenue and expenditure items, which is discussed in detail below. The City's cash position for its primary operating funds has improved overall, building on strong 2012 performance:

- the City's tax-supported funds show a total cash balance of \$12.6 million, an increase of 23% over the same time in 2012;
- the Water Fund shows a cash balance of \$5.9 million, an increase of 12% over mid-year 2012;
- the Sewer Fund shows a cash balance of \$2.9 million, an increase of 33% over mid-year 2012, and
- the SSWM Fund shows a cash balance of \$1.3 million, a decrease of 5% as compared to mid-year 2012.

The strong cash balances enable the City to fully fund its policy reserve targets for all funds.

The City continues to provide many of the same programs and services each year, which has led to a solid understanding of revenue levels and trends, as well as the timing and level of expenditures. However, every year brings some unexpected events, such as staff departures and State budget decisions; significant 2013 variances are discussed in more detail below. Financial results from 2012 combined with continued strong first and second quarter performance indicate year-end results at or ahead of budget. This will help improve the outlook and widen options for 2014.

This report presents information and analysis first for the City's tax-supported funds, followed by information about the three utility funds in a separate section. Information about year-end 2013 expectations is used to provide an initial forecast of year-end 2014.

Tax-Supported Funds

A. 2013 Mid-year Actual Results

At mid-year, 2013 Tax-Supported funds' revenues are up compared to the same period in 2012. Expenditures are down in 2013 as compared to 2012.

For the four largest tax-supported operating funds (the General Fund, Streets Fund, Building and Development Services Fund, and Real Estate Excise Tax (REET) Fund), revenues through June 30 2013 total \$10.3 million, or 54% of budget for those funds. Revenue for all tax-supported funds is \$11.2 million.

Highlights related to revenue performance include:

- Building and Development Services Fees, particularly Plan Checking Fees, are higher than collections this time last year. As of June 30, revenues are \$649,000, or 81% of total budget. This compares to \$379,000, or 53% of budget, through June 2012.
- Real Estate Excise Tax revenues are \$780,000, or 66% of total budget. This compares to \$703,000, or 68% of budget, through June 2012.
- Liquor Excise tax revenue was \$0, reflecting a State budget decision, compared to \$57,000 through June 30, 2012.
- Property Tax revenues are on pace for this time of the year.
- Sales Tax revenues show a slight improvement over 2012 at \$1.4 million, or 57% of budget, compared to \$1.3 million, or 49% of budget. Most of the increase is attributable to the construction sector.

Operating expenditures through June 30 for the largest tax-supported funds, General Fund, Streets Fund, and the Building and Development Services Fund, are \$6.6 million, or 45% of budget. This is generally on pace with typical annual spending patterns. Total expenditures, including non-operating expenditures such as debt service and capital, are \$16.3 million, or 42% of budget. Expenditures for all tax-supported funds is \$6.7 million.

Highlights related to 2013 expenditure performance through June 30 include:

- Personnel expenditures for tax-supported funds are \$4.5 million, or 45% of budget. This is less than the total of \$4.9 million, or 48% of budget, at June 30, 2012. The City has vacancies in several key positions in 2013. However, this savings is largely offset by items such as transition costs and payment for interim staff in positions such as the City Attorney and Public Works Director.
- Professional services expenditures for litigation are significantly lower than budgeted for all funds. Other professional service expenditures typically fall into the second half of the year, such as the support to community service organizations.
- General Fund operating transfers to other funds are at only \$197,000, or 4% of budget, due to strong performance in other funds including Building and Development Services and REET. Expenditures in the second half of the year will increase due to timing of items such as debt service payments.
- Nearly \$2.6 million of tax-supported capital projects, including reconstruction projects at Rockaway Beach Road and Fort Ward Hill, are scheduled to occur in the second half of the year.

B. Cash Balances at June 30, 2013

This report also provides an opportunity to review the City's cash position, as reflected in the cash flow analysis attached.

The City's mid-year cash position shows a significant increase as compared to 2012. The increase in cash balances is primarily due to strong 2012 performance, during which revenue performance was close to estimates for most revenue sources, and the City closely controlled expenditures. The 2012 General Fund final year-end results, as reported to the State Auditor at the end of May 2013, show that the fund balance was \$2.3 million higher than forecasted in the summer of 2012. Key reasons include:

- Personnel-related expenses. When the 2012 budget was developed, there were several unknowns related to personnel costs. These items included an open arbitration action and ongoing contract negotiations with the City's largest union, which included cost of living adjustments (COLA) for 2012. An additional contributing factor was the City's budgeting practice of including positions at top-step rather than budgeting at actual salary by individual employee. Finally, there were vacancies in some positions, particularly in the Police Department, which generated General Fund savings. The total underexpenditure for personnel expenses was \$860,000.
- Professional services expenses. Areas for which actual expenditures were less than budget included outside legal expenses and delay of some work items, such as the SMP and maintenance at the Open Water Marina, into 2013. The total underexpenditure for professional services was \$580,000.
- Strategic planning. Anticipated strategic planning efforts included in the 2012 budget did not occur. Underspending for items included in this budget totaled \$180,000.
- Strong performance in the REET Fund which reduced the need for General Fund operating transfers to other tax-supported funds. Underspending for this item in 2012 for the General Fund was \$420,000.
- Fuel costs. Actual costs for fuel were less than budgeted, due both to lower than expected prices and usage. Underspending for this item totaled \$57,000.
- PEG capital. The City receives revenue which must be spent on qualifying items. This revenue is retained and tracked specially. Underspending for 2012 in this area was \$65,000.

On the following page Table One (page 4) provides mid-year information about cash balances for 2012 and 2013.

Looking ahead to the end of the year, 2013 year-end cash balances are expected to be higher than the originally budgeted levels. Please note that the estimated balances shown in Table Two (on page 5) will be reduced through year-end close processes, including posting of accrued expenses.

Table One: Cash Balances of Tax-Supported Funds

	June 30, 2013	June 30, 2012	Comment
General Fund	11,630,075	9,576,308	June cash balances are among the highest of the year due to timing of expenditures, especially debt service and capital projects.
Streets Fund	240	61,561	Cash balances within the year are managed to minimize the need for operating transfers.
Building and Development Services	190,171	79,313	Cash balances within the year are managed to minimize the need for operating transfers.
REET	262,021	21,421	Cash balances within the year are managed to minimize the need for operating transfers.
Capital Construction	645,540	516,744	Cash balance reflects ongoing capital projects and varies with timing of expenditure and grant receipts.

Looking ahead to the end of the year, 2013 year-end cash balances are expected to be higher than the originally budgeted levels. Please note that the estimated balances shown below in Table Two will be reduced through year-end close processes, including posting of accrued expenses.

C. Forecast for Year-End 2013

The revenue forecast for the remainder of 2013 indicates that tax-supported revenue overall will continue to come in close to budget. Expenditures overall are on track, with some key differences, as discussed in the previous section.

Key items that differ from the budgeted plan that are included in the forecast for the remainder of 2013 include:

- Recruitment costs – recruitment for key positions will total \$50,000 more than the originally-budgeted amount.
- Traffic study review – personnel vacancies in key positions in the Planning and Community Development Department will require outside support to complete this work in 2013. This item is now assumed at \$50,000.
- General Fund support for SSWM utility – as a result of the 2012 decision to exempt the City's street network from SSWM fees, there is an interfund loan from the Street Fund to the SSWM Fund. Required repayment of this loan in 2013 will create expenses in excess of anticipated fee revenue in the SSWM Fund. It is allowable for the General Fund to provide support to the SSWM utility, and this will be needed to provide adequate revenue for the SSWM Fund. This item is now estimated at \$760,000 in 2013.

- Rockaway Beach Road Reconstruction – as a result of the redesign currently underway for the Rockaway Beach project, the City estimates that an additional \$252,000 will be needed to complete this project.

Looking ahead to the end of the year, 2013 year-end cash balances are expected to be higher than the originally budgeted levels. The cash balances shown in the table below will be reduced through year-end close processes.

Table Two: Estimated Cash Balances of Tax-Supported Funds at Year-end 2013

	Estimated Dec. 31, 2013	Comment
General Fund	8,288,250	Assumes continued progress on established work plan and approved budget adjustments. Assumes \$50,000 for a traffic study consultant and \$50,000 for management recruitments. Assumes \$760,000 General Fund support to SSWM. Not reduced for estimated year-end accruals.
Streets Fund	1,782,908	Assumes receipt of repayment of interfund loan from SSWM Fund in December 2013. Not reduced for estimated year-end accruals.
Building and Development Services	97,171	
REET	152,457	
Capital Construction	729,747	Assumes completion of Rockaway Beach Road Reconstruction and Fort Ward Hill Reconstruction projects as well as receipt of revenue from reimbursable grants. Not reduced for estimated year-end accruals.

D. Policy Reserve Forecasts for Year-end 2014

City staff is using the results reported in this mid-year 2013 assessment to support the Council's ongoing review of 2013 budgets and the mid-biennium review of the 2014 Budget. Analysis of the 2013 year-to-date results and work plans to support previously-identified Council priorities combine to inform expected adjustments to the 2014 Budget.

Key assumptions in the 2014 year-end forecast shown below include:

- 2014 Budget held as approved in December 2012, with the exception of adjustments detailed below.
- A review of revenues for tax-supported Funds leads to an upward adjustment of \$160,000 for 2014. Increases for improved Sales Tax, Building and Development Services, and REET performance are offset by reductions in estimated revenue for items such as commercial parking tax, liquor excise tax and passport fees.
- Certain expenditure assumptions are included in the forecast below.

- Capital is included as detailed in the preliminary Capital Improvement Plan (CIP) as of August 1. This set of projects results in an increase for tax-supported funds of roughly \$1.03 million as compared to the previously-approved 2014 Budget. Some of this increase is offset by grant funds also not included in the previous budget.
- The Contingency Reserve is funded at \$500,000 and shown as fully expended. This amount split between the Legislative Department at \$400,000 and the Executive Department at \$100,000 for legal contingency.
- General Fund support for SSWM is currently estimated at \$410,000
- High Performance Organization (HPO) training is included at \$30,000
- Community Visioning is included at \$15,000
- Structural policy goals are funded.
 - As noted above, the Contingency Reserve is assumed to be entirely spent in 2014.
 - Emergency reserve is fully funded at \$1.0 million. This reserve has been funded in the past from proceeds from property sales. The table below assumes one-time additional funding of \$595,000 from the General Fund to bring this reserve to the established policy level.

Table Three: City General Fund Policy Reserve Balances

	Dec. 31, 2013	Dec. 31, 2014	Annual target	Notes
Contingency Reserve	\$774,000	\$400,000	\$800,000	Funded on a monthly basis. 2014 amount assumes that reserve is appropriated and spent.
Emergency Reserve	\$1,000,000	\$1,000,000	\$1,000,000	Funded by property sales and one-time additional transfer from General Fund.
Legal Contingency	\$100,000	\$100,000	\$100,000	General Fund legal contingency
General Fund Stability Reserve	\$3,659,954	\$3,289,567	\$3,000,000	Reserve amount is net of estimated accruals.
Washington State Ferry Funds	\$2,007,000	0	N/A	Assumes spending of settlement funds in 2014.

The forecast for year-end 2013, net of reserves, shows approximately \$780,000 beyond the policy reserve levels. Using this starting point, and including the items noted above, the 2014 forecast, net of reserves, shows approximately \$290,000 beyond the policy reserve levels. Decisions about programming these funds can be undertaken by Council through the 2014 budget review process. Additional analysis to identify and compare recurring and non-recurring revenues and expenditures will help to identify appropriate alignment with any proposed changes.

Utility Funds

Financial performance for the three utilities is governed by decisions made specific to each utility.

2013 Mid-year Actual Results

Water Fund

Ongoing discussions related to management and operation of the water utility resulted in the City retaining both functions. At mid-year, revenue from water sales is comparable to 2012 at \$620,000, or 46% of budget, for the first half of 2013 compared to \$605,000 in 2012. Other revenue sources include system participation fees and connection fees. Operating expenditures are \$449,000, or 41% of budget.

Sewer Fund

Sewer Fund operating revenues through June 30 were \$1.7 million, or 50% of budget, slightly higher than \$1.6 million, or 38% of budget, received for the same period in 2012. Other revenue sources include payments of Local Improvement District (LID) assessments and system participation fees. Operating expenditures were \$984,000, or 39% of budget. The Sewer Fund also pays significant debt service and made scheduled payments of \$871,000 in principal and interest payments in the first half of 2013.

Storm and Surface Water Management (SSWM) Fund

SSWM Fund operating revenues through June 30 were \$1.1 million, or 45% of budget, compared to \$1.2 million or 51% of budget in 2012. The decision to exempt the City's streets from the SSWM fee results in lower than budgeted revenue to the SSWM Fund in 2013 as the Streets Fund is not making the previously- budgeted payment of \$251,000. Other revenue sources include grant revenues. Operating expenditures were \$883,000, or 43% of budget.

A. Cash balances

This report also provides an opportunity to review the City's cash position, as reflected in the cash flow analysis attached.

Table Four: Cash Balances of City Utility Funds at June 30

	June 30, 2013	June 30, 2012
Water Fund	5,854,989	5,212,411
Sewer Fund	2,923,289	2,195,195
SSWM Fund	1,294,409	1,364,907

B. Forecast for Year-end 2013

Water Fund

Year-end forecasts for the Water Fund assume reduced revenue, anticipating a rate reduction of 30% now under discussion. Expenditures are assumed to continue at a pace similar to the first half of the year, with the exception of the beginning of work on a water system plan, which will increase

Professional Services expenditures in the second half of the year. The estimated cash balance at the end of the year is \$5.6 million, an increase of approximately \$40,000 from the beginning of 2013.

Sewer Fund

Year-end forecasts for the Sewer Fund do not show any significant changes from the first half of the year. Work on the Sewer Comprehensive Plan will continue. The utility's largest current capital project, the Eagle Harbor Beach Mains project, will continue, and once design is completed and a construction contract awarded, capital spending will increase. The estimated cash balance at the end of the year is \$3.2 million, an increase of approximately \$400,000 from the beginning of 2013.

Storm and Surface Water Management (SSWM) Fund

Year-end forecasts for the SSWM Fund anticipate that revenues will continue at levels similar to the first half of the year, with the addition of approximately \$93,000 in grant revenue from reimbursable grants. Operating expenditures will continue at levels similar to the first half of the year, while capital expenditures will increase. Eight projects are either underway or will be started in the second half of the year.

During the second half of the year, the SSWM Fund must repay an interfund loan of \$1.3 million currently owed to the Street Fund. The City anticipates making this repayment by December 2013, after the receipt of the second half of the SSWM fees, which are collected by the County in conjunction with property taxes. After making this repayment, as discussed in 2012, the SSWM Fund will need operating support from the General Fund. The amount of support is currently estimated to be \$760,000. The estimated cash balance at the end of the year is \$363,000, a decrease of approximately \$848,000 from the beginning of 2013.

Table Five: Estimated Cash Balances of Utility Funds at Year-end 2013

	Estimated Dec. 31, 2013	Comment
Water Fund	5,653,426	Assumes reduction of rates effective mid-August. Assumes completion of projects on Madison Avenue and at Fletcher Bay Well House. Assumes that Water System Plan will begin in 2013 and conclude in 2014. Not reduced for estimated year-end accruals.
Sewer Fund	3,166,551	Assumes continued progress on established work plan. Not reduced for estimated year-end accruals.
SSWM Fund	363,253	Assumes repayment of interfund loan to Streets Fund in December 2013. Assumes \$226,000 in spending on capital projects in the second half of 2013. Assumes completion of major maintenance at Sportsmen Club pond in 2013. Assumes General Fund support of \$760,000. Not reduced for estimated year-end accruals.

C. Forecast for 2014

City staff is using the results reported in this mid-year 2013 assessment to support the Council's ongoing review of 2013 budgets and the mid-biennium review of the 2014 Budget. Analysis of the 2013 year-to-date results and work plans to support previously-identified Council priorities combine to inform expected adjustments to the 2014 Budget.

Water Fund

Forecasts for 2014 assume continued City ownership and management of the Water Utility. City staff is not planning to propose changes to the 2014 budget except to continue changes made in 2013 or to update budget items to reflect work started in 2013 that will continue into 2014. In addition, staff will make changes to the budget in alignment with the Capital Improvement Plan provided to Council, the Planning Commission and the community in advance of the planned briefing of the Planning Commission on August 8. No change to rates beyond what is currently under discussion is included for 2014 in the mid-biennial review.

Sewer Fund

City staff is not planning to propose changes to the 2014 budget for the Sewer Utility except to update budget items to reflect work started in 2013 that will continue into 2014. Staff will also make changes to the budget in alignment with the Capital Improvement Plan provided to Council, the Planning Commission and the community in advance of the planned briefing of the Planning Commission on August 8. No change to rates will be proposed for 2014 in the mid-biennial review.

Storm and Surface Water Management (SSWM) Fund

Current forecasts for the SSWM Utility anticipate fee revenue at 2013 levels, which will require General Fund support to allow for budgeted expenditures. Ongoing General Fund support to the utility could be an item for discussion in the mid-biennial budget review. City staff is not planning to propose additional changes to the 2014 budget except to continue changes made in 2013 or to update budget items to reflect work started in 2013 that will continue into 2014. Staff will make changes to the budget in alignment with the Capital Improvement Plan provided to Council, the Planning Commission and the community in advance of the planned briefing of the Planning Commission on August 8. No change to rates will be proposed for 2014 in the mid-biennial review.

ATTACHED SCHEDULES

The attached schedules give comparative financial figures for the first 6 months of the year and include estimates for expected year-end results.

Schedule A: 2013 Budget to Actuals

Schedule B: Revenues by Fund through June

Schedule C: Expenditures by Fund through June

Schedule D: Cash Flow spreadsheets

Note – The Cash Flow spreadsheets do not match Schedules A through C due to the difference in the accounting basis (modified accrual as compared to cash). These spreadsheets are provided to show the City's forecast through the end of 2013.

Schedule E: Sales Tax monthly revenue 2011 - 2013

2013 Mid-Year Report Schedule A

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

	2013 REVISED	2013 ACTUAL	2013 TAX SUPPORTED ACTUAL	2013 UTILITY SUPPORTED ACTUAL
REVENUES				
Taxes	15,935,240	8,824,229	8,824,229	-
Fees & Service Charges	1,944,729	1,333,990	1,333,565	425
Intergovernment Revenue	4,177,672	878,739	840,835	37,904
Fines & Forfeits	191,190	56,371	56,371	-
Charges for Utility Services	7,183,854	3,418,740	1,348	3,417,392
Miscellaneous	360,500	291,199	36,460	254,739
Assessments	324,761	264,836	48,269	216,567
Investment Revenue	77,612	69,620	28,488	41,132
TOTAL REVENUES	30,195,557	15,137,724	11,169,565	3,968,159
OTHER SOURCES				
Gain on Sale of Fixed Assets	186,000	69,898	69,898	-
From Other Funds and Sub-Funds	21,567,198	763,800	763,800	-
TOTAL RESOURCES	51,948,755	15,971,422	12,003,263	3,968,159
EXPENDITURES				
OPERATING EXPENDITURES				
Salaries	9,129,884	4,172,861	3,281,570	891,291
Benefits	3,624,431	1,540,117	1,208,976	331,141
Supplies	614,462	257,204	161,293	95,912
Professional Services	2,425,535	789,515	645,347	144,168
Other Services & Charges	3,271,307	1,512,790	1,063,458	449,332
Intergovernmental Services	1,513,724	741,693	338,724	402,969
Operating Spending Hold	60,000	-	-	-
TOTAL OPERATING EXPENDITURES	20,639,343	9,014,179	6,699,367	2,314,812
NON-OPERATING EXPENDITURES				
Capital Equipment	104,374	12,407	12,407	-
Capital Projects	7,205,057	465,776	207,421	258,355
Debt Service	4,811,128	1,557,556	632,411	925,145
TOTAL EXPENDITURES	32,759,903	11,049,918	7,551,607	3,498,312
OTHER USES				
To Other Funds and Sub-Funds	5,809,000	763,800	763,800	-
TOTAL USES	38,568,902	11,813,718	8,315,407	3,498,312

2013 Mid-Year Report Schedule B

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND FY 2013 THROUGH JUNE

Page 1 of 7

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	3,603,819	41,729	3,119,930	53.6 %	3,559,459	54.2 %
Sales and Use Tax	2,505,166	1,417,160	219,595	1,088,006	56.6 %	1,287,850	48.5 %
Sales Tax - Criminal Justice	260,000	133,123	21,601	126,876	51.2 %	129,112	54.0 %
B&O Tax and Penalties	370,000	432,043	5,873	(62,043)	116.8 %	372,928	96.8 %
Utility Tax on Private Utilities	2,880,322	1,481,782	66,708	1,398,541	51.4 %	1,493,547	49.8 %
Utility Tax on City Utilities	446,950	238,090	31,503	208,860	53.3 %	242,475	50.0 %
Leasehold & Other Taxes	8,160	6,157	2,113	2,003	75.5 %	7,459	91.4 %
TAXES	13,194,347	7,312,173	389,121	5,882,174	55.42	7,092,830	53.1%
Business License & Penalties	181,000	175,243	9,430	5,757	96.8 %	180,979	81.1 %
Franchise Fees on Cable TV	272,388	162,536	-	109,852	59.7 %	151,702	55.7 %
Franchise Fees on Cable TV - PEG Capital	67,157	31,539	-	35,618	47.0 %	31,369	46.7 %
Animal Licenses	1,952	518	78	1,435	26.5 %	592	30.3 %
Other Licenses & Permits	2,040	1,934	140	106	94.8 %	1,978	97.0 %
Adult Probation Fees	90,627	28,534	-	62,093	31.5 %	38,941	43.0 %
Passport Charges	-	-	-	-	- %	-	- %
Court Fees & Law Enforcement Charges	40,000	2,666	-	37,334	6.7 %	2,570	50.4 %
All Other Charges	30,000	26,007	792	3,993	86.7 %	17,787	26.8 %
Interfund Rent	435,678	196,527	32,755	239,150	45.1 %	217,841	50.0 %
FEES & SERVICE CHARGES	1,120,842	625,504	43,194	495,338	55.81	643,759	54.4%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND FY 2013 THROUGH JUNE

Page 2 of 7

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
Criminal Justice	29,192	14,649	-	14,544	50.2 %	14,283	48.9 %
Liquor Excise	51,200	-	-	51,200	- %	56,931	50.3 %
Liquor Profits	170,000	103,774	51,879	66,226	61.0 %	125,415	68.7 %
Intergovernmental Service Revenue	5,100	3	-	5,098	- %	250	4.9 %
Vessel Registration Fees	-	-	-	-	- %	-	- %
Law Enforcement Grants	15,815	11,723	-	4,093	74.1 %	17,663	111.7 %
Planning and Other Operating Grants	87,500	-	-	87,500	- %	48,991	56.0 %
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 %	11,899	- %
INTERGOVERNMENT REVENUE	381,678	151,312	51,880	230,366	39.64	290,201	64.2%
Traffic Fines	80,000	18,436	-	61,564	23.0 %	18,380	24.9 %
Drug Related Confiscations	-	-	-	-	- %	-	- %
Parking Fines	101,500	30,404	-	71,096	30.0 %	73,578	48.4 %
D.U.I. Penalties	2,040	840	50	1,200	41.2 %	880	43.1 %
Other Traffic Misdemeanors	2,040	953	-	1,087	46.7 %	1,120	54.9 %
Non-Traffic Misdemeanors	510	1,773	-	(1,263)	347.6 %	2,376	465.9 %
Court Recoupments	5,100	848	-	4,252	16.6 %	1,177	23.1 %
All Other Fines & Forfeits	-	3,116	-	(3,116)	- %	5,610	- %
FINES & FORFEITS	191,190	56,371	50	134,819	29.48	103,121	43.8%
Facilities Rental	40,800	15,132	1,480	25,668	37.1 %	15,969	39.1 %
Dock Use Charges	10,200	15,211	2,758	(5,011)	149.1 %	13,301	130.4 %
Private Donations/Sales of PDRs/FAR Purchases	2,550	-	-	2,550	- %	8,000	313.7 %
All Other Miscellaneous	9,850	5,344	1,385	4,506	54.2 %	3,380	34.3 %
Insurance Recoveries	-	-	-	-	- %	-	- %
MISCELLANEOUS	63,400	35,686	5,622	27,714	56.29	40,650	64.1%
Interest	13,769	3,477	402	10,292	25.3 %	3,827	27.8 %
INVESTMENT REVENUE	13,769	3,477	402	10,292	25.25	3,827	27.8%

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH JUNE

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
Proceeds of Capital Lease	-	-	-	-	- %	-	- %
LOANS/SALE OF BONDS							
Gain on Sale of Fixed Assets	186,000	69,898	-	116,102	37.6 %	17,361	9.3 %
OTHER EXTERNAL SOURCES	186,000	69,898	-	116,102	37.58	17,361	9.3%
TOTAL GENERAL FUND	15,151,226	8,254,421	490,269	6,896,805	54.5%	8,191,750	52.6%
	15,151,226	8,254,421	490,269	6,896,805	54.5 %	8,191,750	52.6 %
<u>STREETS FUND</u>							
Commercial Parking Lot Tax	790,000	331,978	-	458,022	42.0 %	277,416	50.0 %
M.V. Fuel Tax - Streets & Arterials	518,721	224,902	38,656	293,820	43.4 %	222,331	42.9 %
Right of Way Permits	26,820	26,050	3,050	770	97.1 %	11,750	27.1 %
Parking - Taxable & Fees	-	-	-	-	- %	4,423	1.5 %
Parking Monthly	30,000	-	-	30,000	- %	-	- %
Interest on Investments-Streets	-	-	-	-	- %	-	- %
Other Revenues-Streets	356,000	580	205	355,420	0.2 %	490	- %
22415	-	950	-	(950)	- %	-	- %
TOTAL STREETS FUND	1,721,541	584,459	41,911	1,137,082	33.9 %	516,411	35.7 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH JUNE

FUND/ACCOUNT	2013 REVISED BUDGET	2013 YTD COLLECTED	2013 MTD COLLECTED	2013 REMAINING TO COLLECT	2013 % COLL	2012 YTD COLLECTED	2012 % COLL
<u>BUILDING & DEVELOPMENT SERVICES</u>							
Building Permits & Inspections	318,341	214,289	42,192	104,052	67.3 %	136,891	43.0 %
Planning Review of Building Permits	45,000	49,689	9,838	(4,689)	110.4 %	24,338	61.0 %
Fire Inspections & Reviews	126	464	-	(338)	367.2 %	66	52.4 %
Engineering Fees	92	1,348	150	(1,257)	1,468.8 %	260	283.2 %
Zoning & Subdivision	86,100	99,795	1,908	(13,695)	115.9 %	62,891	165.1 %
Plan Checking Fees	220,000	171,873	31,020	48,127	78.1 %	95,369	51.1 %
Other Planning & Development Fees	127,500	110,090	20,755	17,410	86.3 %	58,732	46.1 %
Interest on Investments & Other Rev - B&Ds	-	1,260	1,060	(1,260)	- %	-	- %
43190	2,040	-	-	2,040	- %	(45)	(2.2%)
TOTAL BUILDING & DEVELOPMENT SERVICES	799,199	648,809	106,923	150,390	81.2 %	378,501	53.1 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH JUNE

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	779,753	179,831	395,247	66.4 %	703,254	68.4 %
Interest on Investments-Real Estate Excise	3,060	-	-	3,060	- %	-	- %
	1,178,060	779,753	179,831	398,307	66.2%	703,254	68.2%
CIVIC IMPROVEMENT FUND							
Hotel/Motel Tax	110,000	44,776	5,830	65,224	40.7 %	44,143	40.1 %
Interest on Investments & Other Rev - Hotel/Mot	-	-	-	-	- %	-	- %
	110,000	44,776	5,830	65,224	40.7%	44,143	40.1%
AFFORDABLE HOUSING FUND							
Private Donations-Affordable Housing	-	-	-	-	- %	-	- %
Fees in Lieu/Other	-	-	-	-	- %	-	- %
Interest on Investments & Other Rev - Affordable	-	-	-	-	- %	230	- %
	-	-	-	-	0.0%	230	0.0%
FAR-PUBLIC AMENITIES							
Zoning & Subdivision	-	13,336	-	(13,336)	- %	-	- %
Interest on Investments & Other Rev - FAR	-	-	-	-	- %	-	- %
	-	13,336	-	(13,336)	0.0%	0	0.0%
FAR-FARMLAND/AGRICULTURE							
Zoning & Subdivision	-	20,004	-	(20,004)	- %	-	- %
Interest on Investments & Other Rev - FAR	-	-	-	-	- %	-	- %
	-	20,004	-	(20,004)	0.0%	0	0.0%
TOTAL SPECIAL REVENUE FUNDS	1,288,060	857,869	185,661	430,191	66.6 %	747,627	65.5 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND FY 2013 THROUGH JUNE

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	355,549	4,071	310,344	53.4 %	353,665	53.0 %
GO Bond Fund	-	-	-	-	- %	-	- %
	665,893	355,549	4,071	310,344	53.4%	353,665	53.0%
LID BOND FUND							
LID Assessments	51,726	28,921	-	22,805	55.9 %	48,429	93.6 %
LID Special Assessments	-	44,359	-	(44,359)	- %	72,380	- %
LID Bond Fund	-	-	-	-	- %	-	- %
	51,726	73,280	-	(21,555)	141.7%	120,809	233.6%
TOTAL BOND FUNDS	717,619	428,829	4,071	288,790	59.8 %	474,474	66.0 %
<u>CAPITAL & LID CONSTRUCTION FUNDS</u>							
CAPITAL CONSTRUCTION FUND							
Intergovernmental Service Revenue	-	-	-	-	- %	-	- %
WA State & Local Grants & Donations	224,000	465,562	275	(241,562)	207.8 %	237,150	57.1 %
US Government Grants	2,459,273	-	-	2,459,273	- %	-	- %
Private and Developer Donations	30,000	(486)	-	30,486	(1.6%)	250,000	100.0 %
Capital Construction Fund	-	-	-	-	- %	-	- %
	2,713,273	465,076	275	2,248,197	17.1%	487,150	31.1%
LID CAPITAL CONSTRUCTION FUND							
LID Construction	-	-	-	-	- %	-	- %
	-	-	-	-	0.0%	0	0.0%
TOTAL CAPITAL & LID CONSTRUCTION FUNDS	2,713,273	465,076	275	2,248,197	17.1 %	487,150	31.1 %
TOTAL TAX SUPPORTED FUNDS	22,390,917	11,239,463	829,111	11,151,454	50.20 %	10,795,912	51.04 %

CITY OF BAINBRIDGE ISLAND

REVENUES BY FUND

FY 2013 THROUGH JUNE

Page 7 of 7

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	620,382	118,009	728,061	46.0 %	605,355	38.3 %
U.L.I.D. Assessments	-	-	-	-	- %	-	- %
Connections & All Others	37,100	77,434	15,618	(40,334)	208.7 %	65,519	183.5 %
Interest on Investments-Utility	13,840	-	-	13,840	- %	-	- %
	1,399,383	697,816	133,627	701,567	49.9%	670,874	39.2%
SEWER OPERATING FUND							
Sewer Charges	3,500,000	1,737,778	346,118	1,762,222	49.7 %	1,601,601	38.3 %
U.L.I.D. Assessments	316,918	257,699	8,688	59,219	81.3 %	344,911	108.8 %
Connections & All Others	200,000	180,238	25,458	19,762	90.1 %	78,197	31.3 %
Interest on Investments-Utility	-	-	-	-	- %	-	- %
	4,016,918	2,175,715	380,265	1,841,203	54.2%	2,024,709	42.6%
STORM & SURFACE WATER FUND							
Storm Water Management Charges	2,333,279	1,059,656	11,159	1,273,623	45.4 %	1,195,736	51.2 %
U.L.I.D. Assessments	-	-	-	-	- %	-	- %
Connections & All Others	238,000	34,972	-	203,028	14.7 %	3,309	7.9 %
Interest on Investments-Utility	3,060	-	-	3,060	- %	-	- %
	2,574,339	1,094,628	11,159	1,479,711	42.5%	1,199,044	50.4%
	7,990,640	3,968,159	525,050	4,022,481	49.7 %	3,894,627	44.1 %
TOTAL UTILITY SUPPORTED FUNDS							
TOTAL REVENUE - ALL FUNDS							
	30,381,557	15,207,622	1,354,161	15,173,935	50.1%	14,690,540	49.0%

2013 Mid-Year Report Schedule C

CITY OF BAINBRIDGE ISLAND

SUMMARY - GENERAL FUND (001)

FY 2013 THROUGH JUNE

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	2013 REVISED BUDGET	2013 YTD EXPENDED	2013 MTD EXPENDED	2013 ENCUMB.	2013 AVAILABLE BALANCE	2013 % USED	2012 YTD EXPENDED	2012 % USED
Salaries	4,970,913	2,261,164	375,283	-	2,709,749	45.49	2,388,624	44.9 %
Benefits	1,903,041	835,926	140,714	1,568	1,065,547	44.01	852,819	41.2 %
SALARIES & BENEFITS	6,873,954	3,097,090	515,997	1,568	3,775,296	45.08	3,241,443	43.8 %
SUPPLIES								
Supplies	326,492	107,386	22,814	2,400	216,705	33.63	79,893	26.3 %
Computer Equipment & Software	61,634	13,997	965	185	47,453	23.01	31,848	51.6 %
TOTAL SUPPLIES	388,126	121,383	23,780	2,585	264,158	31.94	111,741	30.6 %
Professional Services	836,209	424,204	116,317	239,211	172,794	79.34	526,774	48.3 %
Community Services	381,195	153,946	42,972	113,490	113,759	70.16	239,005	63.5 %
Communication	96,647	38,532	4,866	-	58,115	39.87	36,575	37.5 %
Travel	12,223	20,123	14,133	2,167	(10,067)	182.36	6,005	19.4 %
Training	91,000	17,129	5,400	-	73,871	18.82	17,754	28.0 %
Advertising	13,633	5,126	424	2,167	6,340	53.49	1,835	12.8 %
Operating Leases	128,830	63,147	7,231	84,377	(18,695)	114.51	107,829	78.8 %
Insurance	343,241	327,337	50	-	15,904	95.37	321,784	124.7 %
Utilities	176,460	85,103	10,281	-	91,357	48.23	95,709	54.2 %
Repair & Maintenance	316,679	121,227	31,783	28,935	166,517	47.42	163,814	48.9 %
All Other Miscellaneous	58,692	41,215	1,053	-	17,478	70.22	33,025	47.0 %
Operating Spending Hold	60,000	-	-	-	60,000	-	-	- %
TOTAL SERVICES & CHARGES	2,514,809	1,297,090	234,512	470,346	747,373	70.28	1,550,111	54.7 %
Intergovernmental-Professional Services	529,429	267,248	9,171	-	262,181	50.48	276,401	55.0 %
Intergovernmental-Taxes and Assessments	27,647	11,179	4,420	8,840	7,628	72.41	19,024	68.8 %
Interfund - Taxes and Assessments	120,000	60,000	10,000	-	60,000	50.00	53,550	50.0 %
TOTAL INTERGOVERNMENTAL & INTERFUND	677,076	338,427	23,591	8,840	329,809	51.29	348,975	54.7 %
TOTAL OPERATING EXPENDITURES	10,453,965	4,853,990	797,879	483,339	5,116,636	51.06	5,252,270	46.8 %
NON-OPERATING EXPENDITURES								
Capital Equipment	59,374	12,407	12,407	3,769	43,198	27.24	74,841	76.4 %
Capital Projects	39,000	5,166	2,827	-	33,834	13.25	13,598	61.3 %
Debt Service	193,963	45,333	7,235	143,705	4,925	97.46	196,584	91.2 %
TOTAL NON-OPERATING EXPENDITURES	292,337	62,906	22,469	147,474	81,957	71.96	285,023	84.9 %
TOTAL: EXPENDITURES	10,746,302	4,916,896	820,348	630,813	5,198,593	51.62	5,537,293	47.9 %

CITY OF BAINBRIDGE ISLAND

SUMMARY - STREETS FUND (101)

FY 2013 THROUGH JUNE

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	2013 REVISED BUDGET	2013 YTD EXPENDED	2013 MTD EXPENDED	2013 ENCUMB. 2013	2013 AVAILABLE BALANCE	2013 % USED	2012 YTD EXPENDED	2012 % USED
Salaries	1,017,092	480,249	77,387	-	536,842	47.22	520,613	62.7 %
Benefits	402,938	184,690	29,500	834	217,414	46.04	210,911	64.8 %
SALARIES & BENEFITS	1,420,030	664,940	106,886	834	754,257	46.88	731,524	63.3 %
SUPPLIES								
Supplies	39,890	32,977	5,192	-	6,913	82.67	45,736	110.5 %
TOTAL SUPPLIES	39,890	32,977	5,192	-	6,913	82.67	45,736	110.5 %
Professional Services	56,415	2,775	-	47,875	5,765	89.78	27,596	43.4 %
Communication	3,672	96	15	-	3,576	2.61	334	9.1 %
Travel	1,750	-	-	-	1,750	-	-	- %
Training	4,060	4,864	3,494	660	(1,464)	136.05	2,219	38.9 %
Advertising	800	403	-	-	397	50.38	295	36.8 %
Operating Leases	100,131	57,372	9,112	-	42,759	57.30	50,115	18.0 %
Insurance	84,134	86,230	-	-	(2,096)	102.49	80,072	98.8 %
Utilities	299,589	27,153	5,716	-	272,436	9.06	163,570	54.6 %
Repair & Maintenance	209,066	14,041	138	-	195,025	6.72	39,243	19.9 %
All Other Miscellaneous	2,402	1,874	768	-	528	78.03	2,037	84.8 %
Operating Spending Hold	-	-	-	-	-	-	-	- %
TOTAL SERVICES & CHARGES	762,020	194,809	19,242	48,535	518,676	31.93	365,482	38.3 %
Intergovernmental-Taxes and Assessments	2,040	-	-	-	2,040	-	182	8.9 %
TOTAL INTERGOVERNMENTAL & INTERFUND	2,040	-	-	-	2,040	-	182	8.9 %
TOTAL OPERATING EXPENDITURES	2,223,980	892,725	131,320	49,369	1,281,886	42.36	1,142,923	53.1 %
NON-OPERATING EXPENDITURES								
Capital Equipment	25,000	-	-	-	25,000	-	-	- %
Capital Projects	1,185,498	126,102	116,737	10,736	1,048,660	11.54	220,075	36.7 %
TOTAL NON-OPERATING EXPENDITURES	1,210,498	126,102	116,737	10,736	1,073,660	11.30	220,075	36.4 %
TOTAL: EXPENDITURES	3,434,478	1,018,828	248,057	60,105	2,355,545	31.41	1,362,998	49.4 %

CITY OF BAINBRIDGE ISLAND

SUMMARY - BUILDING & DEVELOPMENT SERVICES FUND (407)

FY 2013 THROUGH JUNE

Page 1 of 1

	2013 REVISED BUDGET	2013 YTD EXPENDED	2013 MTD EXPENDED	2013 ENCUMB. BALANCE	2013 AVAILABLE BALANCE	2013 % USED	2012 YTD EXPENDED	2012 % USED
Salaries	1,224,953	539,194	83,068	-	685,759	44.02	678,649	59.1 %
Benefits	496,322	187,807	28,673	29	308,485	37.85	243,406	54.9 %
SALARIES & BENEFITS	1,721,275	727,001	111,742	29	994,244	42.24	922,055	57.9 %
SUPPLIES								
Supplies	11,883	6,933	1,476	-	4,950	58.34	2,582	21.7 %
TOTAL SUPPLIES	11,883	6,933	1,476	-	4,950	58.34	2,582	21.7 %
Professional Services	80,250	16,130	1,189	10,086	54,034	32.67	12,944	16.8 %
Communication	4,109	600	113	-	3,509	14.61	554	13.5 %
Travel	7,255	-	-	-	7,255	-	-	- %
Training	1,224	1,838	-	-	(614)	150.19	1,371	112.0 %
Advertising	10,506	5,405	688	-	5,101	51.44	2,472	23.5 %
Operating Leases	144,813	61,214	10,230	-	83,600	42.27	70,056	48.4 %
Insurance	71,421	79,250	-	-	(7,830)	110.96	98,569	103.5 %
Repair & Maintenance	14,904	749	-	-	14,155	5.02	2,560	17.2 %
All Other Miscellaneous	32,956	1,292	47	-	31,664	3.92	19,745	59.9 %
Operating Spending Hold	-	-	-	-	-	-	-	- %
TOTAL SERVICES & CHARGES	367,438	166,479	12,268	10,086	190,873	48.05	208,271	50.2 %
Intergovernmental-Professional Services								
	4,590	297	-	-	4,293	6.47	-	- %
TOTAL INTERGOVERNMENTAL & INTERFUND	4,590	297	-	-	4,293	6.47	-	- %
TOTAL OPERATING EXPENDITURES	2,105,186	900,711	125,485	10,115	1,194,360	43.27	1,132,907	56.0 %
NON-OPERATING EXPENDITURES								
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-	-	-	- %
TOTAL: EXPENDITURES	2,105,186	900,711	125,485	10,115	1,194,360	43.27	1,132,907	56.0 %

CITY OF BAINBRIDGE ISLAND

SUMMARY - WATER UTILITY FUND (401) FY 2013 THROUGH JUNE

Page 1 of 1

	2013 REVISED BUDGET	2013 YTD EXPENDED	2013 MTD EXPENDED	2013 ENCUMB. 2013	2013 AVAILABLE BALANCE	2013 % USED	2012 YTD EXPENDED	2012 % USED
Salaries	401,523	187,645	34,249	-	213,878	46.73	181,614	54.7 %
Benefits	172,991	69,087	11,736	261	103,643	40.09	65,308	33.1 %
SALARIES & BENEFITS	574,514	256,732	45,985	261	317,521	44.73	246,923	46.7 %
SUPPLIES								
Supplies	42,532	17,055	7,029	-	25,477	40.10	12,516	29.0 %
TOTAL SUPPLIES	42,532	17,055	7,029	-	25,477	40.10	12,516	29.0 %
Professional Services	83,915	15,953	1,957	25,947	42,015	49.93	50,907	27.7 %
Communication	20,690	6,203	820	-	14,487	29.98	6,281	30.4 %
Travel	1,850	8	8	-	1,842	0.43	-	- %
Training	4,060	671	1	179	3,210	20.95	2,037	59.2 %
Advertising	-	95	-	-	(95)	-	-	- %
Operating Leases	57,737	16,352	2,703	-	41,385	28.32	27,579	47.1 %
Insurance	23,505	23,397	-	-	108	99.54	29,111	70.1 %
Utilities	74,460	31,908	5,715	-	42,552	42.85	31,960	42.9 %
Repair & Maintenance	35,500	6,900	5,136	-	28,600	19.44	10,514	29.6 %
All Other Miscellaneous	8,957	4,575	240	-	4,382	51.08	4,516	50.7 %
Operating Spending Hold	-	-	-	-	-	-	-	- %
TOTAL SERVICES & CHARGES	310,674	106,063	16,581	26,126	178,486	42.55	162,905	36.1 %
Intergovernmental-Professional Services	5,100	-	-	-	5,100	-	-	- %
Intergovernmental-Taxes and Assessments	61,450	26,900	5,375	-	34,551	43.77	27,548	21.0 %
Interfund - Taxes and Assessments	93,000	41,869	8,018	-	51,131	45.02	46,500	50.0 %
TOTAL INTERGOVERNMENTAL & INTERFUND	159,550	68,769	13,393	-	90,782	43.10	74,048	32.3 %
TOTAL OPERATING EXPENDITURES	1,087,271	448,619	82,987	26,386	612,265	43.69	496,392	39.6 %
NON-OPERATING EXPENDITURES								
Capital Equipment	10,000	-	-	-	10,000	-	-	- %
Capital Projects	304,396	38,574	32,210	261,152	4,669	98.47	62,487	25.8 %
TOTAL NON-OPERATING EXPENDITURES	314,396	38,574	32,210	261,152	14,669	95.33	62,487	25.2 %
TOTAL: EXPENDITURES	1,401,666	487,193	115,197	287,539	626,935	55.27	558,879	37.2 %

CITY OF BAINBRIDGE ISLAND

SUMMARY - SEWER UTILITY FUND (402) FY 2013 THROUGH JUNE

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	2013 REVISED BUDGET	2013 YTD EXPENDED	2013 MTD EXPENDED	2013 ENCUMB.	2013 AVAILABLE BALANCE	2013 % USED	2012 YTD EXPENDED	2012 % USED
Salaries	708,414	344,327	47,848	-	364,087	48.61	307,267	44.5 %
Benefits	301,479	127,345	17,942	501	173,633	42.41	118,391	41.2 %
SALARIES & BENEFITS	1,009,893	471,672	65,790	501	537,720	46.75	425,658	43.5 %
SUPPLIES								
Supplies	68,914	32,623	8,499	-	36,291	47.34	22,656	32.6 %
TOTAL SUPPLIES	68,914	32,623	8,499	-	36,291	47.34	22,656	32.6 %
Professional Services	503,821	44,572	6,118	243,267	215,982	57.13	25,784	13.8 %
Communication	31,008	10,317	1,514	-	20,691	33.27	11,334	36.6 %
Travel	1,850	-	-	-	1,850	-	-	- %
Training	4,060	831	3	-	3,229	20.46	2,917	84.3 %
Operating Leases	84,914	32,245	5,357	-	52,669	37.97	42,740	49.9 %
Insurance	42,406	42,776	-	-	(371)	100.87	43,486	45.8 %
Utilities	212,704	77,452	19,726	54,827	80,425	62.19	112,804	61.8 %
Repair & Maintenance	86,715	20,602	11,363	14,637	51,476	40.64	32,292	42.1 %
All Other Miscellaneous	15,920	3,394	461	-	12,526	21.32	3,240	20.4 %
Operating Spending Hold	-	-	-	-	-	-	-	- %
TOTAL SERVICES & CHARGES	983,398	232,189	44,543	312,731	438,478	55.41	274,597	38.4 %
Intergovernmental-Professional Services	151,100	81,435	12,980	79,783	(10,118)	106.70	131,612	103.2 %
Intergovernmental-Taxes and Assessments	65,926	35,176	6,897	-	30,750	53.36	31,548	47.9 %
Interfund - Taxes and Assessments	250,950	130,543	22,816	-	120,407	52.02	125,475	50.0 %
TOTAL INTERGOVERNMENTAL & INTERFUND	467,976	247,154	42,693	79,783	141,039	69.86	288,635	65.0 %
TOTAL OPERATING EXPENDITURES	2,530,180	983,638	161,524	393,015	1,153,527	54.41	1,011,547	45.8 %
NON-OPERATING EXPENDITURES								
Capital Equipment	-	-	-	-	-	-	22,511	69.2 %
Capital Projects	801,948	112,416	-	197,921	491,611	38.70	153,661	7.3 %
Debt Service	1,750,152	871,194	871,194	-	878,958	49.78	946,225	68.6 %
TOTAL NON-OPERATING EXPENDITURES	2,552,100	983,610	871,194	197,921	1,370,569	46.30	1,122,398	31.9 %
TOTAL: EXPENDITURES	5,082,280	1,967,248	1,032,718	590,936	2,524,096	50.34	2,133,945	37.3 %

CITY OF BAINBRIDGE ISLAND
SUMMARY - SSWM UTILITY FUND (403)
FY 2013 THROUGH JUNE

	2013 REVISED BUDGET	2013 YTD EXPENDED	2013 MTD EXPENDED	2013 ENCUMB.	2013 AVAILABLE BALANCE	2013 % USED	2012 YTD EXPENDED	2012 % USED
Salaries	806,989	359,319	64,378	-	447,670	44.53	432,101	52.9 %
Benefits	347,661	134,709	23,839	442	212,510	38.87	158,426	44.3 %
SALARIES & BENEFITS	1,154,650	494,027	88,216	442	660,181	42.82	590,527	50.3 %
SUPPLIES								
Supplies	60,617	46,234	25,438	13,458	925	98.47	33,901	56.8 %
Computer Equipment & Software	2,500	-	-	-	2,500	-	-	- %
TOTAL SUPPLIES	63,117	46,234	25,438	13,458	3,425	94.57	33,901	53.2 %
Professional Services	283,780	83,643	23,601	125,546	74,590	73.72	319,451	72.4 %
Communication	4,896	176	31	-	4,720	3.59	400	8.2 %
Travel	1,750	-	-	-	1,750	-	-	- %
Training	4,060	593	2	259	3,208	21.00	1,696	47.5 %
Operating Leases	90,451	42,418	7,032	-	48,033	46.90	43,294	48.0 %
Insurance	49,987	47,767	-	-	2,220	95.56	41,872	80.4 %
Utilities	126,900	69,179	66,658	50,299	7,422	94.15	35,151	27.7 %
Repair & Maintenance	38,649	4,338	(465)	2,545	31,766	17.81	18,649	50.6 %
All Other Miscellaneous	18,080	7,133	407	-	10,948	39.45	7,750	47.6 %
Operating Spending Hold	-	-	-	-	-	-	-	- %
TOTAL SERVICES & CHARGES	618,553	255,248	97,267	178,649	184,656	70.15	468,263	58.2 %
Intergovernmental-Professional Services	30,600	2,218	75	38,739	(10,357)	133.85	-	- %
Intergovernmental-Taxes and Assessments	30,892	19,151	4,289	-	11,740	62.00	20,404	66.0 %
Interfund - Taxes and Assessments	141,000	65,678	670	-	75,322	46.58	70,500	50.0 %
TOTAL INTERGOVERNMENTAL & INTERFUND	202,492	87,047	5,033	38,739	76,706	62.12	90,904	42.7 %
TOTAL OPERATING EXPENDITURES	2,038,811	882,555	215,954	231,288	924,968	54.63	1,183,594	52.5 %
NON-OPERATING EXPENDITURES								
Capital Equipment	10,000	-	-	-	10,000	-	9,583	95.8 %
Capital Projects	778,554	107,365	7,889	120,304	550,885	29.24	106,178	22.4 %
Debt Service	53,951	53,951	53,951	-	-	100.00	54,204	100.0 %
TOTAL NON-OPERATING EXPENDITURES	842,505	161,316	61,840	120,304	560,885	33.43	169,965	31.6 %
TOTAL: EXPENDITURES	2,881,316	1,043,871	277,794	351,592	1,485,853	48.43	1,353,559	48.5 %

2013 Mid-Year Report Schedule D

City of Bainbridge Island 2013 Cash Flow Plan - General Fund

As of July 2013

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Total	Budget	Variance
Beginning Cash Balance	8,313,778	7,977,652	8,336,029	8,828,260	10,894,166	11,837,437	11,630,075	11,461,061	10,907,995	10,255,003	11,642,186	11,626,363	8,313,778		
Cash Inflows															
Property Taxes	32,333	155,509	378,444	2,207,395	788,409	41,729	30,455	37,244	125,730	2,163,116	732,578	61,372	6,754,314	6,723,749	0%
Sales and Use Tax	258,841	320,605	247,797	221,839	260,006	241,196	223,883	249,704	242,033	273,500	267,454	238,273	3,045,131	2,765,166	10%
Utility Tax	250,126	445,572	253,376	300,977	371,555	98,211	460,794	135,324	114,720	316,742	298,733	185,090	3,231,220	3,327,272	-3%
B&O Tax and Penalties	84,708	234,629	95,739	6,302	4,793	5,873	2,533	2,090	1,809	501	894	1,075	440,944	370,000	19%
Leasehold & Other Taxes	228	1,557	0	2,259	0	2,113	0	1,207	0	1,026	0	290	8,680	8,160	6%
Business License & Penalties	41,818	81,180	32,763	5,792	4,415	9,895	7,644	2,880	1,767	2,808	1,398	516	192,876	181,000	7%
Franchise Fees	98,273	0	0	0	95,802	0	84,582	0	0	73,623	14,387	0	366,668	339,545	8%
Other Fees & Service Charges	41,955	41,636	43,249	35,169	60,413	33,764	52,194	50,261	49,206	49,169	43,181	61,644	561,842	600,297	-6%
Intergovernmental Revenue	7,326	11,723	51,895	20,488	0	51,880	30,843	4,288	44,293	6,235	0	47,764	276,735	377,678	-27%
Fines & Forfeits	9,356	13,192	11,663	150	21,960	50	13,172	12,552	14,646	15,594	0	23,918	136,252	191,190	-29%
Miscellaneous	4,231	4,610	3,994	9,380	8,082	5,372	5,504	4,506	6,050	6,872	4,036	6,096	68,735	63,400	8%
Investment Revenue	509	368	806	425	967	402	929	1,180	851	918	1,129	1,945	10,428	13,769	-24%
Other External Sources	0	0	0	0	69,898	0	0	0	1,924	4,543	0	0	76,365	186,000	-59%
US Government Grants	0	0	8,000	0	0	0	0	0	0	0	0	0	8,000	0	0%
Operating Transfers In	750	1,500	750	21,300	1,500	0	0	0	0	19,104	2,311	50,534	97,750	71,950	36%
Total Cash Inflows	830,454	1,312,080	1,128,477	2,831,476	1,687,799	490,484	912,533	501,237	603,029	2,933,751	1,366,103	678,518	15,275,941	15,219,176	0%
Cash Outflows															
Salary	443,445	368,953	369,921	366,437	349,663	361,474	413,743	413,743	413,743	413,743	413,743	413,743	4,742,349	4,964,913	-4%
Benefits	144,143	142,313	131,358	126,589	152,097	135,296	158,587	158,587	158,587	158,587	158,587	158,587	1,783,317	1,903,041	-6%
Supplies	10,163	19,797	32,358	13,385	16,319	22,453	20,866	52,433	36,211	27,314	27,641	41,281	320,219	375,632	-15%
Professional Services	46,814	55,398	21,869	136,520	126,294	81,085	173,747	100,200	72,553	138,512	86,090	237,097	1,276,181	1,159,145	10%
Communications	7,017	5,651	15,791	13,037	7,769	4,536	18,308	12,931	15,128	26,066	16,971	16,871	160,074	212,856	-25%
Travel	949	1,537	748	1,733	898	13,849	730	631	2,061	2,099	749	640	26,625	11,523	131%
Training	3,309	1,219	978	2,163	2,785	5,055	22,012	11,617	25,585	15,749	1,214	8,787	100,473	91,000	10%
Advertising	471	519	438	1,665	1,777	302	250	1,317	71	2,475	1,964	2,412	13,659	13,633	0%
Operating Leases	19,260	8,955	8,634	7,008	11,370	5,651	5,796	8,950	4,993	15,585	7,031	6,306	109,538	128,830	-15%
Utilities	14,130	8,806	7,027	31,784	12,016	7,132	8,927	20,488	7,760	35,071	2,184	17,598	172,922	176,460	-2%
Repair & Maintenance	16,957	32,153	14,485	13,964	11,058	14,580	40,335	24,913	9,936	26,705	31,831	56,151	293,069	303,506	-3%
All Other Miscellaneous	22,191	4,359	1,821	7,239	2,545	2,412	2,533	3,120	1,546	2,930	1,691	3,715	56,101	57,142	-2%
Contingency	0	0	0	0	0	0	0	0	0	0	0	60,000	60,000	0%	
Other Services & Charges	326,822	250	165	50	0	50	0	0	0	0	3,137	0	330,474	343,241	-4%
Intergovernmental	108,963	125,665	23,270	21,058	23,098	24,327	38,431	43,557	29,278	51,522	29,257	80,162	598,589	666,876	-10%
Capital Equipment	0	0	0	0	0	12,407	10,000	0	8,000	10,000	0	15,000	55,407	59,374	-7%
Capital Projects	0	5,630	3	1,638	-4,929	0	0	30,000	4,000	0	0	0	36,342	39,000	-7%
Debt Service	1,199	0	6,631	0	30,268	7,235	0	0	6,631	30,268	0	106,631	188,863	193,963	-3%
Operating Transfers Out	750	172,500	750	21,300	1,500	0	167,284	171,816	459,939	589,942	599,837	2,791,650	4,977,269	4,572,940	9%
Total Cash Outflows	1,166,581	953,703	636,246	765,570	744,528	697,846	1,081,548	1,054,303	1,256,021	1,546,568	1,381,925	4,016,631	15,301,469	15,333,075	0%
Ending Cash Balance	7,977,652	8,336,029	8,828,260	10,894,166	11,837,437	11,630,075	11,461,061	10,907,995	10,255,003	11,642,186	11,626,363	8,288,250	8,288,250		
Less: Restricted SubFunds	-1,020,256	-1,030,343	-1,042,938	-1,213,637	-1,203,952	-1,213,625	-1,223,625	-1,373,625	-1,383,625	-1,393,625	-1,403,625	-1,553,625	-1,553,625		
Less: WSF Restricted Reserve	-2,006,197	-2,006,428	-2,006,683	-2,006,931	-2,007,187	-2,007,187	-2,007,187	-2,007,187	-2,007,187	-2,007,187	-2,007,187	-2,007,187	-2,007,187		
Ending Unrestricted/Unreserved	4,951,199	5,299,258	5,778,639	7,673,598	8,626,298	8,409,263	8,230,249	7,527,183	6,864,191	8,241,374	8,215,551	4,727,438	4,727,438		
YE Accrued Liability													-580,401		
Ending Stability Reserve - Projected													4,147,037		

City of Bainbridge Island 2013 Cash Flow Plan - Street Fund

As of July 2013

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Total	Budget	Variance
Beginning Cash Balance	35,429	-17,209	-2,859	7,089	21,302	-34,471	240	192,375	-17,395	233,324	143,113	329,246	35,429		
Cash Inflows															
Commercial Parking Lot Tax	120,501	52,815	0	108,047	50,614	0	134,096	16,056	0	140,189	25,212	0	647,531	790,000	-18%
M.V. Fuel Tax - Streets & Arte	37,233	37,267	37,229	34,602	39,914	38,656	36,724	36,932	37,914	40,055	34,807	37,428	448,761	518,721	-13%
Right of Way Permits	10,250	4,200	3,150	4,150	2,200	3,550	247	1,140	536	0	469	671	30,563	26,820	14%
Parking Monthly	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000	-100%
Other Revenues - Streets	0	215	70	0	90	205	0	0	0	0	0	0	580	0	0%
US Government Grants	0	0	0	0	0	0	0	0	0	100,000	256,000	0	356,000	356,000	0%
Operating Transfers In	0	41,000	107,000	0	0	246,000	183,879	502,709	484,027	0	27,921	243,908	1,836,444	1,648,625	11%
Interfund Loan Received/Rein	0	0	0	0	0	0	0	0	0	0	0	1,374,684	1,374,684	0	0%
Total Cash Inflows	167,984	135,497	147,449	146,799	92,819	288,411	354,946	556,837	522,478	280,244	344,409	1,656,690	4,694,563	3,370,166	39%
Cash Outflows															
Salary	81,698	74,913	80,759	83,862	84,634	74,908	84,758	84,758	84,758	84,758	84,758	84,758	989,320	1,017,092	-3%
Benefits	30,637	29,270	28,878	33,092	35,803	26,604	33,578	33,578	33,578	33,578	33,578	33,578	385,754	402,938	-4%
Supplies	409	5,305	3,921	5,437	5,988	9,237	1,367	2,558	910	2,925	1,899	1,668	44,288	39,890	11%
Professional Services	15	21	29	2	15	1,836	1,421	5,547	12,500	792	12,500	23,216	58,752	56,415	4%
Communications	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Advertising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Operating Leases	8,941	9,283	9,173	8,954	9,622	11,386	9,340	8,987	9,340	9,337	9,127	9,155	112,643	111,389	1%
Utilities	5,463	0	10,485	181	5,308	5,299	5,040	26,608	5,068	14,767	6,161	32,144	116,524	299,589	-61%
Repair & Maintenance	3,964	1,380	1,907	1,022	5,630	-71	5,641	4,679	123,955	20,533	9,383	2,619	180,641	209,066	-14%
All Other Miscellaneous	194	0	0	0	150	1,531	15	0	0	0	510	148	2,548	2,402	6%
Other Services & Charges	86,230	0	0	0	0	0	0	0	0	0	0	0	86,230	84,134	2%
Intergovernmental	0	0	0	0	0	0	0	0	0	337	0	0	337	2,040	-83%
Capital Equipment	0	0	0	0	0	0	10,000	0	0	0	0	15,000	25,000	25,000	0%
Capital Projects	0	678	1,802	0	18	122,952	10,736	598,920	0	202,816	0	0	937,923	1,185,498	-21%
Total Cash Outflows	220,622	121,147	137,501	132,586	148,592	253,700	162,810	766,608	271,758	370,456	158,276	203,027	2,947,084	3,445,736	-14%
Ending Cash Balance	-17,209	-2,859	7,089	21,302	-34,471	240	192,375	-17,395	233,324	143,113	329,246	1,782,908	1,782,908		
Ending Unrestricted/Unreserved	-17,209	-2,859	7,089	21,302	-34,471	240	192,375	-17,395	233,324	143,113	329,246	1,782,908	1,782,908		
YE Accrued Liability													-145,480		
Ending Stability Reserve - Projected													1,637,429		

As of July 2013

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Total	Budget	Variance
Beginning Cash Balance	276,094	123,342	237,179	221,262	214,930	215,037	190,171	204,455	106,937	80,430	64,657	66,857	276,094		
Cash Inflows															
Building Permits & Inspection	30,134	30,209	28,354	48,664	34,737	42,192	21,570	38,253	23,375	44,911	23,398	18,556	384,351	318,341	21%
Planning Review of Building P	4,795	5,947	9,750	10,137	9,221	9,838	3,605	1,403	1,966	6,222	3,285	5,258	71,428	45,000	59%
Fire Inspections & Reviews	133	65	0	0	267	0	0	0	0	0	0	0	464	126	267%
Engineering Fees	0	1	979	71	148	150	559	554	0	405	0	0	2,867	2,132	34%
Zoning & Subdivision	2,854	19,547	37,973	25,874	11,639	1,908	487	3,459	4,072	3,351	1,137	1,462	113,764	86,100	32%
Plan Checking Fees	16,424	19,624	35,355	34,446	35,004	31,020	15,816	16,732	8,298	32,673	24,874	22,511	292,778	220,000	33%
Other Planning & Developme	12,226	12,592	16,971	20,282	31,347	16,672	11,291	4,227	7,172	9,352	17,621	17,302	177,055	127,500	39%
Interest on Investments & Otl	0	0	0	0	200	1,060	0	0	0	0	0	0	1,260	0	0%
Operating Transfers In	0	171,000	0	0	0	0	128,228	0	109,837	64,114	100,000	131,096	704,274	1,303,029	-46%
Total Cash Inflows	66,566	258,985	129,382	139,473	122,563	102,841	181,556	64,628	154,720	161,029	170,315	196,186	1,748,243	2,102,228	-17%
Cash Outflows															
Salary	92,006	97,535	96,122	97,651	78,255	81,006	102,079	102,079	102,079	102,079	102,079	102,079	1,155,051	1,224,953	-6%
Benefits	33,457	33,972	33,396	31,816	29,773	29,246	41,360	41,360	41,360	41,360	41,360	41,360	439,820	496,322	-11%
Supplies	204	331	3,426	491	257	1,777	477	598	627	1,201	1,188	4,558	15,136	11,883	27%
Professional Services	3,264	1,050	1,823	3,143	1,800	3,861	7,922	6,436	15,311	9,017	9,492	2,972	66,090	80,250	-18%
Communications	111	109	112	0	156	113	344	680	30	377	670	326	3,028	4,109	-26%
Travel	0	0	0	0	0	0	0	0	1,424	5,379	452	0	7,255	7,255	0%
Training	0	1,500	0	338	0	0	36	0	3	249	0	0	2,126	1,224	74%
Advertising	327	0	697	1,559	1,180	1,642	338	1,841	0	2,327	249	2,195	12,355	10,506	18%
Operating Leases	9,565	10,318	9,573	10,807	10,720	9,665	12,673	6,683	11,571	11,001	10,995	11,410	124,981	134,325	-7%
Repair & Maintenance	740	6	2	0	0	0	0	2,407	5,181	1,452	1	3	9,793	14,904	-34%
All Other Miscellaneous	392	327	0	0	166	397	1,793	62	1,836	1,368	308	718	7,368	32,956	-78%
Other Services & Charges	79,250	0	0	0	0	0	0	0	0	0	0	0	79,250	71,421	11%
Intergovernmental	0	0	148	0	149	0	249	0	1,805	1,240	1,072	225	4,887	4,590	6%
Total Cash Outflows	219,317	145,148	145,300	145,805	122,457	127,706	167,272	162,146	181,227	176,802	168,115	165,846	1,927,140	2,094,698	-8%

City of Bainbridge Island 2013 Cash Flow Plan - Real Estate Excise Tax Fund

As of July 2013

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Total	Budget	Variance
Beginning Cash Balance	49,268	122,105	176,163	202,653	340,655	501,189	262,021	245,827	67,043	3,007	50,562	47,412	49,268		
Cash Inflows															
Real Estate Excise Tax	72,837	95,059	133,489	138,003	160,534	179,831	128,629	152,110	69,888	120,060	68,840	101,985	1,421,265	1,175,000	21%
Interest on Investments	0	0	0	0	0	0	0	0	0	0	0	3,060	3,060	3,060	0%
Total Cash Inflows	72,837	95,059	133,489	138,003	160,534	179,831	128,629	152,110	69,888	120,060	68,840	105,045	1,424,325	1,178,060	21%
Cash Outflows															
Operating Transfers Out	0	41,000	107,000	0	0	419,000	144,823	330,893	133,925	72,505	71,990	0	1,321,137	1,178,060	12%
Total Cash Outflows	0	41,000	107,000	0	0	419,000	144,823	330,893	133,925	72,505	71,990	0	1,321,137	1,178,060	12%
Ending Cash Balance	122,105	176,163	202,653	340,655	501,189	262,021	245,827	67,043	3,007	50,562	47,412	152,457	152,457		
Ending Unrestricted/Unreserved	122,105	176,163	202,653	340,655	501,189	262,021	245,827	67,043	3,007	50,562	47,412	152,457	152,457		
Ending Stability Reserve - Projected													152,457		

City of Bainbridge Island 2013 Cash Flow Plan - Water Operating Fund

As of July 2013

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Total	Budget	Variance
Beginning Cash Balance	5,618,446	5,614,460	5,664,508	5,706,008	5,769,498	5,817,561	5,854,989	5,817,597	5,616,094	5,663,729	5,701,600	5,706,560	5,618,446		
Cash Inflows															
Water Charges	66,365	116,313	98,289	119,251	100,685	108,924	96,311	142,702	122,406	131,349	92,366	75,140	1,270,099	1,348,443	-6%
Connections & All Others	13,717	10,110	3,894	21,396	18,098	15,618	750	750	750	750	750	750	87,333	37,100	135%
Interest on Investments	0	0	0	0	0	0	0	0	0	0	0	13,840	13,840	13,840	0%
Total Cash Inflows	80,082	126,423	102,183	140,647	118,783	124,542	97,061	143,452	123,156	132,099	93,116	89,730	1,371,272	1,399,383	-2%
Cash Outflows															
Salary	31,450	30,852	29,947	30,954	30,396	33,079	33,460	33,460	33,460	33,460	33,460	33,460	387,439	401,523	-4%
Benefits	11,111	11,435	10,770	11,739	12,410	11,260	14,416	14,416	14,416	14,416	14,416	14,416	155,221	172,991	-10%
Supplies	3,589	517	1,248	3,032	1,640	5,355	6,159	3,019	5,445	4,371	1,580	2,012	37,966	42,532	-11%
Professional Services	128	2,534	2,438	3,233	4,837	1,059	2,913	12,137	1,499	10,220	13,095	55,274	109,367	83,915	30%
Communications	849	1,431	466	1,004	813	1,046	3,761	1,840	1,444	1,394	1,569	1,528	17,144	20,690	-17%
Travel	0	0	0	0	0	0	1,850	0	0	0	0	0	1,850	1,850	0%
Training	0	267	2	0	401	1	0	0	72	0	183	490	1,417	4,060	-65%
Advertising	0	0	0	0	95	0	0	0	0	0	0	0	95	0	0%
Operating Leases	2,617	2,789	2,690	2,654	2,862	2,703	3,015	2,950	3,015	3,084	2,906	2,963	34,249	36,047	-5%
Utilities	7,044	0	7,350	6,043	5,757	5,715	5,621	13,797	0	7,838	6,896	12,961	79,021	74,460	6%
Repair & Maintenance	952	179	97	19	516	5,136	-59	1,293	925	1,695	1,801	7,764	20,320	35,500	-43%
All Other Miscellaneous	14	4,025	0	0	297	240	305	0	0	0	342	584	5,807	8,957	-35%
Other Services & Charges	23,397	0	0	0	0	0	0	0	0	0	0	0	23,397	23,505	0%
Intergovernmental	2,918	18,052	5,675	18,077	10,654	13,393	12,011	14,202	15,246	13,615	11,907	11,410	147,160	159,550	-8%
Capital Equipment	0	0	0	0	0	0	0	10,000	0	0	0	0	10,000	10,000	0%
Capital Projects	0	4,293	0	401	42	8,127	51,000	237,842	0	4,134	0	0	305,839	304,396	0%
Total Cash Outflows	84,068	76,374	60,683	77,156	70,720	87,114	134,452	344,956	75,521	94,228	88,155	142,863	1,336,292	1,379,976	-3%
Ending Cash Balance	5,614,460	5,664,508	5,706,008	5,769,498	5,817,561	5,854,989	5,817,597	5,616,094	5,663,729	5,701,600	5,706,560	5,653,426	5,653,426		
Less: Capital Contingency Res	0	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055	-127,055		
Less: Operating Reserve	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076	-170,076		
Ending Unrestricted/Unreserved	5,444,384	5,367,377	5,408,877	5,472,368	5,520,430	5,557,858	5,520,467	5,318,963	5,366,598	5,404,469	5,409,429	5,356,296	5,356,296		

City of Bainbridge Island 2013 Cash Flow Plan - Sewer Operating Fund

As of July 2013

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Projected Jul-13	Projected Aug-13	Projected Sep-13	Projected Oct-13	Projected Nov-13	Projected Dec-13	Total	Budget	Variance
Beginning Cash Balance	2,766,238	2,860,514	3,053,837	3,251,627	3,417,749	3,553,323	2,923,289	2,960,595	3,116,337	3,213,082	3,389,821	3,481,150	2,766,238		
Cash Inflows															
Sewer Charges	197,523	336,689	249,275	334,988	241,315	305,980	226,517	348,447	226,810	356,846	277,941	358,215	3,460,546	3,500,000	-1%
U.L.I.D. Assessments	16,758	2,852	36,881	29,186	104,120	69,010	10,938	12,360	41,189	18,832	42	38,157	380,324	316,918	20%
Connections & All Others	28,008	34,355	13,576	46,215	32,785	25,458	0	0	0	0	0	0	180,397	200,000	-10%
Proceeds of General Long Ter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Cash Inflows	242,289	373,896	299,732	410,389	378,220	400,447	237,455	360,807	267,999	375,677	277,983	396,371	4,021,267	4,016,918	0%
Cash Outflows															
Salary	54,625	54,962	56,383	61,052	71,307	48,741	59,035	59,035	59,035	59,035	59,035	59,035	701,276	708,414	-1%
Benefits	20,189	20,730	20,627	19,574	28,622	19,120	25,123	25,123	25,123	25,123	25,123	25,123	279,601	301,479	-7%
Supplies	6,029	4,458	2,405	2,046	8,334	6,105	3,444	13,710	1,191	10,806	2,697	3,741	64,967	68,914	-6%
Professional Services	666	1,920	389	29,221	3,327	3,353	34,213	15,733	10,400	10,702	10,033	10,735	130,691	503,821	-74%
Communications	1,497	2,156	295	1,653	1,497	1,761	2,596	2,790	2,359	2,484	2,468	2,389	23,943	31,008	-23%
Travel	0	0	0	0	0	0	154	154	154	154	154	154	925	1,850	-50%
Training	0	267	3	0	2	558	0	18	90	295	172	75	1,480	4,060	-64%
Operating Leases	5,163	5,468	5,302	5,191	5,664	5,430	5,376	5,233	5,376	5,422	5,195	5,462	64,282	64,357	0%
Utilities	9,835	7,295	9,587	16,077	14,630	19,703	21,060	22,007	4,423	23,925	14,602	44,023	207,170	212,704	-3%
Repair & Maintenance	710	3,845	1,698	187	2,950	11,363	3,758	5,057	12,303	9,534	14,764	9,885	76,054	86,715	-12%
All Other Miscellaneous	164	2,769	0	0	0	461	19	8,024	0	774	1,244	26	13,481	15,920	-15%
Other Services & Charges	42,776	0	0	0	0	0	0	0	0	0	0	0	42,776	42,406	1%
Intergovernmental	4,451	76,705	5,252	61,129	43,943	42,693	35,371	38,182	40,799	40,685	41,168	40,048	470,425	467,976	1%
Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Capital Projects	1,908	0	0	48,139	62,369	0	10,000	10,000	10,000	10,000	10,000	10,000	172,416	801,948	-79%
Debt Service	0	0	0	0	0	871,194	0	0	0	0	0	500,275	1,371,469	1,750,152	-22%
Total Cash Outflows	148,013	180,574	101,942	244,268	242,646	1,030,482	200,150	205,065	171,253	198,939	186,654	710,970	3,620,955	5,061,723	-28%
Ending Cash Balance	2,860,514	3,053,837	3,251,627	3,417,749	3,553,323	2,923,289	2,960,595	3,116,337	3,213,082	3,389,821	3,481,150	3,166,551	3,166,551		
Less: Capital Contingency Res	0	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085	-217,085		
Less: Operating Reserve	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634	-259,634		
Ending Unrestricted/Unreserved	2,600,880	2,577,118	2,774,909	2,941,030	3,076,605	2,446,571	2,483,876	2,639,618	2,736,364	2,913,102	3,004,432	2,689,832	2,689,832		

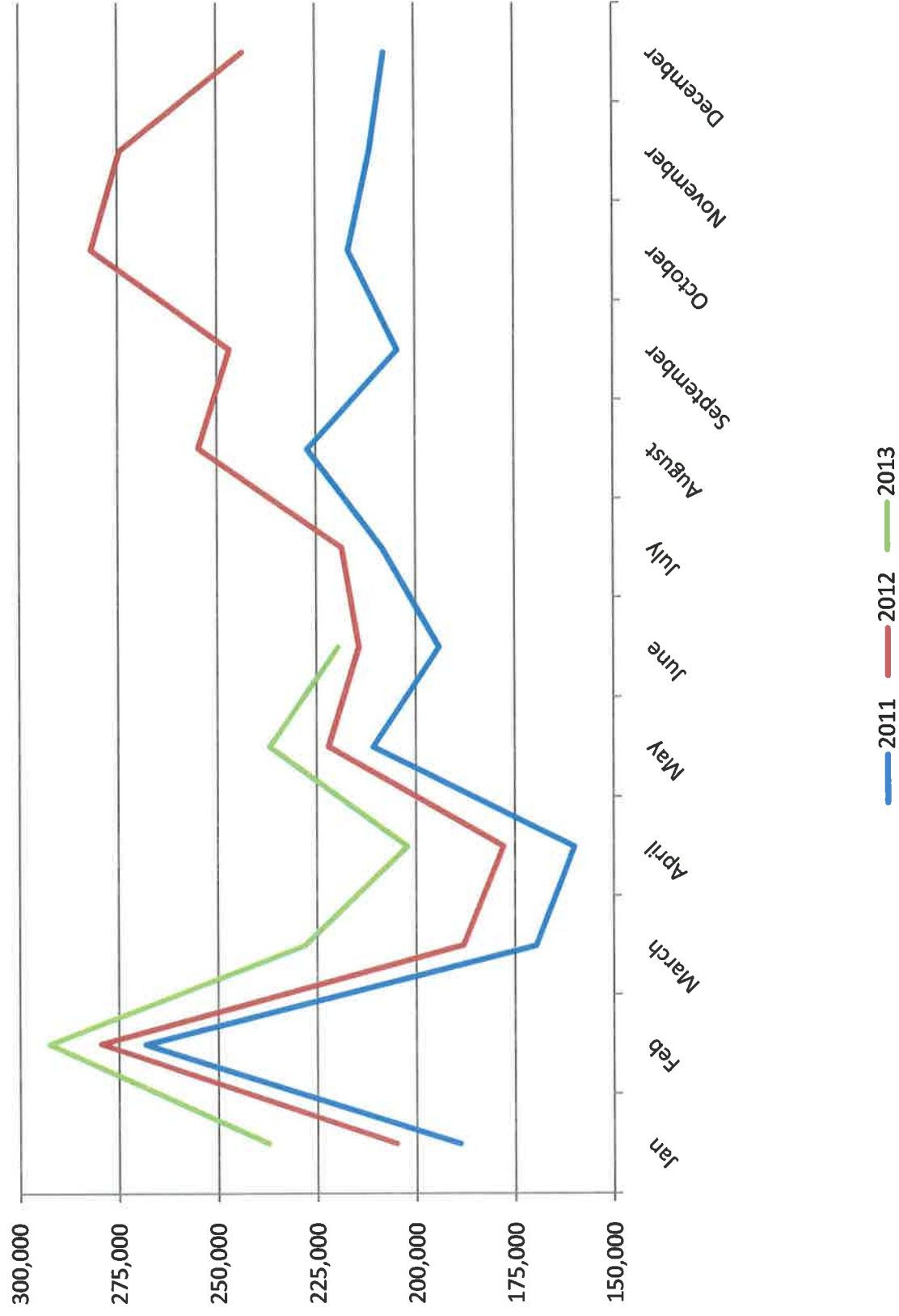
City of Bainbridge Island 2013 Cash Flow Plan - Storm & Surface Water Fund

As of July 2013

	Actual Jan-13 1,211,272	Actual Feb-13 1,064,115	Actual Mar-13 996,670	Actual Apr-13 1,029,094	Actual May-13 1,496,004	Actual Jun-13 1,562,177	Projected Jul-13 1,294,409	Projected Aug-13 1,082,631	Projected Sep-13 946,631	Projected Oct-13 818,112	Projected Nov-13 1,250,331	Projected Dec-13 1,151,601	Total 1,211,272	Budget	Variance
Beginning Cash Balance															
Cash Inflows															
Storm Water Management Cl	8,352	41,904	106,249	654,547	238,522	10,083	8,924	5,385	42,297	674,656	238,921	0	2,029,840	2,083,279	-3%
Connections & All Others	194	0	37,710	0	0	0	0	93,000	0	0	0	0	130,904	238,000	-45%
Interest on Investments	0	0	0	0	0	0	0	0	0	0	0	3,060	3,060	0%	0%
Operating Transfers In	0	0	0	0	0	0	0	0	0	0	0	763,371	763,371	763,371	0%
Total Cash Inflows	8,546	41,904	143,958	654,547	238,522	10,083	8,924	98,385	42,297	674,656	238,921	766,431	2,927,175	3,087,710	-5%
Cash Outflows															
Salary	63,295	61,964	54,892	61,484	49,407	65,211	67,249	67,249	67,249	67,249	67,249	67,249	759,748	806,989	-6%
Benefits	23,585	22,487	19,683	23,963	18,436	25,939	28,972	28,972	28,972	28,972	28,972	28,972	307,924	347,661	-11%
Supplies	3,062	1,518	10,927	1,263	3,936	17,737	1,447	4,002	1,126	6,273	3,106	8,808	63,206	63,117	0%
Professional Services	1,177	8,464	1,263	24,189	10,625	25,778	42,511	27,565	52,173	40,832	14,121	27,049	275,745	283,780	-3%
Communications	31	36	45	2	31	31	888	1,039	8	241	257	164	2,773	4,896	-43%
Travel	0	0	0	0	0	0	1,750	0	0	0	0	0	1,750	1,750	0%
Training	0	298	3	0	2	291	0	0	123	25	228	836	1,806	4,060	-56%
Operating Leases	6,949	7,115	6,981	6,949	7,392	7,032	7,483	7,310	7,483	7,396	7,310	7,398	86,798	89,304	-3%
Utilities	178	124	56	1,870	172	66,649	11,216	310	273	39,471	322	10,818	131,458	126,900	4%
Repair & Maintenance	2,560	1,019	1,322	0	0	-465	4,017	13,846	463	422	90,517	2,781	116,482	38,649	201%
All Other Miscellaneous	6,711	15	0	0	0	407	5,922	100	0	111	5,068	11	18,344	18,080	1%
Other Services & Charges	47,767	0	0	0	0	0	0	0	0	0	0	0	47,767	49,987	-4%
Intergovernmental	240	516	9,492	43,642	28,123	5,033	20,748	10,994	10,946	28,445	21,502	26,009	205,691	202,692	1%
Capital Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	-100%
Capital Projects	150	5,793	6,869	24,275	54,224	10,256	28,500	73,000	2,000	23,000	99,000	0	327,067	778,554	-58%
Debt Service	0	0	0	0	0	53,951	0	0	0	0	0	1,374,684	1,428,635	53,951	2548%
Total Cash Outflows	155,704	109,349	111,534	187,637	172,349	277,851	220,702	234,386	170,816	242,437	337,651	1,554,779	3,775,194	2,880,369	31%
Ending Cash Balance	1,064,115	996,670	1,029,094	1,496,004	1,562,177	1,294,409	1,082,631	946,631	818,112	1,250,331	1,151,601	363,253	363,253		
Less: Capital Contingency Res	0	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	-90,816	
Less: Operating Reserve	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	-252,437	
Ending Unrestricted/Unreserved	811,678	653,417	685,842	1,152,751	1,218,924	951,157	739,379	603,378	474,859	907,079	808,348	20,000	20,000		

2013 Mid-Year Report Schedule E

Sales and Use Tax Receipts by Distribution Month, 2011-2013



CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-24, Q2 2013 Budget Adjustments	Date: August 7, 2013
Agenda Item: Study Intensive	Bill No.: 13-024
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

Study Session:	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. 2013-24 amending the 2013 Budget of the City and providing for uses not foreseen at the time the 2013 budget was adopted.

History:

Each quarter, staff provides detail on budget adjustments for Council approval. Attached for Council's consideration is an ordinance containing 2nd quarter budget adjustments.

RECOMMENDED ACTION

Motion:

I move that the City Council forward Ordinance No. 2013-24 relating to 2013 Budget adjustments to the August 14, 2013 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: August 2, 2013

RE: Second Quarter 2013 budget adjustments

This is the second set of budget adjustments provided by the Finance and Administrative Services Department to Council for consideration in 2013. In many cases, the items requiring new appropriation have been discussed previously with Council.

Attached are details related to budget adjustments City staff have identified as appropriate at the close of the second quarter of the year. Three of these are net increases to appropriations to support projects or activities for which the Council has previously expressed support in discussions with City administration.

- Water system plan: This item provides funding for a review of the City's water system in compliance with Department of Health regulations.
- Organizational development: This item provides funding for the first of three High Performance Organization training sessions. It is the City's plan to provide this management and technical skills training to all staff over the next 12 to 18 months.
- Website redesign: This item provides additional funding for a new City website. The actual cost of \$32,000 exceeded the original budget of \$20,000. This work has begun and the City aims to have the new website available to the public within the next four to six months.

One budget adjustment is related to maintenance of City assets:

- Stormwater retention pond maintenance: This item provides funding for major maintenance at the retention pond on Sportsmen's Club Road and Rockaway Bluff. This maintenance will provide pond sustainability, improve water quality and keeps the City in compliance with the Department of Ecology NPDES Phase II permit.

The two final budget adjustments provide appropriation authority in order to spend Department of Ecology grant funds awarded to the City of Bainbridge Island. These grants have both been discussed previously with City Council. These adjustments include:

- Surface and Stormwater Management grant: This item provides appropriation authority for a grant awarded to the City of Bainbridge Island. This grant supports activities such as illicit discharged detection and elimination, technical business assistance education, refine commercial inspection data base, and mapping services for the storm water system.
- Shoreline monitoring and restoration grant: This item provides appropriation authority for a grant awarded to the City of Bainbridge Island for monitoring activities. This grant supports monitoring to ensure the success of the restoration of Strawberry and East Prichard Parks and continued habitat viability.

One item which does not appear on the attached list is a proposed change in our approach to the Contingency Reserve. Currently there is a policy reserve of \$400,000 annually which is set aside for Council to appropriate for items which were not anticipated during budget development. In 2013, this reserve is tracked, but not budgeted in any department. An alternative approach would be to include an annual appropriation in the same amount within the Legislative Department budget. This would allow clearer view of expenses to date while also being explicit about the amount of funding being set aside annually for this type of spending. If Council supports this structural change, staff can revise the Q2 budget adjustments to include this item and provide appropriation for the roughly \$370,000 in funds that remain after previously approved spending from the contingency in 2013.

Thank you for your consideration of these requests.

Attachment:

Budget Adjustment Spreadsheet

Second Quarter 2013 budget adjustments

August 2, 2013

Page 3

2013 BUDGET AMENDMENTS				
presented to City Council _____, 2013				
approved on _____, 2013				
SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation
Water System Plan	This item provides 2013 appropriation authority for the Water System Plan. This activity was included in previous years' work plans, but delayed due to discussions related to management of the utility. The Water System Plan has now been added to the work plan for 2013.	Water Fund / Public Works	150,000	Increase. Source: Water Fund
High Performance Training	This item provides funding for the first of three organization-wide High Performance Organization (HPO) training sessions. The purpose of HPO training is to develop talents and skills of employees in the area of management, leadership, technical and team skills.	General Fund / Finance	15,000	Increase. Source: General Fund
Website Redesign	This item provides additional funding for a redesign of the City's website. Originally included in the budget at \$20,000, the product selected will cost a total of \$32,000 in 2013. Ongoing costs will be included in future years' budgets.	General Fund / Information Technology	12,000	Increase. Source: General Fund
Pond Maintenance	This item provides funding for major maintenance of the storm water detention pond on Sportsman Club Road and Rockaway Bluff. This maintenance is required to meet conditions of the NPDES Phase II permit and will provide water quality assessments and improvements.	SSWM/Public Works	80,000	Increase. Source: SSWM Fund
Grant acceptance: Department of Ecology Surface and Stormwater Management grant	This item provides spending authority for a grant received from the Department of Ecology for activities related to Storm Water Management Plan as required by the NPDES Phase II permit.	SSWM/Public Works	30,084	Increase. Source: Grant
Grant acceptance: Elliot Bay Trustees monitoring grant	This item provides spending authority of funds received from the Elliot Bay Trustees for the SMP Grant for Strawberry Park and Prichard Park Grant.	General Fund / Planning and Community Development	70,000	Increase. Source: Grant

ORDINANCE NO. 2013-24

AN ORDINANCE of the City of Bainbridge Island, Washington amending the 2013 Budget of the City and providing for uses not foreseen at the time the 2013 budget was adopted.

WHEREAS, on December 12, 2012, the City Council adopted the budget for 2013 by Ordinance No. 2012-18; and

WHEREAS, a number of situations have occurred during 2013 which require the City to expend money on items, projects and categories not included in the 2013 Budget; now, therefore,

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

Section 1. Ordinance No. 2013-24 and the 2013 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 2013 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. The Finance Director is authorized and directed to properly account for the Building and Development Services activities of the City and to transfer such expenditures as are appropriate under Generally Accepted Accounting Principles from the General Fund to the Building and Development Services Fund provided that such transfers do not authorize an increase in expenditures.

Section 4. 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 ____, 2013.

APPROVED by the Mayor this ____ day of ____, 2013.

Steve Bonkowski, Mayor

ATTEST / AUTHENTICATE:

Rosalind D. Lassoﬀ, City Clerk

FILED WITH THE CITY CLERK:	July 31, 2013
PASSED BY THE CITY COUNCIL:	_____, 2013
PUBLISHED:	_____, 2013
EFFECTIVE DATE:	_____, 2013
ORDINANCE NO:	2013-24

DRAFT

EXHIBIT A - ORDINANCE NO. 2013-24, 2013 Q2 BUDGET ADJUSTMENTS				
Presented to City Council _____, 2013				
approved on _____, 2013				
SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation
Water System Plan	This item provides 2013 appropriation authority for the Water System Plan. This activity was included in previous years' work plans, but delayed due to discussions related to management of the utility. The Water System Plan has now been added to the work plan for 2013.	Water Fund / Public Works	150,000	Increase. Source: Water Fund
High Performance Training	This item provides funding for the first of three organization-wide High Performance Organization (HPO) training sessions. The purpose of HPO training is to develop talents and skills of employees in the area of management, leadership, technical and team skills.	General Fund / Finance	15,000	Increase. Source: General Fund
Website Redesign	This item provides additional funding for a redesign of the City's website. Originally included in the budget at \$20,000, the product selected will cost a total of \$32,000 in 2013. Ongoing costs will be included in future years' budgets.	General Fund / Information Technology	12,000	Increase. Source: General Fund
Pond Maintenance	This item provides funding for major maintenance of the storm water detention pond on Sportsman Club Road and Rockaway Bluff. This maintenance is required to meet conditions of the NPDES Phase II permit and will provide water quality assessments and improvements.	SSWM/Public Works	80,000	Increase. Source: SSWM Fund
Grant acceptance: Department of Ecology Surface and Stormwater Management grant	This item provides spending authority for a grant received from the Department of Ecology for activities related to Storm Water Management Plan as required by the NPDES Phase II permit.	SSWM/Public Works	30,084	Increase. Source: Grant
Grant acceptance: Elliot Bay Trustees monitoring grant	This item provides spending authority of funds received from the Elliot Bay Trustees for the SMP Grant for Strawberry Park and Prichard Park Grant.	General Fund / Planning and Community Development	70,000	Increase. Source: Grant

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Discussion of Cost Allocation Policies	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 13-022
Proposed By: Finance Director Ellen Schroer	Referral(s):

BUDGET INFORMATION

Department: Executive	Fund: All	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:

Preliminary discussion of cost allocation policies.

History:

On February 27, 2013 City Manager Schulze provided a presentation on the City's cost allocation methodology. He summarized the guiding policies on cost allocation and the leading practices identified by the State Auditor's Office. He described the City's current cost allocation practices and presented policy questions for Council. Council agreed to discuss policy considerations at a future study session.

Schedule/Next Activities:

Obtain Council consensus and guidance on goals for City cost allocation policy. Schedule discussion of policy alternatives for August 21, 2013

RECOMMENDED ACTION

This agenda item is for discussion purposes. Schedule a follow up meeting to obtain policy guidance from Council.



CITY OF BAINBRIDGE ISLAND
FINANCE AND ADMINISTRATIVE
SERVICES DEPARTMENT

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director

DATE: August 2, 2013

RE: Discussion of Cost Allocation Policies

At a recent meeting, Council requested that the City administration bring options for approaches to cost allocation to a meeting at the end of August. In preparation for that work, staff would like some policy guidance from the Council and has scheduled time on August 7th for a preliminary discussion.

As we work to develop options for policy approaches to allocating costs across the City's operating funds, we would like to hear Council's consensus regarding some fundamental aspects of cost allocation. A Council discussion resulting in consensus on questions such as the following would be very helpful:

1. Does Council support allocating costs to funds other than the General Fund?
2. Are there certain categories of costs for which Council would like to make a policy decision to support entirely from the General Fund? For example:
 - Insurance
 - City Hall facility costs, including debt service
 - Executive management
 - Information technology equipment and systems

Background information:

It is a best practice to allocate costs such that the beneficiary pays a cost proportionate to its share of the benefit. However, the City could choose not to allocate certain costs and assign the entire cost of those items to the General Fund.

3. When personnel costs are allocated, should costs other than salaries and benefits be allocated?

Background information:

In many jurisdictions, costs for items such as supplies and utilities are included with the personnel costs to be supported by the various operating funds. The City of Bainbridge Island currently allocates only direct salaries and benefits when allocating personnel costs.

4. Should the City set a policy threshold below which the costs should be assigned to the General Fund?

Background information:

When calculating allocations based on numerical proxies such as percentage of operating budget or FTE, it is possible to allocate to a very small percentage. The City currently uses allocation percentages as small as 1%.

5. Should the City set a policy that all staff will use work orders to track their time?

Background information:

Using a work order or other time tracking system for all staff would provide detailed information about the level of effort on various activities. Obtaining this information would come at some cost, including lost work time for staff to complete the tracking and obtaining and implementing the system. At the City, currently the only staff who complete work orders are members of the Public Works Operations and Maintenance crew. Many staff, including Court, Council and Public Safety, are entirely supported by the General Fund and would not need to track their time for this purpose.

I am providing these questions in advance to let you know what staff is considering as we work to provide the requested options. I believe that obtaining Council consensus and guidance on questions such as these will allow staff to develop options that best support the desired outcomes. There may be other questions which come up during the discussion, or other information that you would like to provide.

I welcome your feedback and look forward to the discussion at the Council meeting.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Rockaway Beach Road Stabilization Project Contract Award	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: AB 11-061
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Project Estimate Uses		\$1,824,225
Less Project Budget Design		(265,560)
Less Project Budget Construction		(1,307,000)
Additional Project Budget Need		\$ 251,665
<i>See attached Sources & Uses Spreadsheet</i>		
Expenditure Required:	Budgeted? ☒ Yes \$1,056,432.00	Budget Amend Req? ☒ Yes \$252,000.00
Construction Contract: \$1,056,432.00		
Contingency Fund: \$ 252,000.00		

REFERRALS/REVIEW

Study Sessions: May 1, 2013, July 1, 2013, July 17, 2013

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

DESCRIPTION/SUMMARY

Action Item:

Consider award of the Rockaway Beach Road Stabilization project and authorize a budget amendment of \$252,000.00 from the Contingency Fund to complete the project construction.

History:

After a redesign of the project was accepted by local outside permitting agencies, the project was re-advertised for bids.

The revised design consists of stabilizing the embankment by installation of a soldier pile wall and repair a section of Rockaway Beach Road in the vicinity of an eroding shoreline bluff located approximately 1,000 feet south of Old Creosote Hill Road. Major items of work include the construction of approximately 340 feet of wall along the beach, geotextile slope stabilization, and restoring approximately 550 feet of roadway.

Bids were solicited through the local newspapers and the bid opening was held on July 30, 2013. Four bids were received and the apparent low bidder is Redside Construction LLC of Port Gamble, WA in the base bid amount of \$1,056,432.00 for construction of a new soldier pile wall and also roadway repair work. The engineer's estimate was \$1,109,066.00 for the soldier pile wall.

RECOMMENDED ACTION

I move that the City Council award the Rockaway Beach Road Stabilization project to Redside Construction LLC in the amount of \$1,056,432.00 for construction of a soldier pile wall and approve a budget amendment of \$252,000.00 from the Contingency Fund.

DESCRIPTION/SUMMARY - continued

City staff and design consultant have reviewed the bid results and the contractor's qualifications and recommend that the City Council award this contract to Redside Construction LLC in the base bid amount of \$1,056,432.00 for the soldier pile retaining wall.

See attached project budget "Sources & Uses" sheet for the project budget based on all of the known project costs to date, (including a 15% project construction contingency). The project budget currently approved to complete the project is approximately \$252,000.00 short of the needed funding; therefore, staff is also requesting that City Council authorize an additional appropriation of \$252,000.00 to this project from the General Fund Contingency balance.

Due to the nature of this particular construction project, proximity to the beach, short timeframe window for completing beach work by September 15 for the deep retaining wall foundation work, and the possibility of encountering possible unknown underground conditions, staff is requesting authorization for an additional 15% construction contingency amount for this project.



City of Bainbridge Island

Public Works Department - Engineering

Project: ROCKAWAY BEACH ROAD STABILIZATION PROJECT

Bid Opening Date: Bids Due @ 9:15 a.m. July 30, 2013

Open Bids @ 9:30, July 30, 2013

	1	2	3	4
Note: Bids Are Opened in Order Received. Bids Solicited by: X Advertisement ☐ Small Works Roster The Engineers Estimate is: \$950,000 - \$1,150,000	Frank Coluccio Construction Company	Seton Construction	Redside Construction, LLC	Nordland Construction NW
Proposal – <i>Items of Work & Materials, Estimated Quantities, Units of Measurement.</i>	X	X	X	X
Signature Page	X	X	X	X
Addendum Acknowledged (3)	X	X	X	X
Non-Collusion Declaration		X	X	X
Proposal Bond (5%)	X	X	X	X
Statement of Bidders Qualifications	X	X	X	X
TOTAL BID AMOUNT <u>SOLDIER PILE WALL</u>	\$1,237,552.00	\$1,182,176.83	\$1,056,432.00	\$1,281,539.00
TOTAL BID AMOUNT <u>SHEET PILE WALL</u>	\$1,491,377.00	\$1,555,470.33	\$1,543,522.00	\$1,434,529.00

A total of 4 bids were received for the Rockaway Beach Road Stabilization project. The apparent low bidder at this time is Redside Construction with the bid of \$1,056,432.00. The City will need to review each proposal for bidder responsibility; therefore things may change during that time.

**City of Bainbridge Island
Rockaway Beach Road Stabilization Project**

RBRS Sources and Uses of Funds		RBRS Status		
		07.31.13		
Sources ^(A)		Sources		
STPUS Federal Grant - Design		STPUS Federal Grant - Design	Life to Date	Remaining
STPUS-6703(001) LA7337	\$200,000	STPUS-6703(001) LA7337	\$200,000	\$0
Local Match /Design-Cash from ??	\$65,560	Local Match /Design-Cash from ??	\$0	\$65,560
	\$265,560		\$200,000	\$65,560
 STPU Federal Grant - Construction	\$900,000	 STPUS Federal Grant - Construction	\$0	\$900,000
WA Rec.&Conserv Office (RCO)	\$278,500	WA Rec.&Conserv Office (RCO)	\$0	\$278,500
Local Match /Const-Cash from ??	\$128,500	Local Match /Const-Cash from ??	\$0	\$128,500
	\$1,307,000		\$0	\$1,307,000
 Total Sources of Funds	\$1,572,560		\$200,000	\$1,372,560
 Uses ^(A)		Uses		
Engineering		Engineering		
Berger/Abam - Stabilization Study	\$5,000	Berger/Abam - Stabilization Study	\$5,000	\$0
Berger/Abam - Design Solution I & II	\$410,000	Berger/Abam - Design Solution I & II	\$309,706	\$100,294
Project Management - WSDOT - DESIGN	\$675		\$633	\$42
Construction		Construction		
Construction Contract	\$1,057,000	Construction Contract	\$0	\$1,057,000
Project Management - WSDOT	\$5,000	Project Management - WSDOT	\$0	\$5,000
Construction Administration	\$155,000	Construction Administration	\$0	\$155,000
Other Uses		Other Uses		
Advertising/ Publications/Postage	\$9,000	Advertising/ Publications/Postage	\$3,151	\$5,849
Contingency / 15 %	\$182,550	Contingency / 15 %	\$0	\$182,550
 *Legal Fees	3269.59	 \$3,270		
Total Uses of Funds	\$1,824,225	\$318,490	\$1,505,735	
	-\$251,665			

** Legal Fees are not captured against Prj.*

\$1,824,225

Notes:

(A) Contains estimated funds to complete

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (hereinafter "Contract"), made the _____, day of _____, 2013, by and between the City of Bainbridge Island (hereinafter referred to as the "City" and the "CONTRACTING AGENCY") and Redside Construction LLC (hereinafter called "CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings and other contract documents to be prepared for certain Work as described therein, known as the **ROCKAWAY BEACH ROAD STABILIZATION PROJECT**, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of **One Million Fifty-Six Thousand Four Hundred Thirty-Two Dollars (\$1,056,432.00)** ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the "Contract Documents":

1. This Contract including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. Washington State Department of Transportation, Standard Specifications, 2012 (sometimes referred to as the "Standard Specification")
3. Amendments to the Standard Specifications
4. Special Provisions
5. Prevailing Wage Schedules and Regulations
6. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
7. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

CONTRACTING AGENCY and CONTRACTOR recognize that time is of the essence of this Contract and that CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR's Initials: _____

INDEMNITY AND TITLE 51 WAIVER. CONTRACTOR hereby waives the protection of Title 51 RCW as provided in the Indemnity Agreement attached hereto and incorporated in this Contract by reference. The parties warrant and represent this waiver and the Indemnity Agreement have been specifically bargained for and accepted by the parties. CONTRACTOR further agrees to require all subcontractors to similarly waive Title 51 RCW as a condition of its subcontracts.

CONTRACTOR's Initials: _____

CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Amendments and Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

CONTRACTOR:

REDSIDE CONSTRUCTION LLC

By: _____

Name: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND

By: _____

Douglas Schulze, City Manager

Date: _____

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Rockaway Beach Roadway Stabilization Phase 2 Construction Support Local Agency Standard Consultant Supplement Agreement No. 3	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 11-061
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Depart/Fund: Public Works / CIP#113 – STP(U)

Expenditure Req: \$154,768.00 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 Rockaway Beach Roadway Stabilization Phase 2 Construction Support Local Agency Supplemental Agreement No. 3 to the August 14, 2013 consent agenda.

Background:

The original design contract amount of \$265,560.00 was approved by City Council at their September 7, 2011 City Council meeting. Amendment No. 1 in the amount of \$77,915.00 was approved by Council at the March 21, 2012 meeting, bringing the revised contract amount to \$343,475.00. Amendment No. 2 in the amount of \$65,887.00 was the result of the project redesign approved at the July 1, 2013 City Council meeting bringing the revised contract amount to \$409,362.00.

The attached Amendment No. 3 is for construction support in the amount of \$154,768.00 bringing the revised contract amount to \$564,400.00. See attached scope of work.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the contract with BergerABAM for the Rockaway Beach Roadway Stabilization Phase 2 Design Local Agency Standard Consultant Supplement Agreement No. 3 for construction support services in the amount of \$154,768.00 to the August 14, 2013 consent agenda.



Supplemental Agreement Number <u>3</u>		Organization and Address BergerABAM Inc. 33301 Ninth Avenue S., Suite 300 Federal Way, WA 98003	
Original Agreement Number N/A		Phone: 206-431-2300	
Project Number STPUS-6703(001)	Execution Date 9/7/2011	Completion Date 1/1/2014	
Project Title Rockaway Beach Road Stabilization	New Maximum Amount Payable \$ 564,130.00		
Description of Work This supplement provides for construction support services and construction administration and inspection.			

The Local Agency of City of Bainbridge Island
desires to supplement the agreement entered into with BergerABAM Inc.
and executed on 9/7/2011 and identified as Agreement No. N/A

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See Exhibit A-1.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No change.

III

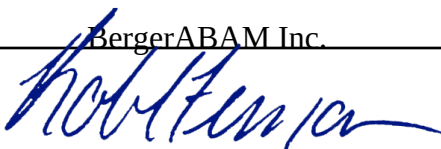
Section V, PAYMENT, shall be amended as follows:

See attached Exhibits E-1 and G-1.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: BergerABAM Inc.



Consultant Signature

By: City of Bainbridge Island

Approving Authority Signature

Date

EXHIBIT A-1 (SUPPLEMENT NO. 3)
SCOPE OF WORK – CONSTRUCTION ADMINISTRATION AND INSPECTION PLUS DESIGN
CONSTRUCTION SUPPORT SERVICES
PROJECT NO. A12.0075

INTRODUCTION

The City of Bainbridge Island (CITY) has contracted with BergerABAM Inc. (CONSULTANT) to develop this road stabilization project, which includes a revetment and a geosynthetic retaining wall to protect the coastal bluff adjacent to Rockaway Beach Road. Rockaway Beach Road is a two-lane roadway that connects Eagle Harbor Drive NE to the north and NE Halls Hill Road to the south. The supplement provides for two types of services during construction of this phase of the Rockaway Beach Road Stabilization Project

- Construction Administration and Inspection (CA&I) Services
- Design Construction Support Services (DCSS)

SCOPE OF WORK - CONSTRUCTION ADMINISTRATION AND INSPECTION (CA&I) SERVICES

General

1. The CONSULTANT shall provide start-up services for the construction administration team to review contract plans and specifications for inspection requirements; develop preliminary inspection assignments; establish a project file system; attend meetings with the City of Bainbridge Island and others; and establish form/systems for tracking required items. The purpose of these start-up services is to have the construction administration team ready to respond to contract requirements immediately after issuing a notice-to-proceed for the construction contract.
2. Contract administration duties will be provided up to the Contract Completion Date to facilitate close out of the project.
3. The CONSULTANT will assist the City in preparing contract documentation, data, and reports required by Washington State Department of Transportation (WSDOT) for receiving Federal Highway Administration (FHWA) funding.
4. The CONSULTANT shall provide materials testing services and special inspections through Mayes Testing Engineers.
5. The CONSULTANT will provide all environmental services through subconsultant Widener & Associates.
6. The CITY will provide all public notice/involvement services required, including notices regarding the closure of streets and other CITY facilities affected by the project. The CITY will take the lead in informing appropriate public interests on the progress of the project.

Therefore, no efforts and/or costs for public involvement services are included in the fee estimate.

7. No efforts and/or costs are included in this proposal to accommodate discovery, testing, and/or disposal of hazardous materials from the site.

CA&I Staffing

Under these services, the CONSULTANT will provide staff for the following positions at the construction site. More detailed descriptions of the duties of these staff are described in the following section.

1. Office Engineer - The Office Engineer will be a part-time office engineer and will be experienced in the administration of federally funded construction contracts. The office engineer will assist the resident engineer with all project correspondence, route RFIs, evaluate requests for change orders, and review Contractor payments. The assistant will oversee and supervise consultant staff, subconsultant staff, and CITY staff when the resident engineer cannot be present.
2. Document Control Specialist - The Document Control Specialist will be experienced in federally funded projects to organize and maintain all project records and materials documentation in accordance with FHWA/WSDOT requirements and process all materials submittals. This position will also update the Project Record of Materials on a weekly basis.

Also under these services, the CITY will provide staff for the following positions at the construction site.

1. Resident Engineer - The Resident Engineer will be part time and will be experienced in construction administration and inspection procedures on large federally funded projects to oversee all activities on the project site. The resident engineer will be granted the authority of the project engineer, referenced in the Standard Specifications, Section 1-05.1.
2. Earthwork, Roadway, and Wall Inspector - The Earthwork, Roadway, and Wall Inspector will be responsible for inspection and documentation of all civil work.

Job Descriptions for, Duties of, and Prospective CA&I Staff

More detailed job descriptions, duties, and prospective personnel for each of the key positions are described below.

Resident Engineer

Larry Ward – City of Bainbridge Island

Position Reports to City of Bainbridge Island (Chris Hammer)

Job Description: The resident engineer supervises the inspection team, materials approval engineer, office engineer, and document control specialist. The resident engineer is responsible

for the daily operations and functions of the field and office staff for the Rockaway Beach Road Stabilization Project. The resident engineer will work closely with City of Bainbridge Island to keep the CITY informed of the progress of the project in regards to scope, schedule, and budget. The resident engineer will be the main contact for CITY.

It will be the responsibility of this position to ensure that project staff is trained and aware of elements of construction inspection, project documentation, and materials testing in accordance with the WSDOT Construction Manual, WSDOT Standard Specifications, and Local Agency Guidelines.

Duties include

- Review and evaluate construction documents
- Establish construction administration tasks
- Oversee construction contract administration and field inspections
- Oversee the materials documentation filing system in conjunction with the document control specialist and materials approval engineer. This will include training and overseeing office engineering staff in updating the ROM, at a minimum, of a weekly basis; processing/distributing and filing QPLs, ensuring also that approval codes are acted upon; using the WSDOT on-line aggregate source approval database; processing RAMs for signature and distribution; and final processing and filing of certs, CMOs, materials inspection reports, field density reports, concrete test reports, HMA gradation test reports, HMA density reports, approved for shipment documentation, and all other information regarding materials
- Supervise field staff in practices and procedures of codes, regulations, federal, state, and local contract requirements; oversee contract compliance
- Facilitate weekly (or periodic) construction meetings
- Supervise construction project inspection
- Oversee correspondence, records, and change orders during construction of the project
- Supervise staff to ensure adequacy of field project notes and monthly estimates for progress payments
- Act as a resource and lead with federal and state auditors ensuring appropriate contract compliance
- Supervise subordinate teams of staff
- Provide and/or arrange for staff training

- Ensure personal protective equipment is available at the job site
- Ensure inspection staff is provided with appropriate inspection equipment and/or tools for job site inspection
- Draft or delegate drafting of serial letters to the contractor
- If the contractor requests additional compensation for any item, the resident engineer will determine merit. If merit is warranted, then the resident engineer will evaluate any cost and/or schedule impacts, and review response with CITY staff
- Oversee the drafting of change orders
- Facilitate and/or lead change order negotiations with the Contractor. The negotiations will be done in conjunction with the CITY representative or other CITY officials with signatory authority
- Supervise and guide office staff in initial setup of project files, documentation flow, and computer systems
- Ensure that design team support staff is notified promptly of potential field design revisions and/or changes. Supervise and oversee office staff personnel in routing RFIs, shop drawings, and other information to design team support staff
- Provide coordination for material testing in accordance with WSDOT and FHWA requirements. This will also include coordination with items inspected by WSDOT fabrication inspectors
- Other duties as assigned

Office Engineer
Shawna Lawrence - BergerABAM

Position Reports to Resident Engineer

Job Description: The office engineer has the same job description as the resident engineer and will fill that role as needed when the resident engineer is not present. The Office Engineer will also create the Record of Materials (ROM) for the project.

The office engineer will process RAMS and QPLs for all materials approvals on the Rockaway Beach Road Stabilization project. The office engineer will work in conjunction with the resident engineer to ensure materials documentation and testing is completed in accordance with WSDOT Standard Specifications and WSDOT Construction Manual. The office engineer will supervise and train, with the input and assistance of the resident engineer, the project staff that will be responsible for establishing, updating, and keeping current the project filing system, including materials documentation system. This position will be responsible for ensuring that

all project materials submitted comply with Contract requirements and are documented in accordance with the WSDOT Construction Manual, WSDOT Standard Specifications, and Local Agency Guidelines.

Duties include, but are not limited to

- Manage the materials documentation filing system in conjunction with the resident engineer and document control specialist. This will include training and overseeing staff in updating the ROM, at a minimum, on a weekly basis; processing, distributing, and filing QPLs ensuring also that approval codes are acted upon; using the WSDOT on-line aggregate source approval database; processing RAMs for signature and distribution; and final processing and filing of certs, CMOs, materials inspection reports, field density reports, concrete test reports, approved for shipment documentation, and other information regarding materials.
- Other duties as assigned

Document Control Specialist
Dana Salyer – BergerABAM

Position Reports to Resident Engineer

The document control specialist will work under the direction of the resident engineer and office engineer at a construction site field office in the collection, logging, distribution, and processing of all incoming and outgoing office correspondence. This position will assist the resident engineer in updating and keeping current the project filing system, including materials documentation system. The position will compute and/or check field note records for payment and enter into the project ledger. The document control specialist will assist the resident engineer to ensure that all applicable materials documentation for each bid item within a progress payment is received prior to payment for the individual bid items. All EEO documentation, including required forms to be submitted by the Contractor, will be processed and tracked by this position; this will also include checking payrolls for compliance to Contract requirements.

As the need arises, document control specialist may be assigned to construction inspection duties as an assistant to construction inspectors. This will involve assisting in the inspection of all project elements, including but not limited to TESC measures, grading operations, geosynthetic retaining wall, and other miscellaneous construction features.

Duties include

- Assist the office engineer and materials documentation engineer with elements of the materials documentation system as requested
- Assist the resident engineer in computing and/or checking field note records, collecting/computing and/or checking totals of item quantity tickets, entering pay information into the project ledger or checking information entered into project ledger, and running monthly pay estimates. Check progress estimates for accuracy, completeness, and then submit to the resident engineer for review with the Contractor. After review, make any revisions and submit to the resident engineer for final reviews and processing
- Assist the resident engineer in filing all field note records submitted for monthly progress payments into the office field note record books. File and reference all item quantity tickets and any backup tickets for neat line items in the office file cabinet or storage boxes. Check to ensure that all items paid by neat line that require cross section and end area information and calculations are submitted with such. File and reference all backup information in the project files or backup boxes
- Assist the resident engineer in the processing of force account bid items. This includes contractor and subcontractor personnel weighted wage rates, contractor and subcontractor equipment rates, and all backup information to determine the rates. Complete the calculation portion of the inspector's daily report of force account. This will include entering the weighted wage rates and equipment rates, then totaling and applying applicable markups to determine total compensation in accordance with WSDOT Standard Specification 1-09.6. Maintain all backup information for payment of force account items
- Assist the resident engineer in collecting, compiling, packaging, distributing, and filing all change order backup information, including, but not limited to, serial letters, e-mails, verbal and/or written approvals to proceed, independent estimates, and any other backup to be included in each change order file
- Attend meetings as requested by the resident engineer
- Assist the resident engineer to ensure that all required contract forms and/or reports are received from the contractor in a timely manner, processed, and filed. These include, but are not limited to, Apprentice Utilization Plan, Statement of Apprentice Journeyman Participation, Quarterly Report of Amounts Paid to DBE, Annual EEO Report, monthly Utilization Report, Request to Sublet, and Notice of Intent to Pay Prevailing Wage
- Process training plan, trainee requests, and payment of training if applicable to the project
- Check weekly payrolls for prime contractor and all subcontractors to ensure applicable contract prevailing wage rates and benefits are paid. Compare to employee interview reports to ensure contractor field staff is being paid in accordance with the contract

- Update and keep the project files, as new correspondence is received, current on a daily basis
- Assist the resident engineer in the processing of incoming and outgoing correspondence, such as serial letters, transmittals, submittals, materials information, shop drawings, catalogue cuts, and miscellaneous documentation. This will include date stamping, logging information into an Excel spreadsheet for tracking, distributing copies for routing, and ensuring copies are placed in the project files
- Attend preconstruction and weekly construction meetings to record and transcribe meeting minutes and distribute to attendees for comment
- Assist field inspectors in conducting or conduct Employee Wage Rate interviews and DBE on-site reviews
- Arrange meetings and schedule appointments, as necessary; prepare in computer format (PowerPoint)
- Distribute office mail, draft and prepare written correspondence, and review routine invoices for payment
- Answer and handle telephone calls and route to appropriate individual or take detailed messages
- Make copies of project documentation and/or scan information for distribution and electronic filing
- Assist project inspectors in as needed
- Other duties as assigned

Earthwork, Roadway, Wall Inspector (Civil Work)
TBD - City of Bainbridge Island

Position Reports to Larry Ward
 Resident Engineer

This position will assume the day-to-day inspection activities for all construction activities. This will include, but not be limited to, inspection of Contractor's TESC operations, clearing and grubbing, preparation activities, grading operations, roadway embankment construction, roadway and wall excavation, wall construction, surfacing, paving, striping and signing. He will work with the resident engineer in coordinating all subconsultant inspections assigned to the Rockaway Beach Road Stabilization project. The inspector will work with the resident engineer in coordinating all subconsultant inspections assigned to the Rockaway Beach Road Stabilization project.

The position requires the ability to work in a team environment, provide solutions to construction field issues, and be able to clearly articulate both orally and in writing.

Duties include

- Serve as civil inspector and assign duties to assistant inspector(s) if applicable
- Coordinate scheduling of geotechnical inspector, as needed, with the resident engineer to document activities, such as the geosynthetic retaining wall construction, and other elements of work as needed
- Complete and/or review field note records for payment. Ensure items for payment have complete documentation prior to payment. This includes materials documentation, such as RAMs, certs, samples, and approved for tags or other. For QPL items, ensure that approval code action is completed
- Take preconstruction photographs and/or videos, periodic photo records during construction, and post-construction project photos (digital photos, minimum resolution of 2 mega pixels)
- Provide inspection records, including a record of field changes for use in preparing record drawings as described below
- Coordinate scheduling of materials testing lab personnel with the resident engineer
- Serve as structural inspector and assign duties to assistant inspector(s) if applicable
- Be first level to resolve field disputes with contractors
- Evaluate issues of concern and develop corrective actions based on the Contract
- Other duties as assigned

Schedule for CA&I Services

The accompanying fee estimate is based on an estimated calendar for involvement of the above staff as a fraction of available time in accordance with the current estimated Construction Time Estimate for the project. That calendar is included with Exhibit E-1. It is recognized by both parties that this schedule is estimated and that the Contractor's schedule will become the "real" schedule against which staffing plans must be made.

Key assumed milestones in this estimated Construction Time Estimate are as follows.

Notice-to-Proceed Date	1 June 2013
Substantial Completion	30 September 2013
Physical Completion	31 December 2013
Contract Completion	31 March 2014

During these in-water work window, the Contractor will be able to work above the MHHW adjacent to the Puget Sound. The estimated calendar for involvement of the above staff accounts for increased construction activities during these periods.

Budget for CA&I Services**General**

It is also recognized that the budget for these services needs to fit within the overall budget for the project, but that the level of services also needs to be sufficient to administer and inspect the project and to provide adequate records to meet WSDOT standards to pass WSDOT audits. However, it is also recognized by both parties that efforts to provide services under this supplemental agreement can vary considerably from estimates utilized to develop the additional amount payable for this supplemental agreement. Some budget items may cost more and other items may cost less. Budgets for some subconsultants may not be expended and may be used by CONSULTANT and/or other subconsultants. BergerABAM will monitor total costs expended under this supplemental agreement and will notify CITY when costs have reached 25, 50, and 75 percent of the additional maximum amount payable authorized under this supplemental agreement. At each cost milestone, CONSULTANT will meet with the CITY and will jointly develop an estimated amount to complete the work. If CONSULTANT costs for the remaining work under this agreement are estimated to be higher than the original amount in this supplement, the remaining work above the amount authorized will not be performed without prior written authorization from the CITY. This paragraph will also be included in Section XIV, EXTRA WORK, of the Agreement.

Vehicles and Mileage

CONSULTANT field staff shall be compensated for mileage to and from the permanent duty station (Federal Way Office) to the site. CONSULTANT field staff shall be compensated for mileage for travel at the site and for ferry fares to and from Bainbridge Island. Travel expenses for part-time and temporary inspection services, as well as for project meetings attended by engineer support staff of the CONSULTANT and its Subconsultants, shall be invoiced on the basis of mileage and ferry fares.

SCOPE OF SERVICES – DESIGN CONSTRUCTION SUPPORT SERVICES (DCSS)

DCSS provides continuity of the design team through the construction process. Services to be provided by the CONSULTANT during construction will include shop drawing review, submittal review, and responses to Contractor requests for information. Services may also include adjustments to the project design to work around unforeseen site conditions. Services will also include site visits, attendance at project meetings, design-team inspections, and preparation of record drawings.

Under DCSS, six basic tasks will be provided as follows.

DCSS Task 1 – Project Administration, Permitting Support, and Meetings

The CONSULTANT will attend project site meetings as necessary. The estimated number of meetings for each is shown in the accompanying fee estimate.

The CONSULTANT shall also prepare monthly invoices for the CONSULTANT's services that include a brief description of services provided during the month. Invoices will be based on the task descriptions contained in this scope of work. The CONSULTANT shall provide revisions, coordination, and support for the project permits.

Deliverable(s)

- Monthly CONSULTANT invoices and progress reports

DCSS Task 2 – Requests for Information (RFIs) and Submittal Review

The CONSULTANT shall respond to questions and RFIs by the Contractor and shall review Contractor submittals as assigned by the CONSULTANT CA&I staff. Assumed submittal items are as indicated in the accompanying fee estimate.

Deliverable(s)

- Responses to CONSULTANT CA&I staff to support RFIs, as required

DCSS Task 3– Change Orders

The CONSULTANT shall provide revised plans and specifications as required to execute change orders.

Deliverable(s)

- Revised plans and specifications will be provided, as required

DCSS Task4 – Inspections

BergerABAM design staff, revetment, geotechnical and environmental subconsultant design staff shall provide part-time inspections on an as-needed or as-desired basis. Possible specialized inspection services may include the following.

- Geotechnical observation for the installation of geosynthetic retaining wall. It is assumed that this will be a part-time effort.
- Geotechnical observation and evaluation of subgrade beneath Rockaway Beach Road
- Observation for the installation of the revetment. Subconsultant staff shall confirm rock quality and appropriateness of rock placement to the plans, specifications, and design intent. Staff shall document observations and provide recommendations for corrective actions to the Resident Engineer if warranted during construction.
- It is assumed the revetment installation will be inspected twice a week for seven weeks.
- Provide materials testing

- Provide permit modification and after the fact permit support as needed during construction. The work includes possible modifications proposed by the contractor, such as work window extensions and design changes. The work will only be performed if changes are needed during construction
- Provide biological assessment updates and consultation assistance for Section Seven of the Endangered Species Act
- Provide weekly assistance in NPDES inspections with the Contractor to ensure compliance with the NPDES permit and Section 401 water quality certification.

Deliverable(s)

- CONSULTANT staff will provide daily inspection reports whenever on site to conduct these inspections.

DCSS Task 5 – Record Drawings

The CONSULTANT shall prepare a record set of drawings for the CITY that reflect field changes (additions, modifications, or deletions) to the bid drawing set during construction. The record drawing set shall include any drawings revised or reissued during construction as a result of change orders and shall include changes resulting from RFI responses. The basis for the record drawings shall be a set of bid drawings redlined with changes by the CITY and supplied to the CONSULTANT. These drawings shall be noted as “record drawings” in the drawing revision block, but shall not require seals or signatures of registered professionals. The intent of the record drawing set is to provide the best information available to capture significant field changes, but not necessarily every minor change that may occur.

Deliverable(s)

- One set of 11 x 17 final record drawings
- One electronic set in AutoCAD format
- One set of 22 X 34 final record drawings on mylar.

SUBCONSULTANTS

These construction support services include services provided by the following subconsultants.

- Aspect Consulting – Geotechnical
- Mayes Testing – Material Testing and Inspection Services
- Widener & Associates – Environmental/Permit Services

Rockaway Beach Construction Support

Scope of Work

As part of the construction support Widener and Associates will completed an Eelgrass survey of the project site as required by the project permit and in compliance with WDFW standards. In addition to the work we will assist the City in completing the Shorelines permit and updating the 404 permit and HPA as needed during the construction of the wall.

Widener will also provide onsite surf smelt surveys as needed to extend the project work window and respond to construction management staff with question concerning the project permit and implementation of the re-vegetation plan and erosion control BMPs.

**EXHIBIT E-1
CONSULTANT FEE DETERMINATION**

CA plus DCSS Costs
8/1/2013

Construction Administration and Inspection (CA&I)

DIRECT SALARY COSTS (DSC) for BergerABAM

<u>Personnel</u>		<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
1 Office Engineer		90	X	\$42.91	= \$	3,862
2 Resident Engineer	City	736	X	\$0.00	= \$	-
3 Inspector - Earthwork/Walls	City	780	X	\$0.00	= \$	-
BERGER/ABAM Hours, TOTAL		90		Subtotal Direct Salary Costs (DSC) = \$		3,862
				Salary Escalation - Estimated Salary Escalation Costs are included in above rates	\$	77
				Overhead (OH) 155.00%	of (DSC + SE) = \$	5,986
				Fixed Fee (FF) 30.00%	of (DSC + SE) =	1,159
TOTAL SALARY COSTS (DSC + SE + OH + FF) = \$						11,084

DIRECT NONSALARY COSTS (DNSC)

Courier	5	packages @ \$	25.00	\$	125
Ferry Fares (2 round trips/week, 10 weeks)	20	trips @ \$	26.30	\$	526
Mileage (private vehicle use, 15 miles/day)	2,400	miles @ \$	0.57	\$	1,356
Miscellaneous Expendables (film, etc)	1	estimate @ \$	400	\$	400
TOTAL REIMBURSABLE EXPENSES (DNSC) = \$					2,407

TOTAL BergerABAM FEE (DSC + SE + OH + FF + DNSC) = \$	13,491
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BergerABAM CA&I services will be paid on a DSC multiplier equal to **2.850**

DESIGN CONSTRUCTION SUPPORT SERVICES (DCSS) COSTS

BergerABAM	\$	54,785
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SUBCONSULTANTS

Aspect Consulting	\$	24,158
Mayes Testing	\$	19,652
Widener & Associates	\$	32,682

TOTAL ESTIMATED DESIGN CONSTRUCTION SUPPORT FEES = \$	131,277
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TOTAL ESTIMATED AMOUNT FOR CA&I + DCSS SERVICES = \$	144,768
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Management Reserve = \$ 10,000

TOTAL AUTHORIZED AMOUNT REQUESTED FOR SUPPLEMENT NO. 3 ROUNDED DOWN = \$	154,768
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EXHIBIT E-1
CONSULTANT FEE DETERMINATION

BergerABAM CA Rates
8/1/2013

Classification	Name	Rate (July 1, 2012 to June 30, 2013)	Percent (%) Participation	Blended Hourly Wage Rate	Estimated Salary Escalation Factor
Office Engineer	Shawna Lawrence	\$42.91	100%	\$0.00	0.020
				\$42.91	0.020

ROCKAWAY CONSTRUCTION ADMINISTRATION AND INSPECTION PLUS CSS STAFFING HOURS					
POSITION	FIRM	CY 2013	CY HRS		
Office Engineer	BA	90	90		
Resident Engineer	City	736	736		
Inspector - Earthwork/Walls	City	780	780		
2 Inspector (Refer to Subconsultants)	Mayes				
Estimated Hours Per Week	40				
Estimated DSC Increase BA SY 2013 to BA SY 2014					

Page 4 of 11

**Exhibit E-1
CONSULTANT FEE DETERMINATION**

**BergerABAM DCSS Costs
8/1/2013**

DIRECT SALARY COSTS (DSC)

<u>Personnel</u>	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
1 Project Manager	25	X	\$82.00	=	\$ 2,050
2 Project Engineer	190	X	\$38.00	=	\$ 7,220
3 Civil Engineer	74	X	\$32.00	=	\$ 2,368
4 Structural Engineer	57	X	\$45.00	=	\$ 2,565
5 Designer-CADD	83	X	\$30.00	=	\$ 2,490
6 Admin, Clerical	21	X	\$25.00	=	\$ 525

Total Hours **450** Subtotal Direct Salary Costs (DSC) = \$ **17,218**

Salary Escalation (SE) = 5% of DSC = \$ **861**

Subtotal (DSC + SE) = \$ **18,079**

Overhead (OH) **155.00%** of (DSC + SE) = \$ **28,022**

Fixed Fee (FF) **30.00%** of (DSC + SE) = \$ **5,424**

TOTAL SALARY COSTS (DSC + SE + OH + FF) = \$ 51,525

DIRECT NONSALARY COSTS (DNSC)

Mileage	3200	miles @ \$ 0.550	\$ 1,760
Inspection Equipment	Equipment		\$ 1,000
Copies			\$ 500

TOTAL REIMBURSABLE EXPENSES (DNSC) = \$ 3,260

TOTAL AUTHORIZED AMOUNT = \$ 54,785

PAYMENT

BergerABAM DCSS will be paid on a DSC multiplier equal to **2.850**

Exhibit E-1
CONSULTANT FEE DETERMINATION

BergerABAM DCSS Hours
8/1/2013

BergerABAM DCSS Staff	Task No.	Construction Manager	Office Engineer	Project Engineer	Civil Engineer	Designer-CADD	Admin, Clerical	BergerABAM Totals
DESIGN CONSTRUCTION SUPPORT SERVICES								
TASK 1 - Project Admin & Meetings	1	20	134	27	18	8	17	224
Project Preconstruction Meeting		4	4	4	-	-		12
Attendance at Weekly Site Meetings (15 Mtgs)		8	45	8	8	-		69
Site Visits (5 site visits - 2 persons each)		-	20	10	10	-	2	42
Quantity assistance		-	50	5		8		63
Monthly Invoices and Progress Reports		8	15		-	-	15	38
TASK 2 - RFI's & Submittal Review	2	-	28	36	28	20	-	112
Construction Access Plan			By CA&I Staff					
SWPPP								
Construction Stormwater			2	4				
Gravel			By CA&I Staff					-
CSTC			By CA&I Staff					-
HMA			By CA&I Staff					-
Traffic Control Plan			By CA&I Staff					-
Retaining Wall			4		8			12
Construction Stormwater			4	16				20
RFI's (Assume 20)			20	20	20	20		80
TASK 3 - Change Orders	3	5	20	5	5	15		50
TASK 4 - Inspections	4	-	-	-	-	-	-	-
Included in CA&I Services and Task 1								-
TASK 5 - Record Drawings	5	-	8	6	6	40	4	64
TOTAL ESTIMATED HOURS FOR DCSS		25	190	74	57	83	21	450

Exhibit G-1
SUBCONSULTANT FEE DETERMINATION

Aspect Consulting
8/1/2013

DIRECT SALARY COSTS (DSC)

<u>Personnel</u>	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
1 Principal	10	X	\$61.20	=	\$ 612
2 Associate	38	X	\$57.69	=	\$ 2,192
3 Senior Engineer 2	52	X	\$43.27	=	\$ 2,250
4 Project Eng/Env Sci 1	0	X	\$34.24	=	\$ -
5 Staff 3 Eng/Env Sci	18	X	\$30.93	=	\$ 557
6 Staff 1-2 Eng/Env Sci	8	X	\$26.50	=	\$ 212
7 Technician, Admin, Clerical	16	X	\$22.14	=	\$ 354

Total Hours **142** Subtotal Direct Salary Costs (DSC) = \$ **6,177**

Salary Escalation (SE) = 5% of DSC = \$ **309**

Subtotal (DSC + SE) = \$ **6,486**

Overhead (OH) **197.20%** of (DSC + SE) = \$ **12,791**

Fixed Fee (FF) **25.00%** of (DSC + SE) = \$ **1,622**

TOTAL SALARY COSTS (DSC + SE + OH + FF) = \$ 20,898

DIRECT NONSALARY COSTS (DNSC)

Mileage	3200	miles @ \$ 0.550	\$ 1,760
Inspection Equipment			\$ 1,000
Copies			\$ 500

TOTAL REIMBURSABLE EXPENSES (DNSC) = \$ 3,260

TOTAL AUTHORIZED AMOUNT = \$ 24,158

PAYMENT

Services will be paid on a DSC multiplier equal to **3.222**

Exhibit G-1
SUBCONSULTANT FEE DETERMINATION

Aspect Consulting
8/1/2013

Aspect Staff	Task No.	Principal	Associate	Senior Engineer	Project Engineer	Staff 3 Eng/Env Sci	Staff 1-2 Eng/Env Sci	Technician, Admin, Clerical	Geo Engrs Totals
TASK DESCRIPTION									
CONSTRUCTION CONTRACT									
TASK 1 - Project Admin & Meetings	1	4	20	24	-	-	-	12	60
Project Preconstruction Meeting		4	4	4	-	-	-		12
Attendance at Weekly Site Meetings (10 Mtgs)		-	8	8	-	-	-		-
Site Visits (5 site visits)		-		-					16
Monthly Invoices and Progress Reports			8	12	-	-	-	12	-
									32
TASK 2 - RFI's & Submittal Review	2	4	14	-	-	10	-	-	28
Geosynthetic Retaining Wall			8						8
RFI's (Assume 10)		4	6			10			20
TASK 3 - Change Orders	3								-
TASK 4 - Inspections	4	2	4	28	-	8	8	4	54
Subgrade Verification			2	12	-	4	4	2	24
Embankment/Wall Monitoring		2	2	16	-	4	4	2	30
TASK 5 - Record Drawings	5	-	-	-	-	-	-	-	-
TOTAL HOURS C4		10	38	52	-	18	8	16	142

Exhibit G-1
SUBCONSULTANT FEE DETERMINATION

Mayes Testing Costs
8/1/2013

DIRECT SALARY COSTS (DSC)

<u>Personnel</u>	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
1 Project Manager	10	X	\$53.50	= \$	535
2 Soils Technician	100	X	\$35.25	= \$	3,525
3 Asphalt Technician	12	X	\$35.25	= \$	423
Total Hours	122		Subtotal Direct Salary Costs (DSC) = \$		4,483
Overhead (OH)	160.30%		of (DSC + SE) = \$		7,186
Fixed Fee (FF)	30.00%		of (DSC + SE) = \$		1,345
TOTAL BASE SALARY COSTS (DSC + SE + OH + FF) = \$ 13,014					

Alternate 1: Sheet Pile Wall Concrete Technician	20	X	\$35.25	= \$	705
Total Hours	20		Subtotal Direct Salary Costs (DSC) = \$		705
Overhead (OH)	160.30%		of (DSC + SE) = \$		1,130
Fixed Fee (FF)	30.00%		of (DSC + SE) = \$		212
SALARY COSTS FOR ALT. 1(DSC + SE + OH + FF) = \$ 2,047					
TOTAL SALARY COSTS FOR ALT. 1(DSC + SE + OH + FF) = \$ 15,061					

Alternate 2: Soldier Pile Wall Concrete/Welding Technician	28	X	\$35.25	= \$	987
Total Hours	28		Subtotal Direct Salary Costs (DSC) = \$		987
Overhead (OH)	160.30%		of (DSC + SE) = \$		1,582
Fixed Fee (FF)	30.00%		of (DSC + SE) = \$		296
SALARY COSTS FOR ALT. 2(DSC + SE + OH + FF) = \$ 2,865					
TOTAL SALARY COSTS FOR ALT. 2(DSC + SE + OH + FF) = \$ 15,879					

DIRECT NONSALARY COSTS (DNSC)

Ferry Charges	15	trips @	\$30.48		\$457
Soil Moisture Density	5		\$200		\$1,000
Sand Equivalent	3		\$130		\$390
Fracture Faces	1		\$75		\$75
Degregation Test	1		\$135		\$135
Seive Analysis	3		\$200		\$600
HMA Rice Density	2		\$100		\$200
TOTAL BASE REIMBURSABLE EXPENSES (DNSC) = \$ 2,857					

DIRECT NONSALARY COSTS (DNSC): ALT. 1

Concrete Cylinders	20	each @	\$22.00		\$440
Ferry Charges	4	tips @	\$30.48		\$122
REIMBURSABLE EXPENSES (DNSC): ALT. 1 = \$ 562					
TOTAL REIMBURSABLE EXPENSES (DNSC): ALT. 1 = \$ 3,419					

DIRECT NONSALARY COSTS (DNSC): ALT. 2

Concrete Cylinders	25	each @	\$22.00		\$550
Ferry Charges	12	tips @	\$30.48		\$366
TOTAL REIMBURSABLE EXPENSES (DNSC): ALT. 2 = \$ 916					
TOTAL REIMBURSABLE EXPENSES (DNSC): ALT. 2 = \$ 3,773					

TOTAL AUTHORIZED AMOUNT (ALT. 1) = \$ 18,480
TOTAL AUTHORIZED AMOUNT (ALT. 2) = \$ 19,652

PAYMENT

Services will be paid on a DSC multiplier equal to 2.903

**EXHIBIT G-1
SUBCONSULTANT FEE DETERMINATION**

**Widener Costs
8/1/2013**

DIRECT SALARY COSTS (DSC)

<u>Personnel</u>	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
1 Project Manager	164	X	\$50.00	= \$	8,200
2 Project Biologist	112	X	\$31.00	= \$	3,472
3				\$	-
Total Hours	276		Subtotal Direct Salary Costs (DSC) = \$ 11,672		
			Salary Escalation (SE) = 0% of DSC = \$ -		
			Subtotal (DSC + SE) = \$ 11,672		
Overhead (OH)	150.00%		of (DSC + SE) = \$ 17,508		
Fixed Fee (FF)	30.00%		of (DSC + SE) = \$ 3,502		
			TOTAL SALARY COSTS (DSC + SE + OH + FF) = \$ 32,682		

DIRECT NONSALARY COSTS (DNSC)

TOTAL REIMBURSABLE EXPENSES (DNSC) = \$ -

TOTAL AUTHORIZED AMOUNT = \$ 32,682
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PAYMENT

Services will be paid on a DSC multiplier equal to 2.800

Rockaway Beach Construction Support Cost Estimate

[illegible]

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Department of Ecology FY 2013-15 Municipal Stormwater Capacity Grant and Stormwater Projects Planning and Design Grant Acceptance	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 13-099
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Depart/Fund: Public Works Engineering/SSWM

Expenditure Req: None 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:

City Council to consider accepting the FY 2013-15 Municipal Stormwater Capacity Grant in the amount of \$50,000.00 and Stormwater Projects Planning and Design Grant in the amount of \$120,000.00 from the Department of Ecology and authorizing spending authority for the grant total of \$170,000. 00. See attached grant offer letter from the Department of Ecology.

History:

The Washington State Legislature has funded Municipal Stormwater Capacity Grants through the Department of Ecology for Phase II National Pollutant Discharge Elimination Systems (NPDES) communities starting in 2008 and continues to date. These grant funds are provided to assist Municipal Stormwater Phase II communities with being able to comply with the NPDES Permit requirements and improve and protect water quality in Washington State.

The funds will help the City develop and implement the programs and tasks required by the NPDES Phase II permit as well as plan and design stormwater capital improvement projects. City staff will continue to submit quarterly reports and biannual invoices to the Department of Ecology for reimbursements.

There are no City matching funds required with this grant.

RECOMMENDED ACTION

Motion:

I move that the City Council accept the Department of Ecology's Municipal Stormwater Capacity Grant, in the amount of \$50,000.00 and Stormwater Facilities Planning and Design Grant in the amount of \$120,000.00, and authorize the City Manager to execute the Agreements.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 19, 2013

Kenneth Hammer, Engineering Manager
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110-1812

Dear Mr. Hammer:

The Department of Ecology (Ecology) is pleased to inform you that the 2013 State Legislature appropriated pass-through funds in Ecology's 2013-15 Biennial Operating Budget. Ecology will be awarding another round of Phase I/II Municipal Stormwater Capacity Grants. Your community will be awarded \$50,000 to assist with the implementation and management of your National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit.

Additionally, Phase I and Phase II NPDES Municipal Stormwater permit holders are eligible to request funds, up to \$120,000, from an appropriation in Ecology's 2013-15 Capital Budget designated for NPDES Municipal Stormwater permitted communities to plan and design project-specific stormwater flow control and/or treatment facilities.

Ecology will provide detailed information and guidance on these two funding opportunities to your staff by the first week in August. If your community intends to accept funding for project-specific stormwater preconstruction planning and design work, the pass-through FY2013 Capacity Grant agreement will include a specific Scope of Work task with deliverables and deadlines for the stormwater preconstruction activities.

Please pay special attention to the critical timeframe on the preconstruction deliverables. In order to prepare for Ecology's competitive stormwater grant program scheduled for September 2014, the preconstruction task will include a deadline of August 2014.

The following are important dates to remember and to notify your staff in preparation for the upcoming funding opportunities and associated deadlines.

FY2013 NPDES Phase I/II Capacity Grant

- July 31, 2013: Grant Acceptance Intent Notices (GAINs) sent to permit holders for filling in requested information and providing signature of the community's intent to accept the grant award.
- August, 2013: Funding agreements will develop using the GAIN and will be routed to recipient for signature.



City of Bainbridge Island

July 19, 2013

Page 2

- January 31, 2015: Project completion date.

FY2013 NPDES Phase I/II Capacity Grant - Preconstruction Task

- July 26, 2013: GAINs sent to permit holders for the acceptance of Capacity Grant funds will include an option for the community to relay its intent to accept project specific planning and design funds.
- August, 2013: Funding agreements will develop using the GAIN and will be routed to recipient for signature.
- **August 1, 2014: Task deliverables for project-specific stormwater facility planning and design due date**

Ecology looks forward to working with you and your staff on addressing stormwater permit requirements and the planning and development of important stormwater infrastructure projects. If you have any questions regarding these stormwater funding opportunities, please contact Patricia Brommer, at 360-407-6566.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Susewind", written in a cursive style.

Kelly Susewind, P.E., P.G.
Water Quality Program Manager

SUBMIT AS SOON AS POSSIBLE AND NO LATER THAN August 30, 2013
(Signed GAIN forms may be submitted by FAX or sent via e-mail as an attachment.)

Grant Acceptance Intent Notice (GAIN)
Formally Accepting the Funding Offer from the
2013-15 Biennial Municipal Stormwater Capacity Grant Program

(This GAIN will include the recipient's intent to accept or decline the Pre-construction Funding offer as described in the Funding Guidance found at:

<http://www.ecy.wa.gov/programs/wq/funding/FundingPrograms/OtherFundingPrograms/StWa12a/FY12aStWa.html>

Please Note: This GAIN does not replace a formal agreement. A formal grant agreement must be signed by the prospective grant recipient and Ecology **before** eligible costs are reimbursed.

Lead Applicant Name: City of Bainbridge Island Public Works	Federal ID No: 91-6001663
Applicant(s) including partner "Designated Local Government" Names (City, Town or County): City of Bainbridge Island	
Project Title: City of Bainbridge Island Stormwater Management Program	
Name of Lead Local Government Signatory (Please Print): Douglas Schulze, City Manager	Signature:
Name of Lead Local Government Staff Contact:	
Title: Water Resources Engineer Melva Hill	Telephone Number: 206.780.3724 Email Address: mhill@bainbridgewa.gov
Mailing Address: 280 Madison Ave. N, Bainbridge Island, WA 98110	

Please Note: You must select a primary location and then provide additional location information as applicable. All separate designations (County, Legislative District, Congressional District, and WRIA) must equal 100% (list from greatest to least percentage, and please break any ties by at least one percentage point).

County(ies) for the Project:	
Name	%
Primary	
Kitsap	100

Legislative District(s) for the Project:	
Number	%
Primary	
23rd	100

Congressional District(s) for the Project:	
Number	%
Primary	
1st	100

WRIA(s) for the Project:	
Number	%
Primary	
WRIA	100

Are you accepting the offer for Preconstruction activities? Yes ☒ No ☐

NOTE: For information on project-specific planning and design activities and requirements, see Guidance Document at:

<http://www.ecy.wa.gov/programs/wq/funding/FundingPrograms/OtherFundingPrograms/StWa12a/FY12aStWa.html>

SUBMIT AS SOON AS POSSIBLE AND NO LATER THAN August 30, 2013
(Signed GAIN forms may be submitted by FAX or sent via e-mail as an attachment.)

For Task 2 (\$50,000) – Permit Implementation, the following is a NON-BINDING list of elements your project may include:

- A. If the RECIPIENT is out of compliance with the municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT must ensure funds are used to attain compliance where applicable.
- B. The RECIPIENT may conduct work related to implementation of additional activities required by the municipal stormwater NPDES permits. The following is a list of elements your project may include. Please check all boxes that apply to your project.

Public education and outreach activities, including stewardship activities

Public involvement and participation activities

Illicit discharge detection and elimination (IDDE) program activities, including:

- 1. Mapping or geographic information systems of municipal separate storm sewer systems (MS4s);
- 2. Staff training;
- 3. Activities to identify and remove illicit stormwater discharges;
- 4. Field screening procedures;
- 5. Complaint hotline database or tracking system improvements.

Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:

- 1. Development of an ordinance and associated technical manual or update of applicable codes;
- 2. Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance;
- 3. Training for plan review and/or inspection staff
- 4. Participation in applicable watershed planning effort.

Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:

- 1. Inspecting and/or maintaining the MS4 infrastructure;
- 2. Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.

Annual reporting activities.

Establishing and refining stormwater utilities, including stable rate structures.

Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan that Ecology approves prior to awarding funding for monitoring.

Monitoring, including:

- 1. Development of applicable QAPPs ;
- 2. Monitoring activities, in accordance with an Ecology-approved QAPP, to meet Phase I/II permit requirements;

Structural stormwater controls program activities (Phase I permit requirement)

Source control for existing development (Phase I permit requirement), including:

- 1. Inventory and inspection program;
- 2. Technical assistance and enforcement;
- 3. Staff training.

Equipment purchases that result directly in improved compliance with permit requirements.

Allowed costs for equipment purchases must be specific to implementing a permit requirement (such as a vactor truck) rather than general use (such as a general use pick-up truck). Qualified equipment purchases include but are not limited to:

SUBMIT AS SOON AS POSSIBLE AND NO LATER THAN August 30, 2013
(Signed GAIN forms may be submitted by FAX or sent via e-mail as an attachment.)

1. Illicit discharge testing equipment and materials;
2. Vactor truck or sweeper truck or MS4 maintenance activities;
3. Electronic devices dedicated to mapping of MS4 facilities and attributes;
4. Software dedicated to tracking permit implementation activities.

If you are accepting the funding offer for project-specific planning and design activities the following Task3 will be included in your funding agreement:

Task 3 – Preconstruction Planning and Design (Up to \$120,000)

- A. The RECIPIENT will submit to the DEPARTMENT's Project Manager for review and acceptance and no later than October 1, 2013, an initial one to two page Project Summary. The Project Summary will include a description of the proposed project identifying: 1) the area where the proposed project is to be installed or constructed (including maps), 2) the stormwater best management practice(s) to be designed, 3) the name of the appropriate design manual planned for use in the final design (see item D), and 4) the water quality issue mitigated by the proposed project. The DEPARTMENT will provide comments to the RECIPIENT within 14 calendar days of receipt of the Project Summary. The DEPARTMENT's Project Manager will work with the DEPARTMENT's engineer to review the Project Summary for consistency with the appropriate design criteria and grant requirements. Detailed calculations and/or drawings are not required at this time.
- B. The RECIPIENT will submit two hard copies and one digital copy of the Pre-design report to the DEPARTMENT's Project Manager for review and acceptance and no later than January 31, 2014. The DEPARTMENT's Project Manager will work with the DEPARTMENT's engineer to review the Project Summary for consistency with the appropriate design criteria and grant requirements. Detailed calculations and/or drawings are required in the Pre-design Report. The DEPARTMENT will provide comments to the RECIPIENT within 45 days of receipt of the plans.
- C. The RECIPIENT will submit two hard copies and one digital copy of the 90 percent design plans to the DEPARTMENT's Project Manager for review and acceptance. The DEPARTMENT will provide comments to the RECIPIENT within 45 days of receipt of the plans. The DEPARTMENT's Project Manager will work with the DEPARTMENT's engineer to review the plans and specifications for consistency with the appropriate design criteria and grant requirements.
- D. For items A-C above, the RECIPIENT must provide reasons for deviations from design criteria in the following:
 1. The appropriate guidance manual below depends on the region that your project is conducted:
2005 or 2012 Stormwater Management Manual for Western Washington (SWMMWW), (the appropriate manual depends on the requirements of the jurisdiction) or the
2004 Stormwater Management Manual for Eastern Washington (SWMMEW), both can be found at:
<http://www.ecy.wa.gov/programs/wq/stormwater/tech.html>, or the
Low Impact Development Technical Guidance Manual for Puget Sound found at:
http://www.psp.wa.gov/downloads/LID/20121221_LIDmanual_FINAL_secure.pdf, or equivalent design manuals,

SUBMIT AS SOON AS POSSIBLE AND NO LATER THAN August 30, 2013
(Signed GAIN forms may be submitted by FAX or sent via e-mail as an attachment.)

Eastern Washington Low Impact Development Manual found at
<http://www.wastormwatercenter.org/ew-lid-guidance-manual>, or

2. Equivalent manual as developed by the local jurisdiction and approved by the DEPARTMENT.
 3. Good engineering practices and generally recognized engineering standards.
- E. If applicable, the RECIPIENT will submit to the DEPARTMENT's Project Manager, a copy of the State Environmental Review Act (SEPA) Lead Agency's signed and dated SEPA determination.
- F. If applicable, the RECIPIENT will submit to the DEPARTMENT's Project Manager a DAHP EZ-1 form to initiate review of project activities by DAHP and tribal governments.
- G. The RECIPIENT will submit all pre-design figures and construction plans to the DEPARTMENT, reduced to 11" x 17" in size. The RECIPIENT may bind them with the specifications or related construction contract documents or bound as a separate document. All reduced drawings must be legible.

Required Performance:

1. Submit a Project Summary including maps, no later than October 1, 2013 to the DEPARTMENT for review and acceptance of the proposed design project.
2. Submit a Pre-design report, no later than January 31, 2014, to the DEPARTMENT for review and acceptance.
3. Submit 90 percent design plans, no later than August 1, 2014, to the DEPARTMENT for review and acceptance.
4. If applicable, submit a copy of the signed and dated SEPA determination to the DEPARTMENT.
5. If applicable, submit a copy of the DAHP EZ-1 form, for DEPARTMENT coordination on compliance with Executive Order 05-05.

Please note that these grant monies **cannot** be used to support legal costs related to appealing the MS4 permits or to implement mitigation projects.

Questions about the program, contact:	Where to submit your signed GAIN form:
Patricia Brommer (360) 407-6566 Patricia.brommer@ecy.wa.gov	By email: Mindy.ballinger@ecy.wa.gov Or by FAX Mindy Ballinger, WQProgram-FMS FAX (360) 407-7151

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Gertie Johnson Neighborhood Drainage	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 13-102
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

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

To update City Council on the Gertie Johnson Road neighborhood drainage initiative proposal.

Background:

In 2001, the outfall was upgraded on Gertie Johnson Road. The project provided for a larger capacity outfall to protect the embankment at the outfall location area.

The City recently contracted with Browne Wheeler Engineering to develop drainage alternatives for Valley and Logg Road. To provide adequate storm drainage facilities in this area, the City will need to upgrade the conveyances along these roadways and portions of the conveyances along Gertie Johnson Road. Dave Browne of Browne Wheeler Engineering is working with several property owners above Gertie Johnson Road to explore ways to address stormwater drainage on their properties fronting the shoreline embankment above the roadway.

Proposal – To improve the public drainage system in this area and facilitate private drainage improvements on Gertie Johnson Road, Public Works Engineering is proposing to schedule design of improvements on the roadway in 2013 with plans to construct the improvements in 2014. By doing the work now, the City will provide for needed conveyance improvements in the right-of-way that will also allow the on-site drainage issues to be addressed by private property owners in the area.

The storm drainage work in the right-of-way will be paid for from the City's annual drainage improvement program. Note that the drainage improvements required by the private property owners will be completed and paid for at their expense.

More to information to follow as the proposal details are more defined.

RECOMMENDED ACTION

Informational Only.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Update on City Open Water Marina (OWM)	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 13-103
Proposed By: Morgan Smith, Deputy City Manager	Referral(s):

BUDGET INFORMATION

Department: Executive	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:

The City operates a 100% residential Open Water Marina (OWM) in Eagle Harbor under a lease with the Department of Natural Resources. The OWM was implemented in 2011 and currently includes 8 tenants.

History:

The following memo provides information regarding the project's development and the first two years of operations.

RECOMMENDED ACTION

Motion:

Information only.

City of Bainbridge Island
EXECUTIVE DEPARTMENT



MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Morgan Smith, Deputy City Manager

DATE: August 1, 2013

RE: Update on City Open Water Marina (OWM)

Background

For a period of several years, the Bainbridge Island community and City leadership engaged in a dialogue regarding the liveaboard community in Eagle Harbor. In late 2010, these conversations culminated in a plan to construct an Open Water Marina, operated by the City, to provide a dedicated residential area within Eagle Harbor.

In order to implement this plan, City staff worked with Council and community members to complete several key elements of the project during 2011:

- **Lease for the area.** Eagle Harbor is public aquatic land and its use is controlled by the Department of Natural Resources (DNR). To support the OWM, a specific lease was developed between the City and DNR to allow a 100% residential use of the area designated for the OWM. The term of the lease is for 12 years, until January, 2023. The annual rent is set by formula designed to capture the footprint of the area being used for OWM tenants and the neighboring kayak rental.
- **Management policies.** Details regarding the terms for the operation and management of the OWM were embedded in both the DNR lease, the conversations with interested community members (and potential tenants), and the draft subleases developed for OWM tenants.
- **Tenant subleases.** The City developed subleases for the OWM tenants that included some stipulations based on DNR requirements (for example, sanitation) and other aspects that address general financial and tenant management (late payment, vessel registration, etc.).
- **DNR Financial Support.** As part of the project development, DNR provided grant funds of more than \$56,000 to support the City's purchase and installation of OWM

buoys. The DNR funds also covered permit fees and permit consultant services, and thereby allowed the project to be constructed at no cost to the City.

- **Infrastructure.** The final OWM layout included two types of moorage: a linear moorage system (LMS) for smaller boats and fore-and-aft (F/A) moorage using buoys. These new buoys were placed in a layout developed by the Harbor Commission, in coordination with the Harbormaster and the OWM tenants.
- **Permitting.** The project required a Shoreline Substantial Development Permit and a Shoreline Conditional Use or Substantial Development Permit including SEPA/Environmental Review. The City also obtained an Army Corps of Engineers letter of permission and hydraulic project approval from the State Department of Fish and Wildlife.
- **Construction.** The State permit allowed installation of up to 20 buoys. The final layout implemented by the City included 10 buoys to support the moorage of the five fore-and-aft tenants. Due to fish window limitations, installation of the new buoys was not allowed until Summer, 2012.

The result of these efforts was the creation of a 100% residential marina in a designated area within the State waters of Eagle Harbor. This project is unique in Washington State, and is a tangible result of extended dialogue and problem-solving from a variety of constituents.

Operations To Date

An initial pool of roughly 20 potential tenants was identified in 2011 and these individuals were asked to submit applications to become tenants of the OWM. Of this set of applicants, 10 eventually signed subleases with the City. Five of these were LMS tenants and five were fore/aft tenants. Leases were signed in April, 2011 and the OWM began operating at that time.

Soon after leases were signed, two of the five LMS tenants left the area. Since then, the OWM has included the original five F/A tenants and three remaining LMS tenants, for a total of eight tenants.

Tenants are required to make rent payments, comply with sanitation rules, and maintain current vessel registration and insurance coverage. Rent for LMS tenants is a fixed amount of \$100 per month. Rent for F/A tenants varies according to vessel length, but averages about \$200 per month. Compliance with lease terms is supervised by the City's Harbormaster, Tami Allen.

Initial sublease terms were for February – December, 2011. After that term expired, OWM leases automatically converted to month-to-month leases. City staff intend to develop new annual leases that will be effective as of January 1, 2014. These leases may include some minor changes in order to improve administration and management of OWM rules (sanitation compliance, for example). In some cases, there are past due rent balances that should be resolved before a new lease is offered to tenants.

Policy on New Tenants

A key aspect of the implementation of the OWM in 2011 was the understanding that OWM participation was limited to the existing community of liveaboards. Occasionally, the City receives inquiries about whether there is space for additional tenants. In accordance with the

policy adopted in 2011, the City has not offered subleases to anyone outside the initial pool of applicants.

Impacts to Waterfront Park/City Dock Planning

The City is currently developing plans to address improvements to the Waterfront Park and the City Dock. The operation of the OWM should be incorporated into this planning. At this time, staff do not believe that the OWM creates any constraints on the scope or use of the City Dock, though there are day-to-day issues that should be incorporated into the view of the Dock operations (such as dingy tie-up for OWM tenants, for example). One administrative issue is the need to resolve the lease term for the City lease with DNR for OWM, if the term for the City's lease for the larger area is renegotiated and extended to twenty-five years.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Annual Update to Capital Facilities Plan (2014-2019)	Date: August 7, 2013
Agenda Item: Staff Intensive	Bill No.: 13-101
Proposed By: Morgan Smith, Deputy City Manager	Referral(s):

BUDGET INFORMATION

Department: Executive	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:

The City is currently developing the annual update of the Capital Facilities Plan. A draft plan is being provided to the Planning Commission for review and discussion at their August 8 meeting, to be followed by the required public hearing (scheduled for August 22). City Council reviewed the initial draft of this update on July 24, 2013. This item provides the current work in progress as of August 1, 2013.

History:

This version of the plan (as of 8/1/13) includes the following changes since the prior week's draft:

- Various corrections and edits to the Level 1 and Level 2 sheets to complete formatting and tie out project costs and timing. Draft versions of Level 3 sheets to provide project detail for transportation projects with 2014 activity.
- Wing Point Way NonMotorized Project moved from Transportation to NonMotorized Transportation to identify separately from planned reconstruction project.
- Sound-To-Olympic project updated to include estimated grant funds of \$1.0 million per current information from Public Works on grant application being developed. Estimated local match reduced from \$250,000 to \$135,000 (13.5%).
- Facilities plan updated per Public Works assessment. Key projects added for 2014 include replacement of Waterfront Park pedestrian bridge, heat pump replacements for City Hall, and an emergency generator connection for City Hall. Assessment eliminated projects to provide security fencing and reseal Police Station roof. Net funding increase of \$11,000 in 2014.
- Background memo and data to support Fleet request for three annual Police vehicle purchases. Background on O&M fleet request is being developed.
- Update to proposed information technology plan is still being assessed.
- Project list and timing for Transportation and NonMotorized sections will receive additional staff review.
- Project list and timing for Stormwater section will receive additional staff review.

RECOMMENDED ACTION

Motion:

Information only.

City of Bainbridge Island
EXECUTIVE DEPARTMENT



MEMORANDUM

TO: Doug Schulze, City Manager

FROM: Morgan Smith, Deputy City Manager

DATE: August 1, 2013

RE: Response to CIP Questions from Councilmember Lester

This memo provides feedback on questions raised last week related to the current draft of the update to the City's Capital Improvement Plan (CIP). I have drawn the questions below from an email received from Councilmember Lester on July 24. Many of these items were addressed in the discussion at the City Council meeting last week, but for completeness I am including responses (in italics) to all questions from Councilmember Lester's email.

Tax Supported - Transportation

1. In our roads evaluation that accessed the condition of the road and use volume of the road, how did Valley Road (Sunrise to Falk) and Wardwell Avenue (Triple Crown to Buscit) become a high priority? How do these meet the threshold of "high-volume roads"? These seem to fall into the category of "low-volume residential roads".

As discussed at the Council meeting, the City's Public Works staff were asked to identify potential reconstruction projects that could be completed in 2014. Valley and Wardwell have been identified as two smaller projects that would fit into the City's capacity given other work planned for 2014. Additionally, these projects are seen anticipated to be less-competitive for grant funding so, moving these projects to 2014 would not cut off external funding opportunities. The set of potential reconstruction projects under consideration is the list shown in the Transportation section of the CIP, and represents the City's current inventory of identified reconstruction needs.

Public Works staff is still in the process of finalizing the list of proposed roadway projects for 2014, and will continue to evaluate the Wardwell and Valley projects as compared to other potential projects.

2. Wing Point Way Reconstruction is actually a grant for "Non-Motorized Improvements". I understand the City has the goal of repairing and reconstructing the road, but this is actually as called out in the grant title, "Wing Point Way Non-Motorized Improvements". Thank you for placing it in the correct CIP section.

The work planned in 2014 is focused on non-motorized improvements and will be shown as a project in that section of the CIP.

3. Wyatt Way Reconstruction from Madison to Grow and Ericksen to Madison should be considered to be completed in conjunction with the completion of the Grow Community Project. Wyatt being one of the highest-volume roads, the primary connection to the southend, reconstructing it and completing sidewalks and bike lanes in this area should be a priority. Next question relates.

Public Works staff is doing additional research/analysis based on these questions related to the Wyatt Avenue projects.

4. Should we reprogram the Wyatt Reconstruction as that was originally for a roundabout at that intersection? It has a total of \$4,148,000 and reprogramming it might be a completely different number.

See response above.

5. There are roads that are in dire need of repair that are not even identified. Knechtel Way comes immediately to mind as the road is in very, very poor condition and there are issues of poor drainage in the area. Helpline House parking lot and the roadway in front of it often becomes a huge area of standing water. "Knechtel Pond" as the neighbors dubbed it. Would you please provide the roads assessment list and explain how that is feeding in to our CIP.

City staff presented Council with an overview of 2013 road projects on March 20, 2013 as part of the preparation for approving this year's road preservation contracts. The memo included a Section E -- Long-Range Planning: Road Reconstruction Needs that presented a current inventory of identified reconstruction needs (as differentiated from preservation projects). This project list represents the backlog of road reconstruction projects, and was used to populate the transportation section of this year's 2014-2019 CIP. This approach mirrors the process used in 2012, when the then-current inventory of reconstruction projects was presented to City Council in the Spring, and was incorporated into that year's 2013-2018 CIP. It is the City's intent to maintain this list of identified reconstruction projects, subject to annual review, in order to inform long-range planning and annual reporting.

See above response. Public Works staff is still in the process of finalizing the list of proposed roadway projects for 2014, which will include consideration of Knechtel Way. In the event that this project is proposed for 2014, staff indicate that it will likely involve both road and drainage repairs.

Tax-Supported - Non-Motorized

1. Trails recommend to change to "Easement Acquisition and/or Community Connections" as if I remember correctly, this is for those first step actions such as buying the Bethany Lutheran easement that lead to a volunteer constructed separated path. The future should funding be received would be to create a hard surfaced shared-use path. As we did not yet have the money to do that, this first step gets the pathway in and people using it.

The use of the description "Trails" for this item could be broadened or changed as Council prefers. This description was used in the 2013-2018 version of the CIP, and so was repeated in the 2014-2019 draft update. Minutes from November 7, 2012 City Council meeting refer to a proposal to create a "trail" fund with annual funding and to add a new section to the CIP for "trail projects."

During the first year of this fund, City staff have relied on recommendations from the Non-Motorized Transportation Committee (NMTTC) to guide implementation of these funds. The NMTTC proposes to use the 2013 funds towards the construction of a segment of the separated path along Sportsman Club Road. Any unused funds from the 2013 budget will be carried forward to supplement 2014 budget for these activities.

2. Add Wing Point Way Non-Motorized Improvements. Currently it is on there as "contingency list". The project and grant noted on the Tax-Supported - Transportation is as stated above actually this non-motorized grant.

The information on the 2014 project on Wing Point Way will be moved from the Transportation section of the CIP to the Non-Motorized Transportation section of the CIP.

3. Please clarify that the \$303K grant amount is for Project Engineering. The grant itself did not approve the additional \$64K in ROW acquisition funds. So the 2014 amount of \$440 to be spent, does it included City funds for the purchase of the Right of Way (ROW)?

The \$303k shown in the "Grant Awarded" column is intended to highlight the amount of external grant funding received for this project. The amount shown in 2014 (\$440k) reflects the grant funds and the City's local match. The local match (\$137k) will be used for project engineering and ROW acquisition.

In July discussions, City Council indicated a preference for the City to complete as much ROW purchase as possible for this project before the next 2014 grant cycle (Spring 2014). City staff will be able to assess the feasibility of that timeframe as project planning moves forward.

4. Why has the City not included the targeted amount for the full funding for the Sound to Olympics Phase 1 project? Seems it should be acknowledged just the same as was done for the Wing Point Way Non-Motorized Improvements (Wing Point Way Reconstruction) with grant amount shown for Design & ROW for 2014 and then the future construction amount in 2015.

As of the date of publication of this draft, Public Works had not developed a full project cost estimate. As a result, that draft included a rough estimate of the City's expected local match

(\$250k). Once the grant application is completed, staff will update the project information so that the CIP reflects the final scope of the grant application and indicates both the local and grant funds, in a format similar to that shown for the Wing Point Way project.

5. Isn't SR305 Shoulder Improvements Vineyard to High School Road now addressed with the City Council direction to have Sound to Olympic Trail Phase 1 go from Winslow Way to HS Road? In our 2013-2019 CIP though, this was scheduled to be addressed via a grant award and done in 2013 for \$124K. Please explain why it is now pushed out to 2015 with a TBD.

If the Sound-To-Olympic project successfully addresses the SR 305 shoulder improvements, that project will be removed from subsequent CIP's. However it is recommended to continue to identify this need until specific project plans have been developed and implemented, as grant funding may not be forthcoming and/or plans and timing may change.

The 2013-2018 CIP anticipated a grant for this project with estimated funding of \$124k. When this City did not receive this award funding, the project did not move forward. The "TBD" shown in 2015 indicates that we expect to update plans for this project once the results of the current grant-seeking are known. As above, this project may be redundant if the City is successful with the proposed Sound-To-Olympic grant, or it may remain as an indentified need if grant funding is not available.

6. In conjunction with the recommendation to prioritize reconstructing Wyatt Way, we would have the opportunity to dovetail the non-motorized projects of bike lanes and sidewalks. Finally, we would have completed bike lanes and sidewalks with no more missing links from Madison Avenue to around the head of the bay.

Proposed projects for Wyatt Way appear in both the Transportation and Non-Motorized sections of the CIP to reflect the intention that any reconstruction of Wyatt Way will include significant non-motorized elements. See previous response related to further assessment of Wyatt Avenue project(s) generally.

7. Please explain why Bucklin Hill Phase 2 has been moved out to 2019 instead of 2015? Please explain the change from "Blakely to Fletcher Bay"? It is the desire of the Non-Motorized Transportation Committee (NMTC) that we have a safe route all the way to Lynwood Center as described in its previous location title "Blakely to Lynwood Ctr." If it were to have to be phased, getting around the blind curve that runs along Hyla School would be the first priority. Actually the Bucklin Phases seem in need of clarification and consolidation. I now see C40 - Lynwood Center Bucklin to Pt White as \$505K in 2020. Lynwood Center Road is a high priority. 2020 is too far out into the future. Please relook at all the Bucklin/Lynwood Center Road.

Public Works will provide a response to this set of questions once staff have reviewed (Chris Hammer is out of the office until August 12).

8. How are easement negotiations that the City Manager spoke about last week in his Manager's Report being reflected in this Non-Motorized CIP?

The City is currently seeking donated easements along Sportsman Club Road to complete trail segments between High School Road and New Brooklyn Road. These activities are not shown in the CIP because the City is seeking the easements at no cost.

9. I see that Sound to Olympics Trail Phase 2 has been amount has been removed from 2016 and placed with a TBD in 2015. Please explain. Is this to focus on applying for grant for research/design for determining the next phase of the route?

The placeholder for this project was moved up to 2015 to reflect the expectation that project plans would become more detailed and specific as a result of the 2014 project (Phase I). If the City is successful in grant-seeking for Phase I, that effort will inform staging and approach for the next planned segments.

10. Please provide update on N. Madison Ave Shoulder Widening & NMTP Improvements Phase 2. This was awarded funding in November 2012 for \$173K. Is this not listed as it is due to be completed in 2013? If so when in 2013?

This project is underway and is expected to complete by Fall, 2013. The start of project construction was been delayed due to State permit approvals, but is anticipated to begin around mid-September. Project bids are due on August 26th.

11. City Councils previous directive was to target at a minimum of \$700K for non-motorized projects per year through grant applications. Year 2016 only has \$433K and year 2019 only \$75K. Please explain.

Staff are aware of the City's goal to achieve \$700k in annual non-motorized projects. To achieve that scale of activity will require coordinated planning over multiple years, and we are working to identify projects that will meet that goal. Staff are focused on identifying workplans and funding to meet this target in the near years (2104 and 2015). We intend to work with the NMTC to refine planning for the longer term and will update project schedules and estimates as plans are developed.

12. Sportsman Club - Phase 1 from the 2013-2018 CIP - SR305 to Copper T Loop had a grant award of \$167K. The improvement done to date, I thought was a spot improvement. The improvement did not go all the way to Copper Top Loop. Please explain. And if this has not been done, should it be moved to the 2014-2019 CIP?

Public Works staff will review the set of Sportsman Club projects as currently identified.

13. With all the recent improvements and easement negotiations, shouldn't all Sportsman Club Road projects be cued up for completion or grant applications? They are Sportsman Club - Phase 1, Sportsman Club - Phase 2, Sportsman Club Spine Trail.

See response above.

Fleet and Equipment CIP

1. Is it necessary to purchase 4 new trucks?

Recommended purchases are identified in accordance with the City's planned replacement schedules and with a goal of maintaining fleet that is in good working order to meet service delivery needs and is also as cost-effective as possible. Additional detail about the purchase plans developed this year will be provided in separate materials developed by Public Works O&M staff.

2. Please explain the increase from the 2013-2018 of purchase of 10 police cars at \$571K to the 2014-2019 purchase of 18 police cars at \$1,106,000. 80% increase and nearly doubling the previous CIP by \$535K? This goes counter to the City Council directive to review and possibly eliminate the Take Home Car Policy.

Recommended purchases of Police vehicles are derived from Public Works analysis of the minimum vehicle purchases that will maintain the Police fleet at a level of operation that is safe, reliable, and cost-efficient. Additional detail about the purchase plans developed this year will be provided in separate materials developed by Public Works O&M staff.

3. Third to last item above "Fleet Projects - 20-Year CIP" correct to read "Emergency Generator".

The spelling will be corrected.

Water CIP

1. Please explain the Sands Well #2 cost. Is this a rehabilitation or a new well? The \$471K cost seems to be the amount of a new well.

This project represents construction of a new well. Public Works is assessing whether the existing well can be rehabilitated to be more productive. However, impacts from some previous work on the well may impede rehabilitation, resulting in the need to drill a new well. The cost included reflects the worst case of having to drill a new well to replace the existing well in the event the existing well cannot be rehabilitated.

2. High School Reservoir hasn't this been discussed and suggested that it is no longer needed. The \$311K and \$2,266,000 amount should be removed from 2014-2019 CIP.

As discussed, the CIP content for both Water and Sewer utilities includes previously identified projects, and does not reflect up-to-date analysis of system requirements. A more current and comprehensive understanding of each utility's capital plans will result from the update to their respective system plans, which are expected in 2014.

Recent discussions with the KPUD Assistant General Manager clarified the KPUD assessment of the High School Reservoir was based on an assumption of an inter-tie of the City system with KPUD.

Sewer CIP

1. In 2013-2018 CIP, we had noted \$2,000,000 in grant award for Eagle Harbor Sewer Beach Mains Design/Row and \$2,100 in grant award for Eagle Harbor Sewer Beach Mains Construction. Is amount shown to be for Construction. Either remove Design/ROW and Construction or move figures to associated boxes.

Information on this project will be updated from the initial draft CIP to provide a break-out of general cost categories. Changes in timing from the 2012 CIP reflect the delay in the start of project construction.

Stormwater Projects CIP

1. This CIP is very different from 2013-2018. All the SWWM have been increased. Please explain.

Since last Fall, Public Works staff have updated their assessment of priority stormwater projects, timing and cost estimates. The 2012 Stormwater CIP only included annual programmatic work. The 2013 CIP includes that annual system preservation (at the funding levels proposed in 2012) and also identifies specific projects to be undertaken in the near term.

2. Phelps Road has been removed from the list. Did we end up completing it this year instead of 2014 as planned? The last 2013-2018 CIP had it noted in both 2013 and 2014. Please explain.

Public Works staff will be doing some maintenance work on the ditches in the area of this drainage problem this year (2013) to hopefully resolve/reduce the extent of this problem. Further work will depend on the results achieved with the 2013 work.

3. Was Dripping Water Creek moved from 2013 to 2014?

The Dripping Water Creek project was planned for 2013 but was delayed as project planning revealed more complexity than anticipated, necessitating some redesign. In addition, estimated costs were higher than anticipated. The CIP proposes \$200k in funding to complete this project in 2014.

4. Yeomalt was moved from 2013 to 2020-2033. Is this correct? Or did some aspect of Yeomalt get completed in 2013? If moved to 2020, why pushed so far out?

Public Works staff will provide further background on the stormwater projects proposed in this plan. This information will include an update on projects completed or underway in 2013.

5. Blakely Falls Creek moved from 2014-2015.

See response above.

6. I guess my question is what is to be or was completed in 2013 for \$188K?

See response above.

City of Bainbridge Island
EXECUTIVE DEPARTMENT



MEMORANDUM

TO: City Councilmembers
Doug Schulze, City Manager

FROM: Morgan Smith, Deputy City Manager

DATE: August 1, 2013

RE: Six-Year (2014-2019) Capital Improvement Plan (CIP)

A draft of the annual update to the city's Capital Improvement Plan (CIP) has been distributed to the Planning Commission, whose role is to ensure the projects presented in the CIP are aligned with the city's Comprehensive Plan. The Planning Commission will review the CIP at their August 8 study session, and will hold a public hearing on August 22.

This year's update is largely derived from the content developed within the 2013-14 biennial budget as approved in late 2012. An overview of the content of each section of the CIP is provided below, with key changes to the 2013 version identified. Additional detail is available in the current draft version of the document itself, which is attached.

Highlights of Proposed 2014-2019 Capital Improvement Plan

The CIP represents an important element in the city's long-range and strategic planning. The projects and activities captured in this document should provide a clear articulation of the city's intended use of key resources in the coming six-year period. Per discussions beginning in 2011, staff are working to update the content of the CIP so that projects with identified funding and near-term timing are identified in the first six years. In this way, the CIP can be used as an actual implementation plan to guide city resources.

Projects and activities with more speculative funding and timing are presented in the remaining 14-year section of the Capital Facilities Plan (CFP). As funding plans and timing are developed, projects will "graduate" from the CFP to the CIP. This approach allows the city to maintain both a CIP that reflects projects that are "shovel-ready" and a CFP to identify priorities for which implementation and funding plans remain unresolved.

In recent years, staff have focused their efforts on updating the content shown for the three tax-supported sections: Transportation, Facilities and Equipment. Capital plans for the city's three utilities (Water, Sewer and Stormwater) should be based on information developed in the respective system plans for each utility. As the planned updates to these system plans are completed, the city will receive current data on capacity and capital needs and can revise the CIP/CFP to incorporate this information.

The format is intended to provide both a high-level view of the proposed projects and activities as well as detailed information on schedule, estimated costs and phasing. For each section, a "Level One" sheet lists the content for the CIP and CFP. The following "Level Two" sheet details project costs, fund sources, start year and phasing when appropriate. For transportation projects planned to occur within the current budget (2014), a "Level Three" sheet is provided with additional background information for each project.

A. Tax-Supported – Transportation

- i. Annual Preservation (patching, chip sealing, overlays) is provided for each year of the CIP and for each year of the CFP. The amount of annual budget approved for 2014 is \$600,000 and expenditure in future years has been escalated for inflation.
- ii. Four road reconstruction projects are included in the CIP:
 - the Madison Avenue overlay project for which the city has received approval for grant funding from the Puget Sound Regional Council (PSRC).
 - the Wing Point Way reconstruction project is scheduled for 2015.
 - Valley Road (Sunrise to Falk) and Wardwell Ave. (Triple Crown to Bucsit) will begin design in late 2013 with construction planned in 2014.
- iii. Additional priority reconstruction projects are presented in the 20-year CFP. The focus is on projects to address the city's high-volume roads. These projects were identified as part of an annual assessment of the backlog of priority road reconstruction needs.
- iv. Annual work to address safety upgrades is represented.
- v. Annual work to begin to address low-volume residential roads is also identified.

B. Tax-Supported – Non-Motorized

- i. Olympic Dr./SR305 is a project with significant grant funding that will begin in 2013 and complete in 2014.
- ii. The City is developing a grant application to support the first phase of the Sound to Olympic Trail. The budget shown of \$1,135,000 reflects an estimate of potential grant funding of \$1.0 million and a required local match of \$135,000 (13.5%). In the event that the grant application is successful, work will begin in late-2013 and continue into 2014 and 2015.
- iii. The Wing Point Way NonMotorized project will complete design elements and right-of-way (ROW) acquisition beginning in late-2013 and completing in 2014. The City intends to take-up planning for design and reconstruction of the entire roadway as a major transportation project scheduled for 2015.

- iv. Annual funding of \$50,000 for Spot Projects is proposed in the CIP to allow the city to maximize non-motorized opportunities that arise in conjunction with Annual Road Preservation activities.
- v. Annual funding of \$25,000 for Trail Projects is proposed to support continued expansion of non-motorized trails across the island.
- vi. Additional priority non-motorized projects are included in the 20-year CFP. Projects that were identified as top priority by the Non-Motorized Transportation Committee (NMTC) are noted.

C. Tax-Supported – Facilities

- i. Per Council direction in 2012, the city anticipates support for a redevelopment of Waterfront Park and the City Dock using \$1.85 million in funds received from the Washington State Ferry (WSF) settlement from 2010. Community engagement is underway for this project, and the city expects to seek additional grant funds in 2014, once project design has been initiated. To reflect this activity, this project was added to the CIP.
- ii. Per Council direction in 2012, the city anticipates support for projects at city-owned road ends using \$150,000 in funds from the WSF settlement. To reflect this activity, this was added to the CIP. Specific proposals for project locations and design are under development.
- iii. Public Works staff have identified an immediate need to replace the pedestrian bridge located in Waterfront Park. This project is scheduled for 2014 at an estimated cost of \$60,000.
- iv. The CIP includes annual purchases to replace existing city assets at or beyond their life-cycle. Planned purchases address HVAC, playground equipment, and other recommended system upgrades at various facilities.
- v. Lighting upgrades are planned to implement recommendations being developed via the Resource Conservation Management grant-funded program.
- vi. The city's Police Station is a 44-year old building that has previously been identified as a candidate for either extensive repairs or replacement. While formal plans have not been developed, the city is considering participating in a feasibility study for a shared public safety building with the Bainbridge Island Fire Department (BIFD). In light of the resumption of discussions and the age and disrepair of the facility, this project has been included in the 20-year CFP, with cost and timing designated as "to be determined." It is expected that the upcoming feasibility study will provide data to inform a more refined evaluation of the plans and requirements for this facility.
- vii. A placeholder for other annual facilities needs is included in the 20-year CFP as shown. To identify these needs with more specificity, the city should undertake a more thorough review of city facilities and long-range needs. The results of this review could inform a more detailed update this section of the CIP/CFP.

D. Equipment - Tax- & Utility Supported

- i. The CIP includes annual purchases to replace existing city assets at or beyond their life-cycle.
- ii. Planned purchases for O&M equipment address fleet replacement for vehicles that will exceed their scheduled life cycle. Staff will provide detailed information to describe replacement schedules and proposed replacement plans.
- iii. Planned purchases for Police vehicles reflect fleet replacement for vehicles that will exceed their scheduled life cycle. Staff have provided detailed information used to develop the planned replacement schedule for the Police fleet.
- iv. Information technology purchases are as shown in the 2013 update, and do not include the proposed replacement of major systems such as Planning and/or Finance software. Also not shown is the city's expected transition to increase use of cloud-based storage. An assessment of these opportunities is currently underway, and the results will be used to inform purchases to be requested in 2014 and beyond.
- v. Ongoing annual purchases for fleet and equipment are included in the 20-year CFP.

E. Water Utility

- i. A base level of annual work to improve system infrastructure is included in the CIP.
- ii. A placeholder for the Water component of the major Wing Point Way project is shown, with scope and budget to be determined as part of the project's initial design.
- iii. Other improvement projects shown in the CIP have been previously identified, but information on timing and cost may be outdated.
- iv. The system plan for the water utility was last updated in 2007. The development of a new, more current system plan will provide important data on capacity and capital needs. Once a new system plan is complete, the results of that analysis will be used to inform a more accurate and comprehensive update to this section of the CIP/CFP.

F. Sewer Utility

- i. Annual work to improve system infrastructure is included in the CIP.
- ii. The major project to replace the Eagle Harbor Beach Mains is included in the CIP at an estimated cost of \$2.6 million in 2014.
- iii. Purchase and installation of generator receptacles for two lift-stations is a newly identified need that is included in 2014.
- iv. A placeholder for the Sewer component of the major Wing Point Way project is shown, with scope and budget to be determined as part of the project's initial design.
- v. The system plan for the sewer utility was last updated in 1994 for the Winslow Sewer Service Area and 2002 for the South Island Sewer Contract Sewer Service Area. An update of the sewer system plan will be completed in 2014 and will provide important data on capacity and capital needs of both service areas in one

integrated document. Once the new plan is complete, the results of that analysis will be used to inform a more accurate and comprehensive update to this section of the CIP/CFP.

G. Stormwater Utility

- i. Annual work to improve system infrastructure is included in the CIP. Specific projects that have been planned for 2014 (Hidden Cove Estates) and 2015 (Manual Road) are identified.
- ii. Two projects, Gertie Johnson and Dripping Water Creek, have been identified as immediate needs for which project planning and design is currently underway.
- iii. Two transportation projects, Valley and Wardwell, will include Stormwater components as part of the road reconstruction work.
- iv. A placeholder for the Stormwater component of the major Wing Point Way project is shown, with scope and budget to be determined as part of the project's initial design.
- v. Three other projects (Mountain View, Blakely Falls Creek, Eagle Harbor Dr.) have been identified as priority needs to be addressed in the 6-year CIP, with estimated budget and timing as shown.
- vi. Ongoing annual system improvements are included in the 20-year CFP.
- vii. The system plan for the stormwater utility was last updated in 2000 and accepted as complete but not adopted as a comprehensive planning document by City Council. The development of a new, system plan will be discussed as part of the utility's review in 2014, and could provide important data on capacity and capital needs. Once a new system plan is complete, the results of that analysis can be used to inform a more accurate and comprehensive update to this section of the CIP/CFP.



2014 – 2019

Capital Improvement

Project Plan List

Proposed Draft

as of August 1, 2013

Section One

2014 – 2019 Capital Improvement Project Plan List

Transportation – Tax Supported

Transportation Tax Supported

Project Title	Fund	From	To	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comments / Grants	Comp. Plan Designation
6 Year CIP:								
Annual Program 2014 Road Preservation — Country Club Road Overlay	STRTS	Toe Jam Hill	Seawall	Raise roadway to address drainage		2014		M
Annual Program 2015 Road Preservation	STRTS	Various — TBD		Patching, Chip Sealing, Overlay		2015		M
Annual Program 2016 Road Preservation	STRTS	Various — TBD		Patching, Chip Sealing, Overlay		2016		M
Annual Program 2017 Road Preservation	STRTS	Various — TBD		Patching, Chip Sealing, Overlay		2017		M
Annual Program 2018 Road Preservation	STRTS	Various — TBD		Patching, Chip Sealing, Overlay		2018		M
Annual Program 2019 Road Preservation	STRTS	Various — TBD		Patching, Chip Sealing, Overlay	Y	2019		M
Reconstruction Projects								
*** *** Madison Avenue Overlay Valley Reconstruction	STRTS/WTR	High School	Winslow Way	Overlay, Water main replacement		2014	Y	E/M
	ST/SSWM	Sunrise	Falk	Reconstruction; overlay;	Moved	2014 (design & constr)	Y	M
*** *** Wardwell Reconstruction	ST/SSWM	Triple Crown	Bucsit	Reconstruction; overlay;	Moved	2014 (design & constr)	Y	M
	STWTR/SW R/SSWM	Ferndiff	Park	Overlay, Water and Sewer main replacement as needed; Storm drainage as needed; in conjunction with Non-motorized project	Y	2015/16 (constr)	Y	E/M
20 Year CIP: see next page								

*** NOTE: From Proposed Road Reconstruction List

M - Major Maintenance, repair, renovation, or replacement of an existing facility that does not add additional capacity

E - New facilities or improvements to existing facilities that provide added capacity to serve the existing population

N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

Transportation Tax Supported

Project Title	Fund	From	To	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comp. Plan Designation
20 Year CFP:							
Annual Programs							
Road Preserv. - Arterials & Collectors	STRTS	Various - TBD		Activities to maintain/improve PCI		Annual	M
Road Preserv. - Local Access	STRTS	Various - TBD		Activities to maintain/improve PCI		Annual	M
Roadside Safety Repairs	STRTS	Various - TBD		Guardrails, Shoulders, Clear zones, etc.		Annual	M
Reconstruction Projects							
Local Access Road Reconstruction	STRTS	Various - TBD		Reconstruction		Annual - beginning in 2016	M
Manitou Beach Road Stabilization	STRTS	Falk	Skiff	Rebuild Bulkhead		x	M
Old Mill Reconstruction	STRTS	Blakely	Blakely Hill	Reconstruction		x	M
Country Club Road Stabilization	STRTS	Shoreline frontage		Seawall Improvements.		x	M
Halls Hill Road Reconstruction and Intersection Improvement	STRTS	Blakely Hill	Rockaway Bluff	Reconstruction of roadway and drainage		x	M
Manitou Beach Road Stabilization	STRTS	Murden Cove Dr.	Falk	Seawall Improvements.		x	M
Blakely Hill Road	STRTS	Blakely	Top of Hill	Slide Repair		x	M
Winslow Way Reconstr. - Phase II	STRTS, WTR, SA	Madison	Grow	Reconstruction, Sidewalks, Water, Sewer		x	M
Wyatt Way Reconstruction	STRTS	Ericksen	Madison	Reconstruction, Intersection Imp, NM		x	E/N
Mountain View Road Reconstruction	STRTS	Manitou to End		Reconstruction	Y	x	M
Country Club Road Reconstruction	STRTS	Past Toe Jam	Seawall			x	M
Improvement Projects							
Sportsman's Club & New Brooklyn	STRTS			Intersection Capacity Improvements		x	E/N
Sportsman's Club & High School Rd.	STRTS			Intersection Capacity Improvements		x	E/N

*** NOTE: From Proposed Road Reconstruction List

M - Major Maintenance, repair, renovation, or replacement of an existing facility that does not add additional capacity

E - New facilities or improvements to existing facilities that provide added capacity to serve the existing population

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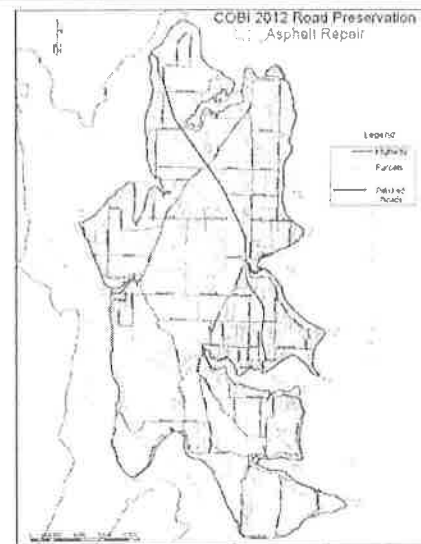
City of Bainbridge Island
Transportation CIP (2014 - 2019)

Project	Location	Grant Eligible	Grant Applied	Grant Awarded	General	Streets	Water	Sewer	SSW/M	2014	2015	2016	2017	2018	2019	2020 - 2033
TRANSPORTATION PROJECTS - 6-YEAR CIP																
Annual Roads Preservation						x				600	612	624	637	649	662	11,677
Madison Avenue Overlay	HS to Winslow Way	√	√	434		x				505						
Valley Reconstruction	Sunrise to Falk					x		x		83						
Wardwell Reconstruction	Triple Crown to Bucsit					x		x		135						
Wing Point Way Reconstruction	Ferncliff to Park	√			x	x	x	x	x		1,875					
TRANSPORTATION PROJECTS - 20-YEAR CIP																
Annual Road Pres. Arterials & Collectors						x										8,400
Annual Road Pres. Local Access						x										TBD
Annual Roadside Safety Upgrades						x										1,400
Annual Local Access Rd Reconstr.						x		x								1,400
Roadway Reconstruction Projects																
Mountain View Reconstruction	Manitou to End					x										TBD
Country Club Road	Past Toe Jam to Seawall					x			x							TBD
Manitou Beach Stabilization	Falk to Skiff					x										1,506
Old Mill Reconstruction	Blakely to Blakely Hill					x			x							1,632
Wyatt Way Reconstruction	Madison to Grow	√			x	x		x	x							2,516
Wyatt Way Reconstruction	Ericksen - Madison	√			x	x		x	x							TBD
Blakely Hill Road Reconstr	Halls Hill to top of hill					x			x							TBD
Country Club Rd Stabilization	Shoreline frontage					x										TBD
Halls Hill Road Reconstr	Blakely to top of hill	√			x	x		x								TBD
Manitou Beach Stabilization	Murden Cove - Falk	√				x										TBD
Winslow Way Reconstr. -Ph 2	Madison - Grow	√			x	x	x	x	x							TBD
Intersection Improvement Projects																
Sports-Club/N-Brooklyn	Intersection Imprv.	√				x										993
HS Rd/Sportsman Club	Intersection Imprv.	√				x										TBD
TOTALS										1,323	2,487	624	637	649	662	29,524

Amounts in thousands

City of Bainbridge Island — Capital Project Summary

2014 Annual Roads Program



DESCRIPTION	The Annual Roads Preservation Program consists of a combination of 1) grinding & patching roadways and/or 2) chip sealing. Grinding & patching the roadways is a maintenance operation and chip sealing adds a coating of asphalt oil and fine crushed rock over the existing pavement to preserve the street surface and to keep the roads in good drivable condition.
LOCATION POSSIBILITIES	2014 Proposed Roads List has not yet been determined.
POLICY	City Council adopts the 6-year Capital Improvement Plan (Transportation Element) of the Bainbridge Island Comprehensive Plan in conjunction with annual budget development.
BENEFIT	Preservation and prolonged life of the roadway system.
SCHEDULE	Annual, preferably during warm weather construction season.
CATEGORY	Preservation 1A M;GC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	in-house	in-house	in-house	in-house	in-house	in-house
ROW						
Construction	600	612	624	637	649	662
Sub-total	\$600	\$612	\$624	\$637	\$649	\$662
FUND SOURCES (1,000's)						
Street Fund	600	612	624	637	649	662
STP Grant						
Sub-total	\$600	\$612	\$624	\$637	\$649	\$662

City of Bainbridge Island — Capital Project Summary

Madison Avenue Overlay Roundabout to North of Winslow Way

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DESCRIPTION	This project provides the asphalt overlay of Madison Avenue from the roundabout at High School Road to just north of Winslow Way. The project could include grinding of the existing asphalt surface to maintain the existing curb height on Madison Avenue. Other improvements include raising of the various utility castings found along this roadway segment.
POLICY	City Council adopts the 6-year Capital Improvement Plan (Transportation Element) of the Bainbridge Island Comprehensive Plan in conjunction with annual budget development.
BENEFIT	Provide preservation of the Madison Avenue pavement.
SCHEDULE	Design and Construct in 2014
CATEGORY	Deficiency 1B, E/M; SC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	505					
Sub-total	\$505	0	0	0	0	0
FUND SOURCES (1,000's)						
Street Fund	71					
Grant	434					
Sub-total	\$505	0	0	0	0	0

Section Two

2014 – 2019 Capital Improvement Project Plan List

Non-Motorized Transportation – Tax Supported

NON-MOTORIZED TRANSPORTATION TAX SUPPORTED

Project Title	Fund	From	To	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comments/ Grants	Comp. Plan Designation
6 Year CIP:								
Annual Program 2014 C40 - Spot Projects	STRTS	TBD		Shoulder repairs and infill		Annual		E
Annual Program 2015 C40 - Spot Projects	STRTS	TBD		Shoulder repairs and infill		Annual		E
Annual Program 2016 C40 - Spot Projects	STRTS	TBD		Shoulder repairs and infill		Annual		E
Annual Program 2017 C40 - Spot Projects	STRTS	TBD		Shoulder repairs and infill		Annual		E
Annual Program 2018 C40 - Spot Projects	STRTS	TBD		Shoulder repairs and infill		Annual		E
Annual Program 2019 C40 - Spot Projects	STRTS	TBD		Shoulder repairs and infill	Y	Annual		E
SR305/Olympic Drive	STRTS	Winslow Way	Harbor Drive	Nonmotorized Facilities		2014	\$744 grant received 2013 TAP Grant Application	E/M
Sound to Olympics Trail - Phase 1	STRTS	Winslow Way	HS Road	Separated Trail	Moved	2014		E/M
Wing Point Way Non-Motorized C40 - Bucklin - Phase 2	STRTS	Ferncliff	Park	Sidewalk, Shoulder widening		2014		E/M
Wyatt Non-motorized - Phase 1	STRTS	Blakely	Fletcher Bay	ROW, Shoulder Improvments	Moved	2019		E
SR305 Shoulder Improvements	STRTS	Madison	Grow	Sidewalk & Bike Lane Imprv	Moved	2015		E
C40 - Fletcher Bay Road	STRTS	Vineyard	High School	Sound to Olympics Trail	Moved	2015		E
Sound to Olympics Trail - Phase 2+	STRTS	New Brooklyn	High School Road	Shoulder Improvements	Moved	2016		E
C40 - Miller Road	STRTS	Various		Separated Trail	Moved	2016		E
C40 - Eagle Harbor Phase 1	STRTS	Tolo	Pederson Hill	Shoulder Improvements	Moved	2017		E
C40 - Eagle Harbor Phase 2	STRTS	Past Bucklin	Wyatt	Bike Climbing Lane	Moved	2018		E
Trails	STRTS	TBD			Moved	2018		E
20 Year CFP: see next page								

** NMTAC & Squeaky Wheels Top 5 Core 40 Projects

M - Major Maintenance, repair, renovation, or replacement of an existing facility that does not add additional capacity

E - New facilities or improvements to existing facilities that provide added capacity to serve the existing population

N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

NON-MOTORIZED TRANSPORTATION TAX SUPPORTED

Project Title	Fund	From	To	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comp. Plan Designation
20 Year CFP:							
Sportsman's Club Spine Trail	STRTS	High School	Sportsman's Pond	ROW, Separated Trail		x	E
C40 - Blakely	STRTS	Bucklin	Baker Hill	Bike Climbing Lane		x	E
C40 - N. Madison	STRTS	SR305	Valley	Climbing Lane		x	E
C40 - Lynwood Center	STRTS	Bucklin	Point White	Shoulder Improvements		x	E
C40 - Sportsman's Club - Phase 2	STRTS	HS	Wyatt	Shoulder Improvements		x	E
Lost Valley Trail - Phase 1	STRTS	Carmella Lane		Trail Access and Improvements		x	E
C40 - Valley	STRTS	N. Madison	Sunrise	Shoulder Improvements		x	E
Grow Avenue NM	STRTS	Winslow Way	Wyatt	Sidewalk Improvements		x	E
Winslow Way Reconstr.-Phase 2	STRTS	Madison	Grow	Sidewalk Improvements		x	E
Wyatt NM	STRTS	Erickson	Madison	Sidewalk Improvements		x	E
Wyatt NM Sidewalk Extension	STRTS	E. of Weaver	Weaver	Sidewalk Improvements		x	E
Ketchel Way NM	STRTS	Erickson	Madison	Sidewalk Improvements		x	E

M - Major Maintenance, repair, renovation, or replacement of an existing facility that does not add additional capacity

E - New facilities or improvements to existing facilities that provide added capacity to serve the existing population

N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

City of Bainbridge Island
Non-Motorized Transportation CIP (2014 - 2019)

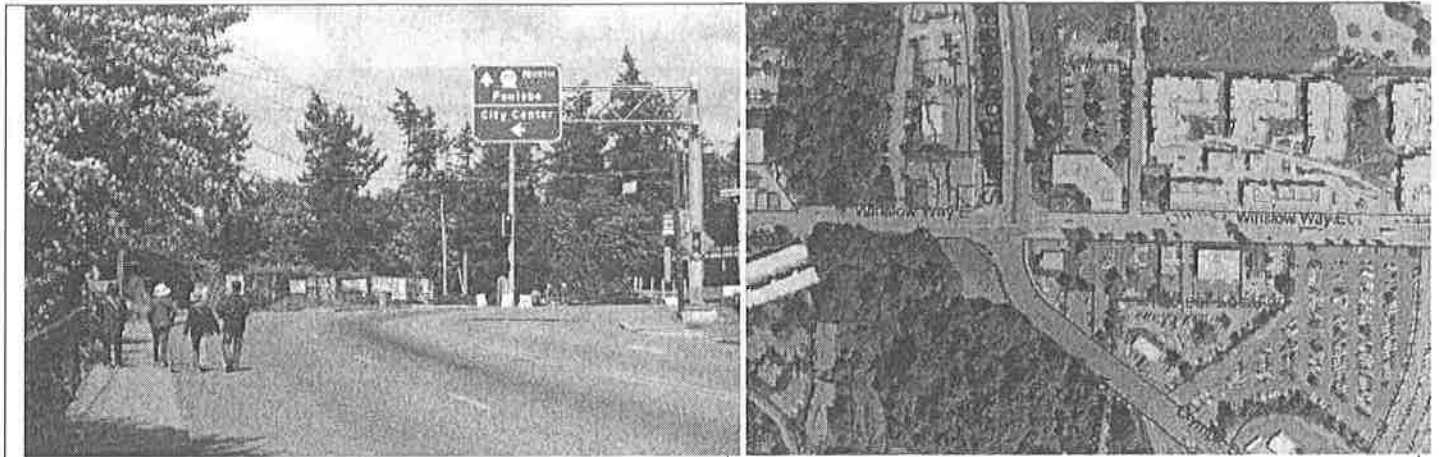
Project	Location	Grant Eligible	Grant Applied	Grant	General	Streets	Water	Sewer	SSWM	2014	2015	2016	2017	2018	2019	2020 - 2033
NON-MOTORIZED PROJECTS - 6-YEAR CIP																
SR305/Olympic Drive NM	Winslow Way to Harbor Dr	✓	✓	744		X				120						
Design & ROW Construction										644						
Sound to Olympic Trail Phase 1	Winslow Way to HS Road	✓	✓	1,000		X				377	758					
Wing Point Way Non Motorized	Ferncliff to Park	✓	✓	303		X				440						
Trails	TBD					X				25	25	25	25	25	25	375
C40 - Spot Projects	TBD					X				50	50	50	50	50	50	750
Top 5 Road Safety Projects by NMTC																
**C40 - Miller Road	Tolo to Pederson Hill					X							882			
**SR305 Shoulder Improvements	Vineyard - High School Road					X					TBD					
**C40 - Bucklin Phase 2	Blakely - Fletcher Bay					X									TBD	
**C40 - Eagle Harbor - Phase 2	Wyatt to Past Bucklin					X								TBD		
**C40 - Fletcher Bay Road	New Brooklyn to HS Rd					X						358				
Other Non-Motorized Projects																
C40 - Lynwood Center	Bucklin - Pt. White					X										505
Wyatt Way NM - Phase 1	Madison to Grow					X					200					
Sound to Olympic Trail - Phase 2+	Varlous					X					TBD					
C40 - Eagle Harbor - Phase 1	Past Bucklin to Wyatt					X								700		
C40 - Blakely	Bucklin - Baker Hill					X										
C40 - Sportsmans Club - Phase 2	HS to Wyatt					X										750
C40 - Valley	N. Madison - Sunrise					X										TBD
C40 - North Madison	SR305 to Valley					X										TBD
Grow Ave NM	Winslow Way - Wyatt					X										TBD
Ketchel Way	Erickson - Madison					X										TBD
Lost Valley Trail - Phase 1	Carmella Lane					X										TBD
Sportsman Club Spine Trail	HS to Sportsman pond					X										TBD
Winslow Way Reconstr. - Phase 2	Madison to Grow					X										750
Wyatt NM - Phase 2	Erickson - Madison					X										TBD
Wyatt Sidewalk Extension	E of Weaver - Weaver					X										TBD
TOTALS										1,656	1,033	433	957	775	75	3,130

Amounts in thousands

City of Bainbridge Island — Capital Project Summary

SR305 – Olympic Drive Non-Motorized Improvement Project

Winslow Way to Harbor Drive



DESCRIPTION	Olympic drive is a roadway with inadequate pedestrian and bicycle accommodations. This project provides improvements for pedestrian and cyclists along this heavily trafficked roadway.
POLICY	Council endorsed grant application
BENEFIT	Safety and non motorized level of service
SCHEDULE	Design in 2013/2014 and construct in 2014
CATEGORY	Deficiency 1B, E/M; SC

PROJECT COSTS (1,000's)	2013	2014	2015	2016	2017	2018	2019
Design/permitting	120						
ROW	0						
Construction	0	644					
Sub-total	\$120	\$644	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)							
Street Fund	20						
Grant (WSDOT Ped/Bicycle Grant @ \$744)	100	644					
Sub-total	\$120	\$644	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Sound to Olympics Trail Non-motorized Improvements

Winslow Way to High School Road

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DESCRIPTION	If the City is successful in obtaining a Transportation Alternatives Program grant, this project will provide for design of non-motorized facilities along SR 305 from Winslow Way to High School Road and construction of these facilities from Winslow Way to Vineyard Lane. This project is a continuation of the SR 305/Olympic Avenue project begun in early 2013 and to be completed in 2014. The project is planned to be designed by COBI staff.
POLICY	City Council adopts the 6-year Capital Improvement Plan (Non-motorized Element) of the Bainbridge Island Comprehensive Plan in conjunction with annual budget development.
BENEFIT	Non-motorized improvements consistent with policy for greater options & mobility
SCHEDULE	Design in 2013 and 2014. Construct in 2015.
CATEGORY	Deficiency 1B, E/M; SC

PROJECT COSTS (1,000's)	2013	2014	2015	2016	2017	2018	2019
Design/permitting	125	252	0				
ROW	0	0	0				
Construction	0	0	758				
Sub-total	\$125	252	758	0	0	0	0
FUND SOURCES (1,000's)							
Street Fund	15	30	90				
TAP Grant	110	222	668				
Sub-total	\$125	252	758	0	0	0	0

City of Bainbridge Island — Capital Project Summary

Wing Point Way Non-motorized Improvements

Ferncliff Avenue to Park Avenue

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DESCRIPTION	This project provides for the design of non-motorized facilities on Wing Point Way in the form of sidewalk on one side of the roadway and widened shoulder on the other side of the roadway. Other improvements include storm drainage and water/sewer improvements as needed. Project design will begin in the fall of 2013 and be completed in 2014.
POLICY	City Council adopts the 6-year Capital Improvement Plan (Transportation & Non-Motorized Elements) of the Bainbridge Island Comprehensive Plan in conjunction with annual budget development.
BENEFIT	Non-motorized improvements consistent with Council policies for greater options & mobility and roadway preservation.
SCHEDULE	Begin design in 2013; complete design and ROW acquisition in 2014.
CATEGORY	Deficiency 1B, E/M; SC

PROJECT COSTS (1,000's)	2013	2014	2015	2016	2017	2018	2019
Design/permitting	75	228					
ROW	25	112					
Construction	0	0					
Sub-total	\$100	340	0	0	0	0	0
FUND SOURCES (1,000's)							
Street Fund	25	112					
SSWM Fund	TBD	TBD					
Water Fund	TBD	TBD					
Sewer Fund	TBD	TBD					
Grant	75	228					
Sub-total	\$100	340	0	0	0	0	0

Section Three

2014 – 2019 Capital Improvement Project Plan List

Facilities – Tax Supported

FACILITIES TAX - SUPPORTED

Project Title	Fund	Location	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comp. Plan Designation
6 Year CIP:						
Waterfront Park / City Dock	GEN	Waterfront Park	Renovate and/or replace park facilities and existing public dock	Y	2014	N
Road End Improvements	GEN	Island Wide	Design and construct facilities and improvements at various locations	Y	2014	E
Pedestrian Bridge Upgrade	GEN	Waterfront Park Trail	Preservation and safety upgrades to meet standards	Y	2014	M
Emergency Generator Connection	GEN	City Hall	Install auxiliary connection for a mobile emergency generator	Y	2014	E
2014 HVAC System Equip. Upgrade	GEN	City Hall	Replace 4 heat pumps at end of life cycle		2014	M
2015 HVAC System Equip. Upgrade	GEN	City Hall	Replace 4 heat pumps at end of life cycle		2015	M
2015 RCM Lighting Upgrade	GEN	City Hall	Interior lighting energy refit		2015	M
Playground Fence Replacement	GEN	Waterfront Park	Safety replacement of playground fence		2015	M
2016 HVAC System Equip. Upgrade	GEN	City Hall	Replace 4 heat pumps at end of life cycle		2016	M
2017 HVAC System Equip. Upgrade	GEN	City Hall	Replace 4 heat pumps at end of life cycle		2017	M
2018 HVAC System Equip. Upgrade	GEN	City Hall	Replace 4 heat pumps at end of life cycle		2018	M
Fueling System Upgrade Design	GEN	Public Works Facility	Fueling system upgrade design		2018	M
Playground Equipment Replacement	GEN	Waterfront Park	Safety replacement of playground fence and slide		2018	M
2019 HVAC System Equip. Upgrade	GEN	Public Works Facility	Replace 2 heat pumps at end of life cycle	Y	2019	M
Fueling System Upgrade	GEN	City Hall	Upgrade fueling system tanks and pumps	Y	2019	M
2019 RCM Lighting Upgrade	GEN	Waterfront Park Dock	Replace obsolete dock lighting and energy refit	Y	2019	M
2019 RCM Lighting Upgrade	GEN	Waterfront Park Trail	Replace obsolete trail lighting and energy refit	Y	2019	M
20 Year CFP:						
Police Station Repairs / Replacement	GEN	Police Station	Police - Improve security at Police building	Y	TBD	M/E
Facility Assessment Survey	GEN	City Wide	Facilities assessment to support capital and maint. planning	Y	TBD	M
Pavement Improvements	GEN	City Hall	Pave lower parking lot	Y	TBD	M
Office Equipment Upgrade	GEN	City Hall	Upgrade/replace office furniture	Y	TBD	E
Confiscated Vehicle Covered Storage	GEN	Vincent Road	Secure facility for impounded vehicles		TBD	M
SCADA Software Upgrade	GEN	City Hall	Replace obsolete HVAC system software		TBD	M
SCADA Software Upgrade	GEN	City Hall	Replace obsolete security card system software		TBD	M
Facility Carpet Upgrades	GEN	City Hall	Replace carpet that has reached end of lifecycle	Y	TBD	M

M - Major Maintenance, repair, renovation, or replacement of an existing facility that does not add additional capacity

E - New facilities or improvements to existing facilities that provide added capacity to serve the existing population

N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

**City of Bainbridge Island
Facilities CIP (2014 - 2019)**

Project		General	Streets	Water	Sewer	SSWM	2014	2015	2016	2017	2018	2019	2020 - 2033
FACILITIES PROJECTS - 6-YEAR CIP													
Waterfront Park / City Dock Impr.	City Park	x					1,850						
Road End Improvements	Island Wide	x					150						
Pedestrian Bridge Upgrade	Waterfront Park Trail	x					60						
Emergency Generator Connection	City Hall	x					13						
HVAC System Equip. Upgrade	City Hall	x					40						
HVAC System Equip. Upgrade	City Hall	x						41					
RCM Lighting Upgrade	City Hall	x						25					
Playground Fence Replacement	Waterfront Park	x						15					
HVAC System Equip. Upgrade	City Hall	x							42				
HVAC System Equip. Upgrade	City Hall	x								43			
HVAC System Equip. Upgrade	City Hall	x									44		
Fueling System Upgrade Design	Public Works Facility	x									15		
Playground Equipment Replacement	Waterfront Park	x									15		
HVAC System Equip. Upgrade	Public Works Facility	x										14	
Fueling System Upgrade	Public Works Facility	x										75	
RCM Lighting Upgrade	Waterfront Park Dock	x										6	
RCM Lighting Upgrade	Waterfront Park Trail	x										60	
FACILITIES PROJECTS - 20-YEAR CIP													
Police Station Repairs / Replacement	Police Station	x											TBD
Facility Assessment Survey	All Facilities	x											TBD
Pavement Improvements	City Hall	x											TBD
Office Equipment Upgrade	City Wide	x											TBD
Confiscated Vehicle Covered Storage	Vincent Rd	x											TBD
SCADA Software Upgrade (HVAC)	City Hall	x											TBD
SCADA Software Upgrade (Security)	City Hall	x											TBD
Facility Carpet Upgrades	City Hall	x											TBD
TOTALS							2,113	81	42	43	74	155	TBD

Amounts in thousands

Section Four

2014 – 2019 Capital Improvement Project Plan List

Fleet and Equipment – Tax and Utility Supported

City of Bainbridge Island
PUBLIC WORKS OPERATIONS & MAINTENANCE



MEMORANDUM

DATE: July 28, 2013

TO: John Cunningham, Interim Public Works Director

FROM: Chuck Krumheuer, Public Works Manager

RE: Six-Year (2014-2019) Police Fleet Capital Improvement Plan (CIP)

The police fleet consists of specialty vehicles/equipment and patrol ready vehicles. The overarching goal of the 6-year Police Fleet CIP is to maintain mission critical patrol ready vehicles, eliminate underutilized specialty vehicles, and establish standard guidelines to aid fleet management decisions. The CIP reflects a continuation of right-sizing efforts that began in 2012. As a result of these efforts the police fleet will be reduced from a total of 27 patrol vehicles and 6 specialty vehicles in 2011 to a total of 24 patrol vehicles and 5 specialty vehicles by the end of 2013. The total patrol and specialty vehicle count will remain at 29 throughout the 6-year CIP.

Currently police specialty vehicles/equipment consists of one light pick up used for parking enforcement, one 4X4 crew cab pick up used to tow the police boat trailer, one police boat, one police boat trailer, and two radar trailers. The CIP will surplus the 4X4 pick up in 2013 with no purchased replacement. Police will utilize existing Operations and Maintenance vehicles when necessary to tow the boat trailer. In 2014 the CIP will surplus the parking enforcement light pick up at 15 years age and 106,000 estimated miles. The pick up will be replaced with a new vehicle of comparable size.

The primary focus of the CIP is to maintain a robust fleet of mission critical patrol ready vehicles. To aid fleet management decisions the following service life and utilization guidelines have been established.

- 125,000 miles service life – Beyond this point maintenance increases and officer safety during critical emergency maneuvers decreases.
- 10 years service life – Beyond this point maintenance increases and auxiliary equipment such as radar, communications, and security features begin to reach the end of their obsolescence curve.
- 21 officer assigned patrol vehicles – Each officer will be assigned a vehicle. To meet the current approved FTE count results in a total of 21 assigned vehicles for the 6-year CIP.
 - Assigned vehicles receive better care that results with an increased lifecycle.
 - Assigned vehicles improve emergency response when an officer is called to an emergency from home.
- 3 patrol ready pool vehicles – Three patrol ready pool vehicles have been established as the ideal target. More than three pool vehicles sit idle too long without use and less pool vehicles do not allow for occasional high demand periods.

- Pool vehicles allow for maintenance and repair of assigned vehicles.
- Pool vehicles allow for travel to training.
- Pool vehicles allow for use by reserve officers.

In order to meet these guidelines three patrol vehicles are planned for replacement each year for the period of 2014 through 2019. To support this plan a number of additional actions were taken in 2012 and are planned for in 2013 and 2014. In 2012 two assigned patrol vehicles were purchased, two previously assigned patrol vehicles were transferred to the patrol pool, and four vehicles assigned to the patrol pool from previous years were sold as surplus. In 2013 no vehicles were purchased and one patrol pool vehicle was sold as surplus.

In 2014 the CIP calls for the purchase of three assigned patrol vehicles, the transfer of two previously assigned patrol vehicles to the patrol pool, the transfer of the police administrative pool vehicle to Planning and Community Development, and the surplus of two of the three vehicles assigned to the patrol pool from the previous years.

Once the initial patrol fleet adjustments are complete the CIP will follow the same general steps for the years 2015 through 2019.

- Three new patrol vehicles will be purchased and assigned to individuals.
- Three previously assigned patrol vehicles will be transferred to the patrol pool.
- Three vehicles assigned to the patrol pool from the previous year will be sold as surplus.
- Vehicles typically remain in the patrol pool assignment for one year before surplus.
- Each year vehicles scheduled for replacement, transfer to the pool, and surplus will be reviewed taking into account vehicle age, mileage, repair history, and overall condition. This information will be compared to utilization guidelines, and the planned schedule for specific vehicles will be adjusted if necessary before implementing the annual fleet plan.

An average total of 265,000 miles is driven annually by the combined patrol fleet. For each patrol vehicle this equates to an average of 11,000 miles per year. The 2012 year end patrol fleet average was 65,000 total accumulated miles for each vehicle. According to the CIP the first patrol vehicles will not be purchased and placed in service until the end of 2014. At that time it is estimated the average will be 87,000 total accumulated miles for each patrol vehicle.

For the patrol vehicles scheduled for surplus, the projected mileage is based on 2012 annual miles driven for each vehicle and 2012 year end total accumulated mileage for each vehicle. Many of the patrol vehicles scheduled for surplus between 2013 and 2019 will be approaching or have exceeded the 125,000 mile service life target. The recommended CIP will result in vehicle age and estimated mileage at surplus as follows:

- Average age at surplus – 9.6 years
- Estimated mileage range at surplus year – 108,000 through 168,000 miles
- Combined estimated average mileage at surplus year – 130,000 miles

Police Fleet History - Excluding Seized Vehicles

	Patrol Vehicles			
	Assigned Patrol Vehicles	Pool Patrol Vehicles	Total Patrol Vehicles	
2011 Year End	21	6	27	
2012 Surplus		(4)	(4)	Surplus 4 pool vehicles
2012 Transfer	(2)	2	-	Transfer 2 assigned patrol vehicles to pool
2012 Purchase	2	-	2	
2012 Year End	21	4	25	
2013 Surplus	-	(1)	(1)	Surplus 1 pool vehicle
2013 Transfer	-	-	-	
2013 Purchase	-	-	-	
2013 Year End	21	3	24	
2014 Surplus	-	(2)	(2)	Surplus 2 pool vehicles
2014 Transfer	(1)	-	(1)	Transfer #84 2007 Ford Escape to PCD
2014 Transfer	(2)	2	-	Transfer 2 assigned patrol vehicles to pool
2014 Purchase	3	-	3	Purchase 3 assigned patrol vehicles
2014 Year End	21	3	24	Surplus 3 pool vehicles
2015 Surplus	-	(3)	(3)	Transfer 3 assigned vehicles to pool
2015 Transfer	(3)	3	-	
2015 Purchase	3	-	3	
2015 Year End	21	3	24	
2016 Surplus	-	(3)	(3)	Surplus 3 pool vehicles
2016 Transfer	(3)	3	-	Transfer 3 assigned vehicles to pool
2016 Purchase	3	-	3	
2016 Year End	21	3	24	
2017 Surplus	-	(3)	(3)	Surplus 3 pool vehicles
2017 Transfer	(3)	3	-	Transfer 3 assigned vehicles to pool
2017 Purchase	3	-	3	
2017 Year End	21	3	24	
2018 Surplus	-	(3)	(3)	Surplus 3 pool vehicles
2018 Transfer	(3)	3	-	Transfer 3 assigned vehicles to pool
2018 Purchase	3	-	3	
2018 Year End	21	3	24	
2019 Surplus	-	(3)	(3)	Surplus 3 pool vehicles
2019 Transfer	(3)	3	-	Transfer 3 assigned vehicles to pool
2019 Purchase	3	-	3	
2019 Year End	21	3	24	

Police Fleet History - Excluding Seized Vehicles

	Specialty Police Vehicles and Equipment						
	Parking Enforce Vehicle	4X4 Crew Cab PU	Radar Trailers	Boat	Boat Trailer	Total Other	
2011 Year End	1	1	2	1	1	6	
2012 Surplus	-	-	-	-	-	-	
2012 Transfer	-	-	-	-	-	-	
2012 Purchase	-	-	-	-	-	-	
2012 Year End	1	1	2	1	1	6	
2013 Surplus	-	(1)	-	-	-	(1)	Surplus #128 Ford Super cab 4X4
2013 Transfer	-	-	-	-	-	-	
2013 Purchase	-	-	-	-	-	-	
2013 Year End	1	-	2	1	1	5	
2014 Surplus	(1)	-	-	-	-	(1)	Surplus #117 at 15 years 106,000
2014 Transfer	-	-	-	-	-	-	
2014 Purchase	1	-	-	-	-	1	Purchase PU to replace #117
2014 Year End	1	-	2	1	1	5	
2015 Surplus	-	-	-	-	-	-	
2015 Transfer	-	-	-	-	-	-	
2015 Purchase	-	-	-	-	-	-	
2015 Year End	1	-	2	1	1	5	
2016 Surplus	-	-	-	-	-	-	
2016 Transfer	-	-	-	-	-	-	
2016 Purchase	-	-	-	-	-	-	
2016 Year End	1	-	2	1	1	5	
2017 Surplus	-	-	-	-	-	-	
2017 Transfer	-	-	-	-	-	-	
2017 Purchase	-	-	-	-	-	-	
2017 Year End	1	-	2	1	1	5	
2018 Surplus	-	-	-	-	-	-	
2018 Transfer	-	-	-	-	-	-	
2018 Purchase	-	-	-	-	-	-	
2018 Year End	1	-	2	1	1	5	
2019 Surplus	-	-	-	-	-	-	
2019 Transfer	-	-	-	-	-	-	
2019 Purchase	-	-	-	-	-	-	
2019 Year End	1	-	2	1	1	5	

Police Department Patrol Vehicle				Projected Mileage at Suggested Surplus Year									
Unit	Vehicle Year	Suggested Surplus Year	Age at Suggested Surplus Year	2012 Year End Mileage	2012 Annual Mileage	Years Before Surplus	2013	2014	2015	2016	2017	2018	2019
125	2004	2013	9	111,002	+ (139 X 1)		111,141						
127	2004	2014	10	107,788	+ (209 X 2)		107,997	108,206					
129	2004	2014	10	102,627	+ (12,646 X 2)		115,273	127,919					
109	2006	2015	9	112,844	+ (18,447 X 3)		131,291	149,738	168,185				
112	2006	2015	9	59,260	+ (16,676 X 3)		109,936	126,612	143,288				
123	2007	2015	8	112,939	+ (18,565 X 3)		131,504	150,069	168,634				
121	2007	2016	9	89,125	+ (13,385 X 4)		102,510	115,895	129,280	142,665			
122	2007	2016	9	77,317	+ (11,120 X 4)		88,437	99,557	110,677	121,797			
182	2008	2016	8	84,100	+ (20,091 X 4)		104,191	124,282	144,373	164,464			
107	2007	2017	10	61,980	+ (10,843 X 5)		72,823	83,666	94,509	105,352	116,195		
118	2007	2017	10	87,024	+ (7,410 X 5)		94,434	101,844	109,254	116,664	124,074		
185	2008	2017	9	70,907	+ (13,907 X 5)		84,814	98,721	112,628	126,535	140,442		
134	2005	2018	13	73,668	+ (3,511 X 6)		77,179	80,690	84,201	87,712	91,223	94,734	
186	2008	2018	10	63,109	+ (7,951 X 6)		71,060	79,011	86,962	94,913	102,864	110,815	
191	2010	2018	8	37,448	+ (15,126 X 6)		52,574	67,700	82,826	97,952	113,078	128,204	
116	2007	2019	12	51,663	+ (8,251 X 7)		59,914	68,165	76,416	84,667	92,918	101,169	109,420
183	2008	2019	11	53,207	+ (11,119 X 7)		64,326	75,445	86,564	97,683	108,802	119,921	131,040
195	2011	2019	8	21,493	+ (15,048 X 7)		36,541	51,589	66,637	81,685	96,733	111,781	126,829
Average age at surplus year													
				Estimated average mileage at surplus year									
				111,141	118,063	160,036	142,975	128,904	111,251	122,430			
Combined estimated average mileage at surplus year													129,892

129,892

FLEET AND EQUIPMENT TAX AND UTILITY SUPPORTED

Project Title	Fund	Description of Work	Added for 2014-2019 CIP Year	Proposed Year	Comments	Comp. Plan Designation
6 Year CIP:						
Pickup Truck	STRTS (20) / SSWM (80)	Crew Cab w Attachments		2014	Replace 13 yr old vehicle w 105K miles	E
Pickup Truck	SSWM	Medium Duty Pick Up Truck		2014	Replace 16 yr old vehicle w 75K miles	E
Crew Cab Pick Up Truck	GEN (20) / STRTS (80)	Crew Cab w Attachments		2014	Replace 11 yr old vehicle w 62K miles	E
Light Duty Pick Up Truck	GEN	PCD Building Inspector Vehicle		2014	Replace 14 yr old vehicle w 93K miles	E
Police Vehicles (3)	GEN PD	Public Safety Vehicle Replacement	Y	2014	Replace vehicles before 125K miles	E
Small Capital Equip <\$10,000	GEN/ST/SSWM/WTR/SWR	Non-fleet Tools, Equipment and Machinery		2014	Obsolescence, breakage, new	E
Email System	GEN			2014		
Street Sweeper	SSWM (80) / STRTS (20)	Streets Sweeping		2015	Replaces 12 yr old vehicle w 49K miles	E
Crew Cab Pick Up Truck	GEN (20) / STRTS (80)	Crew Cab w Attachments		2015	Replaces 12 yr old vehicle w 80K miles	E
Police Vehicles (3)	GEN PD	Public Safety Vehicle Replacement	Y	2015	Replace vehicles before 125K miles	E
Small Capital Equip <\$10,000	GEN/ST/SSWM/WTR/SWR	Non-fleet Tools, Equipment and Machinery		2015	Obsolescence, breakage, new	E
Data Backup System upgr / replc	GEN			2015		
Roadside Mower	STRTS (80) / SSWM (20)	Tractor Chassis and articulating mower arm		2016	Replaces critical 12 yr mower w 4K hours	E
Pick Up Truck	GEN (80) / STRTS (20)	Medium Duty Pick Up Truck		2016	Replaces 15 yr old vehicle w 85K miles	E
Police Vehicles (3)	GEN PD	Public Safety Vehicle Replacement	Y	2016	Replace vehicles before 125K miles	E
Small Capital Equip <\$10,000	GEN/ST/SSWM/WTR/SWR	Non-fleet Tools, Equipment and Machinery		2016	Obsolescence, breakage, new	E
Phone System	GEN			2016		
Cab and Chassis	STRTS (50) / SSWM (50)	Dump Truck		2017	Replace 22 yr old vehicle w 63K miles	E
Light Duty Pickup Truck	GEN FAC	Standard Cab		2017	Replaces 18 yr old vehicle w 127K miles	E
Van	WTR (80) / SEW (20)	Water/Sewer vehicle		2017	Replaces 15 yr old vehicle w 101K miles	E
Police Vehicles (3)	GEN PD	Public Safety Vehicle Replacement	Y	2017	Replace vehicles before 125K miles	E
Small Capital Equip <\$10,000	GEN/ST/SSWM/WTR/SWR	Non-fleet Tools, Equipment and Machinery		2017	Obsolescence, breakage, new	E
Data Storage (SAN) System upgrd	GEN			2017		
Roadside Mower	STRTS (80) / SSWM (20)	Tractor Chassis and articulating mower arm		2018	Replaces critical 14 yr mower w 4K hours	E
Chipper	STRTS	Road side chipper		2018	Replaces 14 yr old chipper w 2K hours	E
Crew Cab Pick Up Truck	GEN (20) / STRTS (80)	w attachments		2018	Replaces 15 yr old vehicle w 67K miles	E
Commercial Lawn Mower	GEN	Facilities Lawn Mower	Y	2018	Replaces mower w 900 hours	E
Police Vehicles (3)	GEN PD	Public Safety Vehicle Replacement	Y	2018	Replace vehicles before 125K miles	E
Small Capital Equip <\$10,000	GEN/ST/SSWM/WTR/SWR	Non-fleet Tools, Equipment and Machinery		2018	Obsolescence, breakage, new	E
Data Storage (SAN) System upgrd	GEN			2018		
Roller Compactor w Trailer	STRTS	Critical Trailer	Y	2019	Replaces undersized roller compactor	E
Pup Trailer	STRTS (50) / SSWM (50)	Engineering pool vehicle	Y	2019	Replaces critical 45yr old trailer	E
Light Duty Pick Up Truck	GEN/ST/SSWM/WTR/SWR	Public Safety Vehicle Replacement	Y	2019	Replaces 20 yr old vehicle w 64K miles	E
Police Vehicles (3)	GEN PD	For OTP Sewer Lift Station	Y	2019	Replace vehicles before 125K miles	E
Emergency Generator	SWR	New Equipment	Y	2019	Replaces 25 yr old generator	E
Shoulder Gravel Conveyor	STRTS		Y	2019	To improve road shoulder maint efficiency	E
Small Sander Attachment	STRTS		Y	2019		E
20 Year CIP:						
Annual - Fleet		Fleet replacement according to "Vehicle Replacement Criteria"				
Annual - Small Equipment		Small Equipment replacement according to "Vehicle Replacement Criteria"				
Annual - IT Equipment		On-going IT Equipment repair and replacement				

M - Major Maintenance, repair, renovation, or replacement of an existing facility that does not add additional capacity

E - New facilities or improvements to existing facilities that provide added capacity to serve the existing population

N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

City of Bainbridge Island
FLEET and EQUIPMENT CIP (2014 - 2019)

Project	General	Streets	Water	Sewer	SSWM	2014	2015	2016	2017	2018	2019	2020 - 2033
FLEET PROJECTS - 6-YEAR CIP												
Pickup Truck		13			54	67						
Pickup Truck					43	43						
Crew Cab Pick Up Truck	13	54				67						
Light Duty Pick Up Truck	32					32						
Police Vehicles (3)	171					171						
Small Capital Equip <\$10,000	10	10	10	10	10	50						
Email System	10					10						
Street Sweeper		42			169		211					
Crew Cab w Attachments	14	55					69					
Police Vehicles (3)	176						176					
Small Capital Equip <\$10,000	10	10	10	10	10		50					
Data Backup System upgr / replc	20						20					
Roadside Mower		77			19			96				
Medium Duty Pick Up Truck	33	8						41				
Police Vehicles (3)	181							181				
Small Capital Equip <\$10,000	10	10	10	10	10			50				
Phone System	50							50				
Cab and Chassis		88			88				176			
Light Duty Pickup Truck	33								33			
Van			33	8					41			
Police Vehicles (3)	187								187			
Small Capital Equip <\$10,000	10	10	10	10	10				50			
Data Storage (SAN) System upg/replc	15								15			
Roadside Mower		83			21					104		
Chipper		36								36		
Crew Cab w Attachments	15	60								75		
Commercial Lawn Mower	8									8		
Police Vehicles (3)	193									193		
Small Capital Equip <\$10,000	10	10	10	10	10					50		
Data Storage (SAN) System upg/replc	15									15		
Roller Compactor w Trailer		35									35	
Pup Trailer		29			29						58	
Light Duty Pick Up	7	7	7	7	7						35	
Police Vehicles (3)	198										198	
Emergency Generator				60							60	
Shoulder Gravel Conveyor		37									37	
Small Sander Attachment		6									6	
FLEET PROJECTS - 20-YEAR CIP												
Annual - Fleet Replacement	X	X	X	X	X							X
Annual - Small Capital Equip <\$10,000	X	X	X	X	X							700
Annual - IT Equipment Capital Items	350											350
TOTALS						440	526	418	502	481	429	1,050

Amounts in thousands

Section Five

2014 – 2019 Capital Improvement Project Plan List

Water Utility

WATER UTILITY

Project Title	Fund	Location	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comments	Comp. Plan Designation
6 Year CIP:							
2014 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2014	Water System Rehabilitation	E/N
2015 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2015	Water System Rehabilitation	E/N
2016 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2016	Water System Rehabilitation	E/N
2017 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2017	Water System Rehabilitation	E/N
2018 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2018	Water System Rehabilitation	E/N
2019 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction	Y	2019	Water System Rehabilitation	E/N
Taylor Avenue Well	Water		TBD		2014	Deferred; pending system plan	E/N
Sands Well #2 - Design	Water		New or retrofitted production well		2014	Deferred; pending system plan	E/N
Sands Well #2 - Construction	Water		New or retrofitted production well		2015	Deferred; pending system plan	E/N
Wing Point Way	Water		TBD		2014	TBD	TBD
Emergency Power Generator	Water		Head of the Bay		2014	Deferred; pending system plan	E
Emergency Power Generator	Water		Sands Avenue		2016	Deferred; pending system plan	E
High School Reservoir - Design	Water		Retrofit		2016	Deferred; pending system plan	E/N
High School Reservoir - Construct	Water		Retrofit		2017	Deferred; pending system plan	E/N
Fletcher Bay Well	Water		Redundancy well		2017	Deferred; pending system plan	E/N
20 Year CIP:							
Annual Preservation Program			2% inflation per year for 14 years			Water System Rehabilitation	E/N
Wyatt High Zone Main		Madison to Grow	Extend high pressure zone further south			Improve customer water pressure	E/N

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Water CIP (2014 - 2019)

Project	Location	Grant Applied	Grant Awarded	General	Streets	Water	Sewer	SSW/M	2014	2015	2016	2017	2018	2019	2020
WATER PROJECTS - 6-YEAR CIP															
Annual Preservation Program						x			144	147	148	151	154	157	2,170
Taylor Avenue Well						x			136						
Sands Well #2						x			70	471					
Emergency Power Generator (2)	'Sands Ave & HOB					x			105		109				
Wing Point Way						x			TBD	TBD					
High School Reservoir						x					311	2,266			
Fletcher Bay Well						x						140			
WATER PROJECTS - 20-YEAR CIP															
Wyatt High Zone Main	'Madison - Grow					x									TBD
TOTALS									455	618	568	2,557	154	157	2,170

Amounts in thousands

Section Six

2014 – 2019 Capital Improvement Project Plan List

Sewer Utility

SEWER UTILITY

Project Title	Fund	Location	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comments	Comp. Plan Designation
6 Year CIP:							
2014 Annual Preservation Program	Sewer	TBD	Gravity and force main piping, manholes		2014	Collection system rehabilitation	E/N
2015 Annual Preservation Program	Sewer	TBD	Gravity and force main piping, manholes		2015	Collection system rehabilitation	E/N
2016 Annual Preservation Program	Sewer	TBD	Gravity and force main piping, manholes		2016	Collection system rehabilitation	E/N
2017 Annual Preservation Program	Sewer	TBD	Gravity and force main piping, manholes		2017	Collection system rehabilitation	E/N
2018 Annual Preservation Program	Sewer	TBD	Gravity and force main piping, manholes		2018	Collection system rehabilitation	E/N
2019 Annual Preservation Program	Sewer	TBD	Gravity and force main piping, manholes	Y	2019	Collection system rehabilitation	E/N
Eagle Harbor Sewer Beach Mains	Sewer	Eagle Harbor	Force main replacement		2014	Construction	E/N
Wing Point Way	Sewer	with Non Motorized project	Gravity and force main piping, manholes	Y	2014	Sewer element of project only; needs assessment and design	TBD
Lift Station Generator Plugs	Sewer	Northtown Woods & Lynwood Center	Install portable generator plugs at the 2 lift stations that currently don't have them	Y	2014		M
20 Year CIP:							
Annual Preservation Program			2% inflation per year for 14 years			Programmed as part of GSP update	E/N
Pump Station Upgrade - Various			Mechanical and electrical retrofit			Defer until GSP complete	E/N
Pump Station Upgrade - Village			Mechanical and electrical retrofit			Programmed as part of GSP update	E/N
WWTP Upgrade - Various			Mechanical and electrical retrofit				E/N

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City of Bainbridge Island
Sewer CIP (2014 - 2019)

Project	Location and/or Phase	Grant Awarded	General	Streets	Water	Sewer	SSWM	2014	2015	2016	2017	2018	2019	2020 - 2033
SEWER PROJECTS - 6-YEAR CIP														
Annual Preservation Program						x		146	149	152	155	158	161	2,240
Eagle Harbor Sewer Beach Mains	Eagle Harbor	2,100				x		2,622						
Design / ROW														
Construction														
	Northtown Woods &													
Portable Generator Plugs	Lynwood Center					x		25						
Wing Point Way Sewer	Needs assessment					x		TBD	TBD					
SEWER PROJECTS - 20-YEAR CIP														
Pump Station Upgrade - Various	Madison - Grow													TBD
Pump Station Upgrade - Village														TBD
WWTP Upgrade - Various														TBD
TOTALS														
								2,793	149	152	155	158	161	2,240

Amounts in thousands

Section Seven

2014 – 2019 Capital Improvement Project Plan List

Stormwater Utility

STORMWATER UTILITY

Project Title	Fund	Location	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comments	Comp. Plan Designation
6 Year CIP:							
2014 Annual Stormwater Preservation							
Hidden Cove Estates	SSWM		Conveyance, culverts, control structures, ponds, etc		2014		M
Gertie Johnson	SSWM		Pond retro-fit, outlet structure upgrade	Y	2014	Design & construction	M
Wing Point Way (with reconstruction/non-motorized project)	SSWM	Ferncliff to Park	Conveyance system upgrade	Y	2014	Construction	M
Dripping Water Creek	SSWM		Conveyance system upgrade needs assessment and design	Y	2014	Stormwater element of project only;	M
Valley Reconstruction	SSWM	Sunrise Drive	Replace culvert w/fish passage culvert, remove fish passage barriers	Y	2014	Design & construction	M
Wardwell Reconstruction	SSWM	Sunrise - Falk	Stormwater portion of the roadway reconstruction project	Y	2014	Stormwater element of project only;	M
	SSWM	Triple Crown - Bucsit	Stormwater portion of the roadway reconstruction project	Y	2014	Stormwater element of project only;	M
2015 Annual Stormwater Preservation							
Manual Road	SSWM		Conveyance, culverts, control structures, ponds, etc		2015		M
Other Projects TBD	SSWM	Manual Road	Culvert Replacement	Moved	2015	Design & Construction	M
Wing Point Way (with reconstruction/non-motorized project)	SSWM	Ferncliff to Park	Culvert replacement	Y	2015	Construction	M
Blakely Falls Creek	SSWM		Conveyance system construction	Y	2015	Stormwater element of project only;	TBD
	SSWM	Halls Hill	Culvert Replacement, fish passage;	Moved	2015	Construction	M
2016 Annual Stormwater Preservation							
Projects TBD	SSWM		Conveyance, culverts, control structures, ponds, etc.		2016		M
NE Mountain View	SSWM		Conveyance system upgrade	Y	2016	Design & Construction	M
2017 Annual Stormwater Preservation							
Projects TBD	SSWM		Conveyance, culverts, control structures, ponds, etc.		2017		M
Emergency	SSWM		Weather or other emergent condition		2017		M
Eagle Harbor Drive	SSWM		Replace blocked culvert	Y	2017	Design & construction	M
2018 Annual Stormwater Preservation							
Projects TBD	SSWM		Conveyance, culverts, control structures, ponds, etc.		2018		M
Major Stand Alone Projects TBD	SSWM	TBD	TBD	Y	2018	TBD	TBD
2019 Annual Stormwater Preservation							
Projects TBD	SSWM		Conveyance, culverts, control structures, ponds, etc.	Y	2019		M
Major Stand Alone Projects TBD	SSWM	TBD	TBD	Y	2019		M
	SSWM	TBD	TBD	Y	2018	TBD	TBD
20 Year CIP:							
Annual Stormwater Preservation							
Wardwell	SSWM	Wardwell	Conveyance, culverts, control structures, ponds, etc	Moved	2020-2034	Survey/Design/Permitting	M
High School Road/Fletcher Bay	SSWM	Sprbrook Creek	Culvert Replacement - Fish Passage	Y	2020-2034	Design & Construction	M
Waterfront Park Outfall	SSWM		Fish passage; creek restoration;	Y	2020-2034	Design & Construction	M
Pleasant Beach Road	SSWM	S of Oddfellows	Reconstruct outfall; install water quality facilities	Y	2020-2034	Design & Construction	M
Hall's Hill	SSWM	Blakely Falls Creek	Fish passage; culvert replacement; Conveyance system upgrade	Y	2020-2034	Design & Construction	M
Blakely Avenue	SSWM	3T's Drainage area	Conveyance system upgrade; fish passage	Y	2020-2034	Design & Construction	M
	SSWM		Conveyance system upgrade; fish passage; water quality upgrades	Y	2020-2034	Design & Construction	M
Country Club Road	SSWM	E of Toe Jam	Roadway & drainage reconstruction	Y	2020-2034	Design & Construction	M
Yacmalt Area	SSWM	Yacmalt	Conveyance Improvements	Moved	2020-2034	Design & Construction	M
Deep Culvert Preservation Assessment	SSWM	Island Wide	Culvert replacement needs assessment	Y	2020-2034	Assessment	M
Winslow Way East Outfall	SSWM	Outfall to Sound	Water quality improvements	Y	2020-2034	Design & Construction	M
Madison Street Outfall	SSWM	Outfall to Sound	Water quality improvements	Y	2020-2034	Design & Construction	M
Port Orchard Passage TMDL	TBD	Port Orchard passage watershed	TBD	Y	2020-2034	TBD; grant funding related;	TBD

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City of Bainbridge Island **Stormwater CIP (2014 - 2019)**

Project	Grant Eligible	Grant Applied	Grant Awarded	General	Streets	Water	Sewer	SSWM	2014	2015	2016	2017	2018	2019	2020 - 2033
STORMWATER PROJECTS - 6-YEAR CIP															
2014 Annual Stormwater Preservation — Hidden Cove Estates (2014)								x	100						
2015 - 2019 Annual Stormwater Preservation								x		281	280	285	291	297	
Manual Road (2015)								x							
Other Projects TBD								x							
Gertie Johnson								x	50						
Dripping Water Creek								x	200						
Valley (with Reconstruction project)								x	35						
Wardwell (with Reconstruction project)								x	35						
Wing Point Way (with Reconstruction/NM project)								x	TBD	TBD					
NE Mountain View								x			132				
Blakely Falls Creek								x	150						
Eagle Harbor Drive								x				150			
STORMWATER PROJECTS - 20-YEAR CIP															
Annual Stormwater Preservation - Projects TBD								x							5,239
Wardwell								x							TBD
Yeomalt Area								x							TBD
High School Road/Fletcher Bay								x							TBD
Waterfront Park Outfall								x							TBD
Pleasant Beach Road								x							TBD
Hall's Hill								x							TBD
Blakely Avenue								x							TBD
Country Club Road								x							TBD
Deep Culvert Preservation Assessment								x							TBD
Winslow Way East Outfall								x							TBD
Madison Street Outfall								x							TBD
Port Orchard Passage TMDL Related Projects															TBD
TOTALS									420	431	412	435	291	297	5,239

Amounts in thousands