



**SPECIAL/REGULAR BUSINESS MEETING
WEDNESDAY, OCTOBER 23, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

Action

- 1. EXECUTIVE SESSION**
6:30 PM Review the Performance of an Employee (RCW 42.30.110(1)(g))
- 2. CALL TO ORDER / 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. PUBLIC COMMENT**
7:10 PM
- 5. PUBLIC HEARING**
7:20 PM A. Resolution No. 2013-19, Plat of Grow Community I Subdivision Amendment, AB 12-125 – Planning Conduct Public Hearing/Consider Approval
- 6. ORDINANCES/1ST READING**
7:30 PM A. Ordinance No. 2013-32, Establishing a Moratorium on Marijuana Growing, and Adopting Interim Regulations for Marijuana Processing, Retailing and Collective Gardening, AB 13-136 – Planning Schedule Public Hearing 11/13/13
7:45 PM B. Ordinance No. 2013-26, 2014-2019 Capital Facilities Plan, AB 13-145 – Executive Schedule Public Hearing 11/6/13
- 8. UNFINISHED BUSINESS**
8:05 PM A. Discussion of Cost Allocation Options, AB 13-022 – Finance Information
- 9. NEW BUSINESS**
8:35 PM A. Public Art Program and Public Art Subfund, AB 13-148 – Councilmember Lester Discussion
- 10. CONSENT AGENDA**
8:50 PM
 - A.** Accounts Payable Voucher and Payroll Approval Consider Approval
 - B.** Special/Regular Study Session Meeting Minutes, October 2, 2013 Consider Approval
 - C.** Special/Regular Business Meeting Minutes, October 9, 2013 Consider Approval
 - D.** Permitting System Contract, AB 13-144 – Executive Consider Approval
 - E.** Resolution No. 2013-16, Authorizing Investment in the State Treasurer's Local Government Investment Pool, AB 13-122 – Finance Consider Approval
 - F.** Resolution No. 2013-17, Approving an Interlocal Agreement with Association of Washington Cities Employee Benefit Trust, AB 13-137 – Finance Consider Approval
 - G.** Ordinance No. 2013-33, Q3 2013 Budget Adjustments, AB 13-024 – Finance Consider Approval

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.

- 11. CITY MANAGER'S REPORT**
8:55 PM
- 12. COMMITTEE REPORTS**
9:00 PM
- 13. REVIEW UPCOMING COUNCIL MEETING AGENDAS**
9:05 PM
- 14. FOR THE GOOD OF THE ORDER**
9:10 PM
- 15. ADJOURNMENT**
9:15 PM

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.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Resolution No. 2013-19, Grow Community Final Subdivision (FSUB13551) Amendment	Date: October 23, 2013
Agenda Item: Public Hearing	Bill No.: AB 12-125
Proposed By: Heather Beckmann, Associate Planner	Referral(s): N/A

BUDGET INFORMATION

Department: Planning	Fund: N/A	Munis Contract # None.
Expenditure Req: N/A	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:

Consider approval of Resolution 2013-19, amending Plat of Grow Community I to accommodate a westerly shift in a public sidewalk/parking easement along Wyatt Way NW and to add land to accommodate 11 spaces of guest parking to meet anticipated guest parking demands. Consolidated with this subdivision amendment application is a boundary line adjustment to reconfigure eight lots, a parking tract and an open space tract.

The Plat of Grow Community I was originally approved for the subdivision of a 2.6 parcel into 24 lots (20 single family and 4 multifamily lots) on November 7, 2012.

In accordance with the provisions of BIMC 2.16.160.L, proposals for alteration of a subdivision shall follow the provisions of RCW 58.17.215, alteration of subdivision - procedure and RCW 64.04.175 and easements established by dedications-extinguishing or altering. The An application for a boundary line adjustment may be approved or approved with conditions if no additional lot is created and no lot is created that contains insufficient area and dimensions to meet the minimum requirements for the area, width and depth for a building site in the zone in which the property is located.

Under BIMC 2.16.160, the City Council shall take one of the following actions: Adopt the resolution, including findings of fact and conclusions of law, amending the approval; Adopt a resolution, including findings of fact and conclusions of law, approving the proposal with conditions; Adopt a resolution, including findings of fact and conclusions of law, denying the proposal. In accordance with the provisions of BIMC 2.16.160.L, the consolidated applications for an amendment to the final subdivision and the boundary line adjustment are before the City Council for decision.

RECOMMENDED ACTION

Motion:

I move that the City Council adopt Resolution 2013-19, including findings of fact and conclusions of law, approving the amendment to the Plat of Grow Community I single and multifamily subdivision.

DESCRIPTION/SUMMARY – Page 2

Schedule/Next Activities:

N/A

Budget:

N/A

Location:

The 2.6 acre site is located on the corner of Grow Avenue and Wyatt Way heading east along Wyatt towards Madison and south on Grow Avenue towards Shepard Way. The most southern border of the site is between the Olympian condominium development on Grow Avenue and the most eastern portion of the site shares a border with the John Adams Way housing development.

RESOLUTION NO. 2013-19

A RESOLUTION of the City of Bainbridge Island, Washington approving an amendment to the Grow Community I subdivision and a boundary line adjustment (File Nos. SUBA13551 and BLA13551B)

WHEREAS, on October 9, 2012, the preliminary subdivision application for the Grow Community I subdivision was submitted by Bainbridge Community Development, LLC to the Department of Planning and Community Development; and

WHEREAS, on November 7, 2012, the City Council approved Resolution No. 2012-12 approving the final Grow Community I subdivision application for the creation of 24 (20 single family and 4 multi-family) residential lots, a parking tract and an open space tract; and

WHEREAS, on January 29, 2013, Bainbridge Community Development, LLC applied to amend the subdivision and submitted a boundary line adjustment; and

WHEREAS, on February 28, 2013, the application was revised by Bainbridge Community Development, LLC; and

WHEREAS, the proposed amendment to the final subdivision (FSUB13551) omits condition #23 in regards to the guest parking demand study; now, therefore

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

Section 1. The proposed amendment to the final subdivision and concurrent boundary line adjustment is in conformance with the zoning ordinance, the Comprehensive Plan, the subdivision regulations and standards, and all applicable land use ordinances and applicable state laws in effect.

Section 2. The Mayor is authorized to sign the amended final plat for recordation with the Kitsap County Auditor.

Section 3. Bainbridge Community Development, LLC shall provide a final boundary line adjustment survey to meet the requirements of BIMC 2.16.090 and record the boundary line adjustment survey and related documents with the Kitsap County Auditor's Office.

PASSED by the City Council this ____ day of October, 2013.

APPROVED by the Mayor this _____ day of October, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 18, 2013
PASSED BY THE CITY COUNCIL:	October __, 2013
RESOLUTION NUMBER:	2013-19

STAFF REPORT

*City of Bainbridge Island
Department of Planning
and Community Development*

Project: Grow Community Subdivision Amendment & Boundary Line Adjustment

File number: SUBA 13551 & BLA13551B

Date: October 23, 2013

To: Bainbridge Island City Council

From: Katharine Cook, Planning Director

Project Manager: Heather Beckmann, Associate Planner

Applicant: Bainbridge Community Development

Request: To amend the subdivision of Grow Community to revise the public sidewalk/parking space easement along Wyatt Way, add land to accommodate 11 spaces of guest parking (Plat Amendment Application, Attachment A) and to perform a boundary line adjustment to reconfigure eight lots, a parking tract and an open space tract (Boundary Line Adjustment Application, Attachment D).

Location: The project site is located on the corner of Grow Avenue and Wyatt Way, extending south to Shepard Way and including John Adams Way, Section 27 Township 25N, Range 2E, W.M.

Zoning Designation: R-14, 14 units per acre.

Comprehensive Plan Designation: UMF, Urban Multifamily, R-14 units per acre.

Environmental Review: A SEPA MDNS was issued with the final plat approval on July 10, 2012. The SEPA mitigation conditions will continue to apply to this amendment.

Staff Analysis

I. Background

The project received site plan and design review approval on March 9, 2012 as a phased, Tier II, Built Green 5 Housing Design Demonstration Project (HDDP) for the development of 131 residential units, a school and a community building on an 8 acre site. A 2.6 acre portion of the 8 acre site received final approval to subdivide on November 7, 2012 after a recommendation from the Hearing Examiner to the City Council on August 24, 2012. The 2.6 acre portion was approved for the creation of 24 lots (20 single family and 4 multifamily) to accommodate 45 dwelling units, a parking tract to accommodate 54 parking spaces and an open space tract to provide open space including public trails.

The proposed subdivision amendment is to relocate the public pedestrian easement along Wyatt Way NW to the west, to increase the area dedicated to parking to accommodate anticipated guest parking demands. The proposed boundary line adjustment is to reconfigure four of the single family lots, two multifamily lots, the abutting lots B & C and the open space tract and the parking tract.

Consolidated Project Review:

Boundary Line Adjustment (BLA) applications are typically processed administratively. The applicant chose to consolidate the boundary line adjustment with the subdivision amendment. The Code allows for a consolidated project review and requires the review procedure to be the most extensive. As a subdivision amendment is reviewed by the City Council, then the consolidated boundary line adjustment is, too. The intent of the consolidated process is to provide a single process in which a single decision maker will make all land use decisions on the applications.

Public Pedestrian Easement along Wyatt Way NW:

The applicant was required to provide roadway improvements to the south side of Wyatt Way abutting the development that included a sidewalk, bicycle lane and on-street parking. During the construction of these improvements, it came to the applicant's attention that a modified drainage design was necessary to ensure that the project met the City standard for bike lane design.

The applicant approached the City with a revised plan to correct the drainage that resulted in a shift of the easement for the two parking spaces along the Wyatt right-of-way and sidewalk to the west. The net result is a shift of the easement approximately 27 feet to the west.

Parking Tract A:

The original Site Plan and Design Review permit application (SPR 13551) was approved for 54 parking spaces, 10 of which were intended for guest parking to be consolidated in a parking tract off of Grow Avenue. During this phase of the project review, concerns were expressed that the 10 guest parking spaces would not adequately serve the 44 units and that a rate of .5 spaces per unit, or 22 spaces, was a more commonly provided amount. Therefore, the SPR was approved with the condition that before a building permit for the 37th unit could be issued; the applicant must provide a parking study demonstrating that no additional guest parking would be needed.

This condition applies to the subdivision application as well. The applicant is now electing to provide the full 22 guest parking spaces (at a rate of .5 guest spaces per unit), for a total of 68 (including the two on-street parking spaces on Wyatt) spaces for the first 44 units. The proposed plat amendment accommodates this additional parking.

Boundary Line Adjustment

The BLA will provide for an adjustment to the eastern most single family lots (18-21), and the northern most multifamily lots along Wyatt Way (23 & 24), to the neighboring lots (not part of the approved subdivision) B & C, the parking tract and the open space tract. The purpose of the BLA is to reflect the additional guest parking spaces (Parking Tract), expand the open space tract around the parking (Tract A), to align lots 23 & 24 to meet fire separation requirements, and to add five feet to the eastern boundary of lots 18-21.

II. Findings of Fact

A. Assessor's Record Information

- a. Tax Lot Numbers: 5595-000-025-0001, 5595-000-006-0004, 5595-000-005-0005, 5595-000-004-0006, 5595-000-003-0007 (Lyle McRae & Elizabeth Reese) 5595-000-002-0008 (Michael Grigoni), 5595-000-001-0009 (Sidney & Carol Miller), 5595-000-022-0004, 5595-000-010-0008, 5595-000-009-0001, 5595-000-008-0002, 5595-000-007-0003, 5595-000-025-0001 (Grow Community Homeowners Association), 5595-000-015-0003, 5595-000-014-0004, 5595-000-013-0005, 5595-000-011-0007, 5595-000-012-0006, 5595-000-021-0005, 5595-000-020-0006, 5595-000-019-0009, 5595-000-018-0000, 5595-000-017-0001, 5595-000-026-0000 (Grow Community Homeowners Association), 5595-000-024-0002, 5595-000-023-0003, 272502-4-186-2002, 272502-4-187-2001.
- b. Owners of record: Bainbridge Community Development (unless otherwise noted above).

- c. Lot sizes: Subdivision: 25 lots ranging in size from 1,347 square feet to 6,4378 square feet, a parking tract (19,809 square feet) and an open space tract (30,256 square feet) and two additional parcels subject of the boundary line adjustment; Parcel B (12,845 square feet) and Parcel C (193,804 square feet).
- d. Land use: Residential.

B. History:

1. On August 24, 2012, the Hearing Examiner recommended conditional approval of the preliminary plat and entered a report, Findings of Fact, Conclusions of Law and Recommendations.
2. On November 7, 2012, the final long subdivision was approved by the City Council by the passage of Resolution 2012-12.
3. On January 29, 2013, the applicants applied for the proposed plat amendment and boundary line adjustment.
4. On February 28, 2013, both applications were revised.
5. A Notice of Hearing was published and mailed on October 4, 2013.

C. Code Review:

1. BIMC 2.16.090. D. - Boundary Line Adjustment

- a. An application for a boundary line adjustment may be approved or approved with conditions if no additional lot is created and no lot is created that contains insufficient area and dimensions to meet the minimum requirements for the area, width and depth for a building site in the zone in which the property is located. If these criteria are not satisfied, then the criteria in subsection D.2 of this section must be met or the boundary line adjustment may not be approved.

The proposed boundary line adjustment between the approved subdivision and the neighboring lots to the east (Lot B & C) does not create an additional lot or create a lot that contains insufficient area and dimensions to meet the minimum requirement for the area, width and depth for the zone. The adjustment allows for the additional land to be added to the parking tract to accommodate the proposed additional guest parking spaces, to lots 18-21 to add an additional 5' setback to the rear of the lots and for a fire code separation of 10 feet between the multifamily lots (23 & 24) along Wyatt Way without a change to the density of the lots. The boundary line adjustment results in the addition of approximately 3,000 square feet to the approved subdivision to accommodate the proposed changes.

2. BIMC 2.16.160. L – Amendment to Approved Long Subdivision

- a. Proposals for alteration of a subdivision shall follow the provisions of RCW 58.17.215. Alterations of a subdivision are also subject to the provisions of RCW 64.04.175, except as described in subsection 2.

Staff Analysis: The provisions of these RCW's are included and analyzed below. The proposed amendment is found to meet these provisions.

- b. The contents and procedures for minor alterations of open space and/or open space usage in an approved final long subdivision shall be administratively reviewed consistent with the procedures and requirement of BIMC 2.16.030.

Staff Analysis: The boundary line adjustment will result in a minor increase in the area of Open Space Tract A. The subdivision amendment will alter the public easement along Wyatt Way and the parking tract.

3. RCW 58.17.215 – Alteration of subdivision – procedure.

When any person is interested in the alteration of any subdivision or the altering of any portion thereof, that person shall submit an application to request the alteration to the legislative authority of the city, town, or county where the subdivision is located. The application shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites or divisions in the subject subdivision or portion to be altered.

Staff Analysis: At the time of application, the applicant was the owner of the lots in the subdivision; therefore, the applicant signed the submitted application.

The legislative body shall provide notice of the application to all owners of property of the subdivision. The notice shall establish a date for a public hearing or provide that a hearing may be requested by a person receiving notice within fourteen days of receipt of the notice.

Staff Analysis: At the time of the application, the applicant was the owner of the lots of the subdivision. A notice was properly placed in the newspaper regarding the public hearing date and mailed to all owners of record of the subdivision amendment.

The legislative body shall determine the public use and interest in the proposed alteration and may deny or approve the application for alternation.

Staff Analysis: Staff finds that the amendment will serve the public use and interest. The amendment will adjust the on-street parking and sidewalk easement along Wyatt and provide additional guest parking to meet the anticipated demands of the project.

After approval, the legislative body shall order the applicant produce a revised drawing of the approved alteration of the final plat, which after signature of the legislative authority , shall be filed with the county auditor to become the lawful part of the property.

Staff Analysis: A revised drawing has been submitted to the City that matches the proposed changes. The revision properly includes signature blocks for filing with the Kitsap County auditor.

4. RCW 64.04.175 – Easements established by dedication – extinguishing or altering.

Easements established by a dedication are property rights that cannot be extinguished or altered without the approval of the easement owner or owners, unless the plat or other document creating the dedicated easement provides for an alternative method or methods to extinguish or alter the easement.

Staff Analysis: The Wyatt Way easement is a public access easement. The easement is properly before the City Council for approval.

III. Conclusions

A. History:

This application is properly before the City Council for a decision on the amendments to the Wyatt Way public access easement and the Parking Tract to accommodate guest parking, and the resultant boundary line adjustment to accomplish these subdivision amendments.

B. Code Review:

The Code section that applies is BIMC Chapters BIMC 2.16.090.D. Boundary Line Adjustment and 2.16.160. L, “Amendment to Approved Long Subdivision”. This section requires the project review to follow the procedures of the Revised Code of Washington (RCW). The project is found to have followed the procedures and to have met the requirements.

IV. Recommendation

Staff recommends approval of the long subdivision amendment, relocating the Wyatt Way public access easement and parking and increasing the guest parking in the Parking Tract and modifying the following condition of approval contained in Resolution 2012-12:

23. ~~The applicant shall submit a report that analyzes the demand for guest parking prior to the issuance of a building permit for the 37th unit. The City shall analyze the report to determine the appropriate amount of guest parking spaces needed to meet the guest parking demands of the development. Any changes to the parking requirement will require an amendment to the subdivision to accommodate the additional parking demand. Prior to final plat approval, the applicant shall indicate the location for the additional off-site guest parking spaces. This condition shall be noted on the face of the plat.~~

Attachments

- A. Plat Amendment Application
- B. Recorded Plat of Grow Community I
- C. Revised Plat of Grow Community I
- D. Boundary Line Adjustment
- E. Notice of Hearing, published October 11, 2013
- F. Hearing Examiner Decision
- G. Resolution 2012-12



APPLICATION

Page 1

Original

Project Name: GROW COMMUNITY SUBA

Date Received: 1/29/2013

Project Number: PRJ-0013551

Case Number: SUBA13551

Primary Parcel Number: 55950000180000

Site address: Wyatt Way & Grow Avenue

Case Description: 1/29/2013, Heather Beckmann, Wyatt Way and Grow Avenue. Amend final subdivision to move east property line slightly, revise sidewalk easements and add 11 parking spaces for guest parking.

CITY OF
BAINBRIDGE ISLAND

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENT

People associated with case:

01.File Name
GROW COMMUNITY
WYATT WAY & GROW AVENUE
BAINBRIDGE ISLAND WA 98110

03.Owner
BAINBRIDGE COMMUNITY
DEVELOPMENT
710 JOHN NELSON LANE
BAINBRIDGE ISLAND WA 98110
PHONE: 206-780-7452

05.Contact
MARJA PRESTON
710 JOHN NELSON LANE
BAINBRIDGE ISLAND WA 98110
PHONE: 206-780-7452

07.City Planner
HEATHER BECKMANN

10.Engineer
ADAM & GOLDSWORTHY, INC.
1015 NE HOSTMARK STREET #103
POULSBORO WA 98370
PHONE: 206-842-9598

Parcel Numbers:

55950000180000
55950000230003
55950000240002
55950000250001
55950000260000

Tax Parcel Owner(s):

55950000180000
BAINBRIDGE COMMUNITY DEVELOPMENT
710 JOHN NELSON LANE
BAINBRIDGE ISLAND, WA 98110

Fee History for Case:

Description	Amount	Receipt No.	Due
Long Subd Replat Amend Minor	\$ 1,336.00	429442	\$ 0.00
	\$1,336.00		\$0.00

CITY OF BAINBRIDGE ISLAND

SUBDIVISION AMENDMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



DATE STAMP FOR CITY USE ONLY CITY OF BAINBRIDGE ISLAND JAN 29 2013 DEPT OF PLANNING & COMMUNITY DEVELOPMENT	<u>TO BE FILLED OUT BY APPLICANT</u> PROJECT NAME (if any): AMENDED PLAT OF GROW COMMUNITY I TAX ASSESSOR'S NUMBER(S): 5595-000-018-0000; 5595-000-023-0003; 5595-000-024-0002; 5595-000-025-0001; 5595-000-026-0000 PROJECT STREET ADDRESS OR ACCESS STREET: WYATT WAY NW & GROW AVE NW ENVIRONMENTAL CHECKLIST SUBMITTED: ☐ YES ☒ NO <u>FOR CITY USE ONLY</u> FILE NUMBER: SUBA 13551 PROJECT NUMBER: PRJ-0013551 DATE RECEIVED: 1.29.2013 APPLICATION FEE: \$1336.00 TREASURER'S RECEIPT NUMBER: 429442
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SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature) and five copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.</i>
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature), where applicable, and five copies (if an original is not applicable, six copies must be provided).</i>
FULL-SIZE DRAWINGS	<i>Seven copies of the required drawings must be provided. Drawings must be folded and must be 18" x 24" in size. No construction drawings or other sized drawings will be accepted unless specifically requested.</i>
REDUCED DRAWINGS	<i>Two copies of the drawings reduced to 11" x 17" must be provided.</i>
SUBMITTING APPLICATIONS	<i>Applications must be submitted in person by either the owner or the owner's designated agent. Should an agent submit the application, a notarized Owner/Agent Agreement must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.</i>
FEES	<i>Please call the Department of Planning & Community Development for submittal fee information.</i>
ATTACHED SUBMITTAL CHECKLIST	<i>Please refer to attached Submittal Checklist for further information. Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.</i>

APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.
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DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 Madison Avenue North • Bainbridge Island, WA • 98110-1812
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A. GENERAL INFORMATION

1. Name of property owner: Bainbridge Community Development LLC
Address: 710 John Nelson Lane NE, Bainbridge Island, WA 98110
Phone: 206-780-7452 Fax: _____
E-mail: marja@asanillc.com

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent,
the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Applicant/agent: Marja Preston, Asani LLC
Address: 710 John Nelson Lane NE, Bainbridge Island, WA 98110
Phone: 206-780-7452 Fax: _____
E-mail: marja@asanillc.com

3. Name of land surveyor: Adam & Goldsworthy, Inc.
Address: 1015 NE Hostmark Street, Poulsbo, WA 98370
Phone: 206-842-9598 Fax: 360-779-4213
E-mail: gavin@agols.com

4. Planning department personnel familiar with site: Heather Beckmann

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5. Description of proposal: _____

Amend final subdivision to move east property line slightly, revise sidewalk easements, add 11 parking spaces for guest parking as required by project conditions 21 and 22 (SPR 13551).

6. General location of site: _____

Parcel is South of Wyatt Way NW, and East of Grow Avenue NW

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
5595-000-018-0000	BCD	2,645 sf
5595-000-023-0003	BCD	6,338 sf
5595-000-024-0002	BCD	5,885 sf
5595-000-025-0001	BCD	29,974 sf
5595-000-026-0000	BCD	18,116 sf
Use additional sheet if necessary		Total of all parcels: 62,958 sf

** As defined in Bainbridge Island Municipal Code 18.12.050*

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8. Your proposal is best described as:

☒ commercial, industrial or multi-family subdivision; or

☒ single family subdivision: ☐ clustering or ☒ open space (27%)

9. Legal description (or attach):

See description on Sheet 2 of the Amended Plat of Grow Community I plat drawings

10. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot 018	UMF	R-14	N/A	Undeveloped
Lot 023	UMF	R-14	N/A	Undeveloped
Lot 024	UMF	R-14	N/A	Undeveloped
Lot 025	UMF	R-14	N/A	Undeveloped
Lot 026	UMF	R-14	N/A	Undeveloped

11. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North	UR	R-4.3	N/A	Residential
South	UMF	R-14	N/A	Residential
East	CORE	R-14	N/A	Residential
West	UR	R-4.3	N/A	Residential

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12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)?

☐ yes ☒ no ☐ unknown

If yes, check as appropriate:

☐ wetland*	☐ geologically hazardous area**	☐ stream*
☐ wetland buffer*	☐ zone of influence**	☐ stream buffer*
☐ slope buffer**	☐ fish and wildlife habitat area	☐ fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in Bainbridge Island Municipal Code 16.20, a geotechnical report may be required with your application.

13. Is construction planned within 200 feet of ordinary high water (usually where shoreline vegetation changes from salt tolerant to upland plants)?

☐ yes ☒ no ☐ unknown

14. Are there underlying/overlying agreements on the property?

☒ yes ☐ no ☐ unknown

If yes, check as appropriate and provide a copy of the decision document:

- | | |
|---|--|
| ☐ CUP Conditional Use Permit | ☒ SPR Site Plan Review |
| ☐ MPD Master Planned Development | ☐ SPT Short Plat |
| ☐ PUD Planned Unit Development | ☐ SSDP Shoreline Permit |
| ☐ REZ Contract Rezone | ☒ SUB Prior Subdivision |
| ☐ RUE Reasonable Use Exception | ☐ VAR Zoning Variance |
| | ☒ Other: <u>Boundary Line Adjustment</u> |

Under which jurisdiction was the approval given?

☒ City of Bainbridge Island ☐ Kitsap County

Approval date: 2012

15. Is there any other information which is pertinent to this project?

☒ yes ☐ no

If yes, please explain:

This is a minor modification to the HDDP single family/multi family SUBD approved under SUBD 13551.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 Madison Avenue North • Bainbridge Island, WA • 98110-1812
 Phone: (206) 842-2552 • Fax: (206) 780-0955 • E-mail: pcd@bainbridgewa.gov
 Website: www.ci.bainbridge-isl.wa.us

CITY OF BAINBRIDGE ISLAND

SUBDIVISION AMENDMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



TECHNICAL INFORMATION

1. Name of water purveyor: City of Bainbridge Island
If a private well, what class? _____

2. Type of sewage disposal: ☐ on-site septic ☐ off-site septic ☒ sewer
Sewer district: ☒ City of Bainbridge Island ☐ Sewer District 7

3. General description of the existing terrain: _____
Generally flat, sloping from the Northwest corner of the site down to the Southeast corner.

4. Soil survey classification: Not known

June 2008

Page 6 of 9

5. Flood plain designation: ☒ X ☐ AE

6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet		
secondary arterial	60 feet	Wyatt Way NW	40'
collector	50 feet	Grow Avenue NW	50'
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel: ☐ yes ☒ no

If yes, existing sidewalks are _____ feet wide.

Sidewalk installation is proposed as part of the development project: ☒ yes ☐ no

Proposed sidewalks: ☒ adjacent to the parcel and are to be 5 feet wide.

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☒ internal to the proposal and are to be 5 & 8 feet wide.

8. Will the completed project result in 800 or more square feet of impervious surface
(building footprint + driveways + parking)? ☒ yes ☐ no ☐ unknown

9. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?
☒ yes ☐ no ☐ unknown

10. Do storm water systems exist on the site? ☐ yes ☐ no ☐ unknown

If yes, were they constructed after 1982? ☐ yes ☐ no ☐ unknown

If yes, what type of storm water system exists on the site? SEE SPR/SUBD FILE 13551

☐ infiltration ☐ open ditching ☐ closed conveyance ☐ detention

11. Will the completed project result in excavating of or filling in: Not known
☐ less than 50 cubic yards. ☐ more than 50 cubic yards but less than 100 cubic yards. ☐ more than 100 cubic yards.

C. Subdivision Information:

1. Does the proposal meet the minimum lot size for septic? ☐ yes ☐ no ☐ don't know ☒ N/A

Minimum lot sizes required by Health District: N/A to N/A

2. Check all that apply to the project parcel (s) and include square footage of area within the project parcel(s):

- ☐ Wetland
Square footage on project parcel (s): _____ SF
- ☐ Wetland Water Quality Buffer
Square footage on project parcel (s): _____ SF
- ☐ Wetland Habitat Buffer
Square footage on project parcel (s): _____ SF
- ☐ Stream
Square footage on project parcel (s): _____ SF
- ☐ Stream Water Quality Buffer
Square footage on project parcel (s): _____ SF
- ☐ Stream Habitat Buffer
Square footage on project parcel (s): _____ SF
- ☐ Geologically Hazardous Area

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Square footage on project parcel (s): _____ SF
☐ Geologically Hazardous Area Buffer
 Square footage on project parcel (s): _____ SF

3. Are any restrictive covenants proposed? (If yes, please attach.) ☒yes ☐no

4. Any additional easements/restrictions regarding adjacent land that should be noted? ☐yes ☒no

If yes, please describe: _____

5. Maximum lot coverage of proposed parcels: 40% - See Lot Coverage on Sheet 5 of the amended plat drawings

Lot A	%	SF	Lot D	%	SF	Lot G	%	SF
Lot B	%	SF	Lot E	%	SF	Lot H	%	SF
Lot C	%	SF	Lot F	%	SF	Lot I	%	SF

Option:

Lot coverage to be calculated at time of final plat.	Total maximum lot coverage:	SF
--	-----------------------------	----

6. Open space (See Section 17.04.082 of the Bainbridge Island Municipal Code)

Percentage of lot provided as open space:

27%

Required open space is contained within (check one): ☒separate parcel(s) ☐proposed lots

Type of open space (check one): ☐Public ☒Common Ownership ☐Private

Open space feature (check as appropriate): ☐Critical Areas and their buffers (as defined in BIMC 16.20) ☐Areas contiguous with critical areas and their buffers ☐Wildlife corridors

☐Trails and greenways ☐Shoreline view areas ☐Native forests and significant trees ☐Mature vegetation on ridgelines ☐Pastures, meadows and orchards

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CITY OF BAINBRIDGE ISLAND

SUBDIVISION AMENDMENT APPLICATION

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PENCIL WILL NOT BE ACCEPTED.



I hereby certify that I have read this application and know the same to be true and correct.

MPreston

*Signature of owner or authorized agent

1.29.13

Date

Marja Preston

Please Print Name

*Signature of owner or authorized agent

Date

Please Print Name

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

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Plat of Grow Community I

Housing Design Demonstration Project

NE 1/4, SE 1/4

Sec. 27, T. 25N., R. 2E., W.M.

City of Bainbridge Island, Kitsap County, Washington

Dedication

KNOW ALL PERSONS BY THESE PRESENTS that the undersigned owner in fee simple of the land hereby platted, dedicate to the use of the public forever the right of way for Wyatt Way NW as shown on the plat, and the use thereof for any and all public purposes not inconsistent with the use thereof for public highway purposes. The right of way dedicated may include right of way that was previously granted or dedicated. We reserve the right to make all slopes for cuts and fills upon the lots shown on the plat in the reasonable original grading of said right of way and the easements described below and we also reserve the right to allow surface drainage from said right of way and easements to flow over and across all lots where water might take a natural course after site development is completed.

Dimensions and uses of all lots, tracts or parcels of land embraced in this plat are subject to and shall be in conformance with City of Bainbridge Island Zoning Ordinance. The owners hereof, their successors and assigns, hereby waive all claims for damage against any governmental authority arising from the construction and/or maintenance of public facilities and public property within this development.

Upon recording of this plat, ownership of Tract A is hereby granted and conveyed to the Grow Community Homeowner's Association.

Easement Provisions

Easements shown on the drawings are over, under and across the areas shown for the purposes stated. Access and utilities easements refer to easements for ingress and egress and the construction, maintenance and repair of underground utilities and their appurtenances. Utilities easements refer to easements for the construction, maintenance and repair of underground utilities and their appurtenances. Private pedestrian easements refer to easements for pedestrian access. Public pedestrian easements refer to easements for pedestrian access.

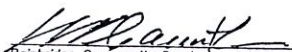
As shown on sheet 8:

Utilities easements are hereby conveyed to the Grow Community Homeowners Association and the City of Bainbridge Island.

The public pedestrian easements are hereby conveyed to the public and the City of Bainbridge Island.

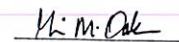
The private pedestrian easements are hereby conveyed to the Grow Community Homeowners Association

In witness whereof we have hereunto set our hands and seals.


Bainbridge Community Development LLC
Bill Coruthers, Managing Member

Surveyors Certificate

I, Gavin M. Oak, registered as a land surveyor by the State of Washington, certify that this plat is based on an actual survey of the land described herein, conducted by me, or under my supervision, during the period of January, 2012 through September, 2012, that the distances, courses and angles are shown correctly, and that monuments have been set and lot corners staked on the ground as depicted on the plat, except for those that have been approved to be set at a later date.


Gavin M. Oak, PLS
Registered Land Surveyor
Certificate No. 45168

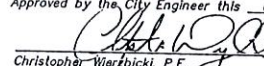
Homeowner's Association

The Homeowner's Association for this plat is a Washington non-profit corporation known as the Grow Community Homeowners Association, Inc., incorporated under the Washington Unified Business I.D. No. _____

Approvals

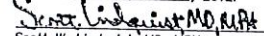
Engineer

Approved by the City Engineer this 15th day of NOVEMBER, 2012.


Christopher Warfick, P.E.
Community Development Administrator

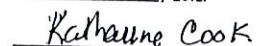
Health District

Examined and approved by the Bremerton-Kitsap County Health District this 19th day of NOVEMBER, 2012.


Scott W. Lindquist, MD, MPH
Director of Health, Bremerton-Kitsap County Health District

Planning and Community Development

Approved by the Director of Planning and Community Development this 15th day of November, 2012.


Katharine Cook, Planning Director
Planning and Community Development
City of Bainbridge Island

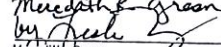
City Council

Approved by the City Council of Bainbridge Island this 16 day of November, 2012.


Jebbi Lester
Mayor, City of Bainbridge Island

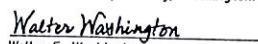
Treasurer's Certificate

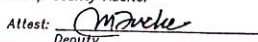
I, Meredith Green, Treasurer of Kitsap County, Washington, hereby certify that all taxes on the above described property are fully paid up to and including 2013.


Meredith Green
Kitsap County Treasurer

Recording Certificate

Filed for record at the request of Bainbridge Com. Devel. on this 19 day of November, 2012 recorded in Volume 33 of plats, Pages 167-175 records of Kitsap County, Washington.


Walter E. Washington
Kitsap County Auditor

Attest: 
Deputy

Covenants

The "Declaration of Easements, Covenants, Conditions and Restrictions on the Plat of Grow Community" is recorded under Auditor's File No. 20121190418 records of Kitsap County, Washington.

CITY OF
BAINBRIDGE ISLAND

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENT



11/8/12

ADAM
&

GOLDSWORTHY, INC.
LAND SURVEYING

1015 NE HOSTMARK ST. 360-779-4299
POULSBORO, WA 98370 206-842-9598

DATE 11/8/12 FIELD BOOK --
DRAWING 5227P1 SHEET 1 / 9

20121190417 V33 P167

NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

State of Washington
County of Kitsop

I certify that I know or have satisfactory evidence that Bill Carruthers is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Managing Member of Bainbridge Community LLC, a Washington Limited Liability Company, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: 11/8/12

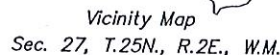
Mary F. Goelz
Notary Public in and for the State of Washington
My appointment expires 1/6/2015



Resultant Parcel A of the Bainbridge Community Development LLC
Boundary Line Adjustment as recorded under Kitsap County Auditor's File
No. 201204120068, as depicted on survey recorded under Auditor's File
No. 201204120069, in Volume 76 of surveys, Page 136 and situate in
the Northeast quarter of the Southeast quarter of Section 27, Township
25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County,
Washington.

Zone X
Flood Insurance Rate Map 53035C0244D
Effective Date: December 18, 2007

- 1) This survey was accomplished by field traverse with a three second total station.
- 2) This survey conforms to the minimum field traverse standards for land boundary surveys as listed in WAC 332-130-090.
- 3) Refer to the plot certificate prepared by Pacific Northwest Title under order no. 32134946.



—Subject
Property

Owner:	Bainbridge Community Development LLC 710 John Nelson Lane Bainbridge Island, WA. 98110
Current use:	Residential
Proposed water service:	City of Bainbridge Island
Proposed sewer service:	City of Bainbridge Island
Assessor's Account No.	4107-001-001-0209
Zoning:	R-14
Comprehensive Plan:	UMF
Compliance with the fire flow requirements of BIMC 20.04 will be by fire flow from the City water system.	
Storm drainage from new site construction will be reduced by low impact development practices, treated and detained through underground detention facilities and rain gardens, then discharged to the City system.	
Application File No.	SUB13551

CITY OF
BAINBRIDGE ISLAND

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENT



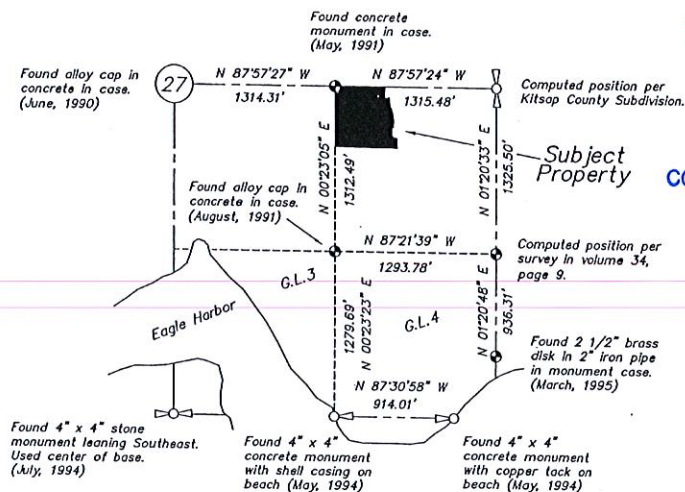
11/6/12

ADAM
&

GOLDSWORTHY, INC.
LAND SURVEYING

1015 NE HOSTMARK ST. 360-779-4299
POULSBORO, WA 98370 206-842-9598

DATE 11/8/12 FIELD BOOK --
DRAWING 5227P2 SHEET 2 / 9



Section Subdivision
SE 1/4 Sec. 27, T.25N., R.2E., W.M.
No Scale

201211190417 V33 p168

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENTPlat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Conditions

SEPA CONDITIONS

1. A Stormwater Pollution Prevention Plan (SWPPP) is required prior to building and civil construction activities. Stormwater quality treatment erosion and sedimentation control shall be designed in accordance with BIMC 15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The SWPPP shall include off-street accommodation for construction vehicle parking.

2. To ensure the survivability of the significant trees designated to be preserved, the applicant shall follow the recommendations as provided in BIMC 18.15.010.C.2.b:

- i) An area of prohibited disturbance, generally corresponding to the dripline of the significant trees and/or tree canopy of tree stands shall be identified by the applicant and approved by the Department before commencement of site plan preparation; and
- ii) A temporary four-foot high chain link or four foot high plastic net fence shall delineate the area; and
- iii) No impervious surfaces, fill, excavation, vehicle operations, compaction, removal of native soil or storage of construction materials shall be permitted within the area defined by such fencing; and
- iv) A rock well shall be constructed if the grade level around the tree is to be raised more than one foot. The inside diameter of the well shall be equal to the diameter of the dripline of the tree or tree canopy of tree stands; and
- v) The grade level shall not be lowered within the larger of (a) the dripline of the tree, or the tree canopy of tree stands, or (b) the area recommended by a consulting arborist certified by the International Society of Arboriculture.

3. All construction activities are subject to noise regulations in BIMC Chapter 16.16.

4. To limit the impact on lighting, any proposed lighting shall comply with BIMC Chapter 15.34.

5. To ensure appropriate recreational opportunities, park nodes and associated facilities shall be created for each phase of development as indicated on the site plan.

6. To reduce car dependency and mitigate the impacts of traffic, the applicant shall provide a car sharing program, electric charging stations and covered bicycle storage areas.

7. The applicant shall provide pedestrian connectivity improvements as indicated in SPR13551 for this 2.6 acre portion of the project proposed to be subdivided, including but not limited to those improvements along Grow Avenue, Wyatt Way, through the 2.6 acre portion of the site and the trail connectivity from Shepard to the Pavilion development. The Shepard to Pavilion development shall include a five foot wide trail at a minimum and the removal of the fencing between the Pavilion development and the 8 acre project site. The applicant shall record public access easements and signages indicating the pathways are public.

NON-SEPA CONDITIONS

8. Any variations to the proposed multifamily dwelling units are subject to the regulations contained in "Design Guidelines for Multifamily" (BIMC 18.41) and may be subject to review by the City's Design Review Board.

9. Lot coverage shall be recorded on the face of the final plat generally as indicated on Sheet 7, but may be reconfigured with the Planning Department approval so long as the 40% maximum coverage total is not exceeded.

10. The traffic and parking assumptions plus the basic credibility of the subdivision as a pedestrian-oriented development require provision within Phase 1 of a functional diagonal path between the Northwest and Southeast corners of the entire 8-acre project site as depicted in the December 12, 2011, approved site plans. If construction of this diagonal route in the locations shown in the December 12, 2011, site plans is shown to be infeasible during Phase 1, the Planning Director may approve an alternative temporary route (pending construction of the entire project) that provides comparable pedestrian connectivity. Construction of the diagonal pathway, either as shown in the December 12, 2011, site plans or along an alternative route approved by the Planning Director, shall be completed prior to final plat recording. An approved open space management plan also shall be recorded with the final plat that indicates the maintenance and allowed uses within the open space areas that reflect the open space requirements of the HDDP Ordinance (BIMC 2.16.020.Q).

11. The bus shelter will be located at the Northeast entrance as shown on the Grow Community site plan. The applicant will coordinate with the City's Design Review Board on the design of the bus shelter.

12. The applicant shall comply with applicable recording requirements as provided in RCW Title 58. Approval of the preliminary subdivision shall constitute authorization for the applicant to develop the facilities and improvements in strict accordance with the standards established by BIMC 2.16.125, as modified by BIMC 2.16.020, including approvals related to bonus density and modified development standards, subject to the conditions imposed herein. As provided in RCW 58.17, if a final subdivision application meeting all of the requirements of BIMC 17.04 has not been filed within seven years of the date of the preliminary subdivision approval, such approval shall expire and become void.

13. Prior to the final occupancy of any building, a final plat utility is required for that building.

14. Pursuant to BIMC 18.15.010, the installation of landscaping shall be verified by a Landscape Professional or owner and a landscaping declaration signed. Landscape buffers shall be maintained with a maintenance assurance device for a period of three years. No vegetation within the buffers shall be disturbed without approval of the Department of Planning and Community Development through an approved clearing, grading or civil plan.

15. The development shall provide non-motorized public trail right of way easements for the trails as depicted in the site plan drawings, with the addition of an easement from the Southeast corner of the site from Shepard through the Pavilion to Madison.

16. Any off-site location(s) for community solar arrays shall require a separate permit review and are not approved as part of this application.

17. Storm drainage facilities are to be maintained by the applicant. The applicant shall provide a declaration of covenant prior to final occupancy that guarantees that the system will be properly maintained. The covenant shall include language that will allow the City to inspect the system to ensure it is properly performing.

18. The 15 designated guest parking spaces shall have adequate "guest parking" signage.

19. The applicant shall submit a report that analyzes the demand for guest parking prior to the issuance of a building permit for the 37th unit. The City shall analyze the report to determine the appropriate amount of guest parking spaces needed to meet the guest parking demands of the development. Any changes to the parking requirement will require an amendment to the subdivision to accommodate the additional parking demand. Prior to final plat approval, the applicant shall indicate the location for the additional off-site guest parking spaces.

20. To address the requests of the Fire Marshal, the applicant shall install residential sprinklers to the units as found necessary.

21. As conditioned by the plat utility permits, the applicant shall install signage that indicates the trails are public at each entry point on the perimeter of the site.

22. The subdivision shall conform to the HDDP program criteria for housing diversity, innovative site development and innovative building design. Prior to the issuance of a building permit for a residential unit, the application will be reviewed for compliance with the following:

- a) The dwelling units shall be at or below 1600 square feet;
- b) 20-30% water use reduction;
- c) 25-35% improved energy performance;
- d) Innovative building design elements including alternative energy, energy efficiency, water efficiency, green building materials and accessibility;
- e) Landscaping, recreational opportunities, open space and transportation elements that substantially conform to the plat utility permits;
- f) Built Green 5. Building permit applications, construction and final occupancy shall comply with the certification provisions of BIMC 2.16.020.3.f;
- g) Proof of ongoing certification with the Built Green building rating system shall be required during construction and project certification shall be completed prior to final occupancy.

23. Following the completion of a micronighborhood, Staff shall be able to access the site for tours no more than once every three months with permission and cooperation of the property owner.

24. Significant trees shall be retained and a significant tree plan shall be provided and recorded as part of the final plat. Only diseased, dying and/or hazard significant trees can be removed with a report by a certified arborist. Any removed significant tree must be replaced with three native trees of at least 6 inches in caliber and 6 feet in height.

25. Each building shall meet the height requirement and shall not exceed 40' above average existing grade.

26. One covered bicycle space for every five parking spaces for the multifamily development shall be provided, for a minimum total of five spaces.

27. Pursuant to BIMC 15.08, the applicant shall apply for a permit for any regulated signs.

28. Prior to the issuance of any building permits, the project shall be reviewed for compliance with the lighting guidelines.

ADAM
&
GOLDSWORTHY, INC.
LAND SURVEYING1015 NE HOSTMARK ST. 360-779-4299
POULSO, WA 98370 206-842-9598

11/8/12

DATE 11/8/12
DRAWING 5227P3FIELD BOOK --
SHEET 3 / 9

201211190417 V33 P169

Plat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Existing Conditions

**CITY OF
BAINBRIDGE ISLAND**

JAN 29 2013

**DEPT OF PLANNING &
COMMUNITY DEVELOPMENT**

Computed position per
Kitsap County Subdivision.
Refer to the survey in
volume 40, page 193.

Found concrete monument
with metal pin. (June, 1990)
North 0.1' from subdivision
line. Used for the centerline
of Grow Avenue NW

Found concrete
monument in case.
(May, 1991)



City of Bainbridge Island Datum
Bench Mark: TBM0418
1 1/2" Brass disc in monument case
in the centerline intersection of
Madison Ave. and Wyatt Way
Elevation = 139.58'

Note
These are the existing conditions
on the site as of March 20, 2012.
New site development in the
Western portion of the property is
not shown.

Legend

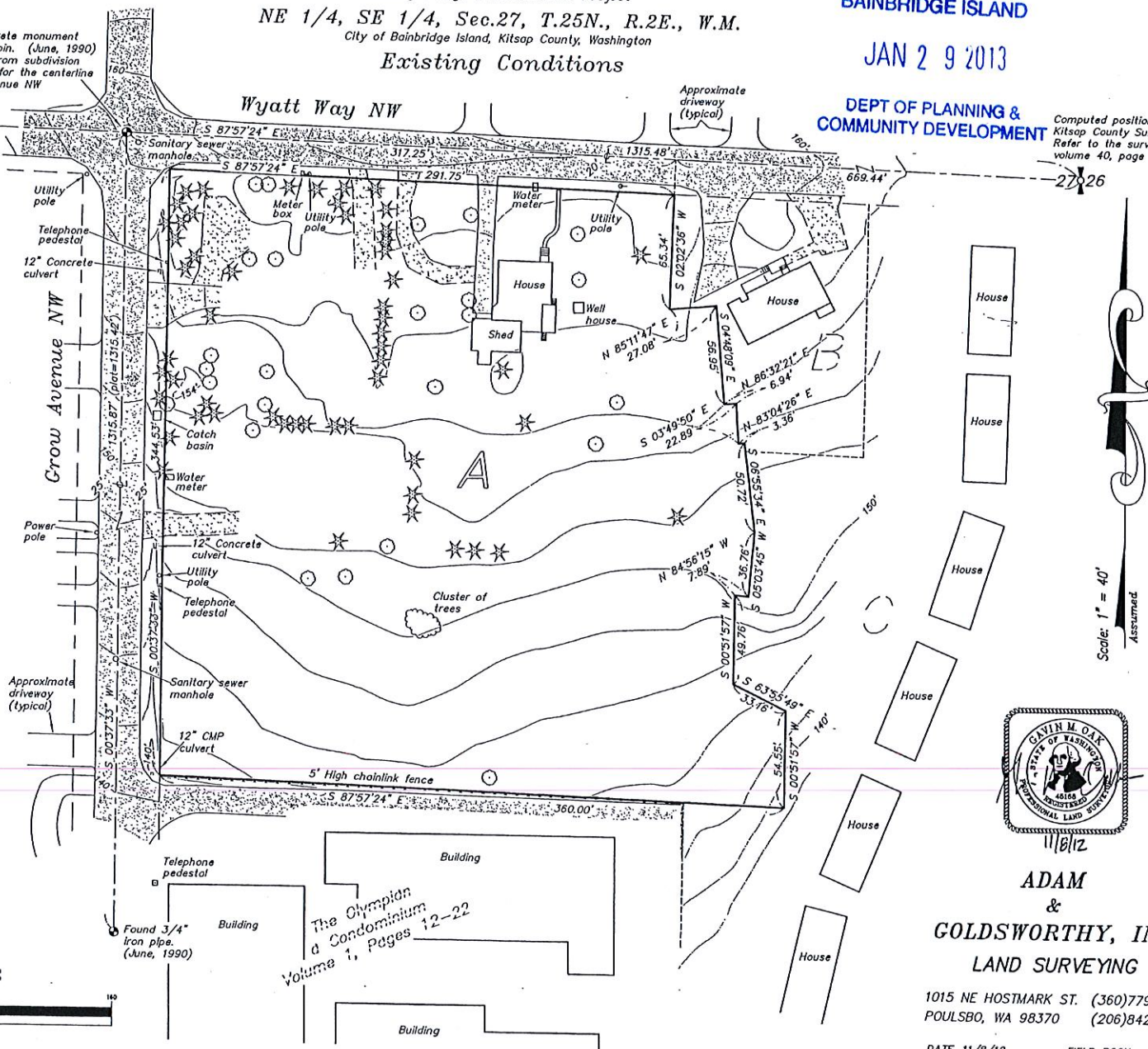
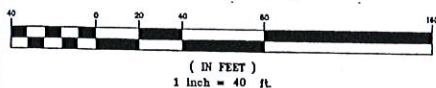
1. The building locations on adjacent
lots are approximate only.
2. The property is a developed lot with
single family residences. The property
to the South is a condominium complex
and to the East single family residential
houses.

Legend

- = Found monument as noted
- * = Significant tree (evergreen)
- = Significant tree (deciduous)

- [Stippled pattern] = Gravel surface
- [Dotted pattern] = Concrete surface
- [Cross-hatched pattern] = Asphalt pavement

GRAPHIC SCALE



11/8/12

**ADAM
&
GOLDSWORTHY, INC.**
LAND SURVEYING

1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 11/8/12
DRAWING 5227P4

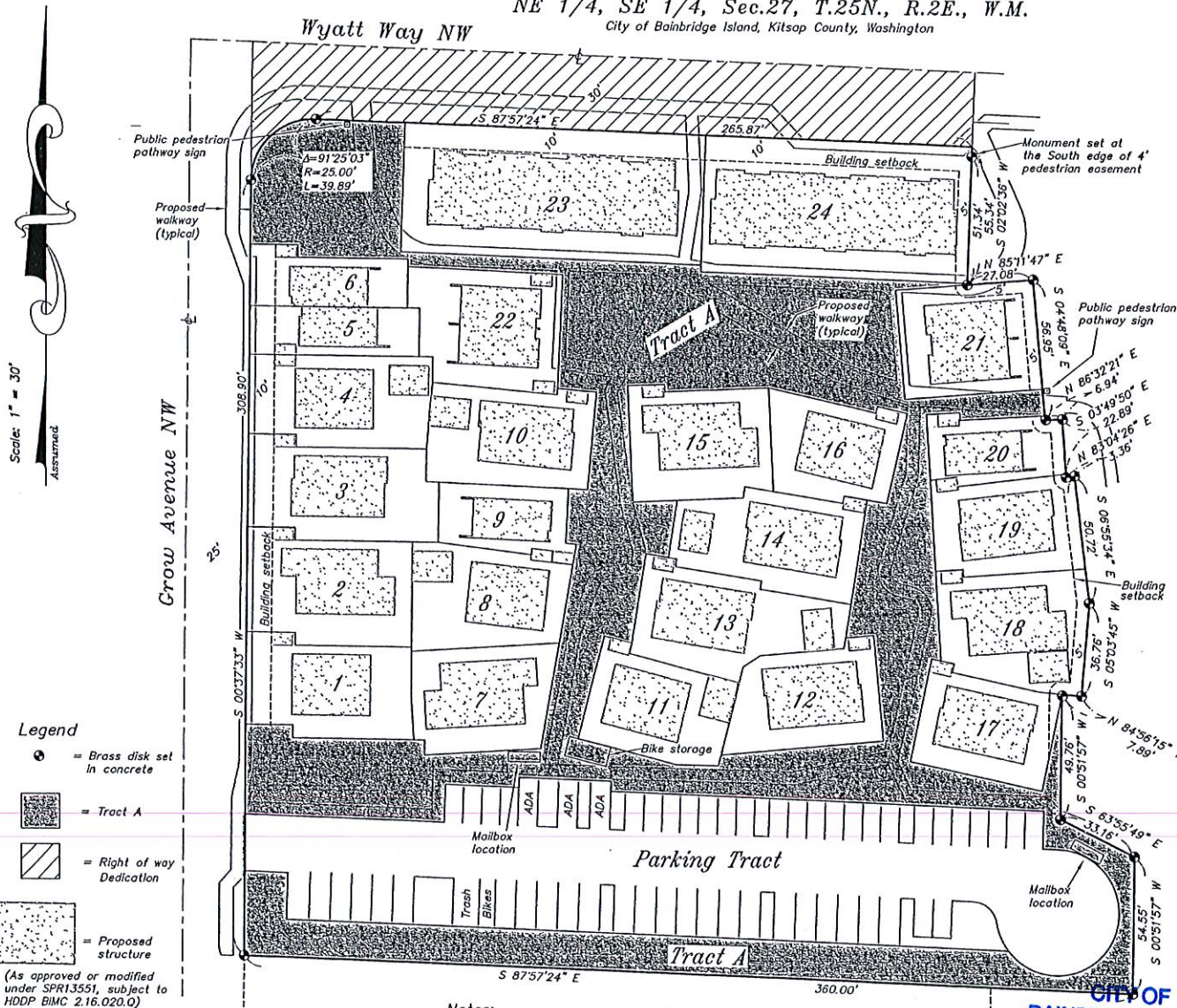
FIELD BOOK ---
SHEET 4/9

201211190417 V33 1170

Plat of Grow Community I

Housing Design Demonstration Project

NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington



Notes:

1. Tract A is the area that will be owned and maintained by the Grow Community Homeowners Association and is subject to the open space management plan, recorded with this plat.
2. The Parking Tract is for the use of the lots shown for parking and associated uses. No residential structures are allowed in this area. The ownership and maintenance of this area will be with the Grow Community Homeowners Association.

Lot Areas

Total area prior to right of way dedication	113,242 sq. ft.
Total area after right of way dedication	110,183 sq. ft.
Lot 1	2,471 sq. ft.
Lot 2	2,785 sq. ft.
Lot 3	2,787 sq. ft.
Lot 4	2,624 sq. ft.
Lot 5	1,349 sq. ft.
Lot 6	1,347 sq. ft.
Lot 7	2,297 sq. ft.
Lot 8	2,424 sq. ft.
Lot 9	1,372 sq. ft.
Lot 10	2,570 sq. ft.
Lot 11	2,190 sq. ft.
Lot 12	2,284 sq. ft.
Lot 13	2,736 sq. ft.
Lot 14	2,656 sq. ft.
Lot 15	2,482 sq. ft.
Lot 16	1,953 sq. ft.
Lot 17	2,131 sq. ft.
Lot 18	2,645 sq. ft.
Lot 19	2,200 sq. ft.
Lot 20	1,371 sq. ft.
Lot 21	2,477 sq. ft.
Lot 22	2,719 sq. ft.
Lot 23	6,338 sq. ft.
Lot 24	5,885 sq. ft.
Tract A	29,974 sq. ft.
Parking Tract	18,116 sq. ft.



1/18/12

ADAM
&

GOLDSWORTHY, INC.
LAND SURVEYING

1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 11/8/12
DRAWING 5227P5

FIELD BOOK
SHEET 5 / 9

CITY OF
BAINBRIDGE ISLAND

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENT

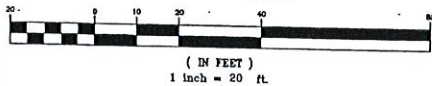
2012/11/04/17

V33 P171

Scale: 1" = 20'
Assumed

Grow Avenue NW

GRAPHIC SCALE



LINE	BEARING	LENGTH
L1	N 06°06'00" E	2.50'
L2	S 83°54'00" E	8.54'
L3	S 08°06'00" W	4.50'
L4	S 83°54'00" E	8.46'
L5	N 09°59'30" E	8.16'
L6	N 84°59'01" W	4.31'

Legend

- = Set 3/4" iron pipe and lot stake
- = Set lead and mag-nail in concrete sidewalk



Plat of
Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4,
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Lot Dimensions

CITY OF
BAINBRIDGE ISLAND

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENT

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LAND SURVEYING

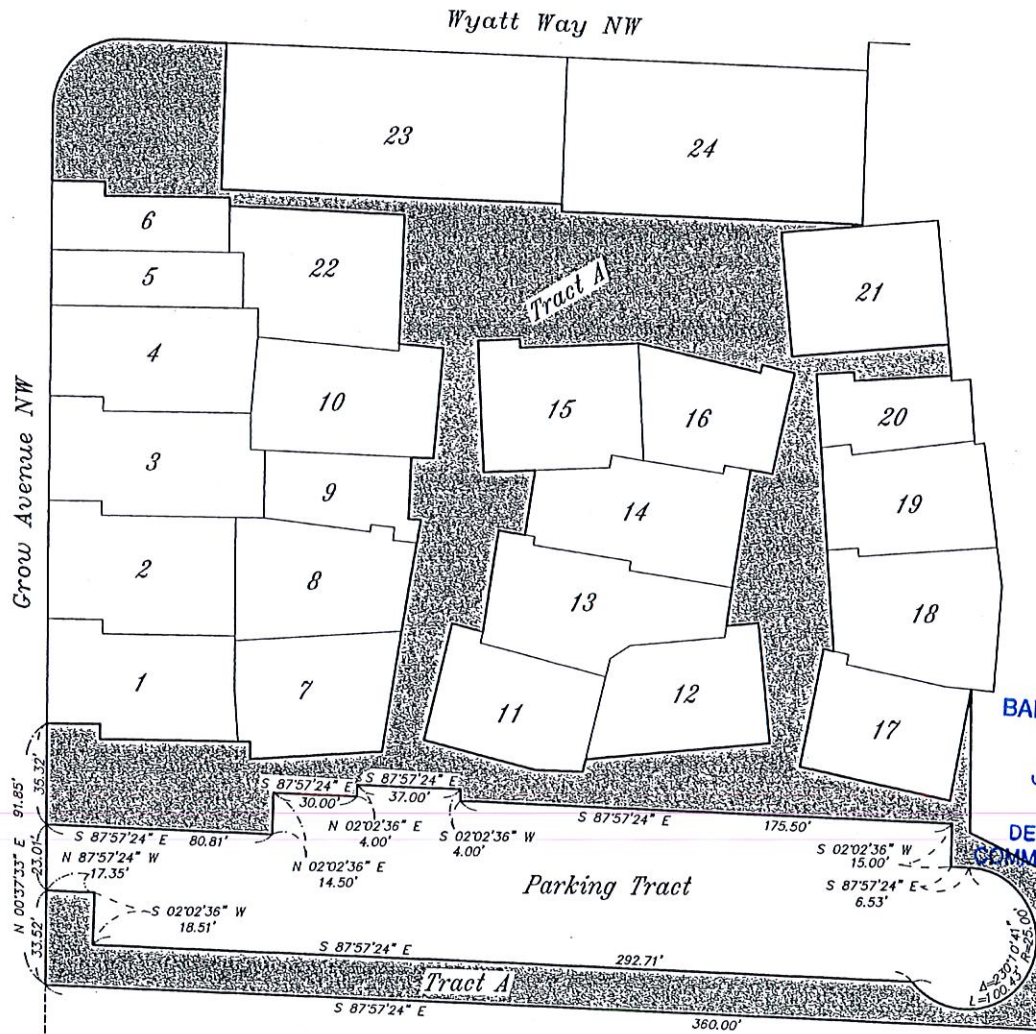
1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 11/8/12 FIELD BOOK ---
DRAWING 5227P6 SHEET 6 / 9

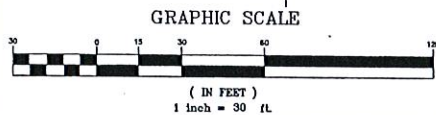
201211190417 V33 P 172

Plat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Open Space & Lot Coverage

Scale: 1"=30'
Assumed



Legend
 = Open Space



Building Setbacks
All interior subdivision setbacks - 0 feet
Building to exterior subdivision boundary - 5 feet
Building to right of way - 10 feet

Open Space	
Total area after Wyatt Way right of way dedication	110,183 sq. ft. ±
Total Open Space Area	29,974 sq. ft. (27%)

Lot Coverage	
Total area prior to Wyatt Way = 113,242 sq. ft. ± right of way dedication	
Maximum lot coverage of 40% = 45,297 sq. ft.	
Structures, bike storage facilities and covered parking to be located in Tract A and Parking Tract	
Lot 1	1,084 sq. ft.
Lot 2	1,345 sq. ft.
Lot 3	1,221 sq. ft.
Lot 4	1,290 sq. ft.
Lot 5	721 sq. ft.
Lot 6	724 sq. ft.
Lot 7	1,352 sq. ft.
Lot 8	1,535 sq. ft.
Lot 9	723 sq. ft.
Lot 10	1,473 sq. ft.
Lot 11	1,283 sq. ft.
Lot 12	1,264 sq. ft.
Lot 13	1,531 sq. ft.
Lot 14	1,430 sq. ft.
Lot 15	1,352 sq. ft.
Lot 16	1,020 sq. ft.
Lot 17	1,203 sq. ft.
Lot 18	1,561 sq. ft.
Lot 19	1,203 sq. ft.
Lot 20	724 sq. ft.
Lot 21 MF	1,448 sq. ft.
Lot 22 MF	1,448 sq. ft.
Lot 23 MF	3,707 sq. ft.
Lot 24 MF	3,658 sq. ft.
Total	40,300 sq. ft. (36%)

Lots 1-20 are single family residences and
Lots 21-24 are Multi-family.
(As approved or modified under SPR13551,
subject to HODP BINC 2.16.020.Q)

**CITY OF
BAINBRIDGE ISLAND**

JAN 29 2013

**DEPT OF PLANNING &
COMMUNITY DEVELOPMENT**



**ADAM
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LAND SURVEYING**

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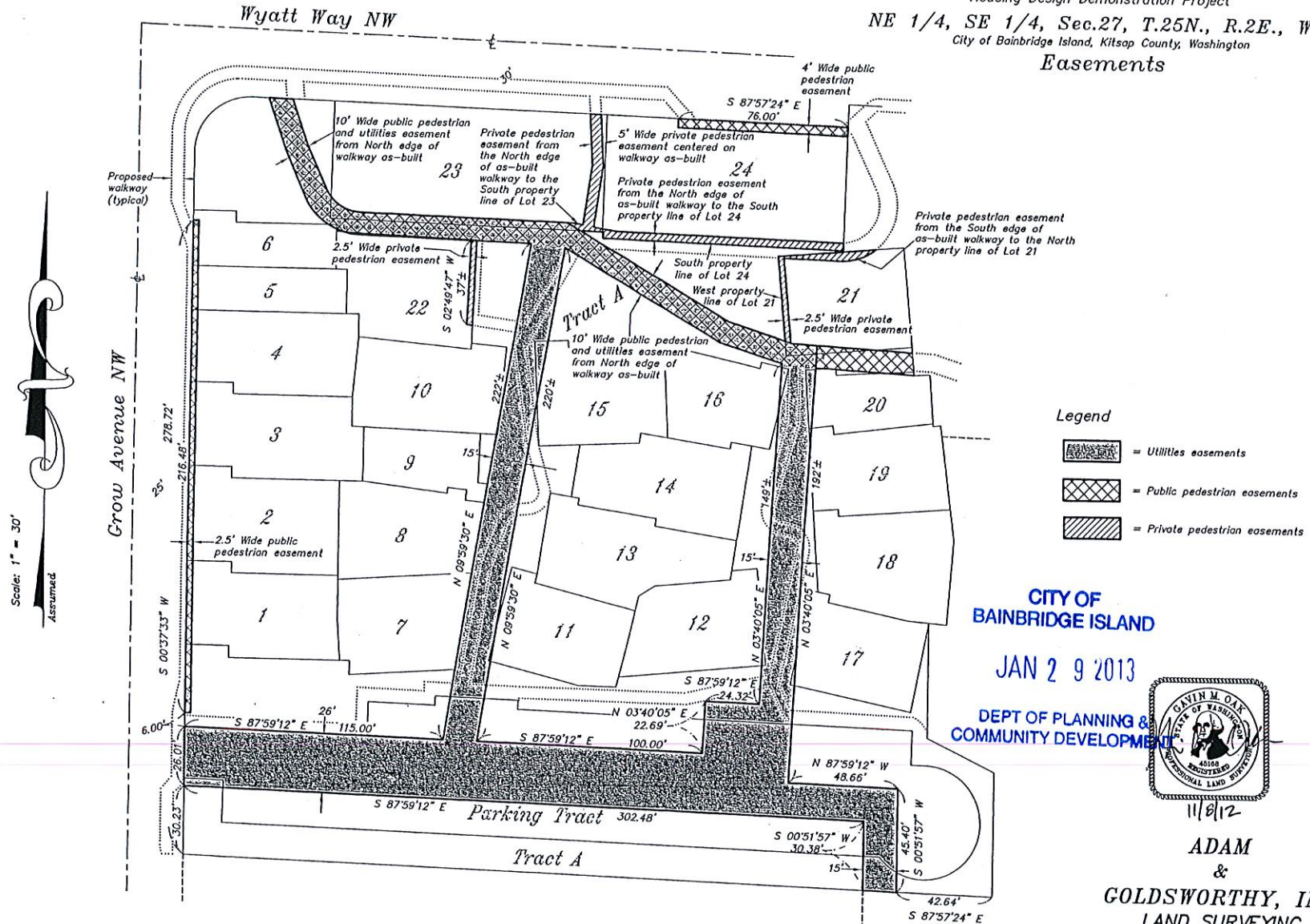
DATE 11/8/12 FIELD BOOK --
DRAWING 5227P7 SHEET 7 / 9

201211190417 V33 P173

Plat of Grow Community I
Housing Design Demonstration Project

NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Easements



Scale: 1" = 30'
Assumed

Legend

- = Utilities easements
- = Public pedestrian easements
- = Private pedestrian easements

CITY OF
BAINBRIDGE ISLAND

JAN 29 2013

DEPT OF PLANNING &
COMMUNITY DEVELOPMENT



11/8/12

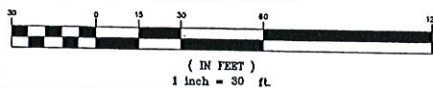
ADAM
&

GOLDSWORTHY, INC.
LAND SURVEYING

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POULSBORO, WA 98370 (206)842-9598

DATE 11/8/12 FIELD BOOK --
DRAWING 5227P8 SHEET 8 / 9

GRAPHIC SCALE



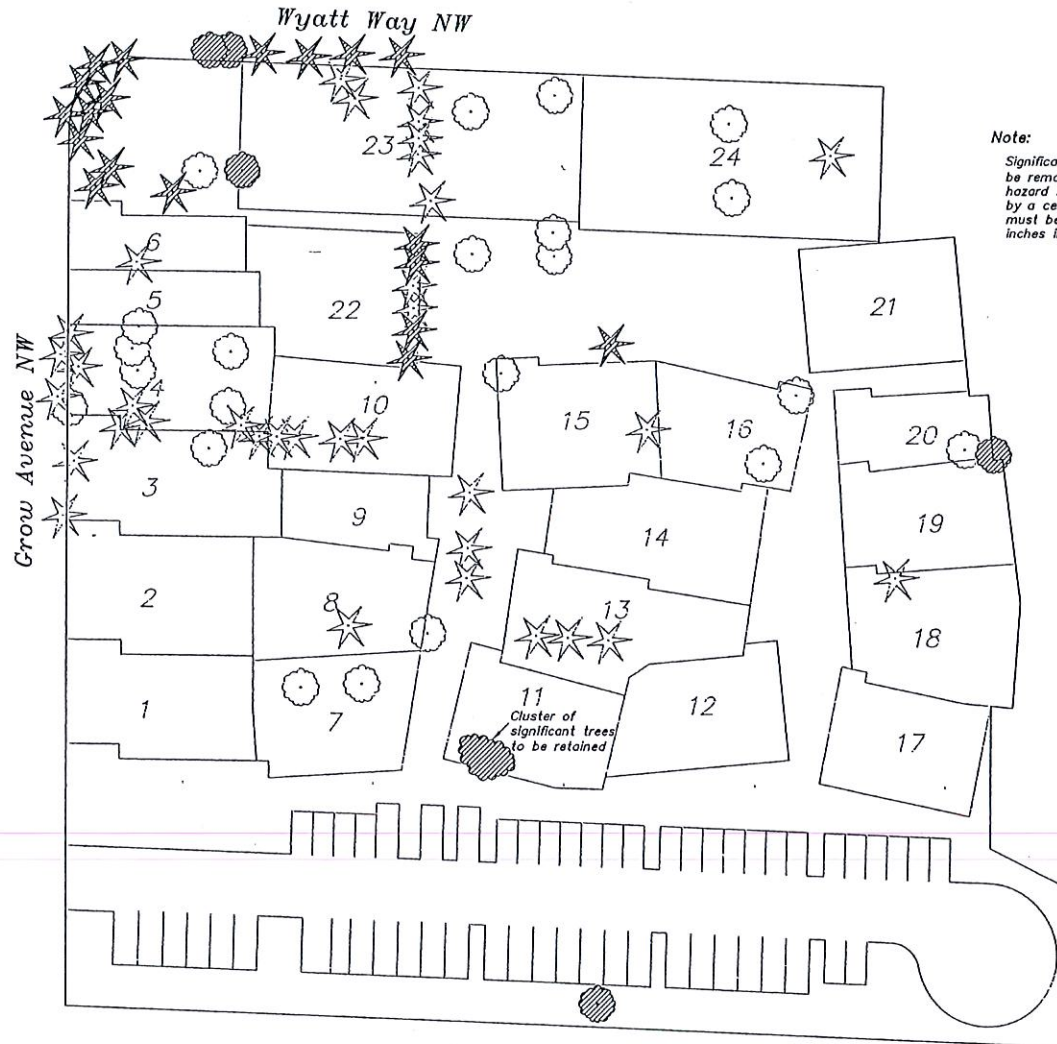
201211190417 V33 P174

Plat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Tree Retention Plan

Scale: 1" = 30'
Assumed

Legend

-  = Significant tree (deciduous) to be retained
-  = Significant tree (evergreen) to be retained
-  = Significant tree (evergreen) to be removed
-  = Significant tree (deciduous) to be removed



Note:

Significant trees designated to be retained must not be removed per this plan. Only diseased, dying and/or hazard significant trees can be removed with a report by a certified arborist. Any removed significant tree must be replaced with three native trees of a least 6 inches in calber and 6 feet in height.

Total trees on site = 82
Trees to be retained = 25

**CITY OF
BAINBRIDGE ISLAND**

JAN 29 2013

**DEPT OF PLANNING &
COMMUNITY DEVELOPMENT**



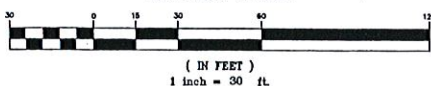
11/8/12

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LAND SURVEYING**

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POULSBORO, WA 98370 (206)842-9598

DATE 11/8/12 FIELD BOOK ---
DRAWING 5227P9 SHEET 9 / 9

GRAPHIC SCALE



201211190417 V33 P175

Grow Community I Boundary Line Adjustment Original Parcels

NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Computed position per
Kitsap County Subdivision.
Refer to the survey in
volume 40, page 193.

Lot Areas		
B	13,669 sf	0.31 acres
C	195,972 sf	4.50 acres
18	2,645 sf	0.06 acres
19	2,200 sf	0.05 acres
20	1,371 sf	0.03 acres
21	2,477 sf	0.06 acres
23	6,338 sf	0.15 acres
24	5,885 sf	0.14 acres
Tract A	29,974 sf	0.69 acres
Parking Tract	18,116 sf	0.42 acres

Found concrete
monument in case.
(May, 1991)

Found concrete monument
with metal pin. (June, 1990)
North 0.1' from subdivision
line. Used for the centerline
of Grow Avenue NW.

Scale: 1" = 60'
Assumed

Found 3/4" iron pipe
(June, 1990)

Owner: Bainbridge Community Development LLC
710 John Nelson Lane NE
Bainbridge Island, WA 98110

Assessor's Account Nos.

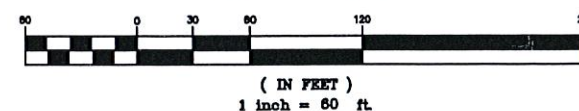
Parcel B: 272502-4-186-2002
Parcel C: 272502-4-187-2001
Lot 18: 5595-000-018-0000
Lot 19: 5595-000-019-0009
Lot 20: 5595-000-020-0006
Lot 21: 5595-000-021-0005
Lot 23: 5595-000-023-0003
Lot 24: 5595-000-024-0002
Tract A: 5595-000-025-0001
Parking Tract: 5595-000-026-0000

Zoning: R-14

Comprehensive Plan: UMF

Application File No.

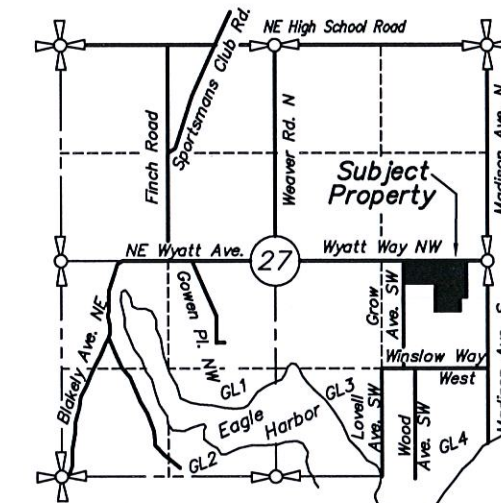
GRAPHIC SCALE



The Olympian
a Condominium
Volume 1, Pages 12-22

Shed Plot
AFN 1712190066

Bainbridge Community Development, LLC
Boundary Line Adjustment
Auditor's File No.
201204120068



Vicinity Map
Sec. 27, T.25N., R.2E., W.M.



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LAND SURVEYING

1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 2/27/13 FIELD BOOK --
DRAWING 5227BLA2P1 SHEET 1 / 3

C.O.B.I.
FEB 28 2013
revised
RECEIVED PCD

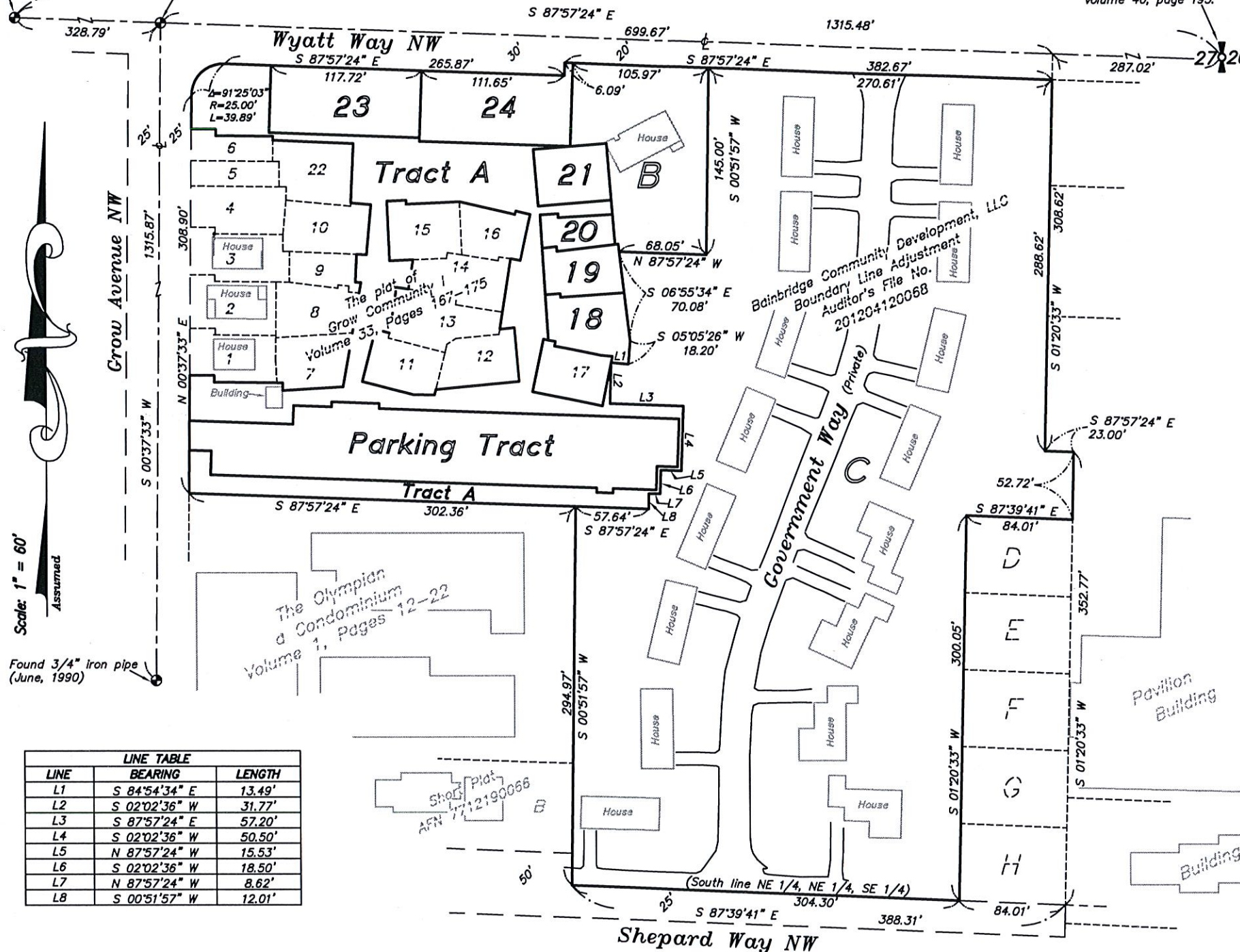
Grow Community I Boundary Line Adjustment Resultant Parcels

NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Computed position per
Kitsap County Subdivision.
Refer to the survey in
volume 40, page 193.

Found concrete
monument in case.
(May, 1991)

Found concrete monument
with metal pin. (June, 1990)
North 0.1' from subdivision
line. Used for the centerline
of Grow Avenue NW.

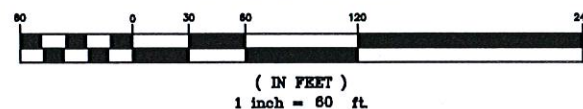


Scale: 1" = 60'
Assumed

Found 3/4" iron pipe
(June, 1990)

LINE TABLE		
LINE	BEARING	LENGTH
L1	S 84°54'34" E	13.49'
L2	S 02°02'36" W	31.77'
L3	S 87°57'24" E	57.20'
L4	S 02°02'36" W	50.50'
L5	N 87°57'24" W	15.53'
L6	S 02°02'36" W	18.50'
L7	N 87°57'24" W	8.62'
L8	S 00°51'57" W	12.01'

GRAPHIC SCALE



Director's Approval
Approved for recording pursuant to the
Bainbridge Island Municipal Code Chapter 17.20.

Christopher Wierzbicki, PE
Deputy Director of Planning and Community
Development

Date: _____

Lot Areas		
B	12,845 sf	0.29 acres
C	193,804 sf	4.45 acres
18	2,837 sf	0.07 acres
19	2,204 sf	0.05 acres
20	1,395 sf	0.03 acres
21	2,477 sf	0.06 acres
23	6,123 sf	0.14 acres
24	6,498 sf	0.15 acres
Tract A	30,656 sf	0.71 acres
Parking Tract	19,809 sf	0.45 acres



**ADAM
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GOLDSWORTHY, INC.
LAND SURVEYING**

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DATE 2/27/13 FIELD BOOK --
DRAWING 5227BLA2P2 SHEET 2 / 3

C.O.B.I.
FEB 28 2013
RECEIVED PCO

**Grow Community I
Boundary Line Adjustment
Resultant Parcels**
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Scale: 1" = 30'
Assumed

GRAPHIC SCALE
(IN FEET)
1 inch = 30 ft.

LINE	BEARING	LENGTH
L1	S 86°32'54" W	13.48'
L2	N 03°27'06" W	3.00'
L3	N 04°48'09" E	11.17'
L4	N 83°04'04" E	10.75'
L5	N 06°55'56" W	3.75'
L6	S 85°49'35" W	11.20'
L7	S 04°10'25" E	3.00'

Section Subdivision
SE 1/4 Sec. 27, T.25N., R.2E., W.M.
No Scale

ADAM & GOLDSWORTHY, INC.
LAND SURVEYING

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POULSBORO, WA 98370 (206)842-9598

DATE 2/27/13 FIELD BOOK --
DRAWING 5227BLA2P3 SHEET 3 / 3

Monuments and Findings:
 Found concrete monument in case (May, 1991)
 Found alloy cap in concrete in case (June, 1990)
 Found alloy cap in concrete in case (Aug, 1991)
 Found 4"x4" stone monument leaning Southeast. Used center of base. (July, 1994)
 Found 4" x 4" concrete monument with shell casing on beach (May, 1994)
 Found 4" x 4" concrete monument with copper tack on beach (May, 1994)
 Found 2 1/2" brass disk in 2" iron pipe in monument case. (March, 1995)
 Computed position per Kitsap County Subdivision
 Computed position per survey in volume 34, page 9.

FEB 28 2013
RECEIVED PCD

AMENDED
Plat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4
Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Dedication

KNOW ALL PERSONS BY THESE PRESENTS that the undersigned owner in fee simple of the land hereby platted, dedicate to the use of the public forever the right of way for Wyatt Way NW as shown on the plat, and the use thereof for any and all public purposes not inconsistent with the use thereof for public highway purposes. The right of way dedicated may include right of way that was previously granted or dedicated. We reserve the right to make all slopes for cuts and fills upon the lots shown on the plat in the reasonable original grading of said right of way and the easements described below and we also reserve the right to allow surface drainage from said right of way and easements to flow over and across all lots where water might take a natural course after site development is completed.

Dimensions and uses of all lots, tracts or parcels of land embraced in this plat are subject to and shall be in conformance with City of Bainbridge Island Zoning Ordinance. The owners hereof, their successors and assigns, hereby waive all claims for damage against any governmental authority arising from the construction and/or maintenance of public facilities and public property within this development.

Easement Provisions

Easements shown on the drawings are over, under and across the areas shown for the purposes stated. Access and utilities easements refer to easements for ingress and egress and the construction, maintenance and repair of underground utilities and their appurtenances. Utilities easements refer to easements for the construction, maintenance and repair of underground utilities and their appurtenances. Private pedestrian easements refer to easements for pedestrian access. Public pedestrian easements refer to easements for pedestrian access.

As shown on sheet 6:

Utilities easements are hereby conveyed to the Grow Community Homeowners Association and the City of Bainbridge Island.

The public pedestrian easements are hereby conveyed to the public and the City of Bainbridge Island.

The private pedestrian easements are hereby conveyed to the Grow Community Homeowners Association

In witness whereof we have hereunto set our hands and seals.

Bainbridge Community Development LLC
Bill Carruthers, Managing Member

Surveyors Certificate

I, Gavin M. Oak, registered as a land surveyor by the State of Washington, certify that this plat is based on an actual survey of the land described herein, conducted by me, or under my supervision, during the period of January, 2012 through January, 2013, that the distances, courses and angles are shown correctly, and that monuments have been set and lot corners staked on the ground as depicted on the plat, except for those that have been approved to be set at a later date.

Gavin M. Oak, PLS
Registered Land Surveyor
Certificate No. 45168

Note on Amendment

This amendment to the Plat of Grow Community I recorded under Kitsap County Auditor's File No. 20121190417 and in Volume 33, Pages 167-175 of plats, records of Kitsap County, Washington only amends the following items:

1. The lot line between Lots 23 & 24 has been adjusted to the West.
2. The East boundary of the plat along Lots 18, 19, 20, 21, 24, Tract A and the Parking Tract have been adjusted to the East.
4. The lot line between Tract A and Lot 24 has been adjusted.
5. The lot line between Tract A and Lot 21 has been adjusted.
6. The public pedestrian easement along the North line of Lot 24 has been moved to the West.
7. The private pedestrian easement along the lot line of Lots 23 & 24 has been adjusted.
8. The private pedestrian easement along the North line of Lot 21 moved Southerly to accommodate a wider path.
9. The private pedestrian easement along the West line of Lot 21 is hereby extinguished.
10. The private pedestrian easement along the East line of Lot 22 is hereby extinguished.

All other details and conditions of the Plat of Grow Community I remain unchanged.

Refer to the Grow Community I Boundary Line Adjustment recorded under Kitsap County Auditor's File No. _____

Approvals

Engineer

Approved by the City Engineer this _____ day of _____, 2013.

Christopher Wierzbicki, P.E.
Community Development Administrator

Health District

Examined and approved by the Bremerton-Kitsap County Health District this _____ day of _____, 2013.

Scott W. Lindquist, MD, MPH
Director of Health, Bremerton-Kitsap County Health District

Planning and Community Development

Approved by the Director of Planning and Community Development this _____ day of _____, 2013.

Katharine Cook, Planning Director
Planning and Community Development
City of Bainbridge Island

City Council

Approved by the City Council of Bainbridge Island this _____ day of _____, 2013.

Steve Bankowski
Mayor, City of Bainbridge Island

Treasurer's Certificate

I, Meredith Green, Treasurer of Kitsap County, Washington, hereby certify that all taxes on the above described property are fully paid up to and including _____.

Meredith Green
Kitsap County Treasurer

Recording Certificate

Filed for record at the request of _____, on this _____ day of _____, 2013 recorded in Volume _____ of plats, Pages _____ records of Kitsap County, Washington.

Walter E. Washington
Kitsap County Auditor

Attest: _____
Deputy

Covenants

The "Declaration of Covenants, Conditions and Restrictions for the Plat of Grow Community I" is recorded under Auditor's File No. 20121190418 records of Kitsap County, Washington.



**ADAM
&
GOLDSWORTHY, INC.**
LAND SURVEYING

1015 NE HOSTMARK ST. 360-779-4299
POULSBORO, WA 98370 206-842-9598

DATE 2/27/13 FIELD BOOK ---
DRAWING 5227AP1 SHEET 1 / 6

FEB 28 2013
REVISION
RECEIVED POD

AMENDED
Plat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Acknowledgment

State of Washington
County of Kitsap

I certify that I know or have satisfactory evidence that Bill Carruthers is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Managing Member of Bainbridge Community LLC, a Washington Limited Liability Company, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington
My appointment expires _____

Legal Description

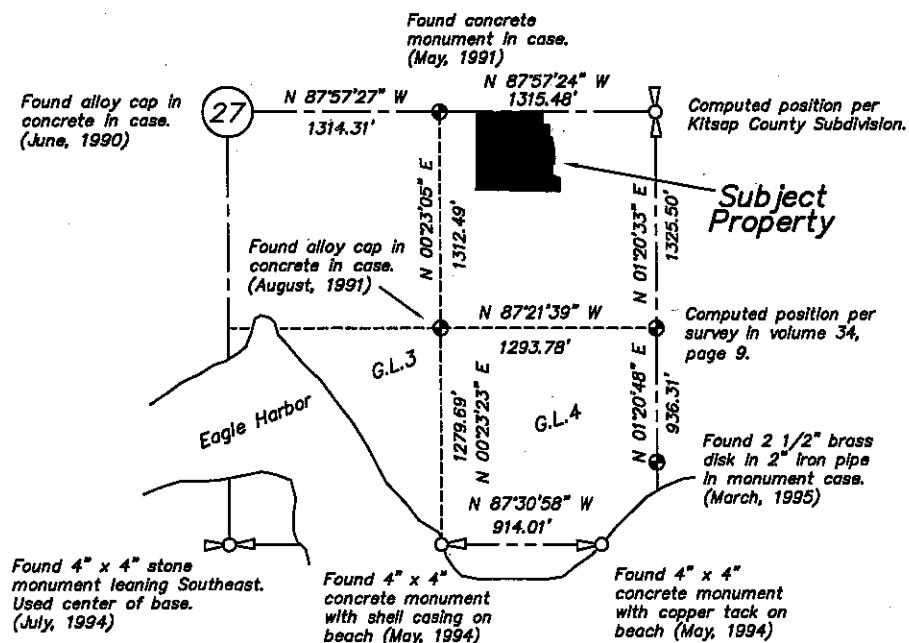
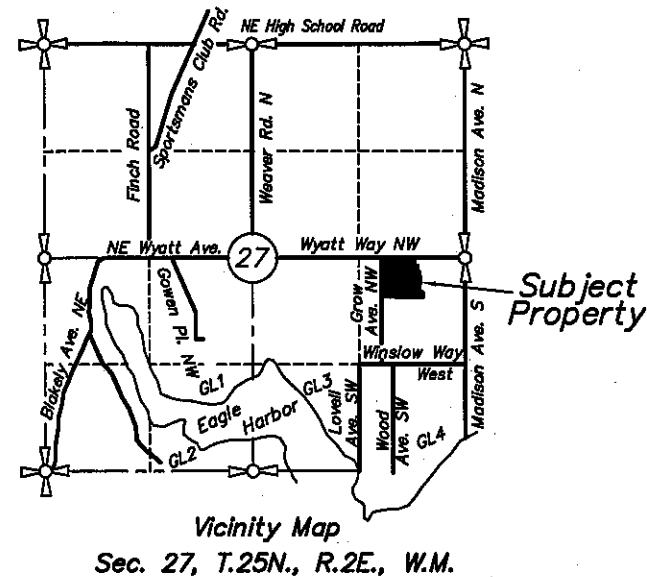
Resultant Lots 18, 19, 20, 21, 23, 24, Tract A and Parking Tract of the Grow Community I Boundary Line Adjustment as recorded under Kitsap County Auditor's File No. _____, situate in the Northeast quarter of the Southeast quarter of Section 27, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.

**National Flood Insurance
Program Designation**

Zone X
Flood Insurance Rate Map 53035C0244D
Effective Date: December 18, 2007

Notes

- 1) This survey was accomplished by field traverse with a three second total station.
- 2) This survey conforms to the minimum field traverse standards for land boundary surveys as listed in WAC 332-130-090.
- 3) Refer to the plat certificate prepared by Pacific Northwest Title under order no. 32134946.
- 4) Refer to the plat of Grow's Eagle Harbor Heights recorded in Volume 3 of plats, Page 79, records of Kitsap County, Washington.



Section Subdivision
SE 1/4 Sec. 27, T.25N., R.2E., W.M.
No Scale

Owner:	Bainbridge Community Development LLC 710 John Nelson Lane Bainbridge Island, WA. 98110
Current use:	Residential
Proposed water service:	City of Bainbridge Island
Proposed sewer service:	City of Bainbridge Island
Assessor's Account Nos.	5595-000-018-0000 5595-000-023-0003 5595-000-019-0009 5595-000-024-0002 5595-000-020-0006 5595-000-025-0001 5595-000-021-0005 5595-000-026-0000
Zoning:	R-14
Comprehensive Plan:	UMF
Compliance with the fire flow requirements of BIMC 20.04 will be by fire flow from the City water system.	
Storm drainage from new site construction will be reduced by low impact development practices, treated and detained through underground detention facilities and rain gardens, then discharged to the City system.	
Application File No.	SUB13551

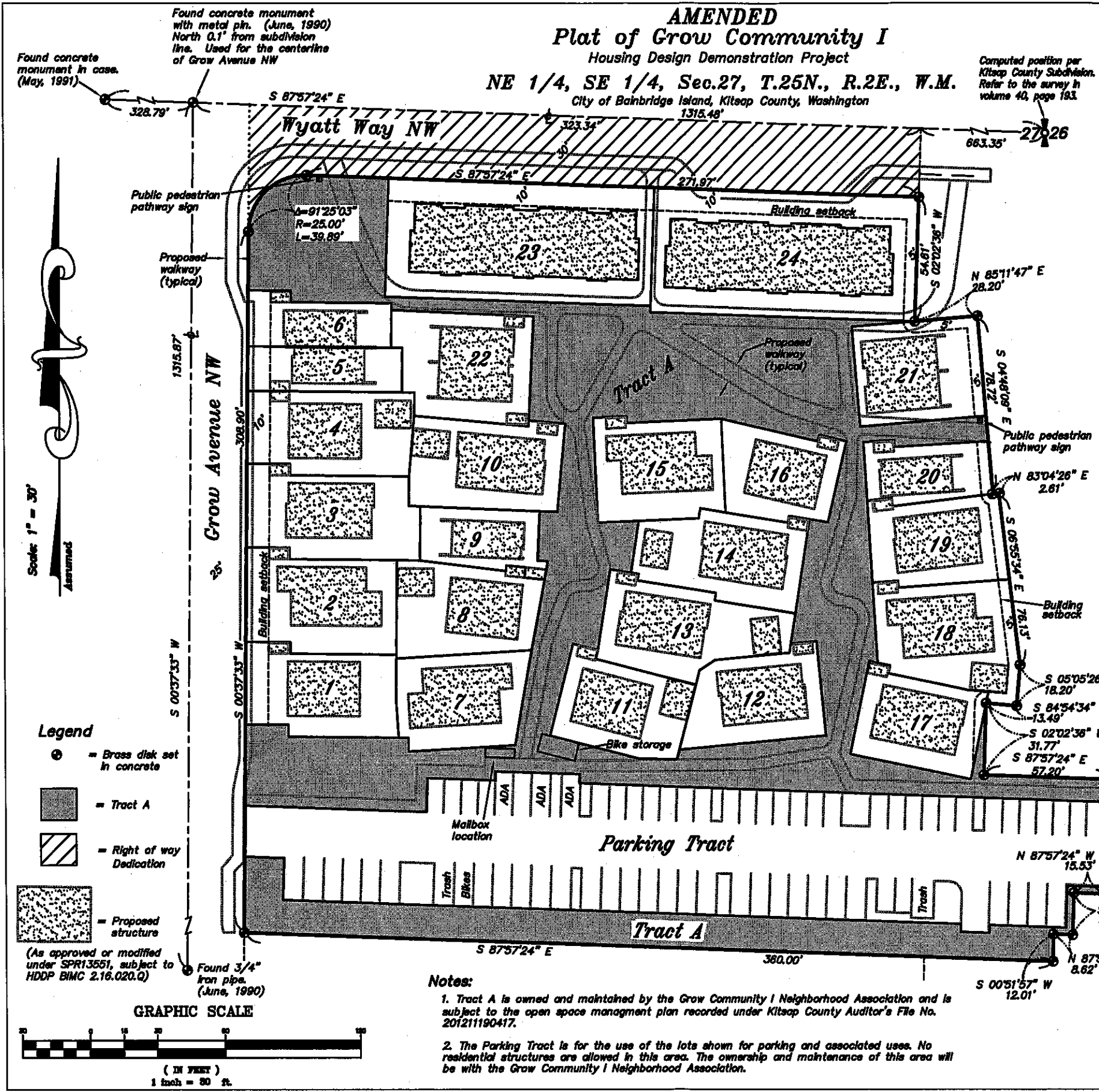


**ADAM
&
GOLDSWORTHY, INC.**
LAND SURVEYING

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POULSBORO, WA 98370 206-842-9598

DATE 2/27/13 FIELD BOOK --
DRAWING 5227AP2 SHEET 2 / 6

FEB 28 2013
REVISION
ADDED PCD



Lot Areas	
Total area prior to right of way dedication	118,234 sq. ft.
Total area after right of way dedication	113,115 sq. ft.
Lot 1	2,471 sq. ft.
Lot 2	2,785 sq. ft.
Lot 3	2,787 sq. ft.
Lot 4	2,824 sq. ft.
Lot 5	1,349 sq. ft.
Lot 6	1,347 sq. ft.
Lot 7	2,897 sq. ft.
Lot 8	2,424 sq. ft.
Lot 9	1,372 sq. ft.
Lot 10	2,570 sq. ft.
Lot 11	2,180 sq. ft.
Lot 12	2,284 sq. ft.
Lot 13	2,738 sq. ft.
Lot 14	2,855 sq. ft.
Lot 15	2,482 sq. ft.
Lot 16	1,953 sq. ft.
Lot 17	2,131 sq. ft.
Lot 18	2,837 sq. ft.
Lot 19	2,204 sq. ft.
Lot 20	1,395 sq. ft.
Lot 21	2,477 sq. ft.
Lot 22	2,719 sq. ft.
Lot 23	6,123 sq. ft.
Lot 24	6,437 sq. ft.
Tract A	30,658 sq. ft.
Parking Tract	18,808 sq. ft.

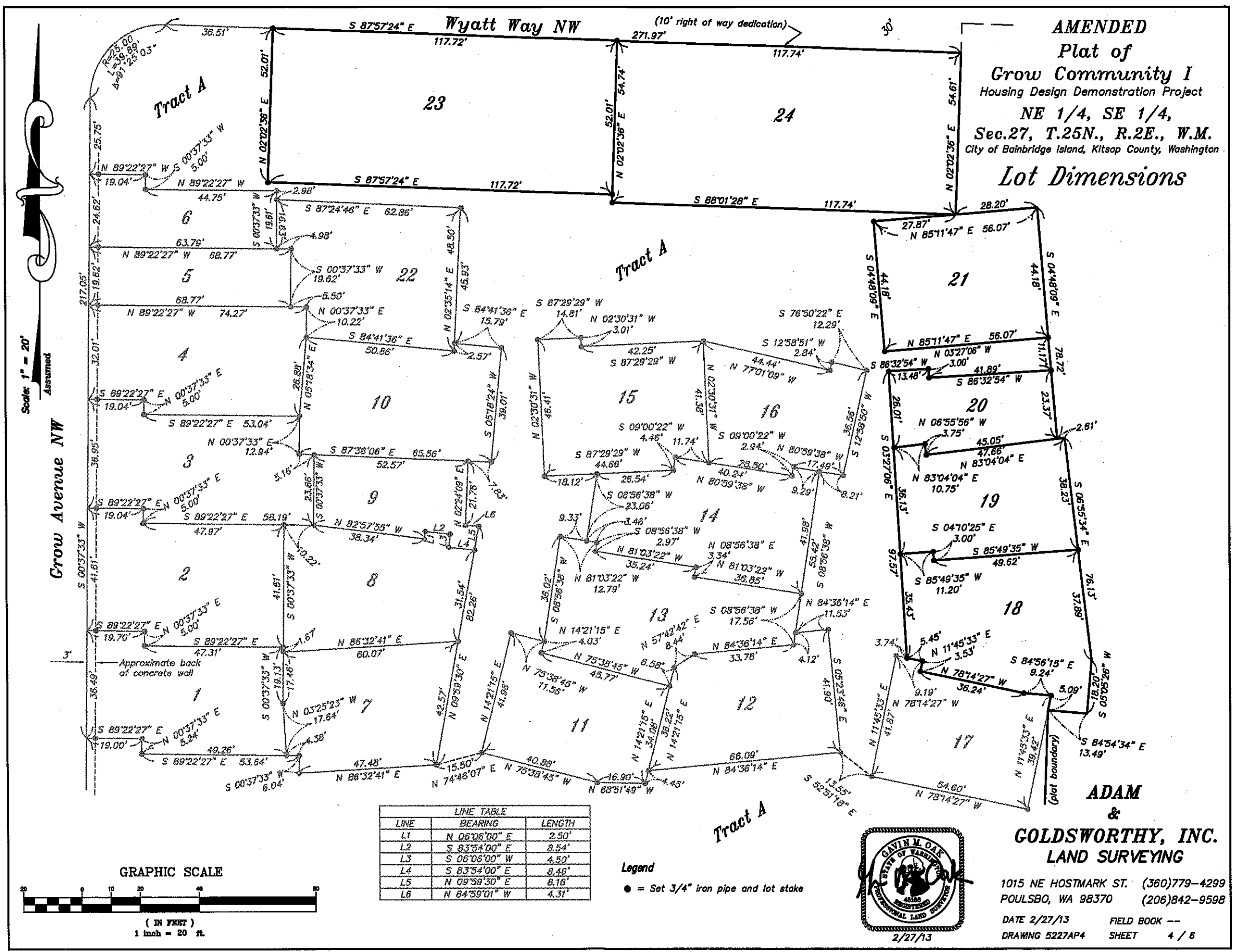


ADAM & GOLDSWORTHY, INC.
LAND SURVEYING

1015 NE HOSTMARK ST. (360)779-4299
 POULSBORO, WA 98370 (206)842-9598

DATE 2/27/13 FIELD BOOK
 DRAWING 5227AP3 SHEET 3 / 6

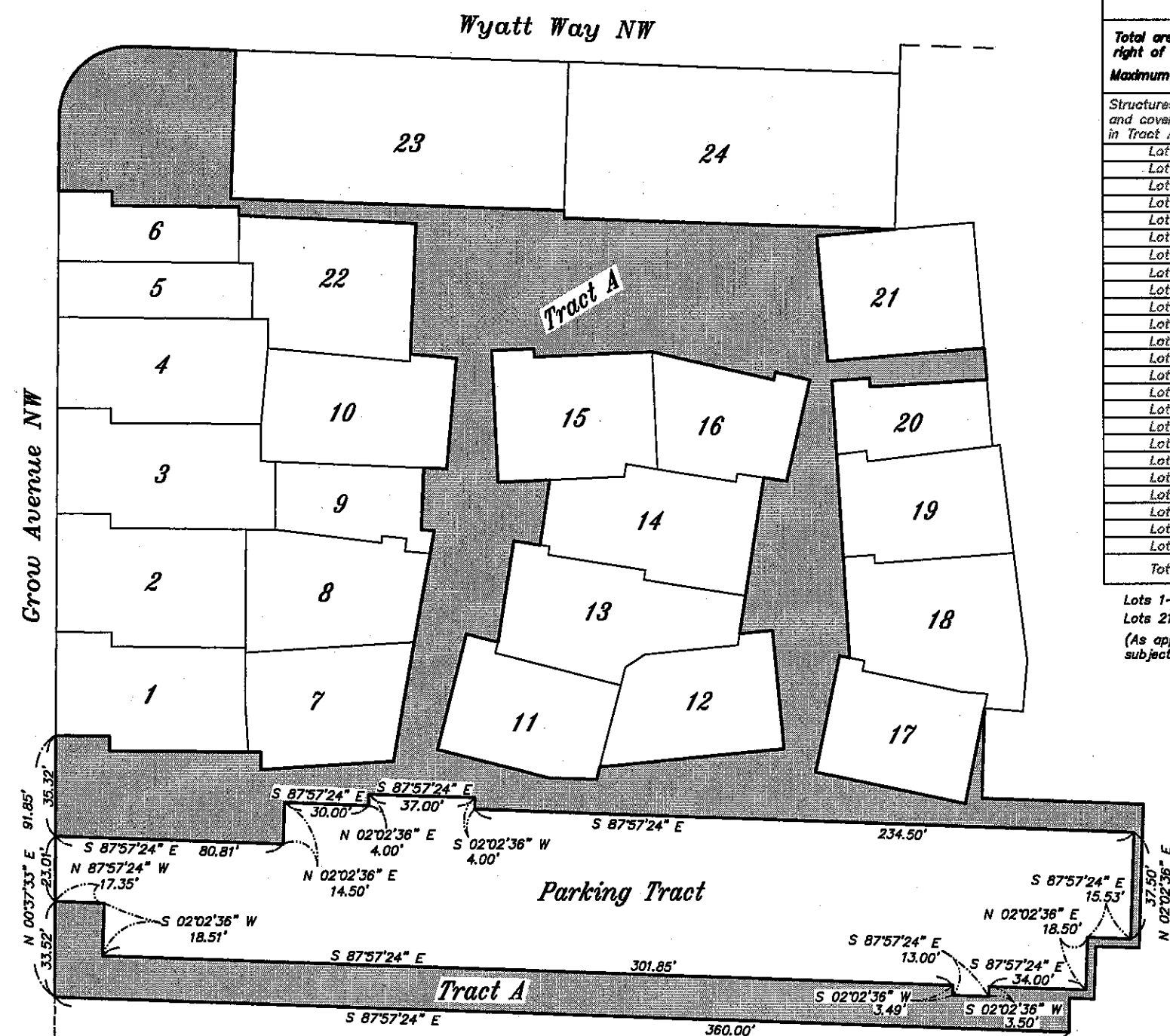
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 FEB 28 2013



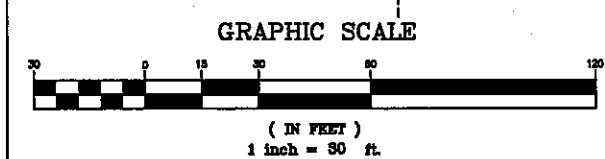
FEB 28 2013
 REVISION
 REVISED PCD

AMENDED
Plat of Grow Community I
Housing Design Demonstration Project
NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Open Space & Lot Coverage

Scale: 1"=30'
Assumed



Legend
 = Open Space Tract A



Building Setbacks
All interior subdivision setbacks - 0 feet
Building to exterior subdivision boundary - 5 feet
Building to right of way - 10 feet

Open Space	
Total area after Wyatt Way right of way dedication	113,115 sq. ft. ±
Total Open Space Area	30,656 sq. ft. (27%)

Lot Coverage	
Total area prior to Wyatt Way right of way dedication	116,234 sq. ft. ±
Maximum lot coverage of 40%	46,493 sq. ft.
Structures, bike storage facilities and covered parking to be located in Tract A and Parking Tract 6,000 sq. ft.	
Lot 1	1,084 sq. ft.
Lot 2	1,345 sq. ft.
Lot 3	1,221 sq. ft.
Lot 4	1,290 sq. ft.
Lot 5	721 sq. ft.
Lot 6	724 sq. ft.
Lot 7	1,352 sq. ft.
Lot 8	1,535 sq. ft.
Lot 9	723 sq. ft.
Lot 10	1,473 sq. ft.
Lot 11	1,283 sq. ft.
Lot 12	1,264 sq. ft.
Lot 13	1,531 sq. ft.
Lot 14	1,430 sq. ft.
Lot 15	1,352 sq. ft.
Lot 16	1,020 sq. ft.
Lot 17	1,203 sq. ft.
Lot 18	1,561 sq. ft.
Lot 19	1,203 sq. ft.
Lot 20	724 sq. ft.
Lot 21 MF	1,448 sq. ft.
Lot 22 MF	1,448 sq. ft.
Lot 23 MF	3,707 sq. ft.
Lot 24 MF	3,658 sq. ft.
Total	40,300 sq. ft. (35%)

Lots 1-20 are single family residences and
Lots 21-24 are Multi-family.
(As approved or modified under SPR13551,
subject to HDDP BIMC 2.16.020.Q)



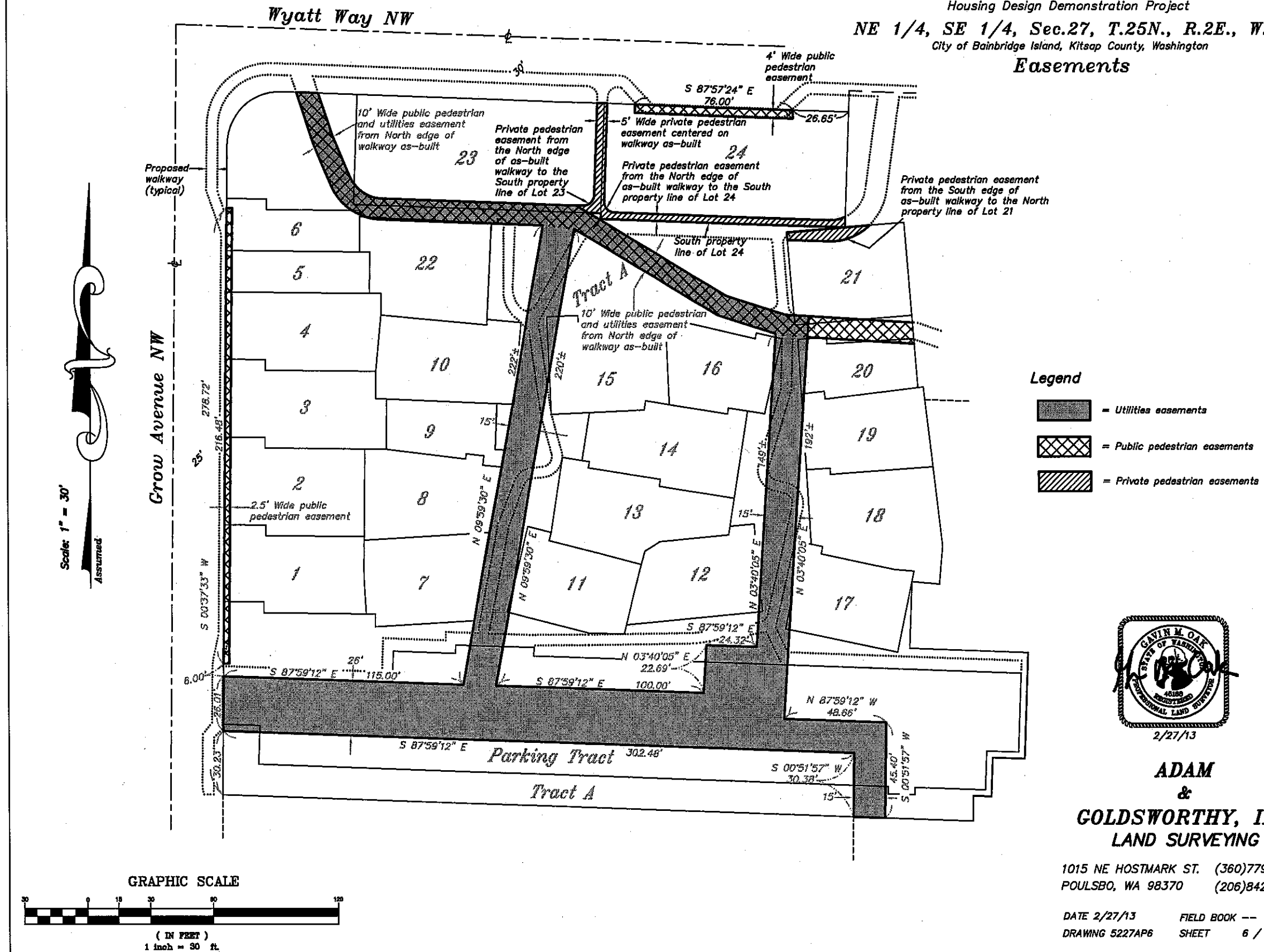
ADAM & GOLDSWORTHY, INC.
LAND SURVEYING

1015 NE HOSTMARK ST. (360)779-4299
POULSBORO, WA 98370 (206)842-9598

DATE 2/27/13 FIELD BOOK ---
DRAWING 5227AP5 SHEET 5 / 6

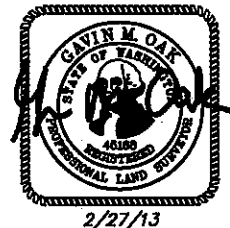
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AMENDED
Plat of Grow Community I
 Housing Design Demonstration Project
 NE 1/4, SE 1/4, Sec.27, T.25N., R.2E., W.M.
 City of Bainbridge Island, Kitsap County, Washington
Easements



Scale: 1" = 30'
 Assumed

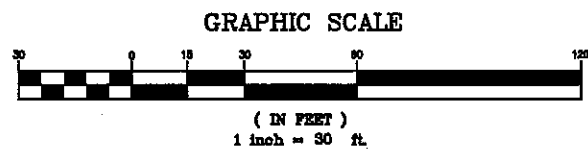
- Legend**
- = Utilities easements
 - = Public pedestrian easements
 - = Private pedestrian easements



ADAM
 &
GOLDSWORTHY, INC.
 LAND SURVEYING

1015 NE HOSTMARK ST. (360)779-4299
 POULSBORO, WA 98370 (206)842-9598

DATE 2/27/13 FIELD BOOK --
 DRAWING 5227AP6 SHEET 6 / 6



FEB 28 2013
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APPLICATION Page 1

Original

Project Name: GROW COMMUNITY BLA

Date Received: 1/29/2013

Project Number: PRJ-0013551

Case Number: BLA13551B

Primary Parcel Number: 55950000180000

Site address: Wyatt Way & Grow Ave

Case Description: 1/29/2013, Heather Beckmann, Wyatt Way and Grow Avenue. 7 lot reconfiguration: move east property line slightly, extend sidewalk easement and add 11 parking spaces for guest parking.

**CITY OF
BAINBRIDGE ISLAND**

JAN 29 2013

**DEPT OF PLANNING &
COMMUNITY DEVELOPMENT**

5595-000-018-0000 - before: 2645 sf after: 2837 sf
5595-000-023-0003 - before: 6338 sf after: 6123 sf
5595-000-024-0002 - before: 5885 sf after: 6498 sf
5595-000-025-0001 (Tract A) - before: 29,974 sf after: 30,256 sf
5595-000-026-0000 (Parking Tract) - before: 18,116 sf after: 19,809 sf
272502-4-185-2002 (Res B) - before: 13,669 sf after: 13,273 sf
172502-4-187-2001 (Res A) - before: 195,972 sf after: 193,804 sf



APPLICATION

Page 2

Project Name: GROW COMMUNITY BLA

Date Received: 1/29/2013

People associated with case:

01. File Name
GROW COMMUNITY
WYATT WAY & GROW AVENUE
BAINBRIDGE ISLAND WA 98110

03. Owner
BAINBRIDGE COMMUNITY
DEVELOPMENT
710 JOHN NELSON LANE
BAINBRIDGE ISLAND WA 98110
PHONE: 206-780-7452

05. Contact
MARJA PRESTON
710 JOHN NELSON LANE
BAINBRIDGE ISLAND WA 98110
PHONE: 206-780-7452

07. City Planner
HEATHER BECKMANN

10. Engineer
ADAM & GOLDSWORTHY, INC.
1015 NE HOSTMARK STREET #103
POULSBO WA 98370
PHONE: 206-842-9598

Parcel Numbers:

27250241862002
27250241872001
55950000180000
55950000230003
55950000240002
55950000250001
55950000260000

Tax Parcel Owner(s):

55950000180000
BAINBRIDGE COMMUNITY DEVELOPMENT
710 JOHN NELSON LANE
BAINBRIDGE ISLAND, WA 98110

Fee History for Case:

Description	Amount	Receipt No.	Due
Boundary Line Adjustment	\$ 318.00	429441	\$ 0.00
	\$318.00		\$0.00

CITY OF BAINBRIDGE ISLAND
BOUNDARY LINE ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE. PENCIL WILL NOT BE ACCEPTED.

Note: The pages in this application are required to have a 1" border on all sides. Applicants can expect to pay \$50 in recording fees for all pages with encroachments into the required border.



Original

DATE STAMP FOR CITY USE ONLY CITY OF BAINBRIDGE ISLAND JAN 2 9 2013 DEPT OF PLANNING & COMMUNITY DEVELOPMENT	<u>TO BE FILLED OUT BY APPLICANT</u> PROJECT NAME: GROW COMMUNITY I BOUNDARY LINE ADJ TAX ASSESSOR'S NUMBER: 5595-000-018-0000; 5595-000-023-0003; 5595-000-024-0002; 5595-000-025-0001; 5595-000-026-0000; 272502-4-186-2002 272502-4-187-2001 PROJECT ADDRESS WYATT WAY NW & GROW AVE NW
	<u>FOR CITY USE ONLY</u> FILE NUMBER: BLA 13551B PROJECT NUMBER: PRJ-0013551 DATE RECEIVED: 1-29-2013 APPLICATION FEE: \$318.00 TREASURER'S RECEIPT NUMBER: 429441
SUBMITTAL REQUIREMENTS	
APPLICATION	One original (which must contain an original signature) and three copies must be provided. Whenever possible, originals must be signed in blue. Please identify the original document.
SUPPORTING DOCUMENTS	One original (which must contain an original signature), where applicable, and three copies (if an original is not applicable, four copies must be provided). For title reports, only a total of two copies must be submitted.
FULL-SIZE DRAWINGS	Four copies of the required drawings must be provided. Drawings must be folded and 18" x 24" in size. No construction drawings or other sized drawings will be accepted unless specifically requested.
REDUCED DRAWINGS	Two copies of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	Applications must be submitted in person by either the owner or the owner's designated agent. Should an agent submit the application, a notarized Owner/Applicant Agreement must accompany the application (owner/app agreement attached). Please call (206) 780-3762 to set up an appointment to submit the application.
FEES	Please call the Department of Planning & Community Development for submittal fee information. Review by the Kitsap County Health Department may require additional fees and processing time.
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. NOTE: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.
APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.	

A. GENERAL INFORMATION

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov

CITY OF BAINBRIDGE ISLAND

BOUNDARY LINE ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE. PENCIL WILL NOT BE ACCEPTED.

Note: The pages in this application are required to have a 1" border on all sides. Applicants can expect to pay \$50 in recording fees for all pages with encroachments into the required border.



1. Name of property owner: Bainbridge Community Development LLC
Address: 710 John Nelson NE, Bainbridge Island, WA 98110
Phone: 206-780-7452 Fax: _____
E-mail: marja@asanillc.com

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Name of property owner: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Authorized agent: Marja Preston, Asani LLC
Address: 710 John Nelson Lane NE, Bainbridge Island, WA 98110
Phone: 206-780-7452 Fax: _____
E-mail: marja@asanillc.com

3. Person responsible for payment: Marja Preston
Address: Same as above
Phone: _____ Fax: _____
E-mail: _____

CITY OF BAINBRIDGE ISLAND

BOUNDARY LINE ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE. PENCIL WILL NOT BE ACCEPTED.

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4. Project contact: Marja Preston

Address: Same as above

Phone: _____ Fax: _____

E-mail: _____

5. Name of land surveyor: Adam & Goldsworthy, Inc.

Address: 1015 NE Hostmark Street, Poulsbo, WA 98370

Phone: 206-842-9598 Fax: 360-779-4213

E-mail: gavin@agols.com

6. Planning department personnel familiar with site: Heather Beckmann

7. Description of proposal: _____

Amend final subdivision to move east property line slightly, extend sidewalk easement, add 11 parking spaces for guest parking as required by project conditions 21 and 22 (SPR 13551).

8. Driving directions to site: _____

Parcel is South of Wyatt Way NW, and East of Grow Avenue NW.

9. Legal description(s) (or attach): _____

See attached descriptions

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov

CITY OF BAINBRIDGE ISLAND

BOUNDARY LINE ADJUSTMENT APPLICATION

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE. PENCIL WILL NOT BE ACCEPTED.

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10. Parcel information:

Assessor's Parcel Number	Parcel Owner	Is Property Developed?	Acreage Before Adjustment	Acreage After Adjustment
018	BCD	No	2,645 sf	2,837 sf
023	BCD	No	6,338 sf	6,123 sf
024	BCD	No	5,885 sf	6,498 sf
025 (Tract A)	BCD	No	29,974 sf	30,256 sf
026 (Parking Tract)	BCD	No	18,116 sf	19,809 sf
186 (Res B)	BCD	No	13,669 sf	13,273 sf
187 (Res A)	BCD	Yes	195,972 sf	193,804 sf

11. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot 018	UMF	R-14	N/A	Undeveloped
Lot 023	UMF	R-14	N/A	Undeveloped
Lot 024	UMF	R-14	N/A	Undeveloped
Lot 025	UMF	R-14	N/A	Undeveloped
Lot 026	UMF	R-14	N/A	Undeveloped
Lot 186	UMF	R-14	N/A	Undeveloped
Lot 187	UMF	R-14	N/A	Multi family

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code* Chapter 16.20)?

☐ yes ☒ no ☐ unknown

If yes, check as appropriate:

☐ wetland*	☐ geologically hazardous area**
☐ wetland buffer*	☐ zone of influence**
☐ stream*	☐ slope buffer**
☐ stream buffer*	☐ fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report is required with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code* 16.20, a geotechnical report may be required with your application.

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov

CITY OF BAINBRIDGE ISLAND

BOUNDARY LINE ADJUSTMENT APPLICATION

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13. Was the land platted in the past? (If yes, a copy of recorded plat is required.) ☒ yes ☐ no ☐ unknown

14. Is there any other information which is pertinent to this project?

☒ yes ☐ no

If yes, please explain: _____

This is an HDDP single family/multi family project.

I hereby certify that I have read this application and know the same to be true and correct.

MPreston

*Signature of owner or authorized agent

1. 29. 31

Date

Marja Preston

Please print name

*Signature of owner or authorized agent

Date

Please print name

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized*



**PUBLIC HEARING
NOTICE**

**PLAT OF GROW COMMUNITY I
SUBDIVISION (FSUB13551) AMENDMENT**

WEDNESDAY, OCTOBER 23, 2013

NOTICE IS HEREBY GIVEN that the Bainbridge Island City Council will conduct a Public Hearing to consider an amendment to the Grow Community Subdivision (FSUB13551) as part of their regular meeting which begins at 7:00 PM.

YOU ARE INVITED to attend the public hearing to present written or verbal comment. The public hearing will be held at City Hall Council Chambers, 280 Madison Avenue, Bainbridge Island, WA 98110. If you are unable to attend, comments may be submitted prior to the meeting date. The City Clerk will accept hand-delivered, mailed or emailed comments at cityclerk@bainbridgewa.gov.

**CITY OF BAINBRIDGE ISLAND
ROSALIND D. LASSOFF
CITY CLERK**

Posted: Friday, October 11, 2013

**OFFICE OF THE HEARING EXAMINER
CITY OF BAINBRIDGE ISLAND, WASHINGTON**

**FINDINGS, CONCLUSIONS AND
RECOMMENDATION TO CITY COUNCIL**

Project: Grow Community Subdivision
File number: SUB13551
Applicant: Bainbridge Community Development, LLC
Location: Corner of Wyatt Way and Grow Avenue

FINDINGS OF FACT

A. Procedural History

1. The applicant has requested approval for a Tier II, Built Green 5 Housing Design Demonstration Project (HDDP) subdivision. The proposal is to subdivide a 2.6 acre parcel into 26 lots to accommodate 45 dwelling units (21 single family, one accessory building and 24 multifamily units). On March 9, 2012, this 2.6 acre parcel received site plan and design review (SPR) approval as part of a larger, 8 acre project (Exhibit 1). Overall SPR approval was granted as a phased, Tier II, Built Green 5 Housing Design Demonstration Project (HDDP) for the development of 131 residential units, a school and a community building. Under the SPR the project received HDDP approval to modify the residential parking requirements, increase the density, reduce setbacks and road side buffers and increase the height. Under the SPR, the layout of the site was approved, including the size, type, amount and design of the residential units, pedestrian amenities, and the location of pea patches, park nodes and parking spaces.

2. A public hearing on this application was held at Bainbridge City Hall on August 2, 2012, where testimony was received and eleven exhibits entered into the record. The hearing was continued to provide parties an opportunity to brief a code interpretation issue. The record was closed administratively on August 24, 2012, at which time a further six exhibits (nos. 12 through 17) were admitted to the record by the Hearing Examiner. Because the parties have not had an opportunity to review and offer objections to the receipt of these exhibits, they have been admitted provisionally; parties may file a timely motion for reconsideration to lodge objections to any of the newly admitted exhibits. The list of exhibits is attached at the end of this report, and copies are available for inspection at the Hearing Examiner's office.

3. The subdivision project is subject to State Environmental Policy Act (SEPA) review as provided in Washington Administrative Code (WAC 197-11). Utilizing the optional DNS process provided in WAC 197-11-355, the City issued a combined Notice of Application/SEPA comment period on June 22, 2012 (Exhibit 2). The 14-day comment period ended on July 6, 2012. The City, acting as lead agency, issued a Mitigated Determination of Nonsignificance (MDNS) threshold determination (Exhibit 3) on July 10, 2012; the appeal period ended on July 25, 2012 and no appeal of the SEPA determination was received.

4. In addition to the relief from standards already granted under the SPR, the applicant is now proposing a second HDDP modification of development standards through the subdivision review process to alter lot dimensions, sizes and buffers and project open space on the 2.6 acre parcel subject to this application. The City's planning staff concluded that multiple HDDP applications are appropriate for this project because the regulatory standards being varied are different for the current subdivision application than for the prior SPR approval.

5. At the public hearing held on August 2, 2012 the Hearing Examiner opined that this multiple HDDP approach seemed problematic, for the following reasons:

- ▲ A proliferation of review procedures tends to confuse members of the public and dilutes their opportunities for effective participation in the decision making process.
- ▲ Procedural proliferation simply adds another layer of complexity to an already arcane process, increasing the expenditure of time and resources for all involved without adding any resultant public benefit.
- ▲ The stated intent of the SPR procedures is to provide a comprehensive project design process. Unproductive fragmentation of the review process undermines the fundamental purpose of the SPR.

6. Both the applicant's representative, Marja Preston, and City planning staff explained their rationale for deeming multiple HDDP applications for a single project to be acceptable. They emphasized that no standards previously altered under the SPR process were again being modified as part of the subdivision review. Even so, the Examiner concluded that an interpretive question involving multiple code sections merited a briefing opportunity. Accordingly, the hearing was continued to allow parties to submit written comments. Timely statements on HDDP issues were received from attorney Ryan Vancil, representing the applicant; Katharine Cook, City Planning Director; the Chair and Vice-chair of the City's Design Review Board; and residents Larry Koss, Charles Schmid and Sally Adams. The matters raised by the continuance are issues of legal interpretation that will be discussed below in the Conclusions section.

B. Regulatory review

7. The subject property is located within the Winslow Master Plan Study Area as designated by the Comprehensive Plan and is currently served by urban infrastructure and facilities; these will be upgraded as necessary to meet the needs of the project. As proposed, the overall development will be a pedestrian-oriented, energy efficient, multi-generational neighborhood

comprised of 131 residential units, 45 of which will be located in the proposed subdivision on 26 lots. To reduce reliance on the automobile and encourage pedestrian activity, the project will include a car sharing program and will provide pedestrian trails through the site, connecting to Madison Avenue. The project will also include multiple electric charging stations to further offset the impacts of automobile use.

Land Use Element. The Urban Multifamily District is intended to provide for moderate to high-density residential development that may include some office and governmental uses. The proposed subdivision project will provide moderate-to-high intensity residential development at a density of one unit per 2,516 square feet. The project is serviced by city water and sewer and is in close proximity to schools and a fire station. The project has been reviewed for compliance with the buffering requirements of the Zoning Code and has been conditioned accordingly. During the SPR review phase, the City's Design Review Board (DRB) and staff reviewed the project over a series of seven meetings to ensure compliance with the City's adopted design guidelines for multi-family development. Since the SPR approval, the DRB has reviewed the project at three additional meetings for changes to the row house buildings and for the landscape plans specific to Grow and Wyatt.

Housing Element. This subdivision project is utilizing the Housing Design Development Program, which in alignment with the housing policies requires the use of innovative site development practices. The development increases the variety of housing choices suitable to a range of household sizes and incomes in a way compatible with the character of existing neighborhoods by providing a mixture of unit sizes and types. The subdivision proposes 26 lots, which will provide for 45 of the approved 131 SPR housing units. Housing types include small detached homes, townhomes, cottages, lofts and apartments. The single family home sizes range from 882 square feet to a maximum of 1,565 square feet. The multifamily rowhouse units will provide ground floor flats of 477 square feet, ground floor two bedroom flats of 866 square feet, and two story townhouses of 989 square feet. While none of the homes will be mandated to serve income-qualified residents, the smaller unit size may result in housing that is more affordable relative to other choices on the island.

Nonmotorized Transportation Element. To conform to nonmotorized goals and policies, improvements approved as part of the SPR for Grow Avenue include a bicycle lane and a sidewalk. Improvements for Wyatt Way include a 10' dedication of right-of-way, a sidewalk and a bicycle lane. ADA compliant, publicly accessible trails throughout the development will provide a continuous connection from the corner of Wyatt Way and Grow Avenue to Madison Avenue. The trails easements shall be recorded prior to final plat approval.

8. On August 12, 2009 the City Council passed Ordinance 2009-06 establishing the Housing Design Demonstration Project (HDDP) Program as a pilot procedure for the development of

projects designed to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of regulatory incentives. If a second round of HDDP modifications is permitted, the proposed subdivision can meet the purpose and the goals of the HDDP by providing a variety of housing choices to all economic segments and implement innovative building design and practices by incorporating Built Green standards into the development. The project was originally reviewed and approved as an HDDP through the SPR process, but as part of its effort to qualify as a new HDDP subdivision the applicant submitted a new HDDP checklist, and on June 12, 2012, the applicant and staff hosted another public participation meeting.

9. The largely *pro forma* character of the second HDDP application is underscored by the fact that the development standard modifications requested all appear to have been tacit assumptions of the original SPR review, where the project sought relief from standard residential parking requirements, setbacks, roadside buffers, and height and density limits. Now, in addition to the relief granted by the SPR, the applicant is proposing to further modify development standards through the HDDP subdivision process for lot dimensions and size and for open space, and to formalize setback reductions. These latter set of modifications appears to have been disclosed as part of the SPR review but were not approved at that time in their entirety. The feasibility of smaller lot sizes and widths is largely a function of having urban utility services available and providing stormwater facilities for increased impervious surfaces; these issues have been addressed within the technical review process.

10. There are also differences between the proposal now before us and the one approved as an SPR that are not directly implicated in the second round of HDDP review. A comparison of the originally proposed April 10, 2012 preliminary plat map with the December 12, 2011 site plan submitted to the Planning Commission (as illuminated by a short letter on project phasing from Brown Engineering, Inc., dated January 13, 2012) demonstrates some significant design changes. What the Browne letter described as Phases 1 and 2 are now melded into a single first phase.

11. More significantly, the number of single family lots proposed for the northwest corner was increased from 20 to 24 within the April plat map. And the multi-family units, while still totaling 24 as in the SPR site plan, were concentrated entirely in two buildings fronting on Wyatt Avenue. This potentially increased the proposed intensity of multi-family development on Wyatt directly across from a single-family zone from 19 to 24 units. But more recently a site plan modification dated July 5, 2012, (exhibit 10, attachment 16) was approved by the Planning Department as a minor site plan adjustment. This adjustment represents a lesser deviation from the approved SPR than did the original April plat map. It would create 22 single family lots (now 21 with elimination of the orphan "accessory" lot) and restore 4 of the rowhouse units to a location away from the Wyatt Avenue frontage. It is noted that the July 3, 2012, revised plat open space lot coverage drawing (exhibit 7) does not incorporate new the layout shown in the July 5, 2012 site plan modification. For our purposes, however, the July 5, 2012, minor adjustment describes the currently approved configuration of the project's northwest corner and provides the basis for current review.

12. Compliance with BIMC 18.15 development standards is mostly about providing adequate parking. Citizen complaints are endemic about overflow parking impacts from smaller municipal center living units where everyone is assumed to walk to shopping and the ferries but somehow

Findings, Conclusions and

Recommendation to City Council

have failed to get the eco-friendly message. The SPR process first authorized reduction of the standard zoning code parking requirements under the HDDP and then reduced the resultant figure another 25% for ferry proximity – an exercise in double-dipping in this observer's opinion. But there is also a safety-net condition that allows the City to require increased parking requirements after issuance of the 36th residential unit building permit if a “guest parking demand study” warrants it. Since one does not know how reliable a data base will exist to inform that study, it remains unclear how effective such a condition will actually prove to be. On a more concrete level, both the Design Review Board and Planning Commission expressed a strong sense that the project's credibility as pedestrian-oriented development depends upon providing the northwest to southeast diagonal pathway connection at Phase 1; the conditions regulating this requirement (nos. 7, 11 and 19) have been further elaborated.

13. No new internal roads are proposed as part of this subdivision. Area residents Fred McGinnis, Louis Richard and Sally Adams all testified as to the traffic problems currently experienced in the neighborhood, which this development will no doubt exacerbate. Neither Grow Avenue nor Wyatt Way were designed for the arterial loads they now carry. Wyatt has become a major commuter access route to the ferry from the south end of the Island, with increasing amounts of Wyatt traffic now cutting south along Grow to Winslow Way to avoid the congestion at the Wyatt/Madison intersection. Neither the Wyatt/Madison nor the Wyatt/Grow intersections are projected to degrade to LOS F with the addition of project traffic, but the leisurely ambience of a small community can be compromised long before LOS F is reached. As Mr. McGinnis suggested, the ultimate solution to the ferry cut-through traffic along Grow Avenue might be to restrict right-turns from Winslow Way into the ferry lane; that would also lessen congestion on Winslow Way and sooth the irritation of ferry commuters queued patiently on SR 305. Engineering staff also agreed to consider the need for a traffic-calming stop sign at the Grow Avenue/Shepard Drive intersection, as suggested by public testimony.

CONCLUSIONS

A. Relationship between the subdivision application and the existing SPR

1. Both Ryan Vancil, the applicant's attorney, and City Planning Director Kathy Cook offered a variety of arguments why multiple HDDP applications for a single project are appropriate procedures. The least tenable contention is probably Mr. Vancil's suggestion that the Hearing Examiner is obligated to confer “considerable judicial deference” on the code interpretation of the Planning Department as representing the special expertise of the administrative agency charged with enforcement of the City's zoning code. The fatal flaw with this argument is that the case law that gives rise to it deals with a completely different institutional framework – the relationship between a state court and a local municipality. The municipality is the agency to whom deference is owed by a state court.

2. But what we have here is in reality an intramural debate – a discussion among the different departments and offices within a single municipal agency. The entire discussion is internal to a single agency, the City of Bainbridge Island. The final decision of the City, by whomever made, is entitled to deference if the matter is ultimately appealed to Superior Court. But no single element of the internal City dialogue that preceded its final decision is subject to such deference. The difficulty with Mr. Vancil's position becomes immediately clear when one recognizes that in this instance the Hearing Examiner merely supplies a recommendation to the City Council. If it were to be taken seriously, the implication of Mr. Vancil's position would be that the City Council could not overrule a code interpretation made by the Planning Director. One notes that the Planning Department itself has not embraced Mr. Vancil's position and adopted his argument. There is a sound reason for that.

3. In her memo Planning Director Cook points out that BIMC 2.16.170 provides generically that projects needing multiple permits have the option (indeed are encouraged) to consolidate review procedures but are not required to do so. And more specifically, BIMC 2.16.040(D)(5) provides for optional consolidated project review in the context of a SPR application. Based on these optional review consolidation procedures, she argues that the code establishes that multiple HDDP applications are authorized. The essential logic of her position is this: both the SPR and subdivision provisions authorize HDDP applications to modify certain development standards; if review consolidation is not mandatory, then multiple HDDP applications must be contemplated.

4. This argument could carry the day if all the other relevant code materials are silent on the subject. But it needs to be appreciated that consolidation provisions are at bottom simply processing pathways. They only are required to answer the question about what to do *if* you have multiple applications. They are not normally intended to tell you *whether* you need multiple applications or *how* they interrelate. There is nothing intrinsically wrong or unfair about a code saying that while you are not forced to consolidate applications, if you fail to do so certain consequences may follow. So the relevant question becomes one of ascertaining whether other code sections supply substantive content bearing on the relationship among multiple applications that overcomes a rather weak inference arising out of what is essentially a processing provision.

5. Among the many informative submissions received in response to the Examiner's briefing notice, perhaps the most thorough review of the relevant code provisions was provided by Sally Adams, who also testified at the public hearing. Her comment letter was the only one to identify the importance of BIMC 2.16040(B)(3), which reads as follows:

The provisions of this section supplement those of BIMC 2.16.020 and 2.16.030 when the application is for site plan or design review. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.030 and this section, the provisions of this section shall govern.

BIMC Section 2.16.040 contains the City's site plan and design review provisions, while BIMC Sections 2.16.020 and .030 supply general review and administrative procedures. As noted by Ms Adams, the HDDP regulations are a subsection of BIMC 2.16.020.

6. In short, the code structures the interpretation process. There is a code-mandated hierarchy: the SPR provisions trump procedures found in other related sections if there is a conflict. More specifically, Ms Cook's assertion that the "HDDP program simply functions as an overlay process to the City's other land use applications, including site plan reviews, subdivisions and conditional use

permits” is not correct. First, an overlay zone is a geographic designation, not a processing construct (see BIMC 18.36.030(175)). Second, in the event of conflict or inconsistency between HDDP and SPR provisions, the SPR provisions control.

7. The primary task is thus to ascertain whether BIMC Section 20.16.040 answers our central question about whether an SPR approval containing an HDDP element also contemplates later HDDP approvals affecting the same project. If BIMC 20.16.040 provides a satisfactory answer to that question, one need look no further. If the answer is vague or incomplete, one may look to other related code sections for guidance consistent with the .040 framework.

8. Within BIMC Section 2.16.040 the principal elements bearing on our discussion seem to be subsections (A) dealing with purpose; (B)(3), which specifies the regulatory hierarchy described above; (D)(5), providing the optional consolidation procedure; decision criteria (E)(1) and (5), which acknowledge the availability within a site plan review of the HDDP process; and (G), which places rather strict limitations on modifying an approved SPR without a further City review and approval of a major adjustment application.

9. Of these the most critical appear to be subsections (A) and (G). The former identifies the main purpose of the SPR process as being “to establish a comprehensive site plan and design review process that ensures compliance with the adopted plans, policies, and ordinances of the city.” A further stated purpose is to create an “overall site design” to guide future development in an orderly and expedient manner. The purpose subsection (A) thus emphasizes the desirability of establishing some sort of co-ordinated site master planning process.

10. Once a SPR is approved for a project site, BIMC 2.16.040(G) discourages alterations by means other than a formal new or amended SPR application. Small adjustments, described as “minor changes in dimensions or siting of structures or the location of public amenities,” can be approved by the Planning Director upon request. But anything more than that is deemed a major adjustment requiring a new or amended SPR application: “Major adjustments are those that change the basic design, intensity, density, or character of the use.”

11. The proper reading of BIMC 2.16.040 is that it does not directly prohibit multiple HDDP approvals on a single SPR site, but the window of opportunity provided for such procedures is rather small. In the absence of a formal minor adjustment application, one could arguably take the view that a subdivision-based HDDP application that proposes minor adjustments to an SPR has been granted *de facto* approval by the Planning Department if it goes to public hearing accompanied by a favorable Department recommendation. But if the proposed alterations involve major adjustments to an approved site plan, BIMC 2.16.040(G) prevents them from being approved by any path other than an SPR amendment.

12. The Planning Department has maintained from the outset that the subdivision HDDP under review is little more than a procedural formality and does not alter the approved site plan. The record supports this viewpoint. Approval of subdivision standard modifications for lot sizes, buffers and dimensions cannot violate the integrity of a site plan that as yet has no lot lines on it. In the context of comparing the current preliminary plat proposal to the existing SPR, the critical issue is whether the northwestern site quadrant has been reconfigured by the plat in a way that

fundamentally changes the approved SPR's basic design, character or intensity. This is not a question of lot line placement so much as the composition and arrangement of uses, particularly with reference to increasing offsite impacts. While the original April 10, 2012, preliminary plat map did indeed raise questions about whether it might constitute an unauthorized major adjustment of the SPR, the relatively smaller changes documented in the July 5, 2012, minor adjustment present no similar concerns. As for the open space waiver, the situation is slightly more convoluted. The site plan provides a substantial quantity of open space but none is actually required for SPR approval. The subdivision HDDP allows a more generic open space criterion to be applied and thus offers the applicant some regulatory relief. But the bottom line remains that the subdivision HDDP approval for open space does not in itself alter the approved SPR and accordingly does not involve an unpermitted adjustment to it.

B. Subdivision review

13. The Hearing Examiner has jurisdiction over this proceeding for purposes of making a recommendation to the City Council. Public hearing notice requirements have been met.

14. The provisions of BIMC Chapter 18.38 creating Housing Design Demonstration Projects overlay applicable subdivision requirements and authorize modification of such requirements to achieve Chapter goals for housing diversity and innovative site development and design. Planning staff has evaluated the proposal and determined that it qualifies for treatment as a Tier II Green 5 Housing Design project under the HDDP.

15. The applicant has requested modification under HDDP authority of subdivision standards for minimum lot size and dimensions, open space and buffers. HDDP approval requires compliance with the applicable general criteria stated at BIMC 18.38.070. These criteria are met by the application, and due to their largely *pro forma* character the modifications requested do not constitute an unauthorized major adjustment to the underlying SPR. All other applicable zoning and subdivision standards will be met.

16. Adequate urban public services already exist in the neighborhood and, as upgraded, will possess the capacity to accommodate the proposal without significantly impacting current service levels.

17. The City Engineer has determined that the preliminary subdivision will meet the City's drainage, road and traffic requirements, including applicable design and construction standards. These determinations are supported by the evidence of record.

18. The underlying preliminary subdivision application meets the decision criteria stated at BIMC 17.04.094, except as modified pursuant to HDDP approval. As conditioned, the preliminary subdivision makes appropriate provision for the public health and safety and serves the public use and interest. The dedications and easements required as a condition of plat

approval are necessary to meet applicable subdivision and zoning code standards and the goals and policies of the comprehensive plan.

RECOMMENDED DECISION

The Hearing Examiner recommends that the Bainbridge City Council APPROVE the Grow Community Subdivision (file no. SUB13551) as a Tier II Built Green 5 Housing Design Demonstration Project in the configuration generally depicted on the July 5, 2012 site plan modification (exhibit 10, attachment 16), subject to the following conditions:

SEPA CONDITIONS:

1. A Stormwater Pollution Prevention Plan (SWPPP) is required prior to building and civil construction activities. Stormwater quality treatment, erosion and sedimentation control shall be designed in accordance with BIMC 15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The SWPP shall include off-street accommodation for construction vehicle parking.
2. To ensure the survivability of the significant trees designated to be preserved, the applicant shall follow the recommendations as provided in BIMC 18.15.010.C.2.b:
 - i. An area of prohibited disturbance, generally corresponding to the dripline of the significant trees and/or tree canopy of tree stands shall be identified by the applicant and approved by the department before commencement of site plan preparation; and
 - ii. A temporary four-foot high chain link or four-foot high plastic net fence shall delineate the area; and
 - iii. No impervious surfaces, fill, excavation, vehicle operations, compaction, removal of native soil or storage of construction materials shall be permitted within the area defined by such fencing; and
 - iv. A rock well shall be constructed if the grade level around the tree is to be raised more than one foot. The inside diameter of the well shall be equal to the diameter of the dripline of the tree or tree canopy of tree stands; and
 - v. The grade level shall not be lowered within the larger of (a) the dripline of the tree, or the tree canopy of tree stands, or (b) the area recommended by a consulting arborist certified by the International Society of Arboriculture.
3. All construction activities are subject to noise regulations in BIMC Chapter 16.16.
4. To limit the impact on lighting, any proposed lighting shall comply with BIMC Chapter Findings, Conclusions and Recommendation to City Council

15.34.

5. To ensure appropriate recreational opportunities, park nodes and associated facilities shall be created for each phase of development as indicated on the site plan (page 10A of the Site Plan packet).
6. To reduce car dependency and mitigate the impacts of traffic, the applicant shall provide a car sharing program, electric charging stations and covered bicycle storage areas.
7. The applicant shall provide pedestrian connectivity improvements as indicated in SPR13551 for this 2.6 acre portion of the project proposed to be subdivided, including but not limited to those improvements along Grow Avenue, Wyatt Way, through the 2.6 acre portion of the site and the trail connectivity from Shepard to the Pavilion development. The Shepard to Pavilion development shall include a five foot wide trail at a minimum and the removal of the fencing between the Pavilion development and the 8 acre project site. The applicant shall record public access easements and signages indicating the pathways are public.

NON-SEPA CONDITIONS (specific to this subdivision application)

8. Any variations to the proposed multifamily dwelling units are subject to the regulations contained in “Design Guidelines for Multifamily” (BIMC 18.41) and may be subject to review by the City’s Design Review Board. This shall be noted on the final plat.
9. The preliminary plat map shall be revised to conform with the July 5, 2012, site plan modification (exhibit 10, attachment 16). Proposed Lot 1 (the “accessory” lot) shall be deleted and its area incorporated into the adjacent open space tract. The total number of single-family lots approved hereunder is 21. Lot coverage shall be recorded on the face of the final plat generally as indicated on Sheet 7 (exhibit 7) but may be reconfigured with Planning Department approval so long as the 40% maximum coverage total is not exceeded.
10. Approved setbacks shall be recorded on the face of the final plat.

	Minimum
All interior subdivision setbacks	0 feet
Building to exterior subdivision boundary	5 feet
Building to right-of-way	10 feet

11. The traffic and parking assumptions plus the basic credibility of the subdivision as a pedestrian-oriented development require provision within Phase 1 of a functional diagonal path between the northwest and southeast corners of the entire 8-acre project site as depicted in the December 12, 2011 approved site plans. If construction of this diagonal route in the locations shown in the December 12, 2011, site plans is shown to be infeasible during Phase 1, the Planning Director may approve an alternative temporary route (pending completion of the entire project) that provides comparable pedestrian connectivity. Construction of the

diagonal pathway, either as shown in the December 12, 2011, site plans or along an alternative route approved by the Planning Director, shall be completed prior to final plat recording. An approved open space management plan also shall be recorded with the final plat that indicates the maintenance and allowed uses within the open space areas that reflect the open space requirements of the HDDP Ordinance (BIMC 2.16.020.Q).

12. The location of mailboxes and bicycle storage areas shall be provided on the final plat submittal along with the pedestrian signage. Prior to final plat submittal, the applicant shall revise the plat plan to contain the bicycle storage area completely within Tract A.
13. The applicant shall coordinate with the City's Design Review Board on the design of the bus shelter and shall indicate its location prior to submittal for final subdivision.
14. The applicant shall comply with applicable recording requirements as provided in RCW Title 58. Approval of the preliminary subdivision shall constitute authorization for the applicant to develop the facilities and improvements in strict accordance with the standards established by BIMC 2.16.125, as modified by BIMC 2.16.020, including approvals related to bonus density and modified development standards, subject to the conditions imposed herein. As provided in RCW 58.17, if a final subdivision application meeting all of the requirements of BIMC 17.04 has not been filed within seven years of the date of the preliminary subdivision approval, such approval shall expire and become void.
15. Prior to the final occupancy of any building, a final plat utility is required for that building.
16. All lot corners shall be staked with three-quarter inch galvanized iron pipe and locator stakes along with all other applicable survey provisions.
17. A plat certificate shall be provided with the final plat application.

NON-SEPA CONDITIONS (from the approved SPR)

18. The following note shall be included on the face of the plat: Pursuant to BIMC 18.15.010, the installation of landscaping shall be verified by a Landscape Professional or owner and a landscaping declaration signed. Landscape buffers shall be maintained with a maintenance assurance device for a period of three years. No vegetation within the buffers shall be disturbed without approval of the Department of Planning and Community Development through an approved clearing, grading or civil plan.
19. The development shall provide non-motorized public trail right-of-way easements for the trails as depicted in the site plan drawings, with the addition of an easement from the southeast corner of the site from Shepard through the Pavilion to Madison.
20. Any off-site location(s) for community solar arrays shall require a separate permit review and are not approved as part of this application.

21. Storm drainage facilities are to be maintained by the applicant. The applicant shall provide a declaration of covenant prior to final occupancy that guarantees that the system will be properly maintained. The covenant shall include language that will allow the City to inspect the system to ensure is properly performing.
22. The 15 designated guest parking spaces shall have adequate 'guest parking' signage.
23. The applicant shall submit a report that analyzes the demand for guest parking prior to the issuance of a building permit for the 37th unit. The City shall analyze the report to determine the appropriate amount of guest parking spaces needed to meet the guest parking demands of the development. Any changes to the parking requirement will require an amendment to the subdivision to accommodate the additional parking demand. Prior to final plat approval, the applicant shall indicate the location for the additional off-site guest parking spaces. This condition shall be noted on the face of the plat.
24. To address the requests of the Fire Marshal, the applicant shall install residential sprinklers to the units, as found necessary.
25. To address the requests of the Health District, the applicant shall have a licensed well driller decommission any existing wells prior to final plat approval.
26. As conditioned by the plat utility permits, the applicant shall install signage that indicates the trails are public at each entry point on the perimeter of the site.
27. The subdivision shall conform to the HDDP program criteria for housing diversity, innovative site development and innovative building design. Prior to the issuance of a building permit for a residential unit, the application will be reviewed for compliance with the following:
 - a. The dwelling units shall be at or below 1,600 square feet of floor area;
 - b. 20-30% water use reduction;
 - c. 25-35% improved energy performance;
 - d. Innovative building design elements including alternative energy, energy efficiency, water efficiency, green building materials and accessibility;
 - e. Landscaping, recreational opportunities, open space and transportation elements that substantially conform to the plat utility permits,
 - f. Built Green 5. Building permit applications, construction and final occupancy shall comply with the certification provisions of BIMC 2.16.020.3.f;
 - g. Proof of ongoing certification with the Built Green building rating system shall be

required during construction and project certification shall be completed prior to final occupancy.

This condition shall be recorded on the face of the final plat.

28. Following the completion of a microneighborhood, Staff shall be able to access the site for tours no more than once every three months with permission and cooperation of the property owner.
29. Significant trees shall be retained and a significant tree plan shall be provided and recorded as part of the final plat. Only diseased, dying and/or hazard significant trees can be removed with a report by a certified arborist. Any removed significant tree must be replaced with three native trees of at least 6 inches in caliber and 6 feet in height. These conditions shall be recorded on the face of the final plat.
30. Each building shall meet the height requirement and shall not exceed 40' above average existing grade.
31. One covered bicycle space for every five parking spaces for the multifamily development shall be provided, for a minimum total of five spaces.
32. Pursuant to BIMC 15.08, the applicant shall apply for a permit for any regulated signs.
33. Prior to the issuance of any building permits, the project shall be reviewed for compliance with the lighting guidelines.

Recommended this 24th day of August, 2012.



Stafford L. Smith, Hearing Examiner
City of Bainbridge Island

The public hearing exhibit list is attached to this report. Parties wishing to object to admission of any or all of exhibits 12 through 17 may do so by filing a motion for reconsideration within 10 days of the date of this recommended decision. Such motions shall be filed in writing with the Hearing Examiner's Office at Bainbridge City Hall and state the basis for the objections. Please note that filing a motion for reconsideration does not stay applicable deadlines for bringing any administrative or judicial appeal.

Findings, Conclusions and
Recommendation to City Council

EXHIBIT LIST
Application
Preliminary Subdivision
Grow Community SUB13551
Applicant: Asani LLC
Location of Proposal: Corner of Wyatt and Grow

Staff Contact:
Heather Beckmann, Associate Planner

Public Hearing: August 2, 2012, at 9:00 am
Location: City of Bainbridge Island
City Hall Council Conference Room

Hearing Examiner:
Stafford Smith

EX. NO.	DOCUMENT DESCRIPTION	DATE RECEIVED	NO. OF PAGES
1	Application and COBI Letter of Receipt	04/10/2012	12
2	COBI Letters of Transmittal for Review	04/10/2012	4
3	Open Space Management Plan	04/10/2012	4
4	Title Report	04/10/2012	79
5	Lot Closures	04/10/2012	23
6	Preliminary Site Plat Drawings	04/10/2012	8
7	Open Space & Lot Coverage Drawing (Revised sheet 7 only)	04/03/2012	1
8	Certificate of Posting (Signs)	07/19/2012	2
9	Certification of Distribution and Posting	07/20/2012	12
10	City's Project Report Re Grow Community Subdivision with Attachments as follows: - Attachment 1 Project Report Re Grow Community Site Plan Review (3/1/12) - Attachment 2 NOA and SEPA Checklist (6/22/12) - Attachment 3 MDNS (7/11/12) - Attachment 4 Preliminary Plat Drawings (4/10/12) - Attachment 5 Summary of Community Meeting (6/12/12) - Attachment 6 Comment Letters (7/5/12 to 7/22/12) - Attachment 7 BIFD Memo (4/26/12) - Attachment 8 Health District Approval (4/27/12) - Attachment 9 Applicant's HDDP Checklist - Attachment 10 City's HDDP Checklist - Attachment 11 Applicant's Ltr Re Relief Description (4/27/12) - Attachment 12 Tree Retention Plan Phase 2 (6/29/12) - Attachment 13 Kitsap Transit Memo (7/12/12) - Attachment 14 Title RCW 58 - Attachment 15 City Development Engineer Memo (7/5/12) - Attachment 16 Site Plan Modification (7/5/12)	07/30/2012	34 (plus 130 pages Attachments)

EXHIBIT LIST
Application
Preliminary Subdivision
Grow Community SUB13551
Applicant: Asani LLC
Location of Proposal: Corner of Wyatt and Grow

Staff Contact:
Heather Beckmann, Associate Planner

Public Hearing: August 2, 2012, at 9:00 am
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City Hall Council Conference Room

Hearing Examiner:
Stafford Smith

EX. NO.	DOCUMENT DESCRIPTION	DATE RECEIVED	NO. OF PAGES
11	Staff PowerPoint Presentation at 8/2/12 Hearing	08/02/2012	16
12	Davis Studio and Design revised Planning Commission site plans and profiles.	12/12/2011	35
13	Browne Engineering, Inc. letter to Marja Preston re: Grow Community Phasing	01/13/2012	2
14	COBI Joint Notice of Administrative Decision and SEPA Determination for SPR	03/09/2012	5
15	Summary of community meeting held June 6, 2011 by Kelly Dickson	06/10/2011	6
16	COBI public comment letter file for SPR	08/2011 to 02/2012	35
17	COBI Planning Commission meeting minutes for February 9 and 23, 2012	02/02/2012 and 02/23/2012	13

RESOLUTION NO. 2012-12

A RESOLUTION of the City of Bainbridge Island, Washington
approving the Grow Community subdivision (File No. SUB13551)

WHEREAS, on April 10, 2012, the preliminary subdivision application was submitted by Bainbridge Community Development, LLC to the Department of Planning and Community Development; and

WHEREAS, the preliminary subdivision application facilitated the creation of 26 (22 single family and 4 multifamily) residential lots on a 2.6 acre site; and

WHEREAS, the Department of Planning and Community Development reviewed and forwarded its recommendation for conditional approval to the Hearing Examiner; and

WHEREAS, on August 2, 2012, the Hearing Examiner conducted an open record public hearing on the preliminary subdivision upon proper notice; and

WHEREAS, on August 7, 2012, a notice of continuance briefing deadline was ordered on August 7, 2012; and

WHEREAS, on August 15, 2012, the deadline for submitting briefing comments ended; and

WHEREAS, on August 24, 2012, the Hearing Examiner (incorrectly) issued a recommendation of approval to the City Council for the preliminary subdivision; and

WHEREAS, on August 29, 2012, the Hearing Examiner issued a correction notice making his decision the final decision on the preliminary subdivision and correcting various clerical citations; and

WHEREAS, in response to a condition from the Hearing Examiner and interested purchasers of the lots, the applicant made minor changes to the final subdivision to reduce the number of single family lots by one and to simplify lot lines throughout the plat to create fewer lot corners; and

WHEREAS, on October 9, 2012, the final subdivision application was submitted by Bainbridge Community Development, LLC to facilitate the creation of 24 (20 single family and 4 multifamily) residential lots to the Department of Planning and Community Development; now, therefore

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

Section 1. The Findings of Fact, Conclusions of Law and Recommendation of the Hearing Examiner (File No. FSUB13551), together with the correction notice dated August 29, 2012, as set forth in Exhibit "A" which is attached and incorporated by reference, is adopted as the final decision of the Bainbridge Island City Council.

Section 1. The conditions imposed through the preliminary subdivision have been met.

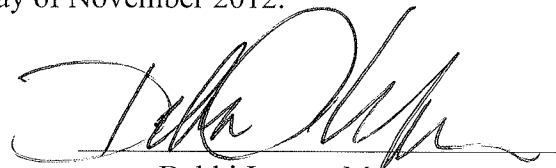
Section 2. The Grow Community subdivision (File No. FSUB13551) proposed for final subdivision is in conformance with the zoning ordinance, the comprehensive plan, the subdivision regulations and standards, and all applicable land use ordinances and applicable state law in effect at the time of preliminary plat approval.

Section 3. In accordance with BIMC 2.16.160.H, the City Council finds that bonds and assurance devices submitted by the applicant adequately assure completion of all required subdivision improvements.

Section 4. The Mayor is authorized to sign the original of the final plat for recordation with the Kitsap County Auditor.

PASSED by the Council of the City of Bainbridge Island, Washington, this 7th day of November, 2012.

APPROVED by the Mayor on the 7th day of November 2012.



Debbi Lester, Mayor

ATTEST/AUTHENTICATE



Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	November 2, 2012
PASSED BY THE CITY COUNCIL:	November 7, 2012
RESOLUTION NUMBER:	2012-12

Attached: Exhibit A
Findings of Fact, Conclusions of Law and Decision of the Hearing Examiner

**OFFICE OF THE HEARING EXAMINER
CITY OF BAINBRIDGE ISLAND, WASHINGTON**

CORRECTION NOTICE

Project: Grow Community Subdivision
File number: SUB13551
Applicant: Bainbridge Community Development, LLC
Location: Corner of Wyatt Way and Grow Avenue

The City's Planning Director has pointed out that the Hearing Examiner decision issued on August 24, 2012, was incorrectly denominated a recommendation to the Bainbridge City Council. The currently adopted procedure identifies preliminary subdivision applications as final decisions appealable directly to Superior Court. In addition, both the Hearing Examiner decision and Planning Department conditions contain clerical citation errors, mostly arising out of the recently completed recodification process. These mislabeling errors require the following minor revisions to the August 24, 2012, decision:

1. The document title is corrected to read "Findings, Conclusions and Decision".
2. Conclusion number 2 on page 6 is revised to read as follows:
 2. But what we have here is in reality an intramural debate – a discussion among the different departments and offices within a single municipal agency. The entire discussion is internal to a single agency, the City of Bainbridge Island. The final decision of the City, by whomever made, is entitled to deference if the matter is ultimately appealed to Superior Court. But no single element of the internal City dialogue that preceded its final decision is subject to such deference.
3. The phrase "for purposes of making a recommendation to the City Council" is deleted from the first sentence of conclusion number 13 on page 8.
4. The following citations are corrected: p. 7, #7 – 2.16.040, not 20.16.040; p.8, # 14 & 15 – 2.16.020(Q), not 18.38; p.8, #18 – 2.16.125, not 17.04.094; p.10, condition 8 – 18.18.030, not 18.41.

In all other respects the August 24, 2012 decision is affirmed as issued. Any appeals of the decision must be made to Superior Court, not to the City Council. This minor corrections notice does not revise or extend applicable deadlines for filing appeals or requests for reconsideration.

ORDERED this 29th day of August, 2012.

/s/ Stafford L. Smith
Stafford L. Smith, Hearing Examiner
City of Bainbridge Island

**OFFICE OF THE HEARING EXAMINER
CITY OF BAINBRIDGE ISLAND, WASHINGTON**

**FINDINGS, CONCLUSIONS AND
RECOMMENDATION TO CITY COUNCIL**

Project: Grow Community Subdivision
File number: SUB13551
Applicant: Bainbridge Community Development, LLC
Location: Corner of Wyatt Way and Grow Avenue

FINDINGS OF FACT

A. Procedural History

1. The applicant has requested approval for a Tier II, Built Green 5 Housing Design Demonstration Project (HDDP) subdivision. The proposal is to subdivide a 2.6 acre parcel into 26 lots to accommodate 45 dwelling units (21 single family, one accessory building and 24 multifamily units). On March 9, 2012, this 2.6 acre parcel received site plan and design review (SPR) approval as part of a larger, 8 acre project (Exhibit 1). Overall SPR approval was granted as a phased, Tier II, Built Green 5 Housing Design Demonstration Project (HDDP) for the development of 131 residential units, a school and a community building. Under the SPR the project received HDDP approval to modify the residential parking requirements, increase the density, reduce setbacks and road side buffers and increase the height. Under the SPR, the layout of the site was approved, including the size, type, amount and design of the residential units, pedestrian amenities, and the location of pea patches, park nodes and parking spaces.

2. A public hearing on this application was held at Bainbridge City Hall on August 2, 2012, where testimony was received and eleven exhibits entered into the record. The hearing was continued to provide parties an opportunity to brief a code interpretation issue. The record was closed administratively on August 24, 2012, at which time a further six exhibits (nos. 12 through 17) were admitted to the record by the Hearing Examiner. Because the parties have not had an opportunity to review and offer objections to the receipt of these exhibits, they have been admitted provisionally; parties may file a timely motion for reconsideration to lodge objections to any of the newly admitted exhibits. The list of exhibits is attached at the end of this report, and copies are available for inspection at the Hearing Examiner's office.

3. The subdivision project is subject to State Environmental Policy Act (SEPA) review as provided in Washington Administrative Code (WAC 197-11). Utilizing the optional DNS process provided in WAC 197-11-355, the City issued a combined Notice of Application/SEPA comment period on June 22, 2012 (Exhibit 2). The 14-day comment period ended on July 6, 2012. The City, acting as lead agency, issued a Mitigated Determination of Nonsignificance (MDNS) threshold determination (Exhibit 3) on July 10, 2012; the appeal period ended on July 25, 2012 and no appeal of the SEPA determination was received.

4. In addition to the relief from standards already granted under the SPR, the applicant is now proposing a second HDDP modification of development standards through the subdivision review process to alter lot dimensions, sizes and buffers and project open space on the 2.6 acre parcel subject to this application. The City's planning staff concluded that multiple HDDP applications are appropriate for this project because the regulatory standards being varied are different for the current subdivision application than for the prior SPR approval.

5. At the public hearing held on August 2, 2012 the Hearing Examiner opined that this multiple HDDP approach seemed problematic, for the following reasons:

- ▲ A proliferation of review procedures tends to confuse members of the public and dilutes their opportunities for effective participation in the decision making process.
- ▲ Procedural proliferation simply adds another layer of complexity to an already arcane process, increasing the expenditure of time and resources for all involved without adding any resultant public benefit.
- ▲ The stated intent of the SPR procedures is to provide a comprehensive project design process. Unproductive fragmentation of the review process undermines the fundamental purpose of the SPR.

6. Both the applicant's representative, Marja Preston, and City planning staff explained their rationale for deeming multiple HDDP applications for a single project to be acceptable. They emphasized that no standards previously altered under the SPR process were again being modified as part of the subdivision review. Even so, the Examiner concluded that an interpretive question involving multiple code sections merited a briefing opportunity. Accordingly, the hearing was continued to allow parties to submit written comments. Timely statements on HDDP issues were received from attorney Ryan Vancil, representing the applicant; Katharine Cook, City Planning Director; the Chair and Vice-chair of the City's Design Review Board; and residents Larry Koss, Charles Schmid and Sally Adams. The matters raised by the continuance are issues of legal interpretation that will be discussed below in the Conclusions section.

B. Regulatory review

7. The subject property is located within the Winslow Master Plan Study Area as designated by the Comprehensive Plan and is currently served by urban infrastructure and facilities; these will be upgraded as necessary to meet the needs of the project. As proposed, the overall development will be a pedestrian-oriented, energy efficient, multi-generational neighborhood

comprised of 131 residential units, 45 of which will be located in the proposed subdivision on 26 lots. To reduce reliance on the automobile and encourage pedestrian activity, the project will include a car sharing program and will provide pedestrian trails through the site, connecting to Madison Avenue. The project will also include multiple electric charging stations to further offset the impacts of automobile use.

Land Use Element. The Urban Multifamily District is intended to provide for moderate to high-density residential development that may include some office and governmental uses. The proposed subdivision project will provide moderate-to-high intensity residential development at a density of one unit per 2,516 square feet. The project is serviced by city water and sewer and is in close proximity to schools and a fire station. The project has been reviewed for compliance with the buffering requirements of the Zoning Code and has been conditioned accordingly. During the SPR review phase, the City's Design Review Board (DRB) and staff reviewed the project over a series of seven meetings to ensure compliance with the City's adopted design guidelines for multi-family development. Since the SPR approval, the DRB has reviewed the project at three additional meetings for changes to the row house buildings and for the landscape plans specific to Grow and Wyatt.

Housing Element. This subdivision project is utilizing the Housing Design Development Program, which in alignment with the housing policies requires the use of innovative site development practices. The development increases the variety of housing choices suitable to a range of household sizes and incomes in a way compatible with the character of existing neighborhoods by providing a mixture of unit sizes and types. The subdivision proposes 26 lots, which will provide for 45 of the approved 131 SPR housing units. Housing types include small detached homes, townhomes, cottages, lofts and apartments. The single family home sizes range from 882 square feet to a maximum of 1,565 square feet. The multifamily rowhouse units will provide ground floor flats of 477 square feet, ground floor two bedroom flats of 866 square feet, and two story townhouses of 989 square feet. While none of the homes will be mandated to serve income-qualified residents, the smaller unit size may result in housing that is more affordable relative to other choices on the island.

Nonmotorized Transportation Element. To conform to nonmotorized goals and policies, improvements approved as part of the SPR for Grow Avenue include a bicycle lane and a sidewalk. Improvements for Wyatt Way include a 10' dedication of right-of-way, a sidewalk and a bicycle lane. ADA compliant, publicly accessible trails throughout the development will provide a continuous connection from the corner of Wyatt Way and Grow Avenue to Madison Avenue. The trails easements shall be recorded prior to final plat approval.

8. On August 12, 2009 the City Council passed Ordinance 2009-06 establishing the Housing Design Demonstration Project (HDDP) Program as a pilot procedure for the development of

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projects designed to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of regulatory incentives. If a second round of HDDP modifications is permitted, the proposed subdivision can meet the purpose and the goals of the HDDP by providing a variety of housing choices to all economic segments and implement innovative building design and practices by incorporating Built Green standards into the development. The project was originally reviewed and approved as an HDDP through the SPR process, but as part of its effort to qualify as a new HDDP subdivision the applicant submitted a new HDDP checklist, and on June 12, 2012, the applicant and staff hosted another public participation meeting.

9. The largely *pro forma* character of the second HDDP application is underscored by the fact that the development standard modifications requested all appear to have been tacit assumptions of the original SPR review, where the project sought relief from standard residential parking requirements, setbacks, roadside buffers, and height and density limits. Now, in addition to the relief granted by the SPR, the applicant is proposing to further modify development standards through the HDDP subdivision process for lot dimensions and size and for open space, and to formalize setback reductions. These latter set of modifications appears to have been disclosed as part of the SPR review but were not approved at that time in their entirety. The feasibility of smaller lot sizes and widths is largely a function of having urban utility services available and providing stormwater facilities for increased impervious surfaces; these issues have been addressed within the technical review process.

10. There are also differences between the proposal now before us and the one approved as an SPR that are not directly implicated in the second round of HDDP review. A comparison of the originally proposed April 10, 2012 preliminary plat map with the December 12, 2011 site plan submitted to the Planning Commission (as illuminated by a short letter on project phasing from Brown Engineering, Inc., dated January 13, 2012) demonstrates some significant design changes. What the Browne letter described as Phases 1 and 2 are now melded into a single first phase.

11. More significantly, the number of single family lots proposed for the northwest corner was increased from 20 to 24 within the April plat map. And the multi-family units, while still totaling 24 as in the SPR site plan, were concentrated entirely in two buildings fronting on Wyatt Avenue. This potentially increased the proposed intensity of multi-family development on Wyatt directly across from a single-family zone from 19 to 24 units. But more recently a site plan modification dated July 5, 2012, (exhibit 10, attachment 16) was approved by the Planning Department as a minor site plan adjustment. This adjustment represents a lesser deviation from the approved SPR than did the original April plat map. It would create 22 single family lots (now 21 with elimination of the orphan "accessory" lot) and restore 4 of the rowhouse units to a location away from the Wyatt Avenue frontage. It is noted that the July 3, 2012, revised plat open space lot coverage drawing (exhibit 7) does not incorporate new the layout shown in the July 5, 2012 site plan modification. For our purposes, however, the July 5, 2012, minor adjustment describes the currently approved configuration of the project's northwest corner and provides the basis for current review.

12. Compliance with BIMC 18.15 development standards is mostly about providing adequate parking. Citizen complaints are endemic about overflow parking impacts from smaller municipal center living units where everyone is assumed to walk to shopping and the ferries but somehow

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have failed to get the eco-friendly message. The SPR process first authorized reduction of the standard zoning code parking requirements under the HDDP and then reduced the resultant figure another 25% for ferry proximity – an exercise in double-dipping in this observer's opinion. But there is also a safety-net condition that allows the City to require increased parking requirements after issuance of the 36th residential unit building permit if a "guest parking demand study" warrants it. Since one does not know how reliable a data base will exist to inform that study, it remains unclear how effective such a condition will actually prove to be. On a more concrete level, both the Design Review Board and Planning Commission expressed a strong sense that the project's credibility as pedestrian-oriented development depends upon providing the northwest to southeast diagonal pathway connection at Phase 1; the conditions regulating this requirement (nos. 7, 11 and 19) have been further elaborated.

13. No new internal roads are proposed as part of this subdivision. Area residents Fred McGinnis, Louis Richard and Sally Adams all testified as to the traffic problems currently experienced in the neighborhood, which this development will no doubt exacerbate. Neither Grow Avenue nor Wyatt Way were designed for the arterial loads they now carry. Wyatt has become a major commuter access route to the ferry from the south end of the Island, with increasing amounts of Wyatt traffic now cutting south along Grow to Winslow Way to avoid the congestion at the Wyatt/Madison intersection. Neither the Wyatt/Madison nor the Wyatt/Grow intersections are projected to degrade to LOS F with the addition of project traffic, but the leisurely ambience of a small community can be compromised long before LOS F is reached. As Mr. McGinnis suggested, the ultimate solution to the ferry cut-through traffic along Grow Avenue might be to restrict right-turns from Winslow Way into the ferry lane; that would also lessen congestion on Winslow Way and sooth the irritation of ferry commuters queued patiently on SR 305. Engineering staff also agreed to consider the need for a traffic-calming stop sign at the Grow Avenue/Shepard Drive intersection, as suggested by public testimony.

CONCLUSIONS

A. Relationship between the subdivision application and the existing SPR

1. Both Ryan Vancil, the applicant's attorney, and City Planning Director Kathy Cook offered a variety of arguments why multiple HDDP applications for a single project are appropriate procedures. The least tenable contention is probably Mr. Vancil's suggestion that the Hearing Examiner is obligated to confer "considerable judicial deference" on the code interpretation of the Planning Department as representing the special expertise of the administrative agency charged with enforcement of the City's zoning code. The fatal flaw with this argument is that the case law that gives rise to it deals with a completely different institutional framework – the relationship between a state court and a local municipality. The municipality is the agency to whom deference is owed by a state court.

2. But what we have here is in reality an intramural debate — a discussion among the different departments and offices within a single municipal agency. The entire discussion is internal to a single agency, the City of Bainbridge Island. The final decision of the City, by whomever made, is entitled to deference if the matter is ultimately appealed to Superior Court. But no single element of the internal City dialogue that preceded its final decision is subject to such deference. The difficulty with Mr. Vancil's position becomes immediately clear when one recognizes that in this instance the Hearing Examiner merely supplies a recommendation to the City Council. If it were to be taken seriously, the implication of Mr. Vancil's position would be that the City Council could not overrule a code interpretation made by the Planning Director. One notes that the Planning Department itself has not embraced Mr. Vancil's position and adopted his argument. There is a sound reason for that.

3. In her memo Planning Director Cook points out that BIMC 2.16.170 provides generically that projects needing multiple permits have the option (indeed are encouraged) to consolidate review procedures but are not required to do so. And more specifically, BIMC 2.16.040(D)(5) provides for optional consolidated project review in the context of a SPR application. Based on these optional review consolidation procedures, she argues that the code establishes that multiple HDDP applications are authorized. The essential logic of her position is this: both the SPR and subdivision provisions authorize HDDP applications to modify certain development standards; if review consolidation is not mandatory, then multiple HDDP applications must be contemplated.

4. This argument could carry the day if all the other relevant code materials are silent on the subject. But it needs to be appreciated that consolidation provisions are at bottom simply processing pathways. They only are required to answer the question about what to do *if* you have multiple applications. They are not normally intended to tell you *whether* you need multiple applications or *how* they interrelate. There is nothing intrinsically wrong or unfair about a code saying that while you are not forced to consolidate applications, if you fail to do so certain consequences may follow. So the relevant question becomes one of ascertaining whether other code sections supply substantive content bearing on the relationship among multiple applications that overcomes a rather weak inference arising out of what is essentially a processing provision.

5. Among the many informative submissions received in response to the Examiner's briefing notice, perhaps the most thorough review of the relevant code provisions was provided by Sally Adams, who also testified at the public hearing. Her comment letter was the only one to identify the importance of BIMC 2.16040(B)(3), which reads as follows:

The provisions of this section supplement those of BIMC 2.16.020 and 2.16.030 when the application is for site plan or design review. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.030 and this section, the provisions of this section shall govern.

BIMC Section 2.16.040 contains the City's site plan and design review provisions, while BIMC Sections 2.16.020 and .030 supply general review and administrative procedures. As noted by Ms Adams, the HDDP regulations are a subsection of BIMC 2.16.020.

6. In short, the code structures the interpretation process. There is a code-mandated hierarchy: the SPR provisions trump procedures found in other related sections if there is a conflict. More specifically, Ms Cook's assertion that the "HDDP program simply functions as an overlay process to the City's other land use applications, including site plan reviews, subdivisions and conditional use

permits" is not correct. First, an overlay zone is a geographic designation, not a processing construct (see BIMC 18.36.030(175)). Second, in the event of conflict or inconsistency between HDDP and SPR provisions, the SPR provisions control.

7. The primary task is thus to ascertain whether BIMC Section 20.16.040 answers our central question about whether an SPR approval containing an HDDP element also contemplates later HDDP approvals affecting the same project. If BIMC 20.16.040 provides a satisfactory answer to that question, one need look no further. If the answer is vague or incomplete, one may look to other related code sections for guidance consistent with the .040 framework.

8. Within BIMC Section 2.16.040 the principal elements bearing on our discussion seem to be subsections (A) dealing with purpose; (B)(3), which specifies the regulatory hierarchy described above; (D)(5), providing the optional consolidation procedure; decision criteria (E)(1) and (5), which acknowledge the availability within a site plan review of the HDDP process; and (G), which places rather strict limitations on modifying an approved SPR without a further City review and approval of a major adjustment application.

9. Of these the most critical appear to be subsections (A) and (G). The former identifies the main purpose of the SPR process as being "to establish a comprehensive site plan and design review process that ensures compliance with the adopted plans, policies, and ordinances of the city." A further stated purpose is to create an "overall site design" to guide future development in an orderly and expedient manner. The purpose subsection (A) thus emphasizes the desirability of establishing some sort of co-ordinated site master planning process.

10. Once a SPR is approved for a project site, BIMC 2.16.040(G) discourages alterations by means other than a formal new or amended SPR application. Small adjustments, described as "minor changes in dimensions or siting of structures or the location of public amenities," can be approved by the Planning Director upon request. But anything more than that is deemed a major adjustment requiring a new or amended SPR application: "Major adjustments are those that change the basic design, intensity, density, or character of the use."

11. The proper reading of BIMC 2.16.040 is that it does not directly prohibit multiple HDDP approvals on a single SPR site, but the window of opportunity provided for such procedures is rather small. In the absence of a formal minor adjustment application, one could arguably take the view that a subdivision-based HDDP application that proposes minor adjustments to an SPR has been granted *de facto* approval by the Planning Department if it goes to public hearing accompanied by a favorable Department recommendation. But if the proposed alterations involve major adjustments to an approved site plan, BIMC 2.16.040(G) prevents them from being approved by any path other than an SPR amendment.

12. The Planning Department has maintained from the outset that the subdivision HDDP under review is little more than a procedural formality and does not alter the approved site plan. The record supports this viewpoint. Approval of subdivision standard modifications for lot sizes, buffers and dimensions cannot violate the integrity of a site plan that as yet has no lot lines on it. In the context of comparing the current preliminary plat proposal to the existing SPR, the critical issue is whether the northwestern site quadrant has been reconfigured by the plat in a way that

fundamentally changes the approved SPR's basic design, character or intensity. This is not a question of lot line placement so much as the composition and arrangement of uses, particularly with reference to increasing offsite impacts. While the original April 10, 2012, preliminary plat map did indeed raise questions about whether it might constitute an unauthorized major adjustment of the SPR, the relatively smaller changes documented in the July 5, 2012, minor adjustment present no similar concerns. As for the open space waiver, the situation is slightly more convoluted. The site plan provides a substantial quantity of open space but none is actually required for SPR approval. The subdivision HDDP allows a more generic open space criterion to be applied and thus offers the applicant some regulatory relief. But the bottom line remains that the subdivision HDDP approval for open space does not in itself alter the approved SPR and accordingly does not involve an unpermitted adjustment to it.

B. Subdivision review

13. The Hearing Examiner has jurisdiction over this proceeding for purposes of making a recommendation to the City Council. Public hearing notice requirements have been met.

14. The provisions of BIMC Chapter 18.38 creating Housing Design Demonstration Projects overlay applicable subdivision requirements and authorize modification of such requirements to achieve Chapter goals for housing diversity and innovative site development and design. Planning staff has evaluated the proposal and determined that it qualifies for treatment as a Tier II Green 5 Housing Design project under the HDDP.

15. The applicant has requested modification under HDDP authority of subdivision standards for minimum lot size and dimensions, open space and buffers. HDDP approval requires compliance with the applicable general criteria stated at BIMC 18.38.070. These criteria are met by the application, and due to their largely *pro forma* character the modifications requested do not constitute an unauthorized major adjustment to the underlying SPR. All other applicable zoning and subdivision standards will be met.

16. Adequate urban public services already exist in the neighborhood and, as upgraded, will possess the capacity to accommodate the proposal without significantly impacting current service levels.

17. The City Engineer has determined that the preliminary subdivision will meet the City's drainage, road and traffic requirements, including applicable design and construction standards. These determinations are supported by the evidence of record.

18. The underlying preliminary subdivision application meets the decision criteria stated at BIMC 17.04.094, except as modified pursuant to HDDP approval. As conditioned, the preliminary subdivision makes appropriate provision for the public health and safety and serves the public use and interest. The dedications and easements required as a condition of plat

approval are necessary to meet applicable subdivision and zoning code standards and the goals and policies of the comprehensive plan.

RECOMMENDED DECISION

The Hearing Examiner recommends that the Bainbridge City Council **APPROVE** the Grow Community Subdivision (file no. SUB13551) as a Tier II Built Green 5 Housing Design Demonstration Project in the configuration generally depicted on the July 5, 2012 site plan modification (exhibit 10, attachment 16), subject to the following conditions:

SEPA CONDITIONS:

1. A Stormwater Pollution Prevention Plan (SWPPP) is required prior to building and civil construction activities. Stormwater quality treatment, erosion and sedimentation control shall be designed in accordance with BIMC 15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The SWPP shall include off-street accommodation for construction vehicle parking.
2. To ensure the survivability of the significant trees designated to be preserved, the applicant shall follow the recommendations as provided in BIMC 18.15.010.C.2.b:
 - i. An area of prohibited disturbance, generally corresponding to the dripline of the significant trees and/or tree canopy of tree stands shall be identified by the applicant and approved by the department before commencement of site plan preparation; and
 - ii. A temporary four-foot high chain link or four-foot high plastic net fence shall delineate the area; and
 - iii. No impervious surfaces, fill, excavation, vehicle operations, compaction, removal of native soil or storage of construction materials shall be permitted within the area defined by such fencing; and
 - iv. A rock well shall be constructed if the grade level around the tree is to be raised more than one foot. The inside diameter of the well shall be equal to the diameter of the dripline of the tree or tree canopy of tree stands; and
 - v. The grade level shall not be lowered within the larger of (a) the dripline of the tree, or the tree canopy of tree stands, or (b) the area recommended by a consulting arborist certified by the International Society of Arboriculture.
3. All construction activities are subject to noise regulations in BIMC Chapter 16.16.
4. To limit the impact on lighting, any proposed lighting shall comply with BIMC Chapter Findings, Conclusions and Recommendation to City Council

15.34.

5. To ensure appropriate recreational opportunities, park nodes and associated facilities shall be created for each phase of development as indicated on the site plan (page 10A of the Site Plan packet).
6. To reduce car dependency and mitigate the impacts of traffic, the applicant shall provide a car sharing program, electric charging stations and covered bicycle storage areas.
7. The applicant shall provide pedestrian connectivity improvements as indicated in SPR13551 for this 2.6 acre portion of the project proposed to be subdivided, including but not limited to those improvements along Grow Avenue, Wyatt Way, through the 2.6 acre portion of the site and the trail connectivity from Shepard to the Pavilion development. The Shepard to Pavilion development shall include a five foot wide trail at a minimum and the removal of the fencing between the Pavilion development and the 8 acre project site. The applicant shall record public access easements and signages indicating the pathways are public.

NON-SEPA CONDITIONS (specific to this subdivision application)

8. Any variations to the proposed multifamily dwelling units are subject to the regulations contained in "Design Guidelines for Multifamily" (BIMC 18.41) and may be subject to review by the City's Design Review Board. This shall be noted on the final plat.
9. The preliminary plat map shall be revised to conform with the July 5, 2012, site plan modification (exhibit 10, attachment 16). Proposed Lot 1 (the "accessory" lot) shall be deleted and its area incorporated into the adjacent open space tract. The total number of single-family lots approved hereunder is 21. Lot coverage shall be recorded on the face of the final plat generally as indicated on Sheet 7 (exhibit 7) but may be reconfigured with Planning Department approval so long as the 40% maximum coverage total is not exceeded.
10. Approved setbacks shall be recorded on the face of the final plat.

	Minimum
All interior subdivision setbacks	0 feet
Building to exterior subdivision boundary	5 feet
Building to right-of-way	10 feet

11. The traffic and parking assumptions plus the basic credibility of the subdivision as a pedestrian-oriented development require provision within Phase 1 of a functional diagonal path between the northwest and southeast corners of the entire 8-acre project site as depicted in the December 12, 2011 approved site plans. If construction of this diagonal route in the locations shown in the December 12, 2011, site plans is shown to be infeasible during Phase 1, the Planning Director may approve an alternative temporary route (pending completion of the entire project) that provides comparable pedestrian connectivity. Construction of the

diagonal pathway, either as shown in the December 12, 2011, site plans or along an alternative route approved by the Planning Director, shall be completed prior to final plat recording. An approved open space management plan also shall be recorded with the final plat that indicates the maintenance and allowed uses within the open space areas that reflect the open space requirements of the HDDP Ordinance (BIMC 2.16.020.Q).

12. The location of mailboxes and bicycle storage areas shall be provided on the final plat submittal along with the pedestrian signage. Prior to final plat submittal, the applicant shall revise the plat plan to contain the bicycle storage area completely within Tract A.
13. The applicant shall coordinate with the City's Design Review Board on the design of the bus shelter and shall indicate its location prior to submittal for final subdivision.
14. The applicant shall comply with applicable recording requirements as provided in RCW Title 58. Approval of the preliminary subdivision shall constitute authorization for the applicant to develop the facilities and improvements in strict accordance with the standards established by BIMC 2.16.125, as modified by BIMC 2.16.020, including approvals related to bonus density and modified development standards, subject to the conditions imposed herein. As provided in RCW 58.17, if a final subdivision application meeting all of the requirements of BIMC 17.04 has not been filed within seven years of the date of the preliminary subdivision approval, such approval shall expire and become void.
15. Prior to the final occupancy of any building, a final plat utility is required for that building.
16. All lot corners shall be staked with three-quarter inch galvanized iron pipe and locator stakes along with all other applicable survey provisions.
17. A plat certificate shall be provided with the final plat application.

NON-SEPA CONDITIONS (from the approved SPR)

18. The following note shall be included on the face of the plat: Pursuant to BIMC 18.15.010, the installation of landscaping shall be verified by a Landscape Professional or owner and a landscaping declaration signed. Landscape buffers shall be maintained with a maintenance assurance device for a period of three years. No vegetation within the buffers shall be disturbed without approval of the Department of Planning and Community Development through an approved clearing, grading or civil plan.
19. The development shall provide non-motorized public trail right-of-way easements for the trails as depicted in the site plan drawings, with the addition of an easement from the southeast corner of the site from Shepard through the Pavilion to Madison.
20. Any off-site location(s) for community solar arrays shall require a separate permit review and are not approved as part of this application.

21. Storm drainage facilities are to be maintained by the applicant. The applicant shall provide a declaration of covenant prior to final occupancy that guarantees that the system will be properly maintained. The covenant shall include language that will allow the City to inspect the system to ensure is properly performing.
22. The 15 designated guest parking spaces shall have adequate 'guest parking' signage.
23. The applicant shall submit a report that analyzes the demand for guest parking prior to the issuance of a building permit for the 37th unit. The City shall analyze the report to determine the appropriate amount of guest parking spaces needed to meet the guest parking demands of the development. Any changes to the parking requirement will require an amendment to the subdivision to accommodate the additional parking demand. Prior to final plat approval, the applicant shall indicate the location for the additional off-site guest parking spaces. This condition shall be noted on the face of the plat.
24. To address the requests of the Fire Marshal, the applicant shall install residential sprinklers to the units, as found necessary.
25. To address the requests of the Health District, the applicant shall have a licensed well driller decommission any existing wells prior to final plat approval.
26. As conditioned by the plat utility permits, the applicant shall install signage that indicates the trails are public at each entry point on the perimeter of the site.
27. The subdivision shall conform to the HDDP program criteria for housing diversity, innovative site development and innovative building design. Prior to the issuance of a building permit for a residential unit, the application will be reviewed for compliance with the following:
 - a. The dwelling units shall be at or below 1,600 square feet of floor area;
 - b. 20-30% water use reduction;
 - c. 25-35% improved energy performance;
 - d. Innovative building design elements including alternative energy, energy efficiency, water efficiency, green building materials and accessibility;
 - e. Landscaping, recreational opportunities, open space and transportation elements that substantially conform to the plat utility permits,
 - f. Built Green 5. Building permit applications, construction and final occupancy shall comply with the certification provisions of BIMC 2.16.020.3.f;
 - g. Proof of ongoing certification with the Built Green building rating system shall be

required during construction and project certification shall be completed prior to final occupancy.

This condition shall be recorded on the face of the final plat.

28. Following the completion of a microneighborhood, Staff shall be able to access the site for tours no more than once every three months with permission and cooperation of the property owner.
29. Significant trees shall be retained and a significant tree plan shall be provided and recorded as part of the final plat. Only diseased, dying and/or hazard significant trees can be removed with a report by a certified arborist. Any removed significant tree must be replaced with three native trees of at least 6 inches in caliber and 6 feet in height. These conditions shall be recorded on the face of the final plat.
30. Each building shall meet the height requirement and shall not exceed 40' above average existing grade.
31. One covered bicycle space for every five parking spaces for the multifamily development shall be provided, for a minimum total of five spaces.
32. Pursuant to BIMC 15.08, the applicant shall apply for a permit for any regulated signs.
33. Prior to the issuance of any building permits, the project shall be reviewed for compliance with the lighting guidelines.

Recommended this 24th day of August, 2012.


Stafford L. Smith, Hearing Examiner
City of Bainbridge Island

The public hearing exhibit list is attached to this report. Parties wishing to object to admission of any or all of exhibits 12 through 17 may do so by filing a motion for reconsideration within 10 days of the date of this recommended decision. Such motions shall be filed in writing with the Hearing Examiner's Office at Bainbridge City Hall and state the basis for the objections. Please note that filing a motion for reconsideration does not stay applicable deadlines for bringing any administrative or judicial appeal.

Findings, Conclusions and
Recommendation to City Council

EXHIBIT LIST
Application
Preliminary Subdivision
Grow Community SUB13551
Applicant: Asani LLC
Location of Proposal: Corner of Wyatt and Grow

Staff Contact:
Heather Beckmann, Associate Planner

Public Hearing: August 2, 2012, at 9:00 am
Location: City of Bainbridge Island
City Hall Council Conference Room

Hearing Examiner:
Stafford Smith

EX. NO.	DOCUMENT DESCRIPTION	DATE RECEIVED	NO. OF PAGES
1	Application and COBI Letter of Receipt	04/10/2012	12
2	COBI Letters of Transmittal for Review	04/10/2012	4
3	Open Space Management Plan	04/10/2012	4
4	Title Report	04/10/2012	79
5	Lot Closures	04/10/2012	23
6	Preliminary Site Plat Drawings	04/10/2012	8
7	Open Space & Lot Coverage Drawing (Revised sheet 7 only)	04/03/2012	1
8	Certificate of Posting (Signs)	07/19/2012	2
9	Certification of Distribution and Posting	07/20/2012	12
10	City's Project Report Re Grow Community Subdivision with Attachments as follows: • Attachment 1 Project Report Re Grow Community Site Plan Review (3/1/12) • Attachment 2 NOA and SEPA Checklist (6/22/12) • Attachment 3 MDNS (7/11/12) • Attachment 4 Preliminary Plat Drawings (4/10/12) • Attachment 5 Summary of Community Meeting (6/12/12) • Attachment 6 Comment Letters (7/5/12 to 7/22/12) • Attachment 7 BIFD Memo (4/26/12) • Attachment 8 Health District Approval (4/27/12) • Attachment 9 Applicant's HDDP Checklist • Attachment 10 City's HDDP Checklist • Attachment 11 Applicant's Ltr Re Relief Description (4/27/12) • Attachment 12 Tree Retention Plan Phase 2 (6/29/12) • Attachment 13 Kitsap Transit Memo (7/12/12) • Attachment 14 Title RCW 58 • Attachment 15 City Development Engineer Memo (7/5/12) • Attachment 16 Site Plan Modification (7/5/12)	07/30/2012	34 (plus 130 pages Attachments)

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EX. NO.	DOCUMENT DESCRIPTION	DATE RECEIVED	NO. OF PAGES
11	Staff PowerPoint Presentation at 8/2/12 Hearing	08/02/2012	16
12	Davis Studio and Design revised Planning Commission site plans and profiles.	12/12/2011	35
13	Browne Engineering, Inc. letter to Marja Preston re: Grow Community Phasing	01/13/2012	2
14	COBI Joint Notice of Administrative Decision and SEPA Determination for SPR	03/09/2012	5
15	Summary of community meeting held June 6, 2011 by Kelly Dickson	06/10/2011	6
16	COBI public comment letter file for SPR	08/2011 to 02/2012	35
17	COBI Planning Commission meeting minutes for February 9 and 23, 2012	02/02/2012 and 02/23/2012	13

Plat of Grow Subdivision Amendment & Boundary Line Adjustment

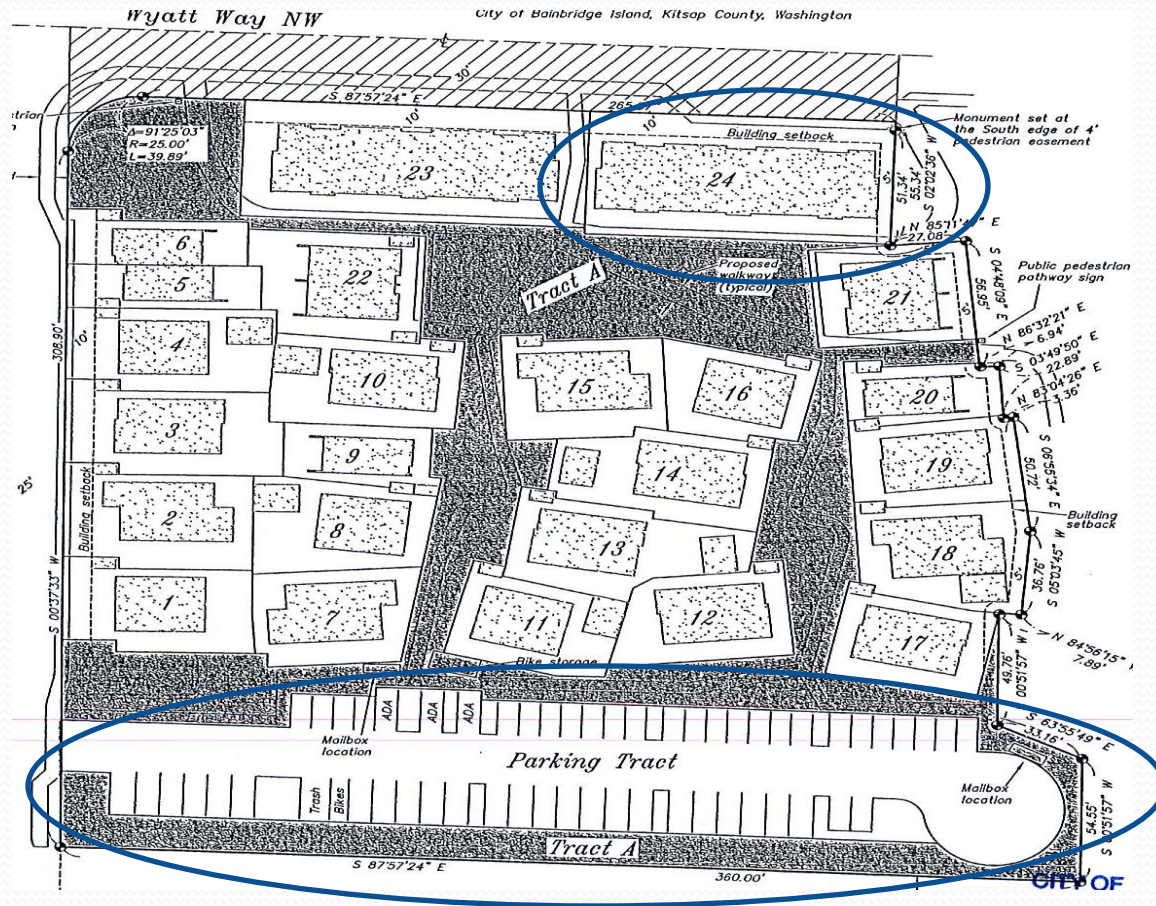
October 23, 2013

City Council Public Hearing

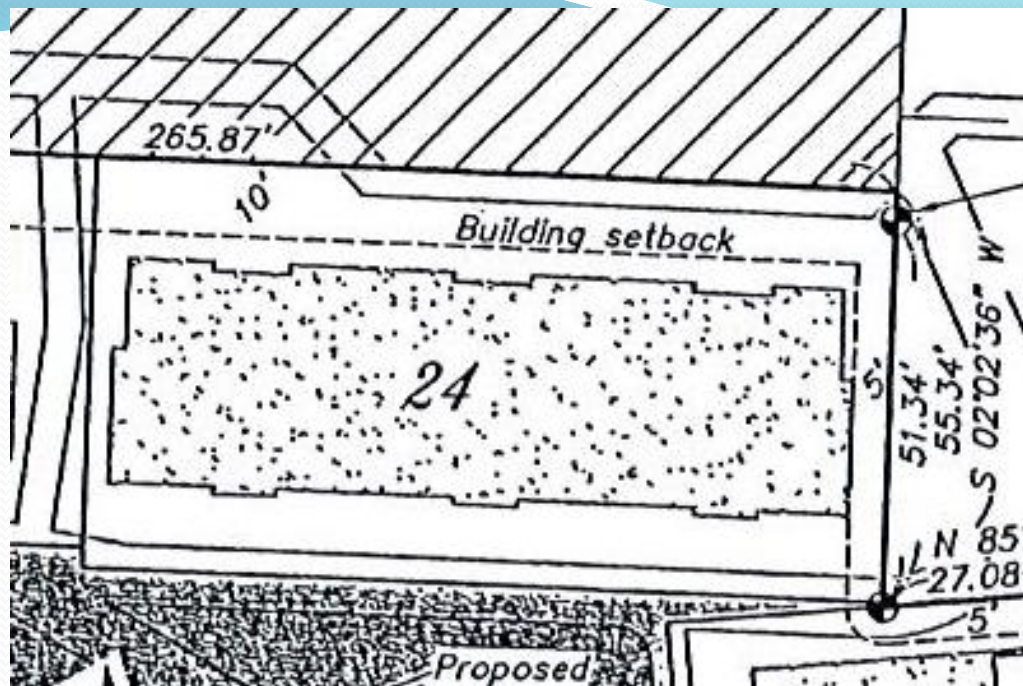
Approved Subdivision



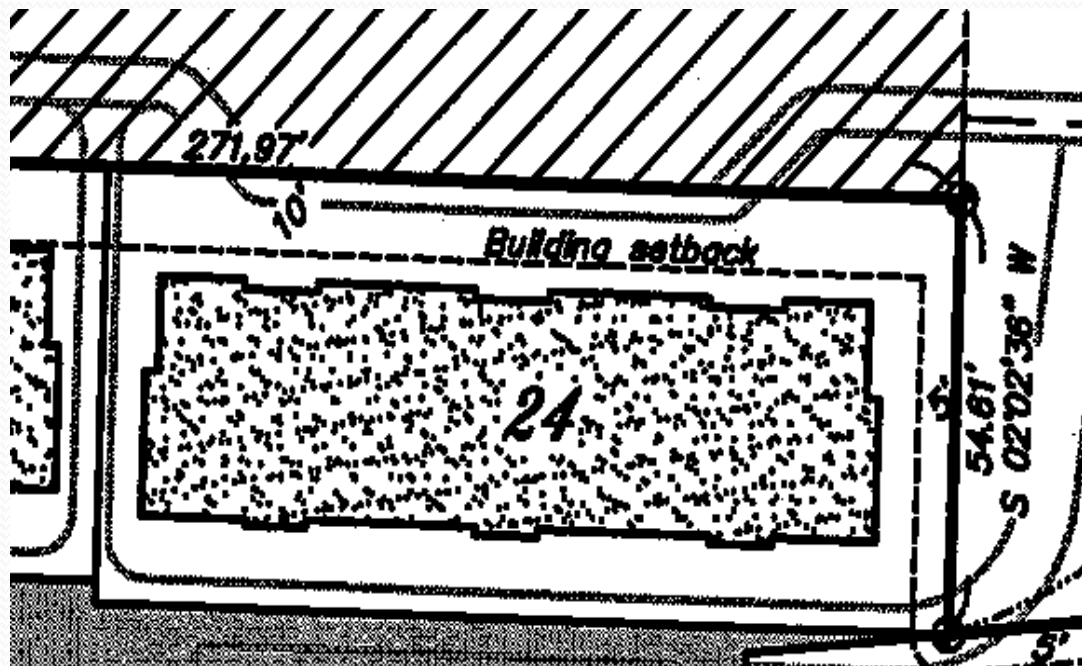
Plat Amendment



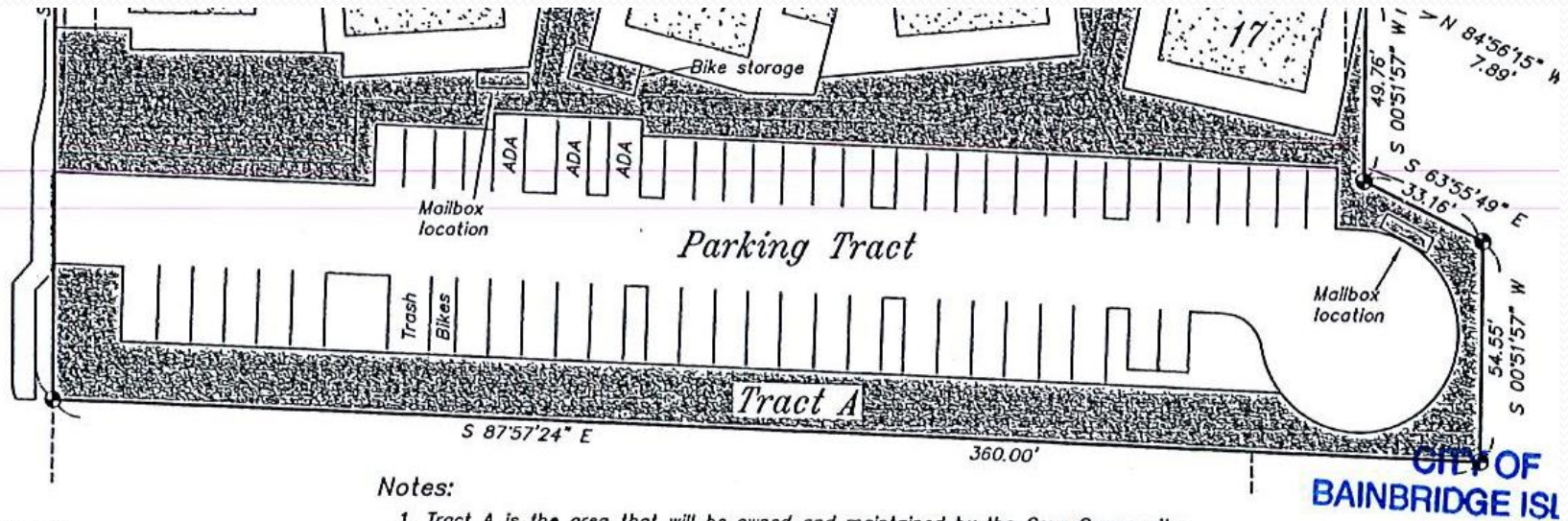
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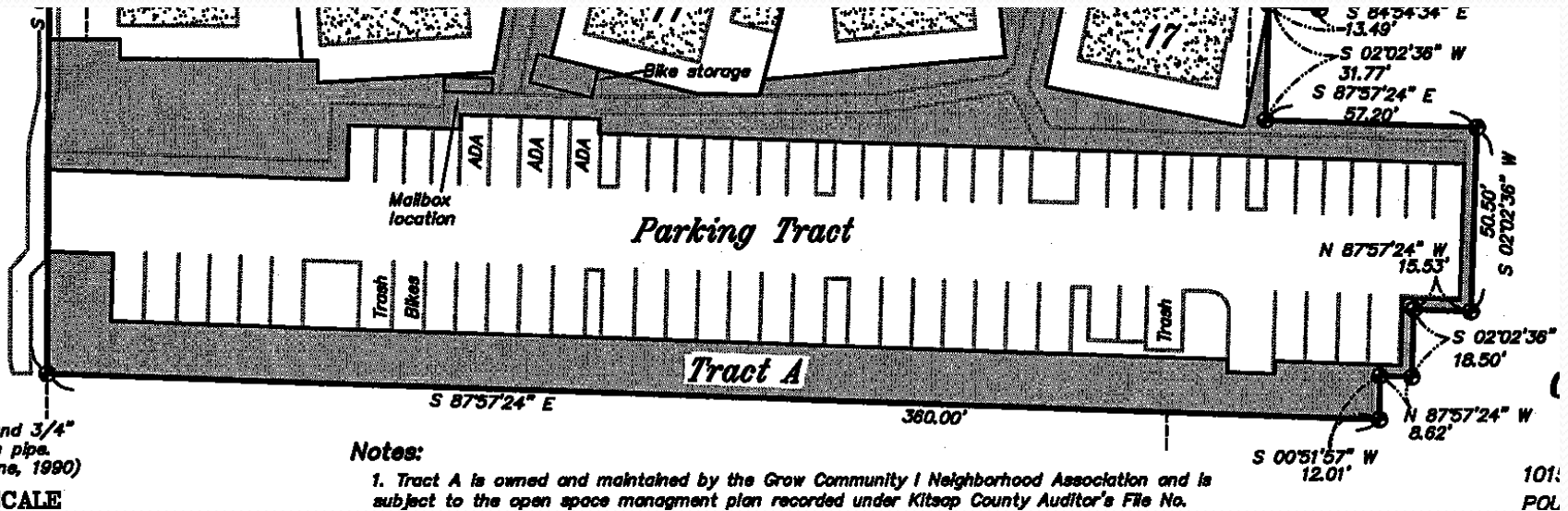
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Approved

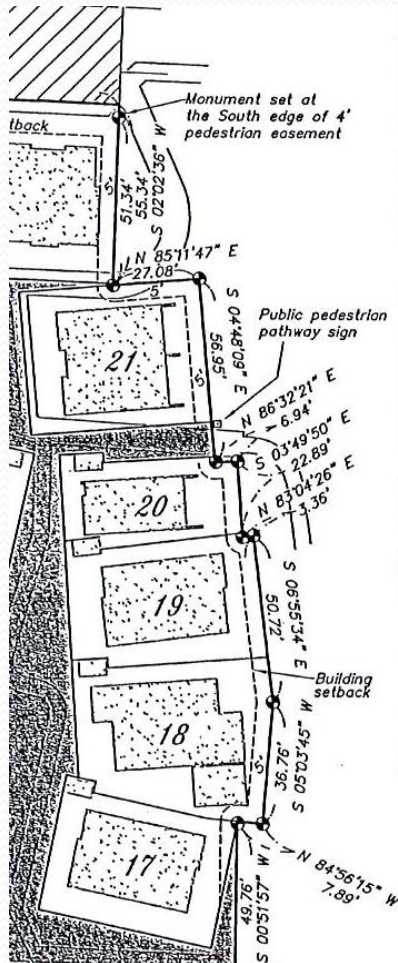


Proposed

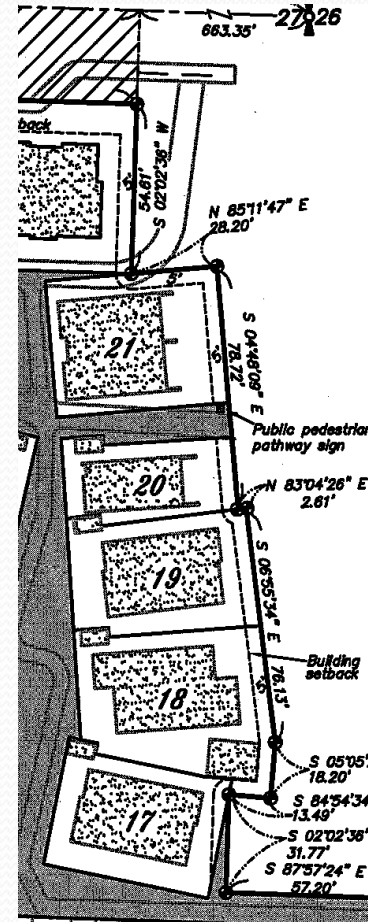


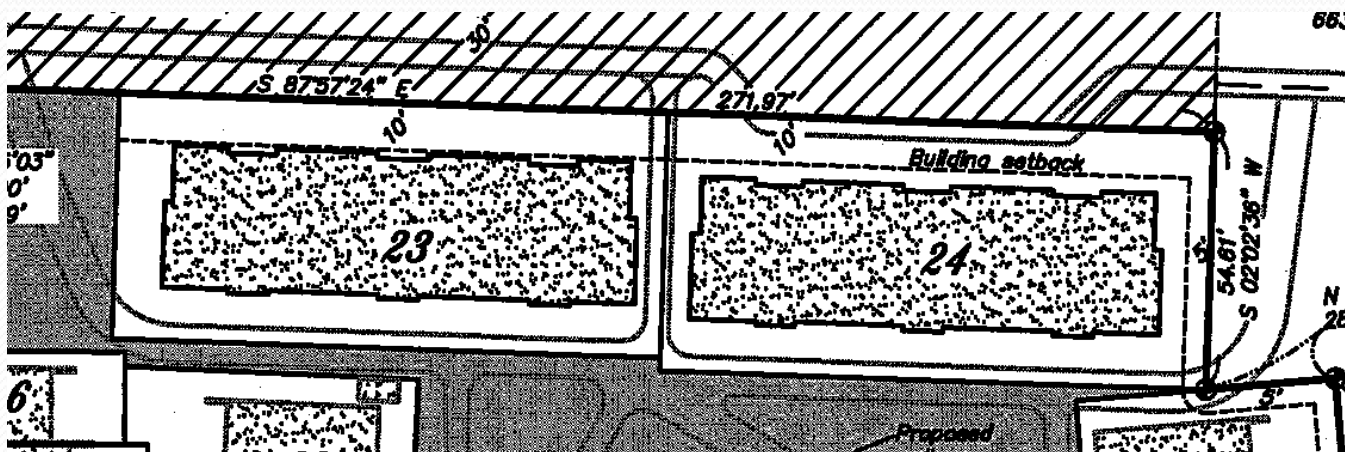
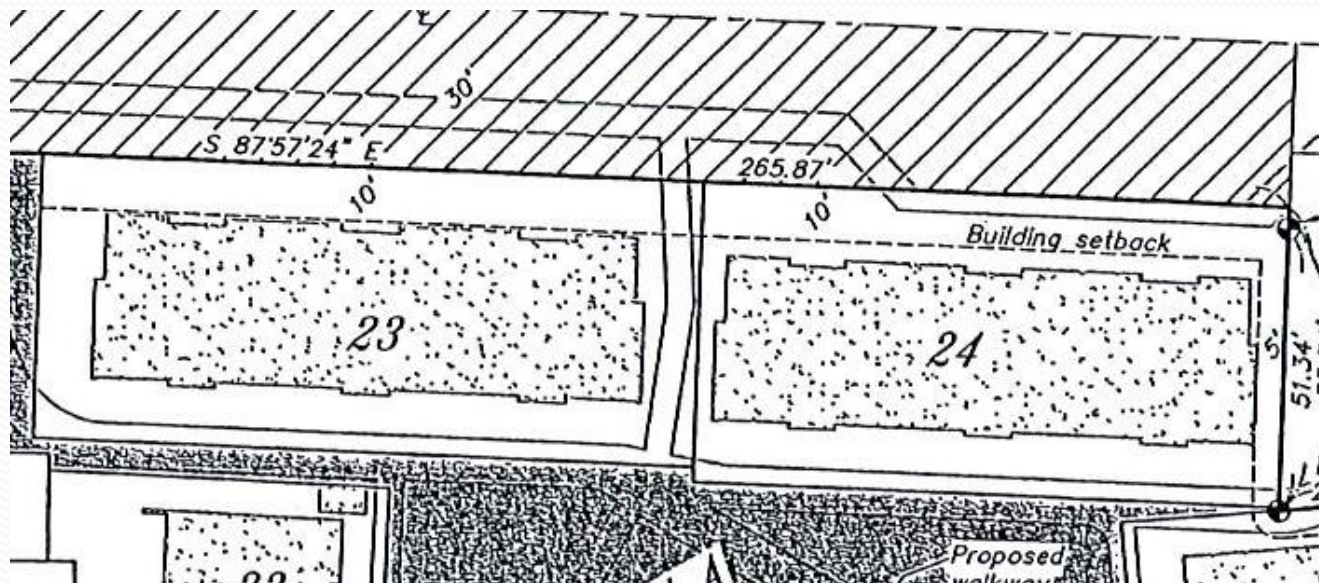
Boundary Line Adjustment

Approved



Proposed





Motion

Move that the City Council adopt Resolution No. 2013-19.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance 2013-32, Establishing a Moratorium on Marijuana Growing Operations and Adopting Interim Zoning Regulations for Marijuana Processing, Retailing and Collective Gardens

Date: October 23, 2013

Agenda Item: Ordinances/1st Reading

Bill No.: 13-136

Proposed By: Planning Director Kathy Cook

BUDGET INFORMATION

Depart/Fund:

Expenditure Req:

Budgeted? ☐ Yes ☐ No

Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session: October 2, 2013

Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A

Legal ☒ Yes ☐ No N/A

Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Conduct first reading of draft Ordinance 2013-32, Establishing a Moratorium on Marijuana Growing Operations and Adopting Interim Zoning Regulations for Marijuana Processing, Retailing and Collective Gardens.

Background:

The City Council conducted an introductory study session on the implementation of Initiative 502 on August 21, and directed staff to bring back interim zoning regulations that would address both legalized recreational marijuana and marijuana for medical purposes. The City Council discussed the draft interim regulations contained in Ordinance 2013-32 at a second study session on October 2, and requested that staff modify the regulations to 1) establish a six-month moratorium on the production (growing) of marijuana to allow for further consideration of appropriate locations; 2) establish six-month interim regulations that limit marijuana-related processing and retailing for recreational use to the Business/Industrial (B/I) zone; and 3) include regulations for collective gardens (medical marijuana) in the six-month interim ordinance that allow collective gardens in the B/I zone.

RECOMMENDED ACTION

Motion:

I move to schedule a Public Hearing on Ordinance 2013-32, Establishing a Moratorium on Marijuana Growing Operations and Adopting Interim Zoning Regulations for Marijuana Processing, Retailing and Collective Gardens, for November 13, 2013.

ORDINANCE NO. 2013-32

AN ORDINANCE of the City of Bainbridge Island, Washington, establishing a moratorium on the siting, establishment and operation of any structures or uses related to marijuana production and on the submission of land use development permit applications and business license applications for such use for a period of six months; adopting interim zoning regulations relating to marijuana processing and retailing and collective gardens ~~related uses~~ for a period of six months; setting a public hearing for November 13, 2013, in order to take public testimony regarding the moratorium and interim zoning regulations; providing for severability; declaring an emergency and establishing an immediate effective date.

WHEREAS, recent amendments to Chapter 69.51A RCW, relating to the medical use of cannabis, have expanded the scope of certain activities involving the use of cannabis for medical purposes that are permitted under state law; and

WHEREAS, RCW 69.51A.085 allows “qualifying patients” to create and participate in “collective gardens” for the purpose of producing, processing, transporting, and delivering cannabis for medical use, subject to certain conditions; and

WHEREAS, RCW 69.51A.140 delegates authority to cities and towns to adopt and enforce zoning requirements, business licensing requirements, health and safety requirements, and business taxes as exercise of the City’s police power; and

WHEREAS, the City Council understands that while the medical benefits of cannabis have been recognized by the state legislature, cannabis, also known as marijuana, remains a Schedule I controlled substance under the federal Controlled Substances Act (CSA), and possession and use of cannabis is still a violation of federal law; and

WHEREAS, in 2012 Washington voters approved Initiative 502 which authorizes certain production, processing and retailing of marijuana and directs the State Liquor Control Board to develop rules and regulations to:

1. Determine the number of producers, processors and retailers of marijuana by county;
2. Develop licensing and other regulatory measures;
3. Issue licenses to producers, processors, and retailers at locations which comply with the Initiative’s distancing requirements prohibiting such uses within one thousand feet of schools and other designated public facilities; and
4. Establish a process for municipalities to comment prior to the issuance of such licenses; and

WHEREAS, while the ~~production~~, processing, and retailing of marijuana remains in violation of the federal CSA, the City Council wishes to acknowledge the will of Washington voters and the authority exercised by the state of Washington and the State Liquor Control Board to license such facilities; and

WHEREAS, as part of the process for the adoption of zoning regulations, the land use impacts of collective gardens and marijuana related uses must be identified; and

WHEREAS, because the land use impacts relating to marijuana have been experienced in other jurisdictions, the City of Bainbridge Island may look to the experiences of those jurisdictions in drafting zoning regulations for marijuana related uses; and

WHEREAS, many jurisdictions around the country that have approved medical marijuana uses have experienced impacts, such as:

- Conversion of residential uses into cannabis cultivation and processing facilities, removing valuable housing stock from the community;
- Degrading neighborhood aesthetics due to shuttered up homes, offensive odors, increased night-time traffic, parking issued, and loitering from potential purchasers looking to buy from a collective member;
- Environmental damages from chemicals being discharged into surrounding and off-site soil, and into storm and sanitary sewer systems;
- Serious risk of fire hazard do to overloaded service connections used to operate grow lights and fans;
- Improper ventilation leading to high levels of moisture and mold;
- Illegal structural modifications; and
- Criminal issues such as home invasions and burglaries at medical cannabis facilities, theft, and property damage; and

WHEREAS, the Bainbridge Island City Council believes a moratorium in relation to marijuana production is necessary to preserve the status quo until the City Council can study, draft, hold public hearings and adopt the appropriate regulations to address such use; and

WHEREAS, if the moratorium related to marijuana production and interim zoning regulations related to marijuana processing, retailing and collective gardens are not adopted, marijuana related uses could become established before the City adopts the necessary tools to ensure that the location is appropriate and that the secondary impacts of such facilities are minimized and mitigated; and

WHEREAS, the Bainbridge Island City Council deems it to be in the public interest to adopt a moratorium related to marijuana production and interim zoning regulations related to the location, establishment, licensing, and permitting of marijuana ~~producers~~, processors and retailers and collective gardens, so that the City can consider all of the land use impacts of theses uses; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 provide that a moratorium and interim zoning regulations may be adopted as long as a public hearing is held within sixty days after adoption; and

WHEREAS, the Bainbridge Island City Council will hold a public hearing as required; and

WHEREAS, nothing in this ordinance is intended nor shall be construed to authorize or approve of any violation of federal or state law; Now, therefore,

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

Section 1. Purpose. The purpose of this ordinance is to enact a moratorium on land use development permit applications and business licenses applications relating to marijuana production to allow the City adequate time to study the land use impacts associated with the location and siting of structures and uses in which marijuana production may take place, and to enact minimum zoning regulations relating to collective gardens and ~~marijuana producers~~, marijuana processors and marijuana retailers and to provide notice to those intending to operate and participate in such uses that the City is considering additional and more comprehensive zoning regulations on the subject.

Section 2. Preliminary Findings. The Bainbridge Island City Council hereby adopts the recitals set forth above as its preliminary findings in support of this ordinance. The Bainbridge Island City Council may, in its discretion, adopt additional findings at the conclusion of the public hearing referenced in Section 67 below.

Section 3. Definitions. Unless the context clearly indicates otherwise, all terms used in this ordinance shall have the meanings established pursuant to RCW 69.50.101 and WAC 314-55-010, as the same existing now or as they may later be amended.

Section 4. Moratorium Imposed - Marijuana Production. The City Council imposes an immediate six-month moratorium on the acceptance of land use development permit applications for marijuana production and business license applications for marijuana producers. All such land use development permit applications and business license applications shall be rejected and returned to the applicant.

Section 45. Interim Zoning Regulations.

A. The production, processing and retailing of marijuana is and remains illegal under federal law. Nothing herein or as provided elsewhere in the ordinances of the City of Bainbridge Island is an authorization to circumvent federal law or to provide permission to any person or entity to violate federal law. In addition to collective gardens, only Washington State licensed ~~marijuana producers~~, marijuana processors, and marijuana retailers may locate in the City of Bainbridge Island and then only pursuant to a license issued by the State of Washington. The purposes of these provisions is solely to acknowledge the authority for collective gardens set forth in RCW 69.51A.085 and enactment by Washington voters of Initiative 502 and state licensing procedures to permit, but only to the extent required by state law, collective gardens, ~~marijuana producers~~, marijuana processors, and marijuana retailers to operate in designated zones of the city.

B. Collective gardens may locate only in the Business Industrial (BI) zoning district. Collective gardens are subject to the following additional conditions:

1. A collective garden must be in a permanent structure designed to comply with the City Building Code and constructed under a building permit from the City regardless of the size or configuration of the structure.
2. Outdoor collective gardens are prohibited.
3. No production, processing, or delivery of cannabis may be visible to the public.
4. A collective garden must meet all requirements under RCW 69.51A.085, including but not limited to limitations on the number of members, number of plants, amount of useable cannabis on site, maintenance of each member's valid documentation of qualifying patient status.
5. In addition to the separation requirements in Section 5(D) below, no collective garden may be located within 500 feet of the perimeter of any existing collective garden, marijuana producer, marijuana processor, marijuana retailer or residential zoning district.

C. Marijuana ~~producers, marijuana~~ processors and marijuana retailers may locate only in the Business Industrial (BI) zoning district. Such facilities and uses may be located only at designated sites licensed by the state of Washington and fully conforming to state law and this ordinance.

D. No collective garden, marijuana processor, ~~marijuana producer,~~ or marijuana retailer shall locate within 1000 feet, measured from the exterior perimeter, from any of the following existing uses as defined in Section 3 above:

1. Elementary or secondary school;
2. Playground;
3. Recreation center or facility;
4. Childcare center;
5. Public park;
6. Public transit center;
7. Library; or
8. Game arcade.

E. In addition to any other applicable remedy and/or penalty, any violation of this section is declared to be a public nuisance *per se*, and may be abated by the city attorney under the applicable provisions of this code or state law, including but not limited to the provisions of Chapter 1.24 BIMC, Chapter 1.26 BIMC and Chapter 9.40 BIMC.

Section 56. Effective Period for Moratorium and Interim Regulations. The ~~moratorium and~~ interim regulations set forth in this ordinance shall be in effect for a period of six months from the date this ordinance is passed and shall automatically expire on that date

unless ~~the same is~~ either or both are extended as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless terminated sooner by the Bainbridge Island City Council.

Section 67. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the Bainbridge Island City Council hereby sets a public hearing for November 13, 2013 at 7:00 p.m. or as soon thereafter as the business of the City Council shall permit in order to take public testimony and to consider adopting further findings justifying the imposition of the moratorium and interim regulations set forth in Sections 4 and 5 above.

Section 78. Transmittal to Department. Pursuant to RCW 36.70A.106, this ordinance shall be transmitted to the Washington State Department of Commerce.

Section 89. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance.

Section 910. Effective Date. For the reasons set forth in the recitals of this ordinance, the Bainbridge Island City Council hereby finds and declares that an emergency exists which necessitates that this ordinance become effective immediately in order to preserve the public health, safety and welfare. This ordinance shall become effective immediately upon passage. The Bainbridge Island City Clerk is directed to publish the attached summary of this ordinance at the earliest possible date.

PASSED BY THE CITY COUNCIL this ____ day of _____, 2013.

APPROVED BY THE MAYOR this ____ day of _____, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATED:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: September 27, 2013

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO. 2013-32

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-26, Adopting the 2014-2019 Six-Year Capital Facilities Plan	Date: October 23, 2013
Agenda Item: Ordinances/1 st Reading	Bill No.: AB 13-145
Proposed By: Finance Director Ellen Schroer	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Study Session: October 16, 2013	Recommendation: Schedule 1 st reading for October 23, 2013
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consideration of Ordinance No. 2013-26 adopting the 2014-2019 update of the six-year Capital Facilities Plan and amending the Capital Facilities Element of the Bainbridge Island Comprehensive Plan.

History:

As part of the Growth Management Act (GMA) requirements, the City annually updates the Capital Facilities Element of the Comprehensive Plan to include a six-year financing plan. The GMA (RCW 36.70A.070(3)(d)) states that a jurisdiction develop a "at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes". On September 26, 2013, the Planning Commission reviewed the six-year plan and recommended approval of the list of proposed programs.

At the October 16 City Council meeting, the Council directed staff to add repairs to Knechtel Way to the planned transportation projects for 2014. Council also directed staff to move a shoulder improvement projects (Highway 305 from Vineyard to High School Rd.) to the planned projects for 2014. Updated materials to reflect the addition of these two projects will be available for Council review at the October 23 meeting.

RECOMMENDED ACTION

I move that the City Council forward Ordinance No. 2013-26, Adopting the 2014-2019 Six-Year Capital Facilities Plan for second reading and public hearing on November 6, 2013.

City of Bainbridge Island
EXECUTIVE DEPARTMENT



MEMORANDUM

TO: City Councilmembers
Doug Schulze, City Manager

FROM: Morgan Smith, Deputy City Manager

DATE: October 10, 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 reviewed and approved by the Planning Commission, whose role is to ensure the projects presented in the CIP are aligned with the city's Comprehensive Plan. The City Council will next review the CIP to finalize the planned set of projects for the coming year (2014) and beyond.

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.

Background

The Growth Management Act requires cities to plan for six-years' worth of capital improvements (e.g. roads, utilities, parks, open space acquisition, and equipment) to ensure that the city can afford to provide and maintain adequate facilities for the projected population growth and land use plan. The City and each of the Island's special districts conduct an annual update of their Capital Facilities Plans (CFPs), which include an inventory of existing capital facilities and a process to identify and prioritize capital projects (Capital Improvement Project lists) as well as the financing capacity to implement those projects over the coming six years.

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 Level One sheet also indicates whether this item was newly added or was included in the prior year plan. The Comprehensive Plan Designation is also provided, to highlight the type of project being proposed. The following “Level Two” sheet details project costs, fund sources, start year and phasing when appropriate. For projects planned to occur within the current budget (2014), a “Level Three” sheet is provided with additional detail on project timing and budget.

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. Five 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).
 - Valley Road (Sunrise to Falk) and Wardwell Ave. (Triple Crown to Bucsit) will both begin design in late 2013 with construction planned in 2014.
 - Wing Point Way Reconstruction. The city intends to begin design efforts in 2014 with construction scheduled for 2015.
 - Fort Ward Hill Reconstruction. This project was scheduled for construction in 2013, but required re-design that has led to the decision to delay until 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 – NonMotorized

- i. Olympic Dr./SR305 is a project with significant grant funding that will begin in 2013 and complete in 2014.
- ii. The City has submitted a grant application to support the next phase of the Sound to Olympic Trail. 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 include 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. The CIP includes annual purchases to replace existing city assets at or beyond their life-cycle. Planned purchases address HVAC, alarm, and other systems at both City Hall and the Police Station. In addition, there is a need to address deterioration of the pedestrian bridge located at Waterfront Park. The extent of those repairs is currently being assessed.
- iv. Lighting upgrades are planned to implement recommendations being developed via the Resource Conservation Management grant-funded program.
- v. 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.

- vi. Placeholder for other annual facilities needs are identified in the 20-year CFP as shown. To address these needs with more specificity, the city should undertake a thorough review of all 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. Proposed purchases in 2014 of four vehicles is based on a multi-year plan to reduce the overall size of the City fleet while maintaining equipment functionality for vehicles that are most critical to service delivery.
- iii. Planned purchases for Police vehicles reflect fleet replacement for vehicles that will exceed their scheduled life cycle. Proposed purchases in 2014 of three vehicles is based on a multi-year plan to reduce the overall fleet size while maintaining functionality.
- iv. Information technology purchases have been updated to reflect the proposed replacement the City’s Financial software (replacement of the City’s Permitting software replacement will be completed in 2013). Other items have been adjusted to reflect the City’s ongoing transition to increase use of cloud-based storage.
- 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 need for emergency power generators has been identified at two well fields: Sands Ave. and Head of the Bay. This will improve system reliability during power outages.
- iii. 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.
- iv. Other improvement projects shown in the CIP have been previously identified, but information on timing and cost may be outdated.
- v. 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. The City intends to begin the Water System Plan Update in late-2013. 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 in 2014 of \$4 million. Design work is currently underway and construction is expected to complete 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, Lynwood Center Outfall and Dripping Water Creek, were expected to complete in 2013 but have been delayed until 2014.
- iii. Three projects (Wardwell, Valley, Wing Point Way) represent stormwater components of major road reconstruction projects.
- iv. Remaining projects have been previously identified as areas of concern and the most critical of these have been proposed for 2014 completion to begin to resolve an accumulated backlog of system needs.
- v. Future projects are identified in the 20-year CFP, and will be further refined as the City continues to review the policies and operations of the SSWM utility.

Review of Other Special Districts' Capital Plans

Under GMA, the City is supposed to coordinate and review the capital plans from all special purpose districts located within the City's jurisdiction. For Bainbridge Island, the special districts include the School District, Parks District, Fire District, Kitsap County Sewer District, and Kitsap County Public Utilities District. The City must review these plans to ensure they are not inconsistent with the City's CIP, and then include the special districts' capital facilities plans as part of the adopted amendment to the City's Comprehensive Plan.

Each district follows their own procedures for updating their own plan, which can create challenges to coordination and timing. The schedule for the other districts' plan updates is shown below.

District	Capital Plan Document	Status	Est. Completion Date
School District	2013-2020 Capital Plan	Draft	October 2013
BIMPRD	2014 CIP	Draft	November 2013
BI Fire Department	2014 Budget 2013-2022 Strategic Plan	Draft Draft	November 2013 December 2013
Kitsap PUD	Capital Projects for No. Bainbridge or Harborcrest (no projects for Harborcrest)	Final	2011-2015
Sewer District # 7	2014 CIP	Draft	October 2013

I look forward to answering any questions and providing more detail at your September 26 meeting.

City of Bainbridge Island
PUBLIC WORKS OPERATIONS & MAINTENANCE



MEMORANDUM

DATE: August 5, 2013

TO: John Cunningham, Interim Public Works Director

FROM: Chuck Krumheuer, Public Works Manager

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

Currently the city fleet is relatively large when compared to the number of city personnel. There are several reasons for this. The city fleet was built up during different times to serve a larger workforce. In recent years, the workforce has declined significantly. During this time work groups have been reorganized, personnel reassigned, and there has been a turnover in key leadership positions with some positions remaining unfilled for extended periods of times.

In addition, the city also has a number of specialized vehicles and equipment. This is necessary to perform essential services in an efficient manner and allow redundancy for emergencies and equipment failures. In addition to daily driver vehicles used to carry out normal work assignments, the fleet includes specialized equipment as well as emergency generators to provide backup power to critical utilities during power outages.

The fleet inventory also includes specialized equipment to perform road grading, shoulder maintenance, overhead tree trimming, ditch line maintenance, roadside mowing, asphalt repair, sign maintenance, snow plowing, ice control, street cleaning, bike lane sweeping, roadside vehicle repair, sewer main cleaning, pipeline video inspection, confined space entry, underground utility repair, engineering survey support, spoils hauling, and storm debris clean up. Specialized equipment and organizational change are important factors addressed in the Six-Year Fleet and Equipment Capital Improvement Plan (CIP).

The proposed 2014-19 CIP represents a return to normal fleet capital asset management activities. Excluding the police patrol fleet, which is addressed in a separate memo, fleet acquisition has been at a standstill for the past five years. As outlined, the CIP presents a plan that will continue to insure the city's ability to perform its essential services while at the same time, improving fleet utilization. The plan has several interwoven goals including:

- Acquisitions focused on core specialty equipment and primary field vehicles
- Reduced fleet inventory through repurposing equipment and use of multi-purpose vehicles
- Asset preservation through vehicle transfers and carefully targeted disposal activities
- Improved asset utilization through right sizing the fleet and partnering with local jurisdictions
- Preservation of fleet assets to insure future flexibility

To support development of the CIP, service life guidelines have been established that take in to account vehicle age, mileage, hours, and repair history. The guidelines are based on various industry standards, approaches used by other entities, as well as the experience of the city fleet maintenance personnel. It is not possible to know with certainty all of the future fleet needs. Each year these listed service life guidelines and actual fleet conditions are intended to be balanced against the current city organizational needs before implementing the annual fleet management plan.

In addition to helping plan for large future capital expenditures for fleet replacements, one of the primary objectives of the Fleet CIP is to schedule fleet replacement and surplus activities to maintain equipment in good working order while minimizing maintenance, insurance, and capital costs. Currently much of the fleet is headed toward common retirement dates. In order to get ahead of the curve, the CIP places first priority on replacement of critical specialty equipment such as the roadside mowers, the street sweeper, the chipper, the commercial mower, and a sewage lift station emergency generator. Second priority is placed on key field vehicles used on a regular basis. Less critical vehicles are not addressed in the current CIP.

In order to maximize fleet utilization, the CIP includes a number of multi-purpose vehicles such as the heavy hook lift truck chassis, 4X4 crew cabs, and the Sprinter van. The hook lift truck will be fitted to interchangeably be used with the existing chipper box, dump box, flat bed, asphalt repair "hot box", snow plow, and sander attachments. The 4X4 crew cabs will be used as daily crew vehicles and outfitted with small plow and sander attachments to support snow and ice control events. The Sprinter van will be outfitted for confined space entry and pipeline video inspection activities.

The fleet currently has flexibility to adjust to changing conditions. When vehicles are declared surplus and sold at auction, typically the value received is 5-20% of the replacement cost. In order to preserve assets, the CIP takes a conservative approach in this area. Only fleet assets where the useful value cannot be justified against ongoing costs are identified for disposal without replacement. The CIP employs both vehicle transfers and repurposing to maximize fleet utilization and minimize replacement costs. Of the ten vehicles identified as surplus, six will be replaced through transfer and/or refitting of existing vehicles and four will be disposed of without replacement. Thus, there will be a net reduction of four vehicles in 2014. In addition to the equipment included in the current CIP, a number of additional vehicles have been identified for future vehicle transfer or repurposing opportunities.

Whenever possible, the city continues to explore collaborative approaches to equipment sharing and purchase opportunities with other local jurisdictions. In the past the city has provided support to the Bainbridge Island Parks District and has had discussions with the Bainbridge Island School District about storm drainage cleaning services. Currently discussions are underway with the State Department of Transportation regarding asphalt repair equipment sharing possibilities. In addition, discussions are also underway with Kitsap County, Poulsbo, Silverdale and Bremerton regarding sharing of such services as street striping. This exploration of sharing of equipment assets should continue with an eye towards resolution by mid-2014 when budgeting for replacement of some of the City's larger pieces of specialty equipment in 2015 and beyond will need to begin. Although some opportunities are dependent upon available city manpower, to the extent practicable, the city always stands ready to use their personnel and equipment to provide support to other jurisdictions during emergencies and unforeseen events.

Overall the 2014-19 Fleet CIP presents a multifaceted plan aimed at maintaining critical equipment and maximizing fleet utilization. The stepped approach of the CIP toward right-sizing the fleet and the timing of the schedule preserves assets and provides for future flexibility. This flexibility allows latitude for the Public Works Director position to be filled, reorganization efforts to be completed, and personnel changes to stabilize before final fleet adjustments are made.

City of Bainbridge Island
PUBLIC WORKS OPERATIONS & MAINTENANCE



MEMORANDUM

DATE: October 10, 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.

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.
 - Assigned vehicles comply with the Police Guild labor agreement which provides each officer with a patrol vehicle to drive to and from work.

- 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

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.

ORDINANCE NO. 2013-26

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting the 2014-2019 update of the six-year Capital Facilities Plan and amending the Capital Facilities Element of the Bainbridge Island Comprehensive Plan.

WHEREAS, in accordance with the Growth Management Act, the City of Bainbridge Island adopted a Comprehensive Plan on September 1, 1994, and revised it on December 8, 2004. The Plan contains a Capital Facilities Element that establishes goals and policies for the provision and financing of capital facilities for the citizens of Bainbridge Island; and

WHEREAS, the Growth Management Act requires that the six-year Capital Facilities Plan be updated at least biennially and adopted as an amendment to the Comprehensive Plan and Comprehensive Plan Policies CF 1.3, 1.4, and 1.5 require an annual update; and

WHEREAS, the 2014-2019 update of the six-year Capital Facilities Plan addresses all of the goals and requirements set forth in the Growth Management Act and the Bainbridge Island Comprehensive Plan; and

WHEREAS, the 2014-2019 update of the six-year Capital Facilities Plan is in accordance with the decision criteria for amendments of the Comprehensive Plan as set forth in BIMC Chapter 2.16.190; and

WHEREAS, the Planning Commission and the City Council have received, discussed, and considered testimony, written comments, and materials from the public; now, therefore,

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

Section 1. The 2014-2019 update of the six-year Capital Facilities Plan of the Capital Facilities Element of the Bainbridge Island Comprehensive Plan, attached as Exhibit A, is adopted as of December ___, 2013.

Section 2. In the event that there are instances where the dollar amounts or timing of capital projects included in this update differ from those in other sections of the Comprehensive Plan, the amounts and timing in this update shall prevail.

Section 3. This ordinance authorizes the reformatting of Exhibit A into a final edition for publication and the reformatting of information and the transmission of this information to the State of Washington as the City's annual State Transportation Improvement Program (STIP).

Section 4. The six-year Capital Facilities Plan of the Bainbridge Island School District No. 303 adopted on October ____, 2013 is adopted by reference.

Section 5. The six-year Capital Facilities Plan of the Bainbridge Island Metropolitan Park & Recreation District adopted by Resolution No. ____ on December ____, 2013 is adopted by reference.

Section 6. The Strategic Plan, 2010-2019 of the Bainbridge Island Fire Department adopted by Resolution No. ____ on November ____, 2013 is adopted by reference.

Section 7. The six-year Capital Facilities Plan of the Kitsap County Sewer District No. 7 for the years 2012-2017 is adopted by reference.

Section 8. The six-year Capital Facilities Plan of the Kitsap County Public Utilities District No. 1 for projects on Bainbridge Island is adopted by reference.

Section 9. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 10. This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as required by law.

PASSED by the City Council this ____ day of December, 2013.

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

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 10, 2013
PASSED BY THE CITY COUNCIL:	December ____, 2013
PUBLISHED:	December ____, 2013
EFFECTIVE DATE:	December ____, 2013
ORDINANCE NUMBER:	2013-26



CITY OF BAINBRIDGE ISLAND

2014-2019 CAPITAL FACILITIES PLAN UPDATE

October 10, 2013

City Council

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- A. Bainbridge Island School District – 2013-2020 Capital Facilities Plan
- C. Bainbridge Island Metropolitan Park and Recreation District CIP
- D. Bainbridge Island Fire District Financial Plan
- E. Kitsap County Sewer District 7 Response
- F. Kitsap Public Utility District Capital Improvements

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I. INTRODUCTION

Capital Facilities Plans (CFPs) are required under State law to identify capital facility deficiencies needed to serve our existing population, plan for capital facility improvements to meet the needs of our future population, and ensure that local governments have the fiscal capacity to afford to construct and maintain those capital facilities. The 2014 CFP update includes an inventory of existing facilities, a 20-year forecast of capital facility needs, and a 6-year Capital Improvement Plan (CIP) for the years 2014-2019.

The Capital Facilities Plan includes summary details of the major capital projects of the City and a financial capacity analysis. As the general purpose government on Bainbridge Island, the City is required to analyze and integrate the capital facilities plans from special purpose districts (Schools, Parks, Fire, etc) into its Capital Facilities Plan. The City and the special purpose districts continue to work together to integrate their capital planning efforts to provide a more even tax impact and to prioritize their projects while still providing quality facilities and services for the citizens they serve. This is consistent with Goal 6 of the Framework of the Comprehensive Plan:

All government entities strive to cooperate and serve their constituents in a fiscally sound manner; and Policy CF1.10 of the Capital Facilities Element: The City shall coordinate with other public entities which provide public services within the City to ensure that the Capital Facilities Plans of each of these entities are consistent with the City's Comprehensive Plan.

This CFP update has been developed in accordance with the RCW 36.70A, the Growth Management Act (GMA), and WAC 365-196, the Procedural Criteria. It begins with a short review of some of the concepts behind the Capital Facilities Plan.

This Capital Facilities Plan is the product of many separate but coordinated planning documents and planning bodies. Each of the special districts (Schools, Parks, Fire, etc) has its own capital facilities plans, which are attached as appendices to this document. The City's Comprehensive Plan has various elements that relate land use and population growth management to water resources and transportation, which in turn have various adopted plans, including a Non-Motorized Transportation Plan, Water System Plan, a Sewer System Plan, a Storm and Surface Water Management Plan, and a Pavement Management System Plan – each providing an inventory of existing facilities, an analysis of deficiencies and future demand, and recommendation for capital improvements. Most facilities must be planned for years in advance, which means determining not only when a facility will be needed but how it will be financed. For facilities that are projected for four to six years in the future, capital costs are more estimates than actual. As the time for construction nears, actual costs are narrowed as design and engineering are completed. It is important to remember that capital facilities planning is not a once a year or once every two years effort, but an ongoing process requiring continual review as new information becomes available, conditions change, and priorities evolve.

The GMA requires that the Capital Facilities Element contain a financing plan that identifies the type and location of expanded or new capital facilities and the sources of funding that will be used to pay for them. There are two questions that must be satisfactorily answered:

- 1) What is the quantity of the public facilities that will be required during the six years? (identified in the inventory and needs analysis);
- 2) Is it financially feasible to provide the quantity of facilities that are required? (do we now, or will we, have the money to pay for them?)

Dependable revenue sources must be identified that equal or exceed the anticipated costs. If the costs exceed the revenue, the local government must reduce its level of service, reduce its costs (or increase revenue), or modify the land use element of its Comprehensive Plan to bring future development into balance with available or affordable facilities and services. This plan will examine each type of facility separately. The costs of all the facilities will then be added together in order to determine the financial feasibility of the plan. The Capital Facilities Plan is intended to be a planning document. It, therefore, does not contain the level of detail that the annual budget must contain. Some costs in the plan are estimated in order to give citizens a general idea of how much certain types of projects or facilities may cost.

Relationship of Capital Facilities Plan to the Budget

The Capital Facilities Plan and the City's budget serve different but related purposes. The budget authorizes the amount to be spent during the coming biennium; whereas the Capital Facilities Plan identifies needed capital facilities over a six year period. A requirement of the Capital Facilities Plan is that it show how the needed facilities will be paid for during at least a six-year period. Because State law requires that no money can be spent on capital projects which are not shown in the Capital Facilities Plan, it is important that the budget not authorize spending on capital facilities not in the Plan.

What is a Capital Facility?

Capital facilities are those public facilities, including utilities, which are necessary for a government to carry out its functions to provide services to its citizens. Examples are roads, public buildings, schools, parks, water and sewer systems, fire protection and police protection facilities, and libraries. Often the entire collection of these facilities is referred to as infrastructure. Studies or plans (e.g. transportation studies) are not capital facilities and are not included in the Capital Facilities Plan.

There are several categories of capital projects and a key distinction is whether new or expanded facilities will serve existing residents or future population growth. Projects may also be proposed to maintain or repair existing capital facilities (cure deficiencies). The categories are as follows and will be used to identify specific projects proposed in the Plan:

- (M) Major maintenance, repair, renovation, or replacement of an existing facility that do 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.

How are Capital Facility Projects Identified?

Capital facility projects are generally identified from a planning process for a particular type of facility (e.g. roads, sewer, water, schools, parks, etc) that includes an inventory of existing facilities, an analysis of existing and future demand for service, an analysis of existing or anticipated deficiencies in service (often based on adopted levels of service), and maintenance needs. This planning process is typically incorporated into a local government's Comprehensive Plan or a specific system plan which is then adopted as part of a Comprehensive Plan.

Levels of Service (LOS)

Levels of Service (LOS) are usually quantifiable measures of the amount and/or quality of public facilities or services that are provided to the community and are usually expressed as a ratio of amount of service to a selected demand unit. For example, sewer LOS is expressed as 100 gallon per capita per day, public school LOS may be expressed as the number of square feet available per student or as the number of students per classroom. Police or Fire protection may be expressed as the average response time for emergency calls. Parks LOS is often expressed as the number of acres of park per 1,000 population. Once the level of service is decided upon it can then be determined what capital improvements are necessary to 1) cure any existing deficiencies, and 2) maintain that level as the community grows.

Prioritizing Capital Projects

Since it is unlikely that there is adequate money and resources to implement every capital project in a one-year period, the City goes through a process to prioritize capital projects. The City uses a combination of criteria to prioritize and rank projects that are proposed in a Six-Year Capital Improvement Project (CIP) list, including consistency with the City's Comprehensive Plan, level-of-service deficiency, financial capacity, budgetary policies, and community need. A recommended Capital Facilities Plan is presented to the City Council for consideration and adoption. Public outreach and participation is integrated throughout this process.

II. CAPITAL FACILITIES INVENTORY & PLANNING

The following is the City's capital facilities inventory. The inventory is organized by category and includes a current inventory of facilities, a narrative providing a general background of the planning activities and some discussion of future plans, and a discussion of level of service (LOS), if applicable.

City Offices, Facilities, & Undeveloped Land

City offices are located at several sites due to space constraints at City Hall. Additional City buildings and facilities provide a variety of functions, including public works operations and house cultural and social services. In recent years, the City has also lead an extensive effort to purchase open space and agricultural lands throughout the Island with revenue generated from an \$8 million bond approved by voters in 2001.

Table 1: City Land and Office Facility Inventory

Building and Location	Land Area		Building Area		Owned or Leased	Uses
City Hall						Administration, Finance, Planning, & Engineering
- 280 Madison Ave. N	1.92	Ac	24,107	SqFt	Owned	
Police Station						Police
- 625 Winslow Way E	0.82	Ac	7,000	SqFt	Owned	
Municipal Court						Municipal Court
- 10255 NE Valley Rd.	n/a		2,289	SqFt	Leased	
Subtotal Staff Office Space	2.74	Ac	33,396	SqFt		
Bainbridge Island Commons						Social Services & Public Meetings
- 223 Bjune Ave.	0.38	Ac	4,975	SqFt	Owned	Under renovation in 2012
Bainbridge Performing Arts (land only)						Land leased to BPA for \$1/yr through May, 2081
- 200 Madison Ave. N	2.45	Ac	n/a		Owned	
Public Works Facility						O&M Offices, Shop, and
- 7305 NE Hidden Cove Road	12.62	Ac	22,712	SqFt	Owned	Covered Equipment Storage
Public Works Facility						Covered Storage
- 7305 NE Hidden Cove Road	Included		1,524	SqFt	Owned	
Public Works Facility						Fueling Facility
- 7305 NE Hidden Cove Road	Included		n/a		Owned	
Land with City-owned utilities	15.42	Ac	n/a		Owned	Wells, pump stations, etc.
Total	34.68	Ac	67,007	SqFt		

Table 2: City Public Works Facilities Inventory

Facility	Floor Area		Function
Portable office trailers (4)	2,520	SqFt *	Storage, safety & future parks buildings
Steel shop building	2,400	SqFt	Storage - holds telemetry
PW Facility - Wood Building	100	SqFt	Well house
PW Facility - Shop	7,776	SqFt *	Mechanics Shop / Equipment Maintenance
PW Facility - Covered Equipment Storage	11,520	SqFt *	Covered Equipment Storage
PW Facility - Office Trailer	1,792	SqFt *	O & M Office
Fueling Facility			Vehicle Fueling inside covered equipment storage building
Total	26,108	SqFt	

*These facilities are also counted in the main office inventory above.

Table 3: City Undeveloped Land Inventory

Location / Description	Land Area		Owned or Leased	Uses
High School Rd. near Madison	1.42	Ac	Owned	proposed surplus property
Head of the Bay	30.77	Ac	Owned	Wellhead protection
Lumpkin Property	11.00	Ac	Owned	Transferring to Park District
Suzuki Property	15.00	Ac	Owned	Potential surplus property
Salter Property	5.00	Ac	Owned	Transferring to Park District
Johnson Farm	14.51	Ac	Owned	Agricultural/Open space
Suyematsu Farm	15.00	Ac	Owned	Agricultural land
County Gravel Pit ("Lovgren Pit")	17.00	Ac	Owned	Transferring to Park District
Council Site ("Road Shed")	2.00	Ac	Owned	Proposed surplus property
Council Site ("Myers Pit")	6.00	Ac	Owned	Proposed surplus property
Vincent Road Landfill	34.15	Ac	Owned	Public Works Facility/open space
Manitou Property less tidelands	1.36	Ac	Owned	Open space
M & E Tree Farm	13.00	Ac	Owned	Open space/Agricultural
Morales Property	4.74	Ac	Owned	Agricultural land
Crawford Property	2.30	Ac	Owned	Agricultural land
Near Schel-Chelb ("Cool Property")	0.74	Ac	Owned	Transferring to Park District
Ft. Ward Estates - 5 lots	1.61	Ac	Owned	Transferring to Park District
Ft. Ward Parade Ground - 2 lots	0.28	Ac	Owned	Transferring to Park District
Lost Valley Trail	8.06	Ac +	Owned	Open space
Blossom - Pt White Drive	0.88	Ac	Owned	Transferring to Park District
Blossom - Sullivan Road (take off)	3.32	Ac	Owned	Transferring to Park District
Unocal Site	1.03	Ac	Owned	Park plans in development
Strawberry Plant	4.20	Ac	Owned	Shoreline restoration and park
Bentryn Property	11.50	Ac	Owned	Agricultural land
Pritchard Park Phase II - East	27.18	Ac	Owned	Shoreline restoration and park
Meigs Farm (Cool) & Lowery	24.85	Ac	Owned	Transferring to Park District
Misc. unimproved land	2.24	Ac	Owned	No use specified

Total	259.7	Ac		
Open Space & Future Park Land Included in Above:			152.54	Ac

Parks & Trails

Most of the parks and trails on Bainbridge Island are owned and managed by the Bainbridge Island Metropolitan Park and Recreation District. The City has a few parks which are generally maintained (with the exception of Waterfront Park) by the Park District under contract to the City. During the past several years, the City has acquired or helped the Park District acquire a large amount of open space and park lands. A number of these parcels are being transferred to the Park District based on Resolution Number 2011-16. The City has adopted the Bainbridge Island Park and Recreation District Comprehensive Plan for 2008 to 2014, which establishes levels of service for park and recreation facilities for the Island as summarized below. Note on columns: NPRA is National Park & Recreation Association; RCO is Washington State Recreation & Conservation Office (formerly the Interagency for Outdoor Recreation); BI P& R is property and facilities owned by the Park and Recreation District; All is all properties and facilities on Bainbridge Island; Recommend is the recommended additional properties and facilities included in the plan.

Table 4: Park Facility Levels of Service

	NPRA	RCO	BI P&R	All	Recmmd.
Acres of Park Land			1413	2506	310
Ratio per Thousand Population	34.45		62.5	110.9	95.48
Waterfront - Freshwater			1	1	0
Ratio per Thousand Population			0.04	0.04	0.03
Waterfront - Saltwater			15	20	0
Ratio per Thousand Population			0.66	0.88	0.68
Kayaking and Canoeing Launch Sites			4	4	7
Ratio per Thousand Population			0.18	0.18	0.37
Boat ramps - saltwater			1	2	0
Ratio per Thousand Population		1.77	0.04	0.09	0.17
Picnic Tables			54	151	106
Ratio per Thousand Population			2.39	6.68	8.71
Picnic Shelters			7	10	8
Ratio per Thousand Population			0.31	0.44	0.61
Multipurpose bike and hike trails (miles)			18.7	20.6	20.7
Ratio per Thousand Population	0.50	0.13	0.83	0.91	1.40
Beach Trail (miles)			1.5	2.6	20.7
Ratio per Thousand Population			0.07	0.12	0.79
Hiking trail (miles)			28.5	34.7	28.1
Ratio per Thousand Population	0.50	0.14	1.26	1.54	2.13
Off-leach dog parks			1	1	4
Ratio per Thousand Population			0.04	0.04	0.17
Playgrounds			8	15	10
Ratio per Thousand Population		0.53	0.35	0.67	0.85
Skateboard courts			1	1	9
Ratio per Thousand Population			0.04	0.04	0.34

Outdoor Basketball Courts			2.5	9.5	12.0
Ratio per Thousand Population	0.30	0.09	0.11	0.42	0.73
Tennis Courts			5	16	6
Ratio per Thousand Population	0.50	0.22	0.22	0.71	0.75
Soccer Fields - Youth			3	7	0
Ratio per Thousand Population			0.13	0.31	0.24
Soccer Fields - Adult			2	4	0
Ratio per Thousand Population	0.10	0.29	0.09	0.18	0.14
Baseball/softball fields - youth			6	10	0
Ratio per Thousand Population			0.27	0.44	0.34
Baseball/softball fields - youth			5	6	0
Ratio per Thousand Population	0.40	0.49	0.22	0.26	0.20
Swimming Pool – sq feet			9400	16400	0
Ratio per Thousand Population	0.05	503	416	725	546
Indoor Recreation Centers (Gymnasium) sq ft			11000	70000	15000
Ratio per Thousand Population			487	3097	2881
Indoor Rec Centers (physical conditioning) Sq Feet			11000	34200	2400
Ratio per Thousand Population			487	1513	1240
Teen Center – sq feet			3000	3000	8000
Ratio per Thousand Population			133	133	373
Senior Center – sq feet			4800	4800	12000
Ratio per Thousand Population			212	212	570
Golf Courses - holes			0	27	0
Ratio per Thousand Population	0.13	0.43		1.19	0.92
Golf Driving Ranges			0	2	0
Ratio per Thousand Population				0.09	0.07

Table 5: Parks & Trails Inventory

Park Site	Owner	Facilities	Size (Acres)
Resource Conservancy :			
Meigs Park	Park District	None as yet	67.0
W. Port Madison Preserve	Park District	Trails, picnic shelters, beach access	13.8
Manzanita Park	Park District	Horse & pedestrian trails	120.0
The Grand Forest	Park District	Horse & pedestrian trails	240.0
Gazzam Lake Preserve (Close, Peters and Veterane)	Park District	Horse & pedestrian trails Beach Access	444.6
Battle Point Park, North	Park District	Fishing pond, trails, picnicking	45.3
Rockaway Beach Parcels	Park District	None as yet - undesignated	0.5
Hawley Cove Park (Eagle Harbor)	Park District	None as yet - undesignated	11.7
Ted Olson Park	Park District	Trails	17.0
Athletic Parks/Playgrounds :			
Battle Point Park, South	Park District	Sport courts, fields, play area, trails, horse arena, maintenance facility	45.0
Strawberry Hill Park	Park District	Sport courts, field sports, classrooms, skate park , picnicking, administrative offices	17.8
Aaron Tot Park	Park District	Children's play structure	0.3

Eagledale Park	Park District	Sport courts, play structure, covered picnic shelter, art center	6.7
Gideon Park	Park District	Trail and playground	2.5
Hidden Cove Park	Park District	Ballfields and trails	7.8
Rotary Park	Park District	Ballfields & children's' play structure	9.8
Sands Road Park	School District	Ballfields	10.0
Resource Activity Parks :			
Camp Yeomalt	Park District	Multi-use bldg, trail, picnicking	3.0
Waterfront Park	City Park	Boat launch, picnicking, tennis courts, playground	8.1
T'Chookwop Park	Park District	Picnicking	0.3
Fay Bainbridge Park	Park District	Picnicking, camping, boat launch, volleyball, sandy beach	16.8
Fort Ward Park	Park District	Boat launch, picnicking, trails, beach access	137.0
Hidden Cove Park (Spargur)	Park District	Shoreline and boat access - to be designed	6.1
Pritchard Park	Park District & City	Shoreline access, WWII Japanese - American Memorial	21.9
Blakely Harbor Park	Park District	Picnicking, hand-carry boat access, shoreline	39.0
Recreation Centers :			
Island Center Park	Park District	Community hall, picnicking	2.5
Linear Park / Trail :			
Fairy Dell Trail Park	Park District	Trail and beach access	2.5
South End Trails	Park District	Trails, easements, trail implementation	4 linear miles
Forest to Sky Trails	Park District	Trails, easements, trail implementation	10.7
Special Use Facility :			
B. I. Aquatic Center	Park District (leased)	Aquatic Center	1.5
Point White Dock	Park District	Dock, fishing, clamming	0.3
Other :			
City Open Space	City	None - Designated for Open Space / Ag	163.72
Total (Acres)			1,470.72

Transportation Facilities (Roads, Bike Lanes, Sidewalks, Trails)

Of the many types of capital facilities that are constructed, operated and maintained by the City, the most costly and most familiar to citizens are the transportation facilities. Where there are facility needs that involve SR305 or the ferries, the Washington State Department of Transportation assumes the costs. Kitsap Transit pays for facilities that support transit service.

The transportation system outside of historic Winslow has suffered from "deferred maintenance." The Pavement Management System (PMS) studies periodically conducted for the City indicated the wearing surface of many of the roads to be at or near failure, especially the smaller suburban roads. Since many of the Island's roads were initially only scraped and then a thin layer of asphalt applied, the maintenance performed by the City is usually more extensive, and costly, than normal maintenance of "paved" roads. Many roads, having no substantial base before

placing asphalt, need considerable base preparation. The PMS study indicated a need for \$600,000 per year for 10-12 years in the annual roads maintenance and repaving program to maintain the roads at the then current status. The City Council recently committed to providing \$600,000 per year for the next 6 years to address annual roads maintenance, and is in the process of identifying additional road reconstruction project needs and associated funds.

A complete inventory of the Island's transportation facilities is contained in the Island-wide Transportation System Study and a complete inventory of the Island's non-motorized transportation facilities is contained in the Non-Motorized Transportation Plan. A summary of those facilities follows:

Table 6: Transportation Facilities Inventory

Type of Facility	Description	Example	Length	
FRC 1 *	State Highway	SR305	6.8	miles
FRC 2 *	Secondary Arterial	Miller Road	35.2	miles
FRC 3 *	Collectors	Oddfellows Road	42.3	miles
FRC 4 *	Residential Urban	Wood Avenue	21.7	miles
FRC 5 *	Residential Suburban	Spargur Loop Road	38.3	miles
FRC 6 *	Unimproved City Roads (gravel)	Walden Lane	10.2	miles
Subtotal			154.4	miles
Without SR305 & gravel roads			137.5	miles
Bike lanes**	Shared roadway on paved shoulders	High School Road	23.5	miles
Sidewalks	Paved walkway	Madison Ave.	7.6	miles
Trails	pedestrian, bike, equestrian, etc.	The Grand Forest	6.9	miles

*FRC = Functional Road Classification; Source: Public Works Department, Pavement Management Program (Klohn Leonoff)

** With the exception of SR305, bike lanes on Bainbridge Island are three to five foot paved shoulders. Bike lanes are reported in lane miles. SR305 is included here.

Water

Domestic drinking water is supplied by the City of Bainbridge Island, Kitsap County P.U.D. No. 1, South Bainbridge Water Company, numerous smaller public water systems (2 or more hookups), and over 1,000 private single-dwelling wells.

The levels of service in the Water Element for water systems on Bainbridge Island are the minimum design standards and performance specifications provided in the 1992 Kitsap County Coordinated Water System Plan. Fire flow requirements were adopted by Ordinance 98-30 and Resolution 98-34 and are tiered based on zoning and type of construction. Residences can satisfy deficiencies by installing individual sprinkler systems. Levels of service are as follows:

Table 7: Water System Levels of Service

Pressure	30 psi residual
Pipe sizing	8" diameter min. (where fire system is required)
Storage	"Sizing Guidelines for Public Water Systems"
Quality	Federal and State minimum standards
Fire Flow	Residential Zone R.04 & R.1 = 500 gpm or sprinkler
Fire Flow	Residential Other Zones = 1,000 gpm or sprinkler
Fire Flow	Commercial & LM = 1,000 gpm or don't build

The Bremerton-Kitsap County Health District records indicate approximately 170 water systems on the Island that have 2 or more households connected. The number of Group A & B systems are listed below and following is a summary of systems with more than 100 connections.

Table 8: Group A & B Water Systems

Group A systems	(15 or more connections)	44
Group B systems	(under 15 connections)	124

Table 9: Waters Systems with over 100 Connections (2005/2006)

		Capacity		Storage
System	# Connections	(ERU)	(MGD)	Volumes (gal.)
Island Utility	140	455	0.43	400,000
PUD #1	1,688	2,028	0.36	860,000
Meadowmeer (MWSA)	279	283	.45	200,000
South Bainbridge	1,395	1,415	0.90	562,000
Winslow (City)	2,184	4,727	1.00	2,800,000
Total	3,791	6,540	2.43	3,597,000

Most existing water systems were established under state and local guidelines and generally provide high quality water at an adequate pressure and flow rate for residential use. However, because of the number of systems on the Island, it must be concluded that there are systems that may not be in compliance with Department of Health water quality requirements and may not meet minimum requirements of pressure and reliability. It is also concluded that most of the

smaller systems have poor or nonexistent fire protection designed into their systems due to the cost of providing large diameter pipes and storage tanks.

Winslow Water System

The Winslow Water System is owned and operated by the City of Bainbridge Island under the direction and control of the Department of Public Works. It serves an area similar to the historic Winslow city limits plus Fletcher Bay and Rockaway Beach. The system gets all of its water from the eleven wells owned by the City as noted below. Water is pumped into the distribution system both directly from the well pumps and by booster pump stations. A detailed inventory is provided in the Winslow Water System Plan, which was accepted by the City Council in 2007. The next update of this plan was scheduled for January of 2013. However, however an extension on this deadline is in process with the Department of Health approved an extension to this deadline in 2013.

Table 10: Winslow Water System Well Inventory

Name	Capacity		Depth		Present Yield	
Head of Bay #1	50	gpm	135	ft.	32	gpm
Head of Bay #1A	150	gpm	145	ft.	135	gpm
Head of Bay #2	215	gpm	50	ft.	184	gpm
Head of Bay #3	100	gpm	50	ft.	270	gpm
Head of Bay #4	138	gpm	150	ft.	115	gpm
Head of Bay #5	96	gpm	160	ft.	111	gpm
Head of Bay #6	110	gpm	70	ft.	91	gpm
Lower Weaver *	80	gpm	135	ft.	47	gpm
Fletcher Bay	688	gpm	1,050	ft.	500	gpm
Sands Ave. #1	288	gpm	1,055	ft.	365	gpm
Sands Ave. #2	600	gpm	1,055	ft.	400	gpm
Commodore Well	100	gpm	190	ft.	47	gpm
Taylor Avenue	80	gpm	600	ft.	56	gpm
Total	2,615	gpm			2,297	gpm

*Not a potable source - used for construction

Under Washington law, water purveyors, including the City, need water rights in order to be assured that it can continue to provide water. The City has "primary" water rights for 2,054 acre-feet per years and "allocated instantaneous capacity" for 3,037 gpm (about 60% over the City's present capacity).

According to the existing Winslow Water System plan, the system's capacity is adequate to serve the needs of the potential build-out population under existing zoning and build-out to the highest density possible (to R-28) in the Land Use Element. The available sources are adequate to serve a potential population of approximately 7,900 or approximately 4,000 units. The system currently serves a population of 3,500 and approximately 3,500 residential equivalent units.

There are, however, upgrades necessary to provide adequate fire flow in areas, more efficiently use existing storage capacity, rehabilitate existing wells, and improve system reliability.

Sanitary Sewage Disposal

The City of Bainbridge Island provides for the collection, treatment, and disposal of effluent in the Winslow service area. The Kitsap County Sewer District #7 treatment plant north of Fort Ward Park serving customers within the District's service area in Fort Ward and the City's sewer service areas in the Emerald Heights, Point White, North Pleasant Beach, and Rockaway Beach neighborhoods and Blakely School. All other residents not within the service areas of the above districts rely upon on-site septic systems that require approval from the Bremerton-Kitsap County Health District.

Levels of service for wastewater treatment systems are typically expressed as the number of gallons of flow per capita per day and the level of treatment provided by the treatment plant. The current and proposed level of service for the Winslow service area follow the Department of Ecology guidelines of 100 gallons per capita per day (flow) and secondary treatment. In areas not served by treatment plants, on-site septic systems must be built to Bremerton-Kitsap County Health District standards that consider combinations of lot size, soil type, infiltration capacity, depth to hardpan, and proximity to surface water among others.

The Winslow sanitary sewer system consists of two separate parts: the collection system, and the treatment plant.

Table 11: Winslow Sewer Facility Inventory

Collection system	15 miles gravity sewer (pipes 8 inches to 12 inches diameter)
	12 miles pressure sewer (pipes 4 inches to 12 inches diameter)
	16 pumping stations (300 to 2,300 gallons per minute)
Treatment plant	Secondary treatment facility located on Donald Place NE (3.9 million gallon per day and 2642 ppd BOD)

The existing system will be able to accommodate projected population growth in the Winslow area through approximately 2018 if maintenance and periodic facility upgrades are performed timely. The sewer system plan was last updated in 1994 and the City began working on the update to the General Sewer Plan in July, 2013. The City's goal is to have the updated General Sewer Plan finalized by June, 2015; the updated plan will document the existing system and needs for new facilities and replacement or upgrading existing facilities during the coming decade. The system plan or a separate study should be done to assess infiltration and inflow (I/I) in the collection system so that an I/I reduction program can be undertaken. All pumping stations are now connected to a Supervisory Control/Data Acquisition (SCADA) system that is operated by the City's utility operations team. The SCADA system allows monitoring and operation of pumping equipment and response to alarms from a central station located at the Winslow Wastewater Treatment Plant (WWTP). Additionally, all of the City's sewer pumping stations are now equipped with emergency generators so that operations continue during power interruptions.

The existing WWTP was designed for a population equivalent of 10,000 and began operation in 1978. The WWTP will have an excess “population equivalent” capacity (including commercial and multi-family customers converted to a level population equivalent) of approximately 1600 for flow and 4260 for BOD at the conclusion of the current improvements. The WWTP was upgraded in 1994 at a cost of \$2.5 million. An engineering assessment in 2003 identified a number of additional upgrades necessary to meet regulatory requirements for effluent disinfection, energy efficiency and for process reliability and redundancy. Some of the identified upgrades (replacing effluent pumps and controls, and conversion from chlorine-based to ultraviolet-based disinfection) were designed and constructed between 2004 and 2007. Engineering and construction documents for the remaining upgrades to the WWTP process, including enhanced odor control, was completed in 2007 and construction in early 2008. This work was completed in 2011 at a cost of approximately \$13.9 million, including engineering and construction management.

An engineering study of the WWTP outfall to Puget Sound was completed in 2008. Planning and decisions regarding future modification of the outfall and related decisions regarding additional WWTP process enhancements, including upgrading the WWTP process to produce Class A effluent and biosolids for discharge or re-use, are proposed future activities.

Surface & Storm Water Management

In the Winslow urban area and a few smaller areas, stormwater is managed by a combination of piped collectors, roadside ditches and natural stream channels. All other watersheds and sub-basins on the Island are drained by natural streams and roadside ditches only. The existing natural drainage system consists of wetlands, streams, springs, ditches, and culverts crossing roadways and is labor intensive to maintain. Surface and storm water is managed by the City as a utility. A recent Surface and Stormwater Management Plan and ongoing system evaluation are used to identify capital projects. In addition, the City places priority on the improvement and restoration of natural stream channels, particularly undersized or perched culverts, for the improvement of fish passage and fish habitat.

III. FINANCIAL CAPACITY ANALYSIS/ SIX-YEAR CAPITAL IMPROVEMENT PLAN

Provided below is the Six-Year Financial Capacity Analysis and Capital Improvement Plan (CIP) for the City of Bainbridge Island. This CIP list shows the anticipated expense and timing of each project and contains a project description, if available, and the results of the Comprehensive Plan consistency review and level of service (LOS) deficiency analysis. The CIP lists for the special districts on Bainbridge Island are provided in the appendices attached to this document. The City conducts a financial capacity analysis in order to evaluate the City's ability to fund capital expenditures along with general operations. The financial capacity analysis is presented first with assumptions and the CIP list follows.



2014 – 2019

Capital Improvement

Project Plan List

Proposed Draft

as of

October 10, 2013

2014 - 2019 Capital Improvement Plan List DRAFT

Comprehensive Plan

PLAN CATEGORIES

- M** Major maintenance, repair, renovation or replacement of an existing facility 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 improvement to existing facilities that are built primarily to provide added capacity to serve future population or employment growth.
- U** Unclassified

PLAN CONSISTENCY CODES

- GC** Generally Consistent with Comp Plan
- SC** Specifically Consistent with Comp Plan
- F** Flagged; may not be consistent with Comp Plan
- I** Inconsistent with Comp Plan
- LOS** Level of Service

Prioritization

Criteria:

- | | |
|----------------------|---|
| Legal | Necessary to comply with a court order, legal mandate or regulation. |
| Preservation | Necessary to preserve function. |
| Deficiency | Necessary to maintain LOS at the state goal. |
| Discretionary | Other considerations to be defined by community, council and administration. Not a legal requirement, preservations need or deficiency. |

Tier:

- | | |
|----------|---|
| 1 | Legal mandate, immediate preservation need, current deficiency. |
| 2 | Preservation required in near future, expected deficiency in near future. |
| 3 | Discretionary |

Priority:

- | | |
|-----------|--------------------------------|
| A. | Immediate Need |
| B. | Required within 4 years |
| C. | Required more than 4 years out |

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	STRTS							
-- Country Club Road Overlay		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								
*** Fort Ward Hill Reconstruc. (Phase II)	STRTS	Bolero	Top of the hill	Restore embankments and roadway		2014		M
*** Madison Avenue Overlay	STRTS/WTR	High School	Winslow Way	Overlay		2014	Y	M
*** Valley Reconstruction	ST/SSWM	Sunrise	Falk	Reconstruction; overlay;	Moved	2014 (design & constr)	Y	M
Mountain View Road Reconstruction	ST/SSWM			Provides for roadway surfacing reconstruction and storm drain improvements	Y	2014 (design & constr)		M/E
*** Wing Point Way Reconstruction	ST/WTR/SW R/SSWM	Ferncliff	Park	Overlay; Water and Sewer main replacement as needed; Storm drainage as needed; in conjunction with Non-motorized project;	Y	2015/16 (constr)	Y	M/E
20 Year CFP: 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	E
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, SW	Madison	Grow	Reconstruction, Sidewalks, Water, Sewer		x	E
*** Wyatt Way Reconstruction	STRTS	Ericksen	Madison	Reconstruction, Intersection Imp, NM		x	E/N
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

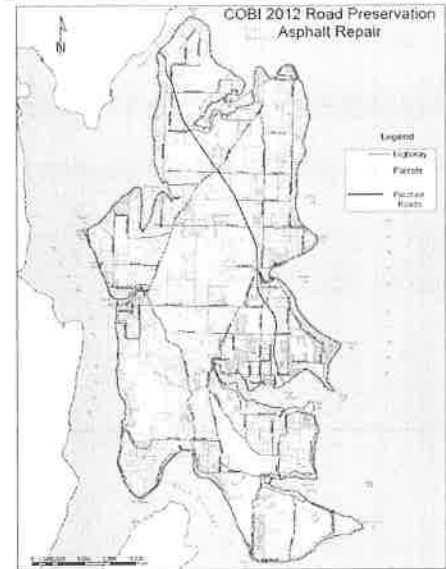
N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

City of Bainbridge Island
Transportation CIP (2014 - 2019)

Project	Location	Grant Applied	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
TRANSPORTATION PROJECTS - 6-YEAR CIP																
Annual Roads Preservation					Y					600	612	624	637	649	662	11,677
Fort Ward Hill Reconstruction	Bolero to top of hill	√	√	856	Y			Y		952						
Madison Avenue Overlay	HS to Winslow Way	√	√	434	Y					505						
Valley Reconstruction	Sunrise to Falk				Y			Y		83						
Mountain View Reconstruction	Manitou to End				Y			Y		86						
Wing Point Way Reconstruction	Ferncliff to Park				Y	Y	Y	Y		11	75	1,539				
TRANSPORTATION PROJECTS - 20-YEAR CIP																
Annual Road Pres. Arterials & Collectors					Y											8,400
Annual Road Pres. Local Access					Y											TBD
Annual Roadside Safety Upgrades					Y											1,400
Annual Local Access Rd Reconstr.					Y			Y								1,400
Roadway Reconstruction Projects																
Country Club Road	Past Toe Jam to Seawall				Y			Y								TBD
Manitou Beach Stabilization	Falk to Skiff				Y											1,506
Old Mill Reconstruction	Blakely to Blakely Hill				Y			Y								1,632
Wyatt Way Reconstruction	Madison to Grow				Y	Y		Y	Y							2,516
Wyatt Way Reconstruction	Ericksen - Madison				Y	Y		Y	Y							TBD
Blakely Hill Road Reconstr	Halls Hill to top of hill				Y			Y								TBD
Country Club Rd Stabilization	Shoreline frontage				Y											TBD
Halls Hill Road Reconstr	Blakely to top of hill				Y	Y		Y								TBD
Manitou Beach Stablization	Murden Cove - Falk				Y											TBD
Winslow Way Reconstr. -Ph 2	Madison - Grow				Y	Y	Y	Y	Y							TBD
Intersection Improvement Projects																
Sports-Club/N-Brooklyn	Intersection Imprv.				Y											993
HS Rd/Sportsman Club	Intersection Imprv.				Y											TBD
TOTALS										2,237	687	2,163	637	649	662	29,524

City of Bainbridge Island – Capital Project Summary

2014 Annual Roads Program

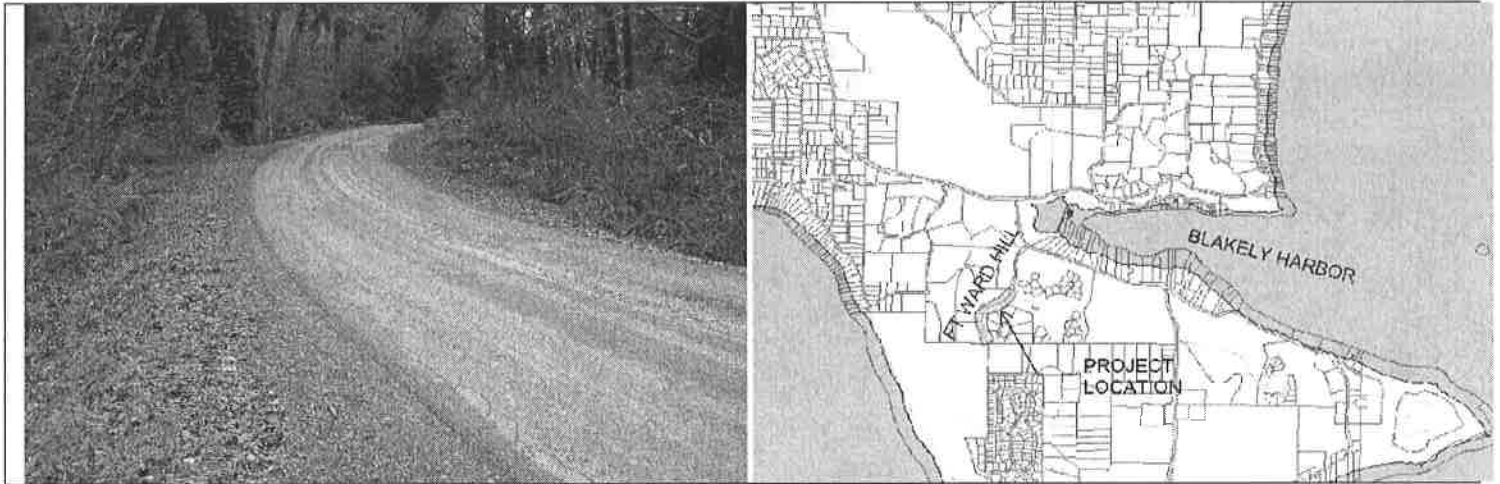


DESCRIPTION	The Annual Roads Preservation Program consists of a combination of 1) grinding & patching roadways and/or 2) chip sealing. Grinding & patching the roadways is a maintenance operation and chip sealing adds a coating of asphalt oil and fine crushed rock over the existing pavement to preserve the street surface and to keep the roads in good drivable condition.
LOCATION POSSIBILITIES	2014 Proposed Roads List has not yet been determined.
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
Grant						
Sub-total	\$600	\$612	\$624	\$637	\$649	\$662

City of Bainbridge Island — Capital Project Summary

Fort Ward Hill Reconstruction & Shoulder Widening Phase 2 (Sunny Hill to Bolero Drive)



DESCRIPTION	Reconstruction of approximately 1,500 LF of roadway. Improvements consist of repair & paving of two 10' travel lanes with 5' paved shoulders, approximately 700 LF of guardrail, new rockeries, new storm drain systems and two new drainage culvert replacements.
BENEFIT	Preservation, safety enhancement, & non-motorized level of service.
SCHEDULE	Design/permitting phases are estimated to be completed by 2012 year-end with construction to occur in summer of 2014.
CATEGORY	Preservation, 1A, M GC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	965					
Sub-total	\$965	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	96					
SSWM Fund	13					
Grant	856					
Sub-total	\$965	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Madison Avenue Overlay (High School Road to Winslow Way)



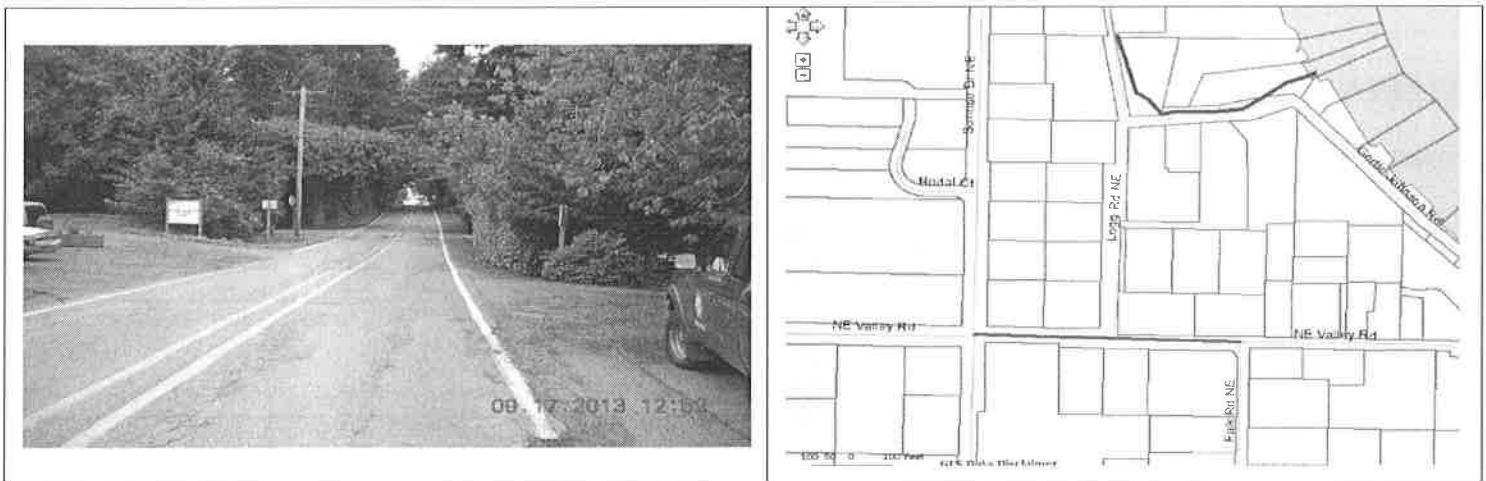
DESCRIPTION	The project will provide for pavement restoration of Madison Avenue, approximately 0.6 miles, from north of Winslow Way to High School Road. Pavement restoration work may include pavement repair excavation, asphalt for pavement repair (including patching, full width traffic lane restoration, and overlay), and pavement marking.
BENEFIT	Preservation
SCHEDULE	Construct in Summer 2014
CATEGORY	M, GC, Tier 1(Preservation), Priority A

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					
SSWM Fund	0					
Grant	434					
Sub-total	\$505	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Valley Road Reconstruction Project

(From Sunrise to Falk)



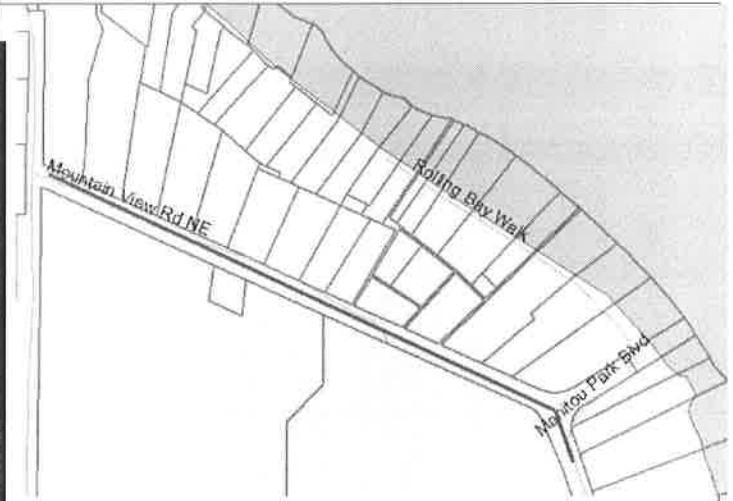
DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Valley, and storm drainage improvements to Logg, and Gertie Johnson Roads. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note that the majority of the cost is related to stormwater improvements.
BENEFIT	Preserves surfacing on Valley Road. Addresses stormwater run-off on Valley Road and addresses maintenance problems with the existing storm drainage system at the bottom of Logg Road that have led to overtopping of the conveyance system. Better accommodates fronting property owner stormwater drainage above Gertie Johnson Road which has a history of slides.
SCHEDULE	Design in winter/ spring of 2014 and Construction in fall of 2014.
CATEGORY	M, GC, Tier 1 (Preservation), Priority A

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	59					
ROW	0					
Construction	144					
Sub-total	\$203	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	83					
SSWM Fund	120					
Grant	0					
Sub-total	\$203	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Mountain View Road Reconstruction Project

(From Manitou)



DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Mountain View. Work includes upgrading the inlet condition at the outfall to address a capacity deficiency. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note that a significant portion of the work is associated with stormwater improvements.
BENEFIT	Provides for surfacing repairs. Currently the roadway lacks conveyances for storm water. The project provides for conveying storm water and improves the capacity of the existing outfall. Providing conveyances better accommodates fronting property owner stormwater drainage above Gertie Johnson Road and Rolling Bay Walk which has a history of slides.
SCHEDULE	Design in winter/ spring of 2014 and Construction in fall of 2014.
CATEGORY	M/E, GC, Tier 1, Priority A

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	32					
ROW	0					
Construction	107					
Sub-total	\$139	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	86					
SSWM Fund	53					
Grant	0					
Sub-total	\$139	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

WingPointWayReconstruction (From Ferncliff to Park)



DESCRIPTION	Reconstruct roadway surfacing and drainage. Provide sidewalk, on the downhill side, and shoulders, on the uphill side. Water and sewer utility repairs may be added.
BENEFIT	Preservation, safety enhancement, & non-motorized level of service.
SCHEDULE	The City received grant funding for the design phase in the summer of 2013. The City contracted with HDR. Design is starting in late 2013 and will continue with permitting, easement procurement in 2014. The City plans to submit for additional grant funding in 2014 for the construction phase.
CATEGORY	M/E, GC, Tier 1(Current Deficiency), Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	371					
ROW	0	75				
Construction	0		*			
Sub-total	\$371	\$75	*	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	48	75	208			
SSWM Fund	0		TBD			
Water	10		TBD			
Sewer	10		TBD			
Grant	303		1331			
Sub-total	\$371	\$75	\$1,539	\$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
Sound to Olympics Trail - Phase 2	STRTS	Winslow Way	HS Road	Separated Trail	Moved	2014		E/N
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 Improvmnts	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/M
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
C40 - Eagle Harbor Phase 2	STRTS	Wyatt	Past Bucklin		Moved	2018		E
Trails	STRTS	TBD				Annual		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
Knetchel 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

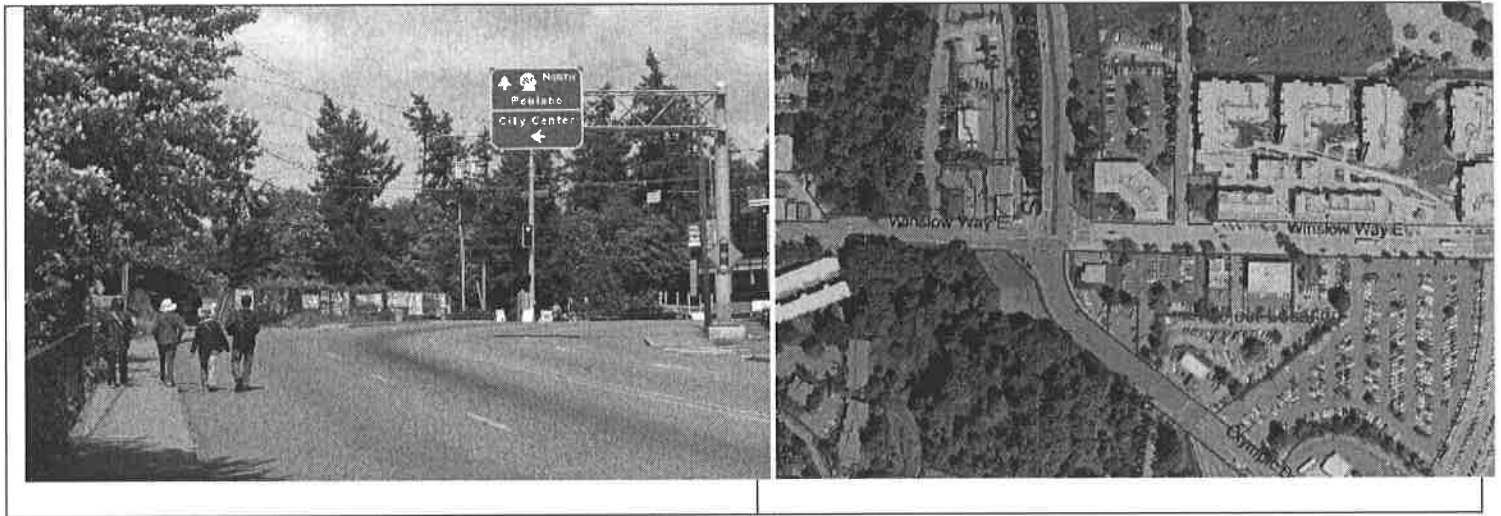
City of Bainbridge Island
Non-Motorized Transportation CIP (2014 - 2019)

Project	Location	Grant Applied	Grant Awarded	Grant Funds	General Comp	Sturts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
NON-MOTORIZED PROJECTS - 6-YEAR CIP																
SR305/Olympic Drive NM	Winslow Way to Harbor Dr	✓	✓	734	Y					90						
Design & ROW										644						
Construction																
Sound to Olympic Trail Phase 2	Winslow Way to HS Road	✓		363	Y					420	1,450					
Wing Point Way Non Motorized	Ferncliff to Park	✓	✓	303	Y	Y	Y	Y		340						
Trails	TBD				Y					25	25	25	25	25	25	375
C40 - Spot Projects	TBD				Y					50	50	50	50	50	50	750
Top 5 Road Safety Projects by NMTC																
**C40 - Miller Road	Tolo to Pederson Hill				Y								882			
**SR305 Shoulder Improvements	Vineyard - High School Road				Y						TBD					
**C40 - Bucklin Phase 2	Blakely - Fletcher Bay				Y										TBD	
**C40 - Eagle Harbor - Phase 2	Wyatt to Past Bucklin				Y									TBD		
**C40 - Fletcher Bay Road	New Brooklyn to HS Rd				Y							358				
Other Non-Motorized Projects																
C40 - Lynwood Center	Bucklin - Pt. White				Y											505
Wyatt Way NM - Phase 1	Madison to Grow				Y						200					
Sound to Olympic Trail - Phase 2+	Various				Y						TBD					
C40 - Eagle Harbor - Phase 1	Past Bucklin to Wyatt				Y									700		
C40 - Blakely	Bucklin - Baker Hill				Y											
C40 - Sportsmans Club - Phase 2	HS to Wyatt				Y											750
C40 - Valley	N. Madison - Sunrise				Y											TBD
C40 - North Madison	SR305 to Valley				Y											TBD
Grow Ave NM	Winslow Way - Wyatt				Y											TBD
Knetchel Way	Erickson - Madison				Y											TBD
Lost Valley Trail - Phase 1	Carmella Lane				Y											TBD
Sportsman Club Spine Trail	HS to Sportsman pond				Y											TBD
Winslow Way Reconstr.- Phase 2	Madison to Grow				Y											750
Wyatt NM - Phase 2	Erickson - Madison				Y											TBD
Wyatt Sidewalk Extension	E of Weaver - Weaver				Y											TBD
TOTALS										1,569	1,725	433	957	775	75	3,130

City of Bainbridge Island — Capital Project Summary

SR305 – Olympic Drive Non-Motorized Improvement Project

Winslow Way to Harbor Drive



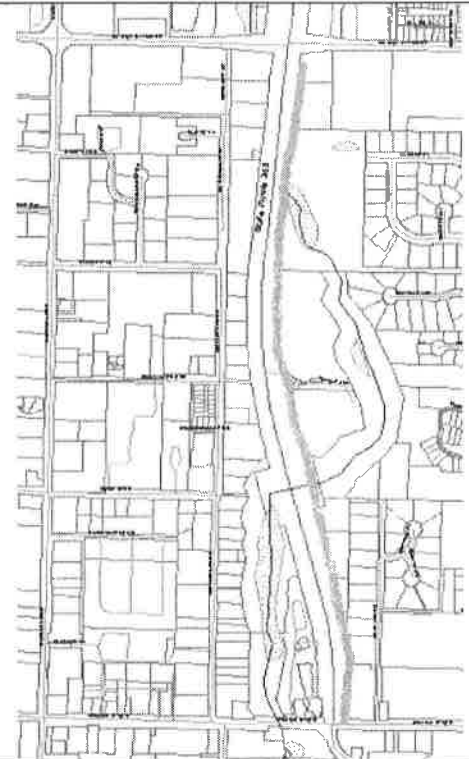
DESCRIPTION	Olympic Drive is a roadway with inadequate pedestrian and bicycle accommodations. This project provides improvements for pedestrian and cyclists along this heavily trafficked roadway.
BENEFIT	Non motorized level of service improvement, safety enhancement
SCHEDULE	Design in late 2013 and early 2014. Construction in 2014.
CATEGORY	Deficiency 1B, E; SC

PROJECT COSTS (1000's)	2014	2015	2016	2017	2018	2019
Design / Permitting	90					
ROW	0					
Construction	644					
Sub-total	\$734	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1000's)						
Street Fund						
Grant	734					
Sub-total	\$734	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Sound to Olympics Trail, Phase 2

Winslow Way to High School Road

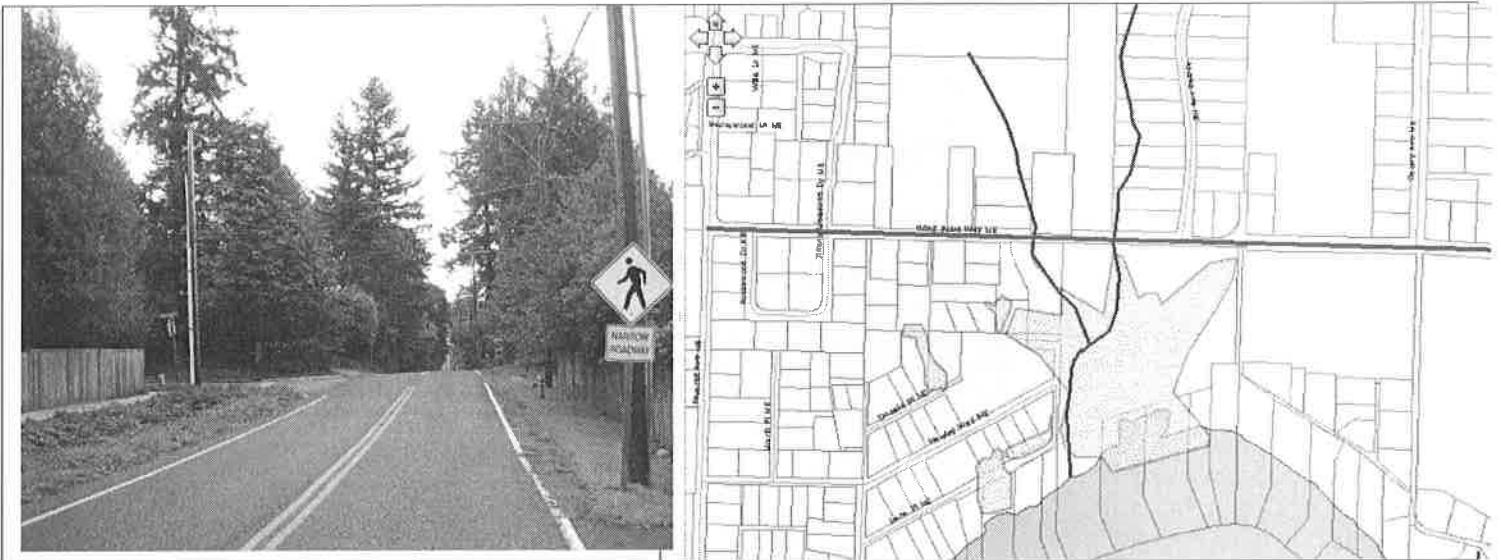


DESCRIPTION	Design of Sound to Olympic trail and study of branch trails. Construction of separated pathway from Winslow Way to the existing Ravine Creek non motorized bridge.
BENEFIT	Non motorized level of service improvement, safety enhancement
SCHEDULE	Design in 2014 and construction in 2015
CATEGORY	E/N, SC, Tier3, Priority C

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	420					
ROW						
Construction		1,450				
Sub-total	\$420	\$1,450	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	57	196				
Grant	363	1,254				
Sub-total	\$420	\$1,450	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

WingPointWayReconstruction (From Ferncliff to Park)



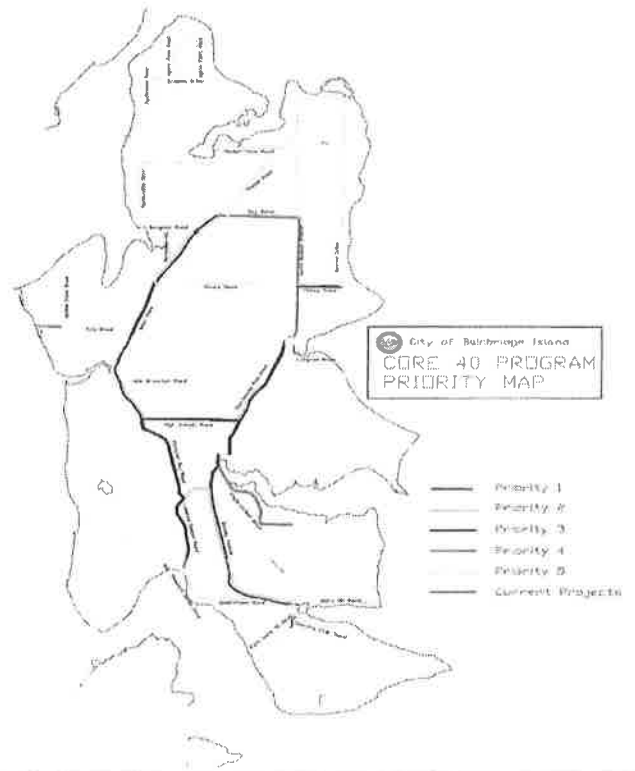
DESCRIPTION	Reconstruct roadway surfacing and drainage. Provide sidewalk, on the downhill side, and shoulders, on the uphill side. Water and sewer utility repairs may be added.
BENEFIT	Preservation, safety enhancement, & non-motorized level of service.
SCHEDULE	The City received grant funding for the design phase in the summer of 2013. The City contracted with HDR. Design is starting in late 2013 and will continue with permitting, easement procurement in 2014. The City plans to submit for additional grant funding in 2014 for the construction phase.
CATEGORY	M/E, GC, Tier 1(Current Deficiency), Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	371					
ROW	0	75				
Construction	0		*			
Sub-total	\$371	\$75	*	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	48	75	208			
SSWM Fund	0		TBD			
Water	10		TBD			
Sewer	10		TBD			
Grant	303		1331			
Sub-total	\$371	\$75	\$1,539	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

C40 – Annual Spot Projects

(Various locations)



DESCRIPTION	Supplement the Annual Roads Preservation Program to fund shoulder repairs and to address missing short segments.
BENEFIT	Safety and Non Motorized Transportation Connectivity.
SCHEDULE	Constructed annually.
CATEGORY	E/N, SC, Tier3, Priority C

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	50					
Sub-total	\$50	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	50					
SSWM Fund	0					
Grant	0					
Sub-total	\$50	\$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 Reconstruction	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
Facility Improvements Inside/Outside	GEN	City Hall	Pave lower parking lot	Y	TBD	M
City Farmland Infrastructure	GEN	Island Wide	Facilities to support agricultural operations	Y	TBD	M/E
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

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		Grant Applied	Grant Awarded	Grant Funds	General Comp	Sirts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
FACILITIES PROJECTS - 6-YEAR CIP																
Waterfront Park / City Dock Impr.	City Park				Y											
Design										190						
Construction										1,660						
Road End Improvements	Island Wide				Y					150						
Pedestrian Bridge Reconstruction	Waterfront Park Trail				Y					60						
Emergency Generator Connection	City Hall				Y					13						
HVAC System Equip. Upgrade	City Hall				Y					40						
HVAC System Equip. Upgrade	City Hall				Y						41					
RCM Lighting Upgrade	City Hall				Y						25					
Playground Fence Replacement	Waterfront Park				Y						15					
HVAC System Equip. Upgrade	City Hall				Y							42				
HVAC System Equip. Upgrade	City Hall				Y								43			
HVAC System Equip. Upgrade	City Hall				Y									44		
Fueling System Upgrade Design	Public Works Facility				Y									15		
Playground Equipment Replacement	Waterfront Park				Y									15		
HVAC System Equip. Upgrade	Public Works Facility				Y										14	
Fueling System Upgrade	Public Works Facility				Y										75	
RCM Lighting Upgrade	Waterfront Park Dock				Y										6	
RCM Lighting Upgrade	Waterfront Park Trail				Y										60	
FACILITIES PROJECTS - 20-YEAR CIP																
Police Station Repairs / Replacement	Police Station				Y											TBD
Facility Assessment Survey	All Facilities				Y											TBD
Facility Improvements Inside/Outside	City Hall				Y											TBD
City Farmland Infrastructure	Island Wide				Y											TBD
Office Equipment Upgrade	City Wide				Y											TBD
Confiscated Vehicle Covered Storage	Vincent Rd				Y											TBD
SCADA Software Upgrade (HVAC)	City Hall				Y											TBD
SCADA Software Upgrade (Security)	City Hall				Y											TBD
TOTALS										2,113	81	42	43	74	155	TBD

Amounts in thousands

City of Bainbridge Island — Capital Project Summary

Waterfront Park and City Dock Replacement Project

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DESCRIPTION	This project provides for renovations and repairs to the City Dock and elements of the Waterfront Park.
BENEFIT	Maintain utility of public infrastructure associated with the City park and the City dock. Ensure user safety is maintained. Enhance accessibility and utility for various user groups.
SCHEDULE	Design beginning in 2013; additional design and construction to continue in 2014.
CATEGORY	

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	190					
ROW						
Construction	1,660					
Sub-total	\$1,850	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
General Fund	1,850					
Grant						
Sub-total	\$1,850	0	0	0	0	0

City of Bainbridge Island — Capital Project Summary

City Road Ends Improvement Projects

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DESCRIPTION	This project provides for infrastructure enhancement and other projects at various City road ends.
BENEFIT	Expand and maintain utility of a variety of road end locations, some of which provide public access to waterfront. Ensure user safety is maintained. Enhance accessibility and utility for various user groups.
SCHEDULE	Design and construction in 2014.
CATEGORY	

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting						
ROW						
Construction						
Sub-total	\$150	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
General Fund	150					
Grant						
Sub-total	\$150	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Pedestrian Bridge Reconstruction

Waterfront Park Trail

Shannon Drive to Harborview Drive



DESCRIPTION	This Waterfront Park trail pedestrian bridge project is based on an assessment report of the bridge prepared by KPFF Consulting Engineers. The bridge is over 40 years old and is in need of upgrades to preserve the structure. The project consists of preservation activities not covered under the pending emergency pile replacement project. The project will include deck replacement and painting. Because of the sensitive environmental location the work site will be contained from the environment during painting activities.
BENEFIT	Infrastructure preservation and public safety improvement.
SCHEDULE	Construct 2014
CATEGORY	M, GC, Tier 1, Priority A

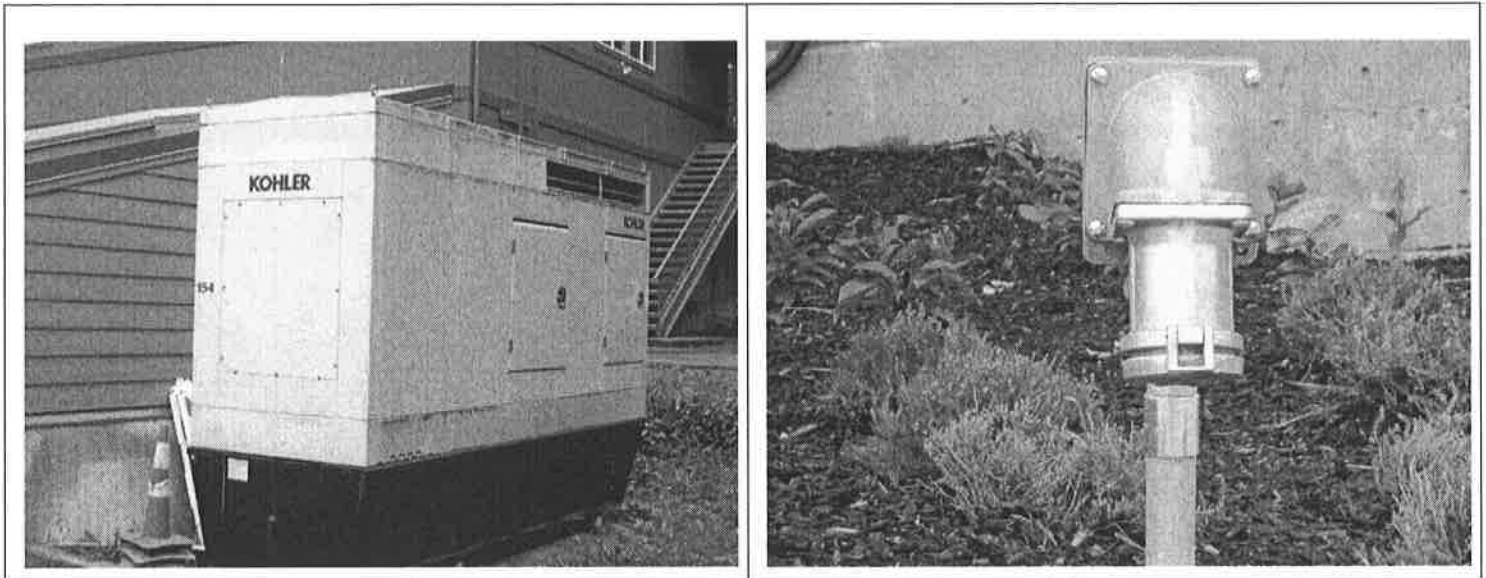
PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	60					
Sub-total	\$60	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
General Fund	60					
	0					
	0					
Sub-total	\$60	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Emergency Generator Connection Project

City Hall

280 Madison Avenue



DESCRIPTION	The City Hall emergency generator is sized to provide limited power to critical systems during an electrical power outage. Critical systems served include the information technology computer infrastructure, emergency exit lights, and select building lighting. The emergency generator connection project will provide a receptacle and associated electrical equipment to allow the use of a mobile generator to supply power to these systems in case the main generator fails or is in the midst of maintenance during an unscheduled power outage.
BENEFIT	Emergency systems reliability and redundancy improvement.
SCHEDULE	Construct 2014
CATEGORY	E, GC, Tier 1, Priority A

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	13					
Sub-total	\$13	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
General Fund	13					
	0					
	0					
Sub-total	\$13	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

HVAC System Equipment Upgrade

City Hall

280 Madison Avenue

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DESCRIPTION	The City Hall HVAC system upgrade project is based on the recommendation of the city's current HVAC service provider, Air Management Systems Inc. The City Hall is served by 21 individual heat pumps. The heat pumps are currently 13 years old and have an estimated life expectancy of 12 – 15 years. The heat pump that serves the Information Technology room will be replaced in 2013. The City Hall HVAC system upgrade project will replace 4 heat pumps each year from 2014 through 2018. This project will insure systems reliability and avoid costly unscheduled failures.
BENEFIT	Systems reliability.
SCHEDULE	Construct 2014, 2015, 2016, 2017, 2018
CATEGORY	M, GC, Tier 2, Priority B

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	40	41	42	43	44	
Sub-total	\$40	\$41	\$42	\$43	\$44	\$0
FUND SOURCES (1,000's)						
General Fund	40	41	42	43	44	
	0					
	0					
Sub-total	\$40	\$41	\$42	\$43	\$44	0

Section Four

2014 – 2019 Capital Improvement Project Plan List

Fleet and Equipment – Tax and Utility Supported

FLEET AND EQUIPMENT TAX AND UTILITY SUPPORTED

Project Title	Fund	Description of Work	Added for 2014-2019 CIP	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 15 yr old vehicle w 106K 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
Permitting and Financial Systems GEN				2014		
Roadside Mower STRTS (80) / SSWM (20)		Tractor Chassis and articulating mower arm		2015	Replaces critical 11 yr mower w 4K hours	E
Medium Duty Pickup Truck GEN (80) / STRTS (20)		Crew Cab w Attachments		2015	Replaces 14 yr old vehicle w 83K 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
Sweeper STRTS (20) / SSWM (80)		Streets Sweeping		2016	Replaces critical 13 yr sweeper w 7K hours	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
Medium Duty Pickup Truck GEN FAC (50) STRTS (50)		Standard Cab		2017	Replaces 19 yr old vehicle w 44K 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
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 3K hours	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
Roller Compactor w Trailer STRTS			Y	2019	Replaces roller compactor 30 yr	E
Pup Trailer STRTS (50) / SSWM (50)		Critical Trailer	Y	2019	Replaces critical 45yr old trailer	E
Van WTR (80) / SWR (20)		Water/Sewer vehicle		2017	Replaces 16 yr old vehicle w 50K miles	E
Light Duty Pick Up GEN/ST/SSWM/WTR/SWR		Engineering pool vehicle	Y	2019	Replaces 20 yr old vehicle w 64K miles	E
Police Vehicles (3) GEN PD		Public Safety Vehicle Replacement	Y	2019	Replace vehicles before 125K miles	E
Emergency Generator SWR		For OTP Sewer Lift Station	Y	2019	Replaces 25 yr old generator	E
Shoulder Gravel Conveyor STRTS		New Equipment	Y	2019	To improve road shoulder maint efficiency	E
Small Sander Attachment STRTS			Y	2019		E
20 Year CFP:						
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	Grant Applied	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
FLEET PROJECTS - 6-YEAR CIP															
Crew Cab Truck with plow and tilt bed					13			52	65						
3/4 ton Pickup Truck w/tank								36	36						
Crew Cab Truck with plow and tilt bed				13	52				65						
Police Vehicles (3)				135					135						
Small Capital Equip <\$10,000				10	10	10	10	10	50						
Financial System Replacement				200					200						
Roadside Mower					77			19		96					
Medium Duty Pickup Truck				33	8					41					
Police Vehicles (3)				139						139					
Small Capital Equip <\$10,000				10	10	10	10	10		50					
Sweeper					42			169			211				
Police Vehicles (3)				143							143				
Small Capital Equip <\$10,000				10	10	10	10	10			50				
Phone System				50							50				
Cab and Chassis					88			88				176			
Medium Duty Pickup Truck				22	22							44			
Police Vehicles (3)				147								147			
Small Capital Equip <\$10,000				10	10	10	10	10				50			
Roadside Mower					83			21					104		
Chipper					36								36		
Commercial Lawn Mower				8									8		
Police Vehicles (3)				151									151		
Small Capital Equip <\$10,000				10	10	10	10	10					50		
Roller Compactor w Trailer					35										35
Pup Trailer					29			29							58
Van						33	8								41
Light Duty Pick Up				7	7	7	7	7							35
Police Vehicles (3)				156											156
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							TBD
Annual - Small Capital Equip <\$10,000				x	x	x	x	x							700
Annual - IT Equipment Capital Items				350											350
TOTALS									551	326	454	417	349	428	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	M
2015 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2015	Water System Rehabilitation	M
2016 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2016	Water System Rehabilitation	M
2017 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2017	Water System Rehabilitation	M
2018 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction		2018	Water System Rehabilitation	M
2019 Annual Preservation Program	Water		Pipes, valves, meters, pressure reduction	Y	2019	Water System Rehabilitation	M
Emergency Power Generator	Water		Head of the Bay		2014	Deferred; pending system plan	E
Wing Point Way	Water		TBD		2014	TBD	TBD
Taylor Avenue Well	Water		TBD		2015	Deferred; pending system plan	E/N
Sands Well #2 - Design	Water		New or retrofitted production well		2015	Deferred; pending system plan	E
Sands Well #2 - Construction	Water		New or retrofitted production well		2015	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 CFP:							
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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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
Water CIP (2014 - 2019)

Project	Location	Grant Applied	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
WATER PROJECTS - 6-YEAR CIP																
Annual Preservation Program						Y				144	147	148	151	154	157	2,170
Emergency Power Generator	Head of the Bay					Y				105						
Wing Point Way						Y	Y	Y	Y	10	TBD					
Taylor Avenue Well						Y					25	TBD				
Sands Well #2						Y					541					
High School Reservoir						Y						311	2,266			
Fletcher Bay Well						Y							140			
WATER PROJECTS - 20-YEAR CIP																
Wyatt High Zone Main	Madison - Grow					Y	Y	Y								TBD
TOTALS										259	713	459	2,557	154	157	2,170

City of Bainbridge Island — Capital Project Summary

Water System Annual Preservation Program

Water System Wide

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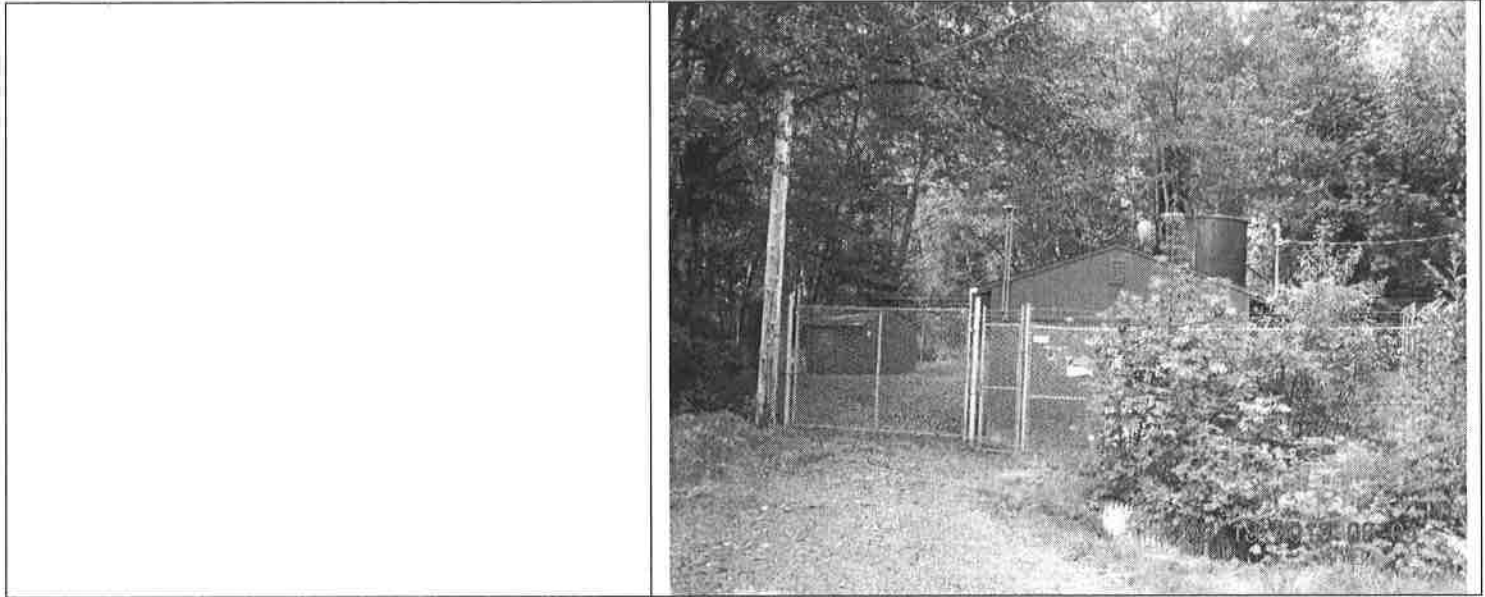
DESCRIPTION	This project addresses water system wide, water system preservation projects. Specific projects are still to be determined. Typical projects will include pipe replacement, water valve replacement/repairs, water meter replacement/repairs, pressure reducing station repairs, etc.
BENEFIT	Improved water system reliability and increased system life.
SCHEDULE	Identify project needs and design and construct in 2014.
CATEGORY	Deficiency 1B, M, SC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	14	15	15	15	15	16
ROW	0	0	0	0	0	0
Construction	130	132	133	136	139	141
Sub-total	\$144	\$147	\$148	\$151	\$154	\$157
FUND SOURCES (1,000's)						
Water Fund	144	147	148	151	154	157
Grant	0	0	0	0	0	0
Sub-total	\$144	\$147	\$148	\$151	\$154	\$157

City of Bainbridge Island — Capital Project Summary

Emergency Power Generator Installation

Head of the Bay Well Field



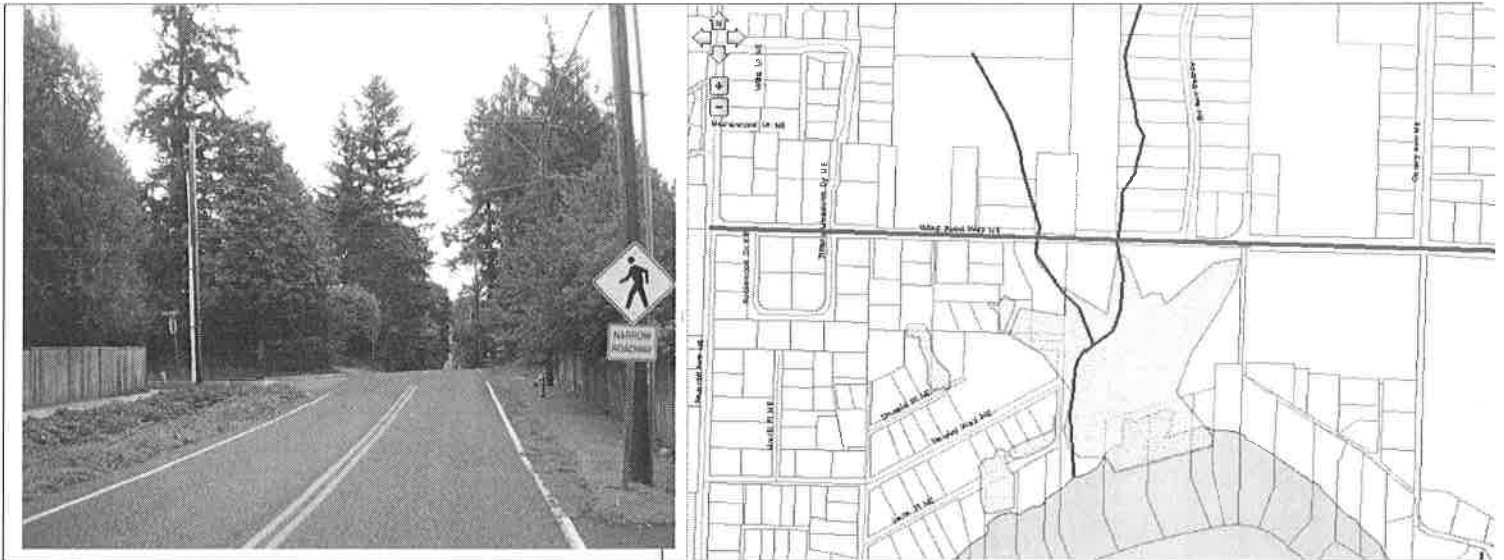
DESCRIPTION	This project will install emergency power generators at the Head of the Bay well field.
BENEFIT	Increased system reliability during power outages.
SCHEDULE	Design and construct one generator in 2014.
CATEGORY	Deficiency 1B,E; SC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	10					
ROW	0					
Construction	95					
Sub-total	\$105	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Water Fund	105					
Grant	0					
	0					
Sub-total	\$105	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

WingPointWayReconstruction

(From Ferncliff to Park)



DESCRIPTION	Reconstruct roadway surfacing and drainage. Provide sidewalk, on the downhill side, and shoulders, on the uphill side. Water and sewer utility repairs may be added.
BENEFIT	Preservation, safety enhancement, & non-motorized level of service.
SCHEDULE	The City received grant funding for the design phase in the summer of 2013. The City contracted with HDR. Design is starting in late 2013 and will continue with permitting, easement procurement in 2014. The City plans to submit for additional grant funding in 2014 for the construction phase.
CATEGORY	M/E, GC, Tier 1(Current Deficiency), Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	371					
ROW	0	75				
Construction	0		*			
Sub-total	\$371	\$75	*	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	48	75	208			
SSWM Fund	0		TBD			
Water	10		TBD			
Sewer	10		TBD			
Grant	303		1331			
Sub-total	\$371	\$75	\$1,539	\$0	\$0	\$0

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 CFP:							
Annual Preservation Program			2% inflation per year for 14 years				E/N
Pump Station Upgrade - Various			Mechanical and electrical retrofit			Programmed as part of GSP update	E/N
Pump Station Upgrade - Village	Sewer	SR305 / High School Rd	Mechanical and electrical retrofit			Defer until GSP complete	E/N
WWTP Upgrade - Various			Mechanical and electrical retrofit			Programmed as part of GSP update	E/N

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

Sewer CIP (2014 - 2019)

Project	Location and/or Phase	PWTF Loan	General Comp	Stirts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
SEWER PROJECTS - 6-YEAR CIP														
Annual Preservation Program						Y		146	149	152	155	158	161	2,240
Eagle Harbor Sewer Beach Mains	Eagle Harbor	3,985				Y								
Design / ROW								325						
Construction								4,045						
Portable Generator Plugs	Northtown Woods & Lynwood Center					Y		25						
Wing Point Way Sewer														
Design / ROW				Y	Y	Y	Y	10	TBD					
Construction									TBD					
SEWER PROJECTS - 20-YEAR CIP														
Pump Station Upgrade - Various	Madison - Grow			Y	Y	Y								TBD
Pump Station Upgrade - Village														TBD
WWTP Upgrade - Various														TBD
TOTALS								4,551	149	152	155	158	161	2,240

Amounts in thousands

City of Bainbridge Island — Capital Project Summary

Annual Sanitary Sewer System Rehabilitation Program

Sewer System Wide

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DESCRIPTION	This project addresses sanitary sewer system wide system preservation projects. Specific projects are still to be determined. Typical projects will include pipe repair/replacement, in flow/infiltration elimination, manhole repair, etc.
BENEFIT	Improved system reliability and life span; increased capacity resulting from I&I elimination.
SCHEDULE	Design and construct in 2014
CATEGORY	Deficiency 1B, E/N; SC

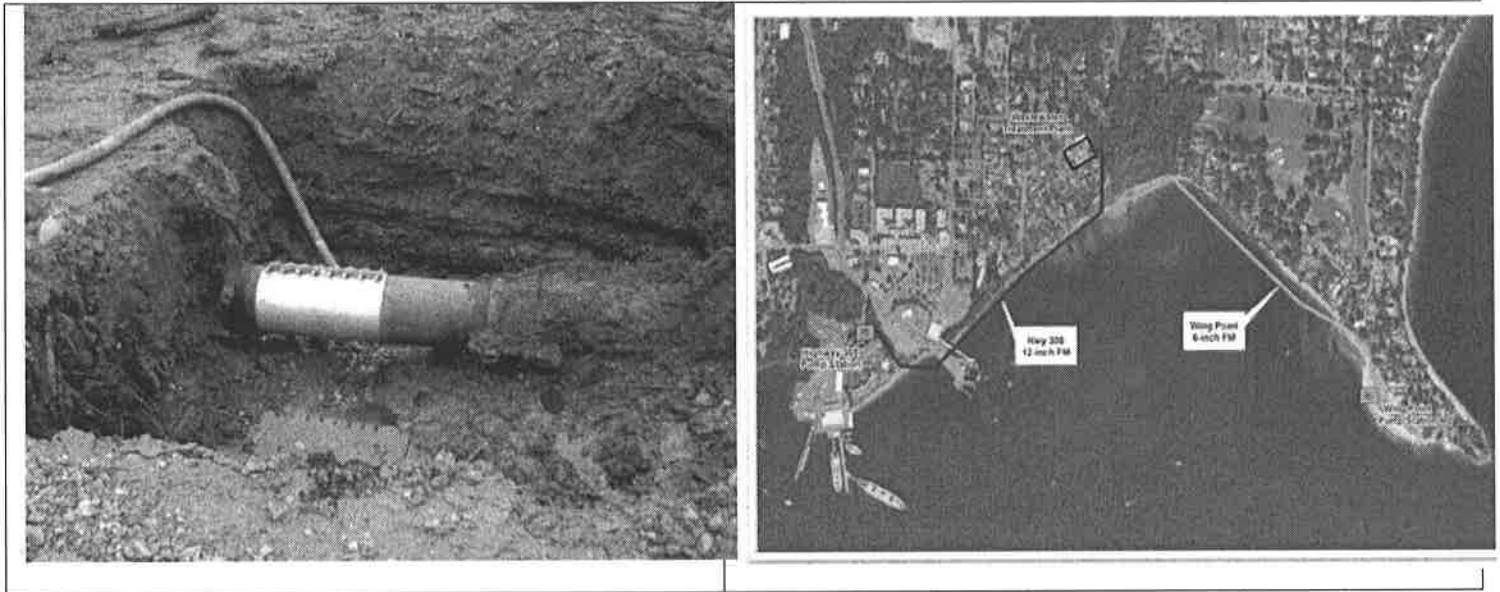
PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	16	15	15	16	16	16
ROW	0					
Construction	130	134	137	139	142	145
Sub-total	\$146	\$149	\$152	\$155	\$158	\$161
FUND SOURCES (1,000's)						
Sewer Fund	146	149	152	155	158	161
Grant						
Sub-total	\$146	\$149	\$152	\$155	\$158	\$161

City of Bainbridge Island — Capital Project Summary

Eagle Harbor Beach Mains Replacement Project

SR 305 & Wing Point Lift Stations to WWTP

WWTP to Wing Point Effluent Outfall



DESCRIPTION	This project provides for replacement of the sewer force mains on the Eagle Harbor Beach from the SR 305 and Wing Point Lift Stations to the WWTP and from the WWTP to the Wing Point effluent outfall line. These existing ductile iron force mains are over 40 years old and have failed a number of times in the past few years spilling raw sewage into Eagle Harbor. The project will replace the existing ductile iron lines with high density polyethylene (HDPE) plastic force mains designed for highly corrosive environments.
BENEFIT	System reliability and environmental improvement.
SCHEDULE	Design and Right of Way 2013/2014 and construct in 2014
CATEGORY	Deficiency 1B, E/N; SC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	275					
ROW	50					
Construction	4,045					
Sub-total	\$4,370	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Sewer Fund	385					
PWTF Loan	3,985					
	0					
Sub-total	\$4,370	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Lift Station Generator Plugs

North Town Woods and Lynwood Center



DESCRIPTION	This project provides installation of emergency generator plugs at the City's North Town Woods and Lynwood Center sanitary sewer lift stations. These new plugs will allow direct plug in of the City's portable emergency generators at these two lift stations in case of a power outage. Installation of these plugs at these two facilities will mean that all city lift stations using portable generators for their emergency power source will have the same standard generator plug in capability.
BENEFIT	Safety and system reliability
SCHEDULE	Design and construct in 2014
CATEGORY	Deficiency 1B, M; SC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	2					
ROW	0					
Construction	23					
Sub-total	\$25	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Sewer Fund	25					
Grant	0					
	0					
Sub-total	\$25	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

WingPointWayReconstruction (From Ferncliff to Park)



DESCRIPTION	Reconstruct roadway surfacing and drainage. Provide sidewalk, on the downhill side, and shoulders, on the uphill side. Water and sewer utility repairs may be added.
BENEFIT	Preservation, safety enhancement, & non-motorized level of service.
SCHEDULE	The City received grant funding for the design phase in the summer of 2013. The City contracted with HDR. Design is starting in late 2013 and will continue with permitting, easement procurement in 2014. The City plans to submit for additional grant funding in 2014 for the construction phase.
CATEGORY	M/E, GC, Tier 1(Current Deficiency), Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	371					
ROW	0	75				
Construction	0		*			
Sub-total	\$371	\$75	*	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	48	75	208			
SSWM Fund	0		TBD			
Water	10		TBD			
Sewer	10		TBD			
Grant	303		1331			
Sub-total	\$371	\$75	\$1,539	\$0	\$0	\$0

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			Conveyance, culverts, control structures, ponds, etc.		2014		M
Hidden Cove Estates	SSWM		Pond retro-fit, outlet structure upgrade	Y	2014	Design & construction	M
Fort Ward Hill Reconstruction	SSWM	Sunny Hill to Bolero Drive	New storm drain systems and two new drainage culvert replacements	Y	2014	Construction	M
Lynwood Center Outfall Improvement	SSWM	Pt. White Drive	Water quality outfall retrofit and conveyance improvements	Y	2014	Construction	M/E
Wing Point Way (with reconstruction/non-motorized project)	SSWM	Ferncliff to Park	Conveyance system upgrade needs assessment and design	Y	2014	Stormwater element of project only;	M/E
Dripping Water Creek	SSWM	Sunrise Drive	Replace culvert w/fish passage culvert; remove fish passage barriers	Y	2014	Design & construction	M/E
Valley Reconstruction	SSWM	Sunrise - Falk	Stormwater portion of the roadway reconstruction project	Y	2014	Stormwater element of project only;	M
Wardwell Reconstruction	SSWM	Triple Crown - Bucsit	Stormwater portion of the roadway reconstruction project	Y	2014	Stormwater element of project only;	M/E
Waterfront Park Outfall	SSWM		Reconstruct outfall; install water quality facilities	Y	2014	Design & Construction	M/E
NE Mountain View	SSWM		Conveyance system upgrade	Y	2014	Design & Construction	M
Yeomalt Area	SSWM	Yeomalt	Conveyance Improvements	Moved	2014	Design & Construction	E/N
2015 Annual Stormwater Preservation			Conveyance, culverts, control structures, ponds, etc.		2015		M
Manual Road	SSWM	Manual Road	Culvert Replacement	Moved	2015	Design & Construction	M
Other Projects TBD	SSWM		Culvert replacement	Y	2015	Construction	M
Wing Point Way (with reconstruction/non-motorized project)	SSWM	Ferncliff to Park	Conveyance system construction	Y	2015	Stormwater element of project only;	TBD
Blakely Falls Creek	SSWM	Halls Hill	Culvert Replacement; fish passage;	Moved	2015	Construction	M/E
2016 Annual Stormwater Preservation			Conveyance, culverts, control structures, ponds, etc.		2016		M
Projects TBD	SSWM				2016		M
2017 Annual Stormwater Preservation			Conveyance, culverts, control structures, ponds, etc.		2017		M
Projects TBD	SSWM				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			Conveyance, culverts, control structures, ponds, etc.		2018		M
Projects TBD	SSWM				2018		M
Major Stand Alone Projects TBD	SSWM	TBD	TBD	Y	2018	TBD	TBD
2019 Annual Stormwater Preservation			Conveyance, culverts, control structures, ponds, etc.	Y	2019		M
Projects TBD	SSWM			Y	2019		M
Major Stand Alone Projects TBD	SSWM	TBD	TBD	Y	2018	TBD	TBD
20 Year CIP:							
Annual Stormwater Preservation			Conveyance, culverts, control structures, ponds, etc.		2020-2034		M
Wardwell	SSWM	Wardwell	Culvert Replacement - Fish Passage	Moved	2020-2034	Survey/Design/Permitting	M
High School Road/Fletcher Bay	SSWM	Sprbrook Creek	Fish passage; creek restoration;	Y	2020-2034	Design & Construction	M
Pleasant Beach Road	SSWM	S of Oddfellows	Fish passage; culvert replacement; Conveyance system upgrade	Y	2020-2034	Design & Construction	M
Half's Hill	SSWM	Blakely Falls Creek	Conveyance system upgrade; fish passage	Y	2020-2034	Design & Construction	M
Blakely Avenue	SSWM	3T's Drainage area	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
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

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

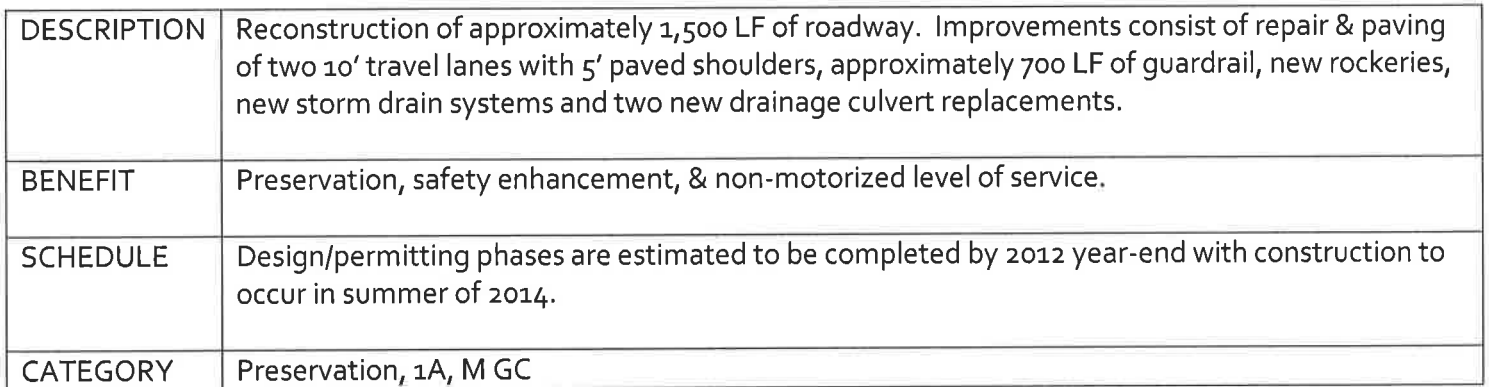
City of Bainbridge Island

Stormwater CIP (2014 - 2019)

Project	Grant Applied	Grant Awarded	Grant Funds	General Comp	Strts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
STORMWATER PROJECTS - 6-YEAR CIP															
2014 Annual Stormwater Preservation — Hidden Cove Estates (2014)							Y		100						
2015 - 2019 Annual Stormwater Preservation Manual Road (2015)							Y		281	280	285	291	297		
Other Projects TBD															
Fort Ward Hill Reconstruction				Y		Y			13						
Dripping Water Creek						Y			200						
Lynwood Center Outfall	✓	✓	173			Y			231						
Valley (with Reconstruction project)				Y		Y			120						
Wardwell (with Reconstruction project)	✓	✓	60	Y		Y			60						
Waterfront Park Outfall	✓		127			Y			170						
NE Mountain View				Y		Y			53						
Yeomalt Area	✓	✓	60			Y			60						
Blakely Falls Creek						Y			150						
Eagle Harbor Drive						Y					150				
Wing Point Way (with Reconstruction/NM project)				Y	Y	Y	Y		TBD						
STORMWATER PROJECTS - 20-YEAR CIP															
Annual Stormwater Preservation - Projects TBD							Y								5,239
Wardwell							Y								TBD
High School Road/Fletcher Bay							Y								TBD
Pleasant Beach Road							Y								TBD
Hall's Hill							Y								TBD
Blakely Avenue				Y		Y									TBD
Country Club Road				Y		Y									TBD
Deep Culvert Preservation Assessment							Y								TBD
Winslow Way East Outfall				Y	Y	Y	Y								TBD
Madison Street Outfall							Y								TBD
Port Orchard Passage TMDL Related Projects															TBD
TOTALS									1007	431	280	435	291	297	5,239

Amounts in thousands

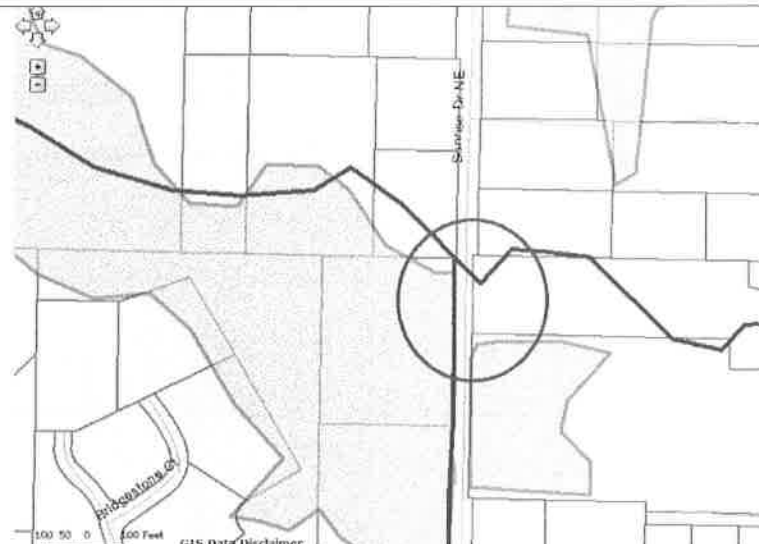
Fort Ward Hill Reconstruction & Shoulder Widening Phase 2 (Sunny Hill to Bolero Drive)



PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	965					
Sub-total	\$965	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	96					
SSWM Fund	13					
Grant	856					
Sub-total	\$965	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Dripping Water Creek Fish Passage Culvert Project (Sunrise north of Day)



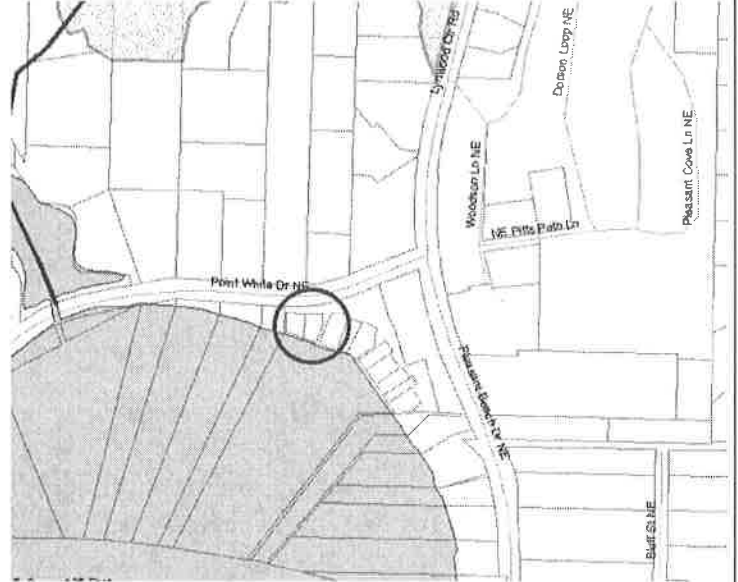
DESCRIPTION	Replacement of a failing culvert with a new fish passage culvert. The design was completed in 2013. Construction has been delayed to 2014 due to higher than anticipated construction costs as better estimate information was developed in design and a funding shortfall in 2013.
BENEFIT	Addresses a priority 1 repair. Replaces a failing culvert and addresses fish passage.
SCHEDULE	Construction in summer of 2014.
CATEGORY	M/E, GC, Tier1, Priority A

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	200					
Sub-total	\$200	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	0					
SSWM Fund	200					
Grant	0					
Sub-total	\$200	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Lynwood Center Outfall Improvement Project

(Point White Drive near Lynwood Center)



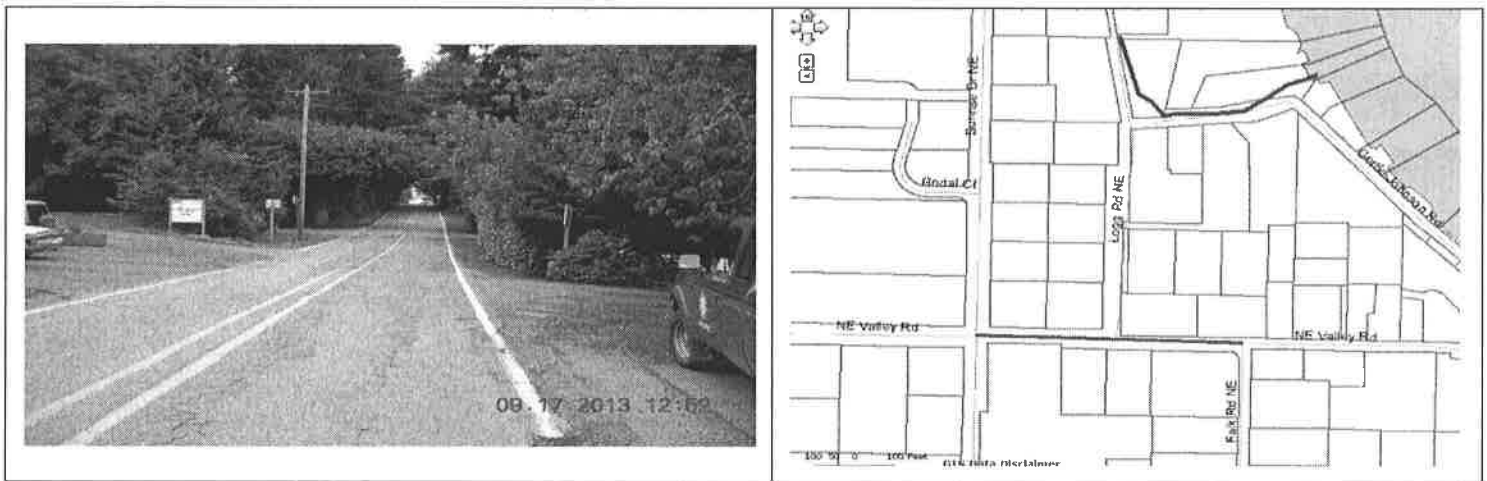
DESCRIPTION	Provides for roadway drainage improvements, upgrading of closed conveyances, and a gate valve at the shoreline outfall to improve water quality. 75% of the project (\$173K) is funded by the DOE Statewide Stormwater Grant Program.
BENEFIT	The project will reduce standing water on Point White Drive and address odor and maintenance problems with the outfall and flat conveyance system.
SCHEDULE	Construction in summer of 2014.
CATEGORY	M/E, GC, Tier 3, Priority C

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	231					
Sub-total	\$231	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	0					
SSWM Fund	58					
DOE Grant	173					
Sub-total	\$231	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Valley Road Reconstruction Project

(From Sunrise to Falk)

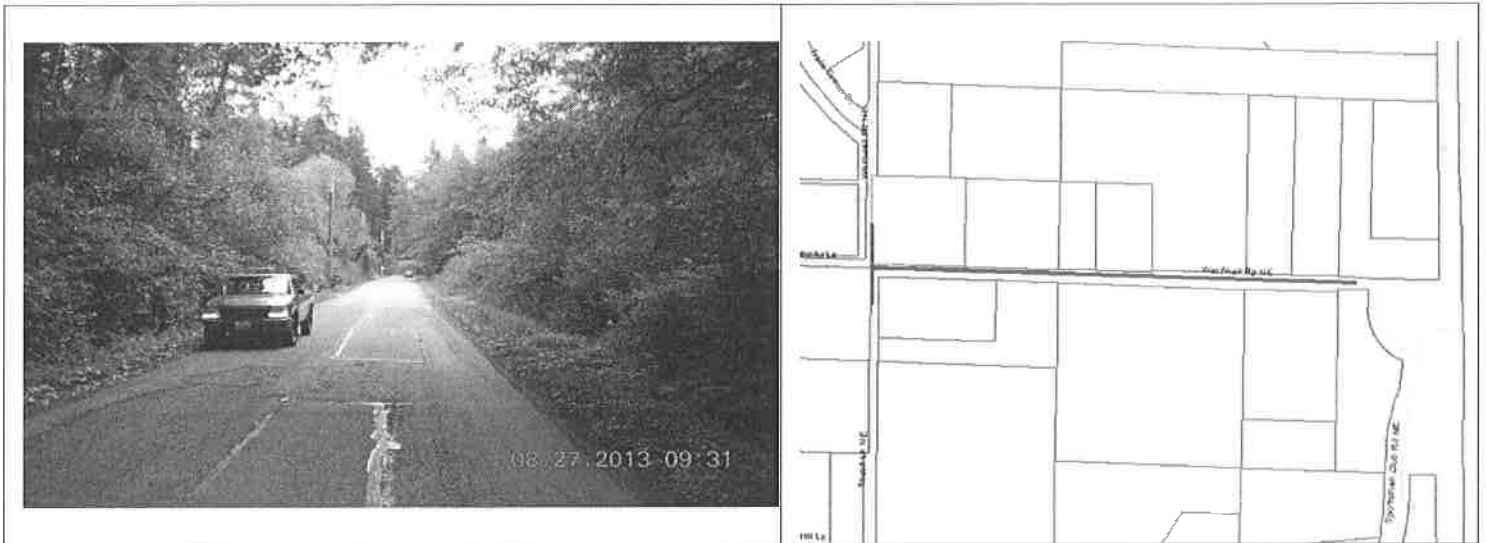


DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Valley, and storm drainage improvements to Logg, and Gertie Johnson Roads. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note that the majority of the cost is related to stormwater improvements.
BENEFIT	Preserves surfacing on Valley Road. Addresses stormwater run-off on Valley Road and addresses maintenance problems with the existing storm drainage system at the bottom of Logg Road that have led to overtopping of the conveyance system. Better accommodates fronting property owner stormwater drainage above Gertie Johnson Road which has a history of slides.
SCHEDULE	Design in winter / spring of 2014 and Construction in fall of 2014.
CATEGORY	M, GC, Tier 1 (Preservation), Priority A

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	59					
ROW	0					
Construction	144					
Sub-total	\$203	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	83					
SSWM Fund	120					
Grant	0					
Sub-total	\$203	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Wardwell Road Reconstruction Project (From Short of Sportsman's Club to Triple Crown)

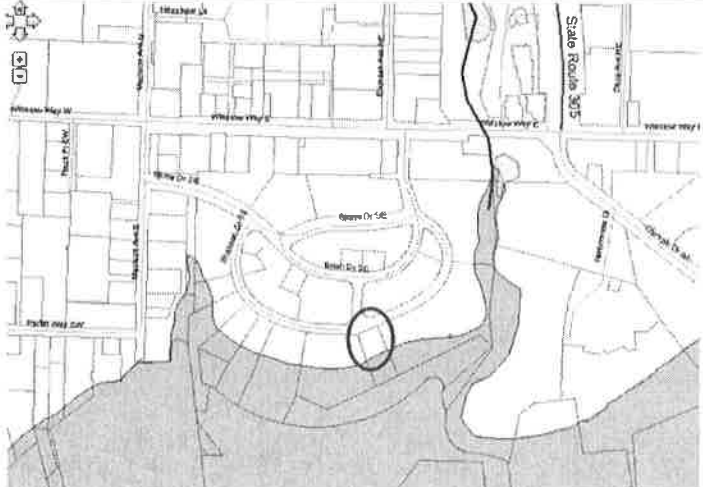


DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements. The City has received a DOE grant for the design of storm water quality improvements and a fish passage culvert at Woodward Creek.
BENEFIT	Provides for surfacing repairs. Currently the roadway lacks conveyances. The project provides for the construction of the conveyance system for the roadway to reduce ponding and improve water quality. Currently the Woodward Creek culvert overtops during storm events and does not provide for fish passage. The Grant allows the City to comprehensively address road repair and stormwater drainage at a reduced cost for the City.
SCHEDULE	Design in 2014. Candidate for DOE grant funding in 2015.
CATEGORY	M/E, GC, Tier 1, Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	60					
ROW	0	*				
Construction	0		*			
Sub-total	\$60	*	*	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	0		*			
SSWM Fund	0	*				
DOE Grant	60		*			
Sub-total	\$60	*	*	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Waterfront Park Outfall Project (East of Dock)

Insert Photo Here	
DESCRIPTION	Provides for a removal of an old deep water outfall and a water quality structure. The Department of Natural Resources has required that the outfall be removed from the aquatic land habitat and conservancy.
BENEFIT	Addresses obligation by the City and provides water quality improvement for a conveyance receiving significant run off from parking areas.
SCHEDULE	Design and Construction in 2014.
CATEGORY	M/E, GC, Tier 1, Priority C.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	45					
ROW	0					
Construction	125					
Sub-total	\$170	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	0					
SSWM Fund	43					
Grant	127					
Sub-total	\$170	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Mountain View Road Reconstruction Project

(From Manitou)



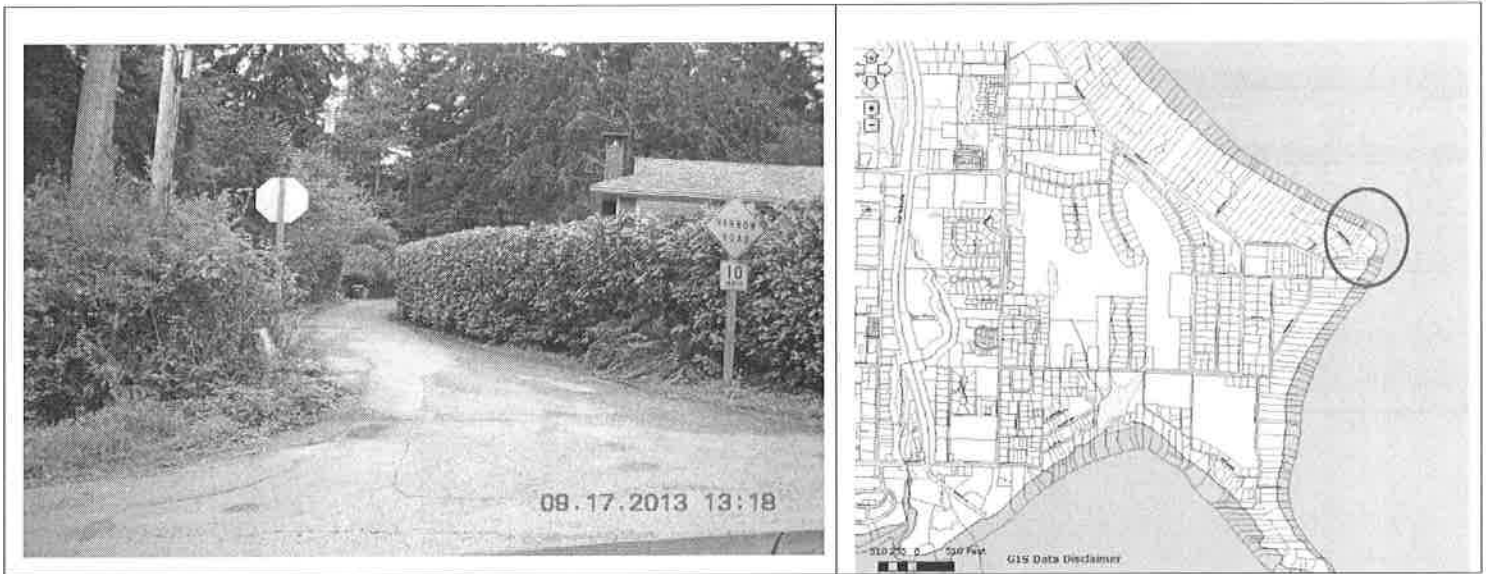
DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Mountain View. Work includes upgrading the inlet condition at the outfall to address a capacity deficiency. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note that a significant portion of the work is associated with stormwater improvements.
BENEFIT	Provides for surfacing repairs. Currently the roadway lacks conveyances for storm water. The project provides for conveying storm water and improves the capacity of the existing outfall. Providing conveyances better accommodates fronting property owner stormwater drainage above Gertie Johnson Road and Rolling Bay Walk which has a history of slides.
SCHEDULE	Design in winter / spring of 2014 and Construction in fall of 2014.
CATEGORY	M/E, GC, Tier 1, Priority A

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	32					
ROW	0					
Construction	107					
Sub-total	\$139	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	86					
SSWM Fund	53					
Grant	0					
Sub-total	\$139	\$0	\$0	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Yeomalt Area Drainage Improvements Project

(Area bordered by Cherry, Yeomalt Drive, Madrona, and Wing Point Way)



DESCRIPTION	Provides for storm drainage improvements in the Yeomalt Area. The City has received a DOE grant for the design of storm water quality improvements and fish passage culvert at Ravine Creek. This work was identified in the 2013 Area Drainage Study performed by Browne Wheeler Engineering.
BENEFIT	Much of the Wing Point area above Yeomalt Point was developed before regulations required conveyance systems. Currently there are drainage problems in many areas and or existing conveyances are inadequate. The grant allows the City to begin to comprehensively address roadway drainage in the Yeomalt area. This work will be coordinated with the current Wing Point Way Reconstruction project which will provide for some of the needed improvements.
SCHEDULE	Design in 2014. Possible candidate for grant funding in 2015.
CATEGORY	E/N, GC, Tier 1, Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	60					
ROW	0	*				
Construction	0		*			
Sub-total	\$60	*	*	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	0		*			
SSWM Fund	0	*				
DOE Grant	60		*			
Sub-total	\$60	*	*	\$0	\$0	\$0

2014 CIP – Non Motorized Transportation



October 23, 2013

Key Changes to 2014 Projects

C40 – North Madison, Phase 2

- Currently under construction and to be completed this year.

C40 – Sportsman's Club, Phase 1

- State Safe Routes to Schools Program Grant funding not received.

SR305/ Olympic Drive Non Motorized Improvements (\$734K)

- State Bicycle Pedestrian Safety Program Grant secured as of January 2013.

Sound to Olympic Trail, Phase 2

- Scored well on PSRC Transportation Alternatives Program Application (\$1,617K)

Wing Point Way Reconstruction

- Received reallocation of STP funds (\$303K) through PSRC in August of 2013.

Key Changes to 2014 Projects

Project	2014 Endorsed Budget	2014 Current Proposed
STO Project: Phase 2		420,000
Olympic Drive	734,000	734,000
Wing Pt. Way		340,000
Hwy 305 Shoulder Impr.		124,000
Spot Projects	50,000	50,000
Trails	25,000	25,000
TOTAL	809,000	1,693,000
External/Grant Funding	734,000	1,400,000

2014 Projects

Additional Info on Wing Point Way Reconstruction:

- Grant funding was not awarded for right-of-way phase work.
- Trade off w/ Federal funding with design constraints and right-of-way implications.
- Project right of way work will be expensive and time consuming.

Recommend an additional \$75K, in City Funds, be authorized in 2014 to begin right-of- way work. This will position the City to deliver the project in the shortest time frame.

Other Changes in 2014 CIP

Revisions and reformatting in Non Motorized CIP:

Reorganized List

- Sorted in two categories (“Top 5” and “Other”) for clarity
- “Other” sorted by projects programmed by Council in 6 year window first and remaining by alphabetical order.

Separated Bucklin Hill Road and Lynwood Center Core 40 projects

- Positions City better to deliver projects.

Top 5 Clarification/Correction?

- Wyatt Way NM, Phase 1 (Madison to Grow) – In top 5 projects?
- Actually becomes 6 projects as Eagle Harbor, Phase 1 (Wyatt to Bucklin) and Bucklin Hill, Phase 2 (Blakely to Fletcher Bay) are one project in Squeaky top 5.

Considerations for 2015 – 2017 Budget

Additional review will occur in early 2014 as part of Capital/Strategic Planning for next biennial, and to inform upcoming Comp Plan Update:

- Currently “Top 5” and “Other” projects (\$ or TBD shown) remain unfunded
- In theory only funded projects (Budgeted, Grant application authorized) should be shown in the 6 year work plan.
- In 2014 the City Council should have better information on other funding sources (for example, TBD and impact fees).
- The Non Motorized Transportation Advisory Committee currently does not have adequate membership to have quorum and provide a recommendation in their official capacity.

Non-Motorized Projects Completed in 2013

Sportsman's Club Crosswalk at Business Park Lane

- New mid block crosswalk and enhancements at existing mid block crosswalk.

C40 Spot Project–Sportsman's Club

- Shoulder widening both sides prior to chip sealing

C40 North Madison, Phase 2

- Bicycle climbing lane from Valley to Winther (top of hill)

Non-Motorized Workplan

2013 Non Motorized Projects	2013 Budget
Sportsman's Club Crosswalk	\$27,489
C40 – Spot Project - Sportsman's Club	\$50,000
C40 – North Madison, Phase 2	\$200,000
<i>Wing Point Way Non Motorized</i>	*
<i>Olympic Drive Non Motorized</i>	*
Total 2013 (3 projects *)	\$277,489
Total 2014 (From prior slide, 5 projects)	\$1,693,000

Proposed program for 2014 is significantly greater in scope than 2013, and will require careful review to optimize staffing, timing, and any coordination issues

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Discussion of Cost Allocation Options	Date: October 23, 2013
Agenda Item: Unfinished Business	Bill No.: AB 13-022
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION N/A

Department: Finance	Fund: N/A	Munis Contract #: N/A
Expenditure Req: No	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:

Discussion of cost allocation options.

History:

Earlier this year, City Council asked staff to provide examples of other cities' cost allocation information. Staff has contacted several other jurisdictions and has gathered several cost allocation documents.

The analysis of the cost allocation plans shows that it is common for plans reflect the "beneficiary pays" principle. The particular methodologies used vary by jurisdiction, and reflect the different mix of programs and services, the size of the jurisdiction, and the structure of the budgets.

RECOMMENDED ACTION

Motion:

No action. Information only.



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

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director

DATE: September 27, 2013

RE: Cost allocation information from other jurisdictions

Earlier this year, City Council asked staff to provide examples of other cities' cost allocation information. To gather this information, staff contacted the following jurisdictions: Bellevue, Bremerton, Issaquah, Kitsap County, Marysville, Mountlake Terrace, Poulsbo, Redmond, and Sammamish. These jurisdictions were chosen for their proximity and because they represent a range of size and form of government.

Best practices research, including guidance from the State Auditor's Office, indicates that cost allocation should begin from the premise that a beneficiary should pay for services received. This principle is also captured in the City's Resolution 2009 – 34, which establishes a consolidated set of financial and budget policies. In Section 5.2 (b), this resolution states that "the beneficiary of the service pays the cost of that service..." unless the City Council has determined that the service provides a general public benefit.

Additionally, the State Auditor recommends that municipalities develop and maintain allocation plans that specify how costs are allocated, including the rationale for allocations, and that municipalities maintain thorough documentation.

Information from Other Jurisdictions

The table below summarizes the information received from other jurisdictions. While every jurisdiction has its own approach, all jurisdictions which shared their information with us spread costs across funds other than the General Fund.

Table One: Summary of Information Received

Jurisdiction	Pop.	Total FTE	Form of government	Cost allocation approach	Costs allocated
Bremerton	39,650	309	Mayor-Council	Use SAO guidance. No formal plan	Finance, HR, Legal, Auditor, Executive, Legislative, Facilities
Issaquah	31,150	252	Mayor-Council	Under development	Under development
Kitsap County	254,633	1,163	Commission	Plan developed by FCSG.	Plan not yet received
Mountlake Terrace	20,090	155	Council-Manager	2012 plan developed by FCSG. Currently use prior allocation model	Equipment, Council, Executive, Legal, HR, Finance, IT, Property Mngt, Grounds, Mntc
Poulsbo	9,360	81	Mayor-Council	City of Poulsbo Indirect Cost Allocation Plan	Legislative, Executive, Finance, HR, Clerk, IT, Central Admin, PW admin, Engineering,
Redmond	55,360	625	Mayor-Council	Developed by FCSG	Executive, Finance, HR, Lease, Legal, Legislative, Public Works, Capital Reserve, Risk Mngt, IT
Sammamish	47,420	72	Council-Manager	No formal plan	Costs developed each biennium

Note: no response yet received from Bellevue or Marysville

City staff reviewed the plans, spreadsheets, and other information provided to the City. All other jurisdictions contacted allocate some costs, though the methodology, the particular costs allocated, and the budget structure differ from jurisdiction to jurisdiction.

How Cost Allocation is Determined

Several jurisdictions have worked with a consultant to develop a cost allocation methodology, while others developed an in-house methodology. The City received examples of plans developed by FCS Group, and one based on a plan developed by Miller and Miller, P.S. In 2009, the City of Bainbridge Island retained a consultant, MGT of America, to develop a cost allocation plan, which was presented to City Council but never adopted.

What Types of Costs are Allocated?

In all cases, other jurisdictions allocated more of their indirect costs than does the City of Bainbridge Island (full cost of allocated services, rather than only salary and benefits). If the City of Bainbridge Island used that approach, the General Fund would pay less of the costs of the allocated services, and other funds (including the utility funds), would pay more of the costs.

What Funds are Involved?

Other jurisdictions, like the City of Bainbridge Island, allocate costs to funds such as utility funds and enterprise funds.

How does the City of Bainbridge Island Compare?

It is difficult to make a direct comparison of the various approaches because each jurisdiction's mix of programs and services, and the corresponding budget structure, is different. City staff looked at the information provided by the City of Poulsbo and the City of Bremerton to try to apply their methodologies to the City of Bainbridge Island's costs for three program areas, City manager's costs, City Council costs, and Public Works Administration. Through the examination of the different approaches, it became clear that the exercise would rely on so many assumptions that the result would not provide definite information.

But we can say that in each case, the other approaches assign more costs to the funds receiving allocations.

Conclusion

The review of other jurisdictions' cost allocation plans provides different examples of approaches that could be considered at the City of Bainbridge Island. Changing the cost allocation methodology could require a fundamental restructuring of the budget. Prior to beginning that work, the City should articulate the policies and priorities that serve as a foundation to the budget.

CITY OF BREMERTON

2013 UPDATED SUMMARY OF INTERFUND CHARGES - Including Capital/Changed Weighting 25/75

4101/F PROPOSED	2013 BUDGET	WATER	WASTEWATER	STORMWATER	GOLF	ERR	IT	TOTAL
FINANCIAL SERVICES* & #	1,387,373	194,232	224,061	52,720	27,054	32,603	21,157	551,827
HUMAN RESOURCES	383,512	53,692	61,937	14,573	7,478	9,013	5,849	152,542
LEGAL**	330,111	46,216	53,313	12,544	6,437	7,758	5,034	131,302
COMMUNITY DEVELOPMENT****	0	0	0	0	0	0	0	0
AUDITOR	170,960	23,934	27,610	6,496	3,334	4,018	2,607	67,999
EXECUTIVE	364,662	51,053	58,893	13,857	7,111	8,570	5,561	145,044
CITY COUNCIL	340,929	47,730	55,060	12,955	6,648	8,012	5,199	135,605
FACILITIES - Gen. Govt (53.36%)	207,382	29,033	33,492	7,881	4,044	4,873	3,163	82,486
TOTAL	3,184,929	445,890	514,366	121,027	62,106	74,846	48,570	1,266,805

	POSITIONS	25%	DCD	BUDGET ***	75%	DCD	Assumptions:
WATER	31.10	10.1%	10.7%	11,958,118	15.3%	15.1%	2013 GF Budgets - Requested as of 09/12/12
SEWER	26.10	8.5%	9.0%	14,613,878	18.7%	18.5%	Operating Budget - Used 2013 Requested 09/12/12
STORM	9.80	3.2%	3.4%	3,127,030	4.0%	3.9%	
GOLF	0.00	0.0%		1,992,904	2.6%		
ERR	5.00	1.6%		2,008,371	2.6%		
IT	5.00	1.6%		1,151,547	1.5%		
GENERAL/ST	230.88	75.0%	79.8%	43,143,131	55.3%	54.5%	
TOTAL	307.88	100%	103%	77,994,979	100%	92.0%	

* Finance budget less 1.50 FTE for B & O Tax.

JEANETTE	71,902	1FTE
NAOMI	35,077	.50 FTE
	106,979	

** Legal budget less Prosecutor

*** BARS Excluding Debt Principal & Transfers

Includes non-departmental highlighted items attached

****DCD			
Director	175,036	33.00%	57,762
Asst Director	138,971	33.00%	45,860
Code Enforcement Officer	107,192	33.00%	35,373
BDS III	103,823	33.00%	34,262
BDS II	95,473	33.00%	31,506
BDS I	77,355	33.00%	25,527
	697,850		172,529
Supplies	353,036	51.0%	180,048
Total DCD			352,577
Fire Marshal	139,970	33.0%	46,190
Total Permitting			398,767

FACILITIES (Govt. Center space)

Council, Mayor, HR, Legal, Finance/Clerk (8765 sf) 53.36%
Com. Dev. Econ Dev (6806sf), IT (854 sf)

Note: Debt payment (\$243,300) + Tenant Fees and Insurance

City of Mountlake Terrace, Washington

Full Cost Indirect Cost Allocation Plan

April, 2012

FCS GROUP
Redmond Town Center
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April 11, 2012

Mr. Scott Hugill, Assistant City Manager
City of Mountlake Terrace
6100 219th SW #200
Mountlake Terrace, WA 98043

Subject: Full Cost Indirect Cost Allocation Plan

Dear Mr. Hugill:

The following is our final Full Cost Indirect Cost Allocation Plan for 2012. We want to thank you and your staff, especially Sonja Springer, for all your assistance in helping us to prepare this plan. The results of the final plan can be used to establish things such as interfund charges for services provided between City funds and a citywide overhead component for hourly rates. A comparison of this plan's results to the results of the City's previous plan can be found starting on page two. If you have any questions, please feel free to contact me at (425) 867-1802 extension 228.

Sincerely,

A handwritten signature in black ink that reads "Peter Moy". The signature is fluid and cursive, with the first name "Peter" and last name "Moy" clearly distinguishable.

Peter Moy
Principal

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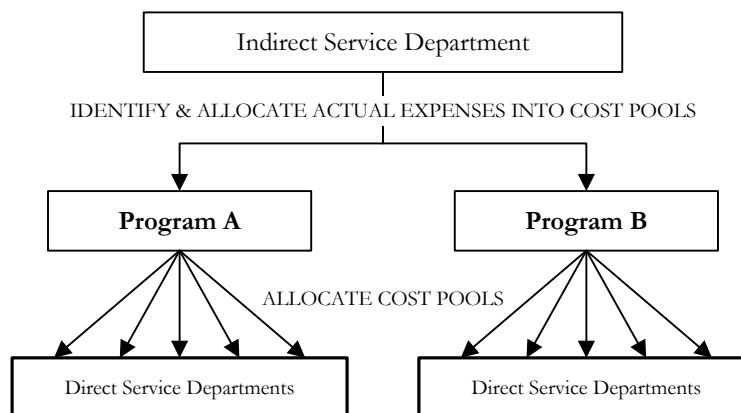
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CHAPTER 1: INDIRECT COST ALLOCATION METHODOLOGY AND SUMMARY

Overview

The methodology used for the indirect cost allocation plan involves a two-step approach. The first step is to identify the departments that provide indirect or support services to the direct service departments and funds. In this step, the expenditures for an indirect service department are grouped into various cost pools that are also referred to as “program areas”. These resulting cost pools are ultimately allocated as overhead to the City’s direct service departments and funds as shown below in Exhibit 1. As an example, Finance had seven program areas: Utility Billing, Payroll, Accounts Payable/Purchasing, Accounts Receivable, Treasury/Investments, Fixed Assets, and Accounting/Budget.

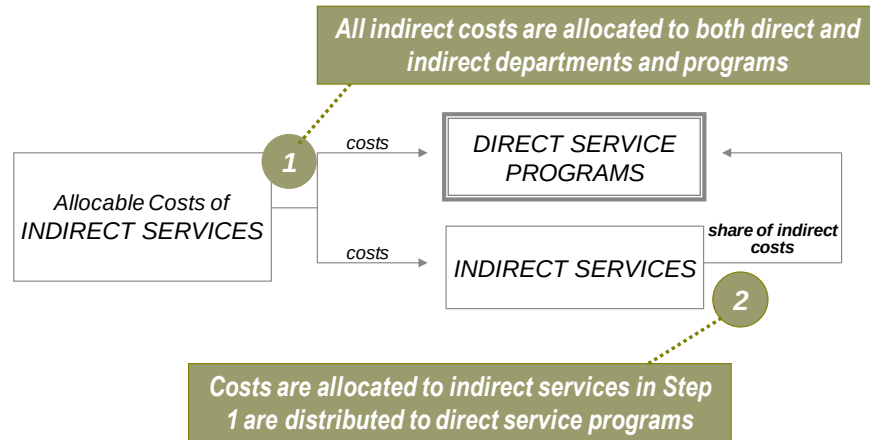
Exhibit 1
Description of “Cost Pool” Methodology



The second key step is to identify how each cost pool or program area should be allocated to the departments and/or funds using the services. For example, the costs of the Finance – Accounting/Budget program area were allocated to each department/fund using total actual expenditures (excluding transfers). Working with representatives from the City, the allocation factors were identified and their data was collected.

Once the program areas and allocation factors are defined, the costs are then allocated to the departments and funds using a primary allocation and then a secondary allocation process. An example of these processes is shown below in Exhibit 2.

Exhibit 2
Example of Primary and Secondary Allocation Processes



The first step is the primary allocation process where all departments and funds, including the indirect service departments, receive a share of the indirect costs. This assures that the full cost of the indirect services is being allocated. For example, Human Resources - General's cost is allocated based on each department or fund's FTEs. Thus, if a direct service department has 10% of the total FTEs in the City, it would receive 10% of Human Resources - General's cost in the primary allocation.

The secondary allocation process reallocates the indirect service departments' share of the primary allocations. Using the same allocation factors, a direct service department's share of a secondary allocation is based on its share of the allocation factor compared to only the other direct service departments and funds. For example, where a department might have 10% of the total FTEs in the City, it might have 15% of the total FTEs for the direct service departments and funds. The 15% figure would then be used in the secondary allocation to distribute Human Resources - General's share of the primary allocation.

Based on these principles, the indirect cost allocation plan identifies the annual cost of the City's overhead for each of the City's direct service departments and funds. The results of this plan can be used to establish things such as interfund charges for services provided between City funds and a citywide overhead component for hourly rates (e.g. rates used to charge capital projects for Engineering's staff time).

Comparison to the City's Previous Plan

The results of the indirect cost allocation plan documented by this report were compared to the City's previous plan from 2010. Both plans are based on 2010 actual expenditures. Exhibit 3 below shows that FCS GROUP's updated plan included about \$1 million more in overall costs than the City's previous plan from 2010. Of those additional costs, \$473,470 was allocated to departments/funds not included in the City's previous plan from 2010, with the remaining net increase of \$526,644 to those departments/funds that were.

Exhibit 3
Comparison of Indirect Cost Allocation Plans
Based on 2010 Actual Expenditures

Dept /Fund	Name	Updated Plan 2010 Actuals	Previous Plan 2010 Actuals	Difference
12	Municipal Court & Jail Services	\$ 23,158	\$ 74,847	\$ (51,689)
21	Police	607,944	624,835	(16,891)
22	Fire	91,357	15,688	75,669
27	Community & Econ Development	367,130	146,672	220,458
76	Parks	99,164	82,842	16,322
FD 111	Street Fund	136,810	86,110	50,700
FD 133	Recreation Program	716,001	416,857	299,144
FD 410	Sewer Utility	314,995	397,258	(82,263)
FD 411	Water Utility	312,639	355,220	(42,581)
FD 412	Storm Water Utility	209,446	176,312	33,134
FD 511	Fleet Management Fund	84,069	59,429	24,640
Subtotal - Depts./Funds Allocated Costs by City's Previous Plan		\$ 2,962,714	\$ 2,436,070	\$ 526,644
Subtotal - Additional Depts./Funds Allocated Costs by Updated Plan		\$ 473,470	\$ -	\$ 473,470
Total		\$ 3,436,184	\$ 2,436,070	\$ 1,000,114

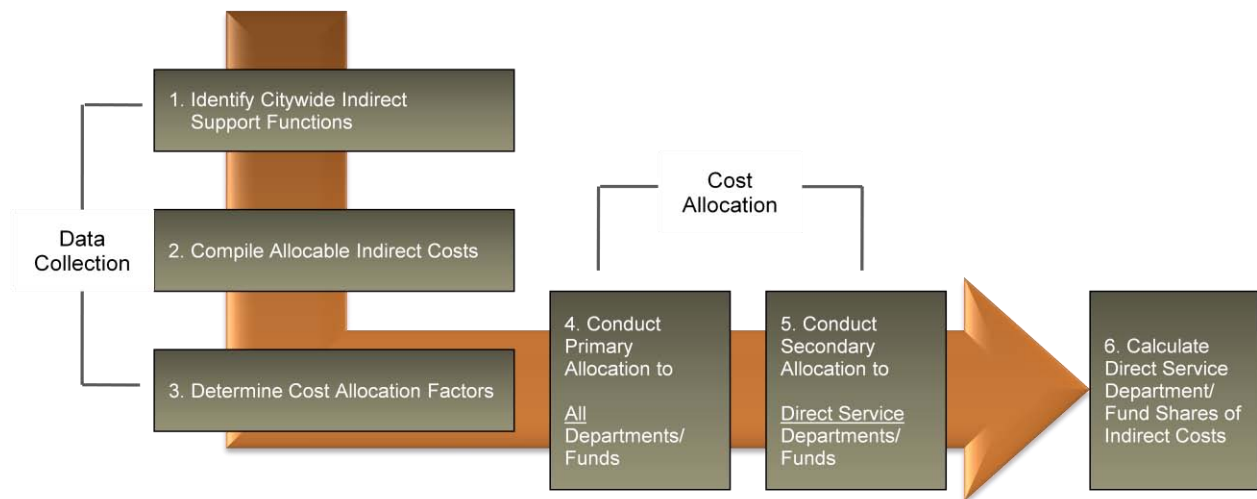
A comparison of the two plans found that:

- ◆ The Sewer and Water utilities were allocated fewer costs by FCS GROUP's plan, with a net decrease of \$82,263 and \$42,581 being allocated to the Sewer Utility and Water Utility funds, respectively. The changes were mainly the result of fewer costs being allocated to these funds by the City Council/City Manager group (i.e. City Council, City Manager, City Attorney, City Clerk, and Community Relations).
- ◆ On the other hand, the Storm Water Utility's allocation increased by \$33,134. This change was due to increases in the allocation from the City Council/City Manager group, as well as the Finance group (i.e. Financial Services, Information Services, Utility Billing, Customer Service Unit, and Organizational Development).
- ◆ The costs allocated to Community & Economic Development and the Recreation Program's also increased significantly, at \$220,458 and \$299,144, respectively. Community & Economic Development's change was mainly due to increases from Facilities as well as the City Council/City Manager group. The Recreation Program's change was the net result of an increase in the allocation from Facilities, partially offset by decreases in both the City Council/City Manager and Finance groups.
- ◆ Other departments/funds that were allocated costs in the updated plan that were not allocated costs in the previous plan included: Community Relations, Finance (mainly for business licensing), Engineering, Street Construction Fund, Strategic Reserve Fund, Accumulated Leave Reserve Fund, Hotel/Motel Fund, Solid Waste Service Fund, Debt Service Fund, Capital Improvement Fund, Real Estate Excise Tax Fund, Water Sewer Revenue Bond Fund, and SNOCOM. The costs allocated to these departments/funds can be found below in Exhibit 7.

Technical Steps

The analysis of the City's indirect costs for the full cost indirect cost allocation plan followed a series of technical steps to identify the total costs and resources used to support direct services. Exhibit 4 shows an illustration of the technical steps involved in this plan.

Exhibit 4
Indirect Cost Allocation Plan Steps



Step 1: Identify the City's Indirect Support Functions: The first step in developing this full cost indirect cost allocation plan was to determine which departments provided indirect services for the City and what type and level of support they provided. Working with City staff, the indirect services and functions that provide the support services for the City were identified. The identified indirect services were organized into the following program areas:

- ◆ Equipment Use Rate
- ◆ City Council
- ◆ City Manager
- ◆ City Attorney
- ◆ Community Relations/City Clerk – Council Support
- ◆ Community Relations/City Clerk – City Newsletter
- ◆ Human Resources – General
- ◆ Human Resources – Labor Relations
- ◆ Finance – Utility Billing
- ◆ Finance – Payroll
- ◆ Finance – Accounts Payable/Purchasing
- ◆ Finance – Accounts Receivable
- ◆ Finance – Treasury/Investments
- ◆ Finance – Fixed Assets
- ◆ Finance – Accounting/Budget
- ◆ Information Services
- ◆ Property Management
- ◆ Grounds Maintenance
- ◆ Information Services - Equipment

These indirect services are provided to the following direct service departments and funds:

- ◆ Municipal Court & Jail Services
- ◆ Community Relations/City Clerk – Community Relations
- ◆ Finance – Direct Services
- ◆ Finance – Business Licensing
- ◆ Police
- ◆ Fire
- ◆ Community & Economic Development
- ◆ Parks
- ◆ Transfers
- ◆ Fund 111 – Street
- ◆ Fund 112 – Street Construction
- ◆ Fund 122 – Strategic Reserve
- ◆ Fund 123 – Accumulated Leave Reserve
- ◆ Fund 133 – Recreation Program
- ◆ Fund 162 – Hotel/Motel
- ◆ Fund 164 – Solid Waste
- ◆ Fund 215 – Debt Service
- ◆ Fund 322 – Capital Improvement
- ◆ Fund 330 – Real Estate Excise Tax
- ◆ Fund 410 – Sewer Utility
- ◆ Fund 411 – Water Utility
- ◆ Fund 412 – Storm Water Utility
- ◆ Fund 422 – Water/Sewer Revenue Bond
- ◆ Fund 511 – Fleet Management Fund
- ◆ SNOCOM
- ◆ Engineering
- ◆ All Others

Step 2: Compile Allocable Indirect Costs: Using the City’s 2010 actual expenditures, the costs associated with the indirect services, such as the City Manager, Finance - Payroll, Property Management, etc., were identified and organized into cost pools. The total costs identified for each program area are summarized in Exhibit 5. More detail on these costs can be found in Appendix A: Department Cost Schedules.

Exhibit 5
Program Areas and Allocable Costs
Based on 2010 Actual Expenditures

Program Area	Total Citywide Allocable Costs
Equipment Use Rate	\$111,866
City Council	104,057
City Manager	305,512
City Attorney	202,886
Community Relations/City Clerk - Council Support	82,496
Community Relations/City Clerk - City Newsletter	50,769
Human Resources - General	51,602
Human Resources - Labor Relations	100,083
Finance - Utility Billing	299,515
Finance - Payroll	66,890
Finance - Accounts Payable/Purchasing	168,787
Finance - Accounts Receivable	17,823
Finance - Treasury/Investments	65,351
Finance - Fixed Assets	37,366
Finance - Accounting/Budget	259,083
Information Services	215,988
Property Management	1,090,742
Grounds Maintenance	106,637
Information Services - Equipment	74,476
Grand Total	\$3,411,929

Step 3: Determine Cost Allocation Factors: To allocate overhead costs in the primary and secondary allocation processes, specific allocation factors or workload measures were identified that represent the level of support services received by a department or fund. Where allocation factor data were only available at the department level (e.g. Administrative Services, Public Works, etc.), a share of the allocation factor data was assigned to each of the departments' divisions or cost pools based on the proportional share of salaries/wages or FTEs. To avoid having to do this in the future, the City might want to consider collecting this allocation factor data at a greater level of detail. To assure consistency in future updates and to provide for relative easy data gathering, workload measures for these departments should use data that are already collected on a regular basis or are easily generated when needed. Exhibit 6 shows the program areas and the allocation factors used to distribute the costs to the various direct services. A further explanation of these indirect service program areas and allocation factors can be found in Chapter 2.

Exhibit 6
Allocation Factors for Program Areas

Program Area	Allocation Factor
Equipment Use Rate	Calculated equipment use rate (i.e. original value times 6 2/3%, assuming a 15 year useful life)
City Council	Agenda items
City Manager	Three way split between: agenda items, total actual operating and capital expenditures, and FTEs who directly report to City Manager
City Attorney	Total value of billed services
Community Relations/City Clerk - Council Support	Agenda items
Community Relations/City Clerk - City Newsletter	Newsletter articles
HR - General	FTEs
HR - Labor Relations	Represented FTEs
Finance - Utility Billing	Weighted utility accounts
Finance - Payroll	FTEs
Finance - Accounts Payable/Purchasing	Transactions
Finance - Accounts Receivable	50/50 split between total receipts/postings and invoice receipts
Finance - Treasury/Investments	Average annual balance of invested cash
Finance - Fixed Assets	Value of total fixed assets
Finance - Accounting/Budget	Total actual expenditures (including operating, capital, and debt service, and excluding transfers)
Information Services	Total weighted workstations/laptops, servers, and phones
Property Management	Square feet by building
Grounds Maintenance	Square feet by building
Information Services – Equipment	Total weighted workstations/laptops, servers, and phones

Step 4: Conduct Primary Allocation to All Departments and Funds: The primary allocation distributes the total allocable overhead costs to all the departments and funds based on the allocation factors described in Step 3. As a result, even the program areas in the overhead departments, such as Community Relations/City Clerk – Council Support, Finance – Fixed Assets, Information Services, etc. receive a share of their own costs as well as a share of the other overhead costs. Overhead departments and support activities are often major users of each other's services, and by allocating them a share of the overhead costs, the full cost of the services can be established.

Step 5: Conduct Secondary Allocation to Direct Service Departments and Funds: To redistribute the support costs assigned to the program areas of the overhead departments from the primary allocation, a secondary allocation is necessary. The secondary allocation assures that the full costs of support activities are assigned to the direct service departments and funds.

Step 6: Calculate Direct Service Departments' and Funds' Shares of Indirect Costs: The totals from the primary and secondary allocations for the direct service departments and funds were added together to establish each department's or fund's full share of overhead costs. Exhibit 7 shows a summary of the direct service departments/funds' shares of the allocable costs. More details of this calculation can be found in Appendix D: Primary and Secondary Allocation Schedules.

Exhibit 7
Citywide Indirect Cost Allocations for the Direct Service Departments/Funds

Dept #	Department/Fund	Total Allocated Costs	%
12	Municipal Court & Jail Services	\$ 23,108	1%
13	Com. Relations/City Clerk - Com. Relations	118,624	3%
14	Finance - Direct Services	195	0%
14	Finance - Business Licensing	6,695	0%
21	Police	600,110	18%
22	Fire	91,293	3%
27	Community & Econ Development	363,504	11%
76	Parks	98,681	3%
97	Transfers	372	0%
Total - General Fund		\$ 1,302,582	38%
FD 111	Street Fund	135,873	4%
FD 112	Street Construction Fund	51,693	2%
FD 122	Strategic Reserve Fund	3,908	0%
FD 123	Accumulated Leave Reserve Fund	1,318	0%
FD 133	Recreation Program	711,894	21%
FD 162	Hotel/Motel Fund	562	0%
FD 164	Solid Waste Svc Fund	631	0%
FD 215	Debt Service Fund	2,827	0%
FD 322	Capital Improv Fund	16,390	0%
FD 330	Real Estate Excise Tax Fund	5	0%
FD 410	Sewer Utility	313,673	9%
FD 411	Water Utility	311,185	9%
FD 412	Storm Water Utility	208,115	6%
FD 422	W/S Revenue Bond Fund	1,322	0%
FD 511	Fleet Management Fund	83,523	2%
	SNOCOM	5,003	0%
	Engineering	167,425	5%
	All Others	94,001	3%
Total - Other Funds		\$ 2,109,347	62%
Grand Total		\$ 3,411,929	100%

CHAPTER 2: DESCRIPTION OF ALLOCATED SERVICES AND ALLOCATION METHODOLOGIES

Equipment Use Rate

The equipment use rate represents a high level estimate of the amortized cost of equipment used by the City's General Fund departments. It is based on the total original value of equipment included in the City's fixed asset schedule for the General Fund. The use rate was calculated for each General fund department by multiplying the total original value of its equipment by 6 2/3% (i.e. assuming a 15 year useful life). The value of equipment purchased more than 15 years ago has been excluded from the calculation of this use rate. A spreadsheet showing how the equipment use rate was calculated can be found in Appendix H.

City Council

The City Council is an elected body that is responsible for setting the City's policies and legislative agenda, as well as the general governance of the City. The City Council adopts goals and strategies in accordance with their vision for the community, appoints volunteers to serve on the City's advisory boards, commissions, and committees. Costs were allocated using agenda items.

City Manager

The City Manager is appointed by the City Council to implement its policies and goals. He oversees the staff and daily operations of the City. Costs were allocated using a three-way split between agenda items, total operating and capital expenditures, and the FTEs of lead management staff who directly report to the City Manager (i.e. from Public Works, Parks & Recreation, Police, Administrative Services, Finance, Community & Economic Development, Engineering, and Community Relations). For more details as to how costs were assigned to this cost pool, please refer to Appendix F.

City Attorney

The City Attorney is a contracted service that provides legal advice to the City Council, City Manager, City departments, and City boards and commissions. Duties include: reviewing ordinances resolutions and contracts, advising Council at public meetings, conducting research, and representing the City in potential and pending litigation. The vast majority of this cost was allocated based on the value of billed hours and/or services attributed to each department/fund. The remaining cost of the contract (i.e. <\$16,000) was allocated using the FTEs of lead management staff who directly report to the City Manager, because it was not attributed to a specific department/fund. For more details as to how costs were assigned to this cost pool, please refer to Appendix F.

Community Relations/City Clerk – Council Support

Community Relations/City Clerk – Council Support prepares Council meeting materials, helps the City comply with public disclosure and open public meeting laws, and supports the City Council. Costs were allocated using agenda items. A spreadsheet showing how the costs of Community Relations/City Clerk were allocated into cost pools can be found in Appendix F.

Community Relations/City Clerk – City Newsletter

Community Relations/City Clerk – City Newsletter manages the City's newsletter. Costs were allocated using the number of newsletter articles. A spreadsheet showing how the costs of Community Relations/City Clerk were allocated into cost pools can be found in Appendix F.

Human Resources – General

Human Resources – General is responsible for administering employee programs including: recruitment, training and development, salary and benefits administration, employee recognition, and wellness programs. Costs were allocated using FTEs. A spreadsheet showing how the costs of Human Resources were allocated into cost pools can be found in Appendix F.

Human Resources – Labor Relations

Human Resources – Labor Relations is responsible for negotiating labor agreements and managing other items related to the City's unionized staff. Costs were allocated using represented FTEs. A spreadsheet showing how the costs of Human Resources were allocated into cost pools can be found in Appendix F.

Finance – Utility Billing

Finance – Utility Billing provides utility billing and customer service for the City's utilities. Costs were allocated using the City's estimate of the overall work attributable to each utility, which was 40%, 40%, and 20% for the Water, Sewer, and Storm Water funds, respectively. Going forward, we recommend that City staff verify these percentages either by tracking and analyzing utility billing staff time, or by using weighted utility accounts to estimate the relative level of effort. For example, if a typical water account took twice as much effort on average as a stormwater account, then water accounts would be weighted by a factor of two and stormwater accounts by a factor of one. The total number of weighted utility accounts would then be used to allocate the costs of utility billing. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Finance – Payroll

Finance – Payroll provides payroll-related services for the City. Costs were allocated using FTEs. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Finance – Accounts Payable/Purchasing

Finance – Accounts Payable/Purchasing provides accounts payable and purchasing services for the City. Costs were allocated using total accounts payable transactions. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Finance – Accounts Receivable

Finance – Accounts Receivable provides accounts receivable services for the City. Costs were allocated using a 50/50 split between total receipts/postings and invoice receipts. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Finance – Treasury/Investments

Finance – Treasury/Investments is responsible for managing the City's cash and investments. Costs were allocated using the annual average balance of invested cash for each fund. The General Fund's annual average balance of invested cash was further distributed between General Fund departments based on their proportional share of total actual expenditures. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Finance - Fixed Assets

Finance – Fixed Assets provides fixed asset accounting services for the City. Costs were allocated using the total value of fixed assets. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Finance - Accounting/Budget

Finance – Accounting/Budget is responsible for accounting and budgeting at the City. This includes services such as coordinating the development of the City’s biennial budget and the preparation of the City’s annual financial report and audit. Costs were allocated using total actual expenditures, excluding transfers. A spreadsheet showing how the costs of Finance were allocated into this and other cost pools can be found in Appendix F.

Information Services

Information Services is responsible for providing computer support services at the City, including network, desktop, and database support, as well as software license compliance and network and data security. Costs were allocated using the weighted count of computers, servers, and telephones, weighted by 1, 2, and 0.25, respectively. This weighting represents the City’s estimate of the average proportional amount of support required by each type of asset.

Property Management

Property Management is responsible for maintaining and operating all of the City’s buildings and structures, and provides other facilities-related services such as custodial services. The costs for maintenance, operations, and other services were assigned to each building through the City’s budget. Each building’s costs were allocated to departments/funds based on their proportional share of that building’s square feet. The costs for the Equipment Rental and Public Works shop are net of revenues paid by the City of Lynnwood for its use of that facility in 2010. A spreadsheet showing how these costs were distributed can be found in Appendix G.

Grounds Maintenance

Grounds Maintenance is responsible for maintaining the grounds around the City’s facilities. This service is provided by City Parks staff, and according to the City 17% of the Parks maintenance budget is associated with this activity. Each building’s share of the grounds maintenance costs is based on the estimated share of both labor and materials costs, as provided by City Parks staff. Costs were allocated to departments/funds based on their proportional share of each building’s square feet. A spreadsheet showing how these costs were distributed can be found in Appendix G.

Information Services – Equipment

Information Services - Equipment represents 20% of the costs of Information Services personnel as well as the costs for citywide IT equipment replacement (e.g. computers, laptops, servers, etc.). Although these costs are located in the City’s Capital Improvement Project (CIP) Fund, they are actually supported by General Fund revenues. The City budgets for these costs in the CIP Fund due to the wide fluctuation of costs from year to year. Capital costs were excluded because they will eventually be included as part of the equipment use rate cost pool described above. The remaining costs were allocated using the weighted count of computers, servers, and telephones, weighted by 1, 2, and 0.25, respectively. This is the same allocation factor used to allocate Information Services above. Because there is the potential that some of these costs might not be supported by General Fund resources going forward, the City should take into consideration the ultimate funding source supporting these costs and distribute any interfund revenues related to the indirect cost allocation plan accordingly.

APPENDIX A: DEPARTMENT COST SCHEDULES

City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

*Citywide Indirect Cost Pool Summary***2010 Actuals**

Dept #	Department - Division - Function	Total Citywide Allocable Costs
	Equipment Use Rate	\$ 111,866
11	City Council	\$ 104,057
13	City Manager	\$ 305,512
13	City Attorney	\$ 202,886
13	Com. Relations/City Clerk - Council Support	\$ 82,496
13	Com. Relations/City Clerk - City Newsletter	\$ 50,769
14	HR-General	\$ 51,602
14	HR-Labor Relations	\$ 100,083
14	Finance - Utility Billing	\$ 299,515
14	Finance - Payroll	\$ 66,890
14	Finance - AP/Purchasing	\$ 168,787
14	Finance - AR	\$ 17,823
14	Finance - Treasury/Investments	\$ 65,351
14	Finance - Fixed Assets	\$ 37,366
14	Finance - Accounting/Budget	\$ 259,083
14	Information Services	\$ 215,988
26	Property Management	\$ 1,090,742
	Grounds Maintenance	\$ 106,637
FD 322	Information Services - Equipment	\$ 74,476
Grand Total		\$ 3,411,929

A-87 allocation is

Off

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total	\$ 111,866		\$ 111,866		\$ 111,866		\$ 111,866	See "Use Rates" spreadsheet for details
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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	\$ -		\$ -		\$ -		\$ -	
Total	\$ 111,866	\$ -	\$ 111,866	\$ -	\$ 111,866	\$ -	\$ 111,866	

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total	\$ 104,057		\$ 104,057		\$ 104,057		\$ 104,057	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
Total	\$ 104,057	\$ -	\$ 104,057	\$ -	\$ 104,057	\$ -	\$ 104,057	

A-87 allocation is

Off

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
			\$ -		\$ -			
			\$ -		\$ -			
			\$ -		\$ -			
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			\$ -		\$ -			
			\$ -		\$ -			
			\$ -		\$ -			
			\$ -		\$ -			
Total	\$ 305,512		\$ 305,512		\$ 305,512		\$ 305,512	See Appendix F for details
Total	\$ 305,512	\$ -	\$ 305,512	\$ -	\$ 305,512	\$ -	\$ 305,512	

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
Non-specific Departmental Costs			\$ -	\$ 15,576	\$ 15,576		\$ 15,576	
	\$ 202,886		\$ 202,886	\$ (15,576)	\$ 187,310		\$ 187,310	See Appendix F for details
Total	\$ 202,886	\$ -	\$ 202,886	\$ -	\$ 202,886	\$ -	\$ 202,886	

A-87 allocation is

Off

Com. Relations/City Clerk - Council Support

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
Remove cost of elections		\$ (28,216)	\$ (28,216)		\$ (28,216)		\$ (28,216)	Removed cost of election services
Total from worksheet	\$ 110,712		\$ 110,712		\$ 110,712		\$ 110,712	See Appendix F for details
Total	\$ 110,712	\$ (28,216)	\$ 82,496	\$ -	\$ 82,496	\$ -	\$ 82,496	

Com. Relations/City Clerk - City Newsletter

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
	\$ 50,769		\$ 50,769		\$ 50,769		\$ 50,769	
Total	\$ 50,769	\$ -	\$ 50,769	\$ -	\$ 50,769	\$ -	\$ 50,769	See Appendix F for details

A-87 allocation is

Off

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
	\$ 51,602		\$ 51,602		\$ 51,602		\$ 51,602	See Appendix F for details
Total	\$ 51,602	\$ -	\$ 51,602	\$ -	\$ 51,602	\$ -	\$ 51,602	

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
	\$ 100,083		\$ 100,083		\$ 100,083		\$ 100,083	See Appendix F for details
Total	\$ 100,083	\$ -	\$ 100,083	\$ -	\$ 100,083	\$ -	\$ 100,083	

A-87 allocation is

Off

Finance - Payroll

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
	\$ 66,890		\$ 66,890		\$ 66,890		\$ 66,890	See Appendix F for details
Total	\$ 66,890	\$ -	\$ 66,890	\$ -	\$ 66,890	\$ -	\$ 66,890	

A-87 allocation is

Off

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	See Appendix F for details
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
	\$ 168,787		\$ 168,787		\$ 168,787		\$ 168,787	
Total	\$ 168,787	\$ -	\$ 168,787	\$ -	\$ 168,787	\$ -	\$ 168,787	

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
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	\$ 17,823		\$ 17,823		\$ 17,823		\$ 17,823	See Appendix F for details
Total	\$ 17,823	\$ -	\$ 17,823	\$ -	\$ 17,823	\$ -	\$ 17,823	

A-87 allocation is

Off

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	See Appendix F for details
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
	\$ 65,351		\$ 65,351		\$ 65,351		\$ 65,351	
Total	\$ 65,351	\$ -	\$ 65,351	\$ -	\$ 65,351	\$ -	\$ 65,351	

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total			\$ -		\$ -		\$ -	
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	\$ 37,366		\$ 37,366		\$ 37,366		\$ 37,366	See Appendix F for details
Total	\$ 37,366	\$ -	\$ 37,366	\$ -	\$ 37,366	\$ -	\$ 37,366	

A-87 allocation is

Off

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
			\$ -		\$ -		\$ -	See Appendix F for details
			\$ -		\$ -		\$ -	
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	\$ 259,083		\$ 259,083		\$ 259,083		\$ 259,083	
Total	\$ 259,083	\$ -	\$ 259,083	\$ -	\$ 259,083	\$ -	\$ 259,083	

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total - Personnel	\$ 156,678		\$ 156,678		\$ 156,678		\$ 156,678	Assumed that this included portion of Scott Hugli's
Total - All Other	\$ 59,311		\$ 59,311		\$ 59,311		\$ 59,311	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
Total	\$ 215,988	\$ -	\$ 215,988	\$ -	\$ 215,988	\$ -	\$ 215,988	

A-87 allocation is

Off

Information Services - Equipment

Operating Cost Categories	2010 Actuals	less: Non Allocable Costs	Subtotal: Costs Considered	Additional Adjustments	Citywide Allocable Costs	A-87 Adjustments	A-87 Allocable Costs	Notes:
Total	\$ 98,731		\$ 98,731		\$ 98,731		\$ 98,731	Personnel costs OK to include because not being charged above as part of Information Service
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
Remove - Capital equipment		\$ (24,254)	\$ (24,254)		\$ (24,254)		\$ (24,254)	Excluded because cost will eventually be part of the equipment use rate above
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
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			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
Total	\$ 98,731	\$ (24,254)	\$ 74,476	\$ -	\$ 74,476	\$ -	\$ 74,476	

Total	\$ 3,573,606	\$ (161,677)	\$ 3,411,929	\$ -	\$ 3,411,929	\$ (20,210)	\$ 3,391,720	
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APPENDIX B: SUMMARY OF INDIRECT COST ALLOCATION BASES AND PERCENTAGES

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

2010 Actuals

		Allocation Factor Inputs									
		1	2	3	4	5	6	7	8	9	10
Department Name - Division - Function	Dept #	Total Actual Expenditures	FTEs	Represented FTEs	Agenda Items	City Attorney Bills	Weighted Utility Accounts	AP Transactions	Receipts & Postings	Avg Cash Balance Invested	Fixed Assets
Indirect Cost Pools	Equipment Use Rate										
	City Council	\$ 104,057.49			41.00			73.00		2,281	
	City Manager	305,511.87	1.60			\$ 12,196.00		107.32		6,696	
	City Attorney	202,885.76	-			\$ -		-		4,447	
	Com. Relations/City Clerk - Council Support	110,712.41	0.90	-		\$ -		40.69		2,426	
	Com. Relations/City Clerk - City Newsletter	50,768.72	0.20	-		\$ -		9.16		1,113	
	HR-General	51,602.03	1.55	-	2.18	\$ -		122.47	4	1,131	\$ 84,096.53
	HR-Labor Relations	100,082.76	0.25	-	1.82	\$ 56,111.00		19.75	1	2,194	\$ 13,563.96
	Finance - Utility Billing	299,515.19	2.35	2.03	-	\$ -		185.59	5	6,564	\$ 127,446.93
	Finance - Payroll	66,890.21	0.75	0.65	-	\$ -		59.24	2	1,466	\$ 40,682.57
	Finance - AP/Purchasing	168,786.93	1.81	1.56	-	\$ -		142.62	4	3,699	\$ 97,939.51
	Finance - AR	17,822.87	0.17	0.15	-	\$ -		13.71	0	391	\$ 9,417.26
	Finance - Treasury/Investments	65,350.51	0.64	0.55	-	\$ -		50.28	1	1,432	\$ 34,529.96
	Finance - Fixed Assets	37,366.15	0.41	0.35	-	\$ -		32.00	1	819	\$ 21,973.61
	Finance - Accounting/Budget	259,083.23	1.62	0.40	27.00	\$ -		128.00	4	5,678	\$ 87,894.44
	Information Services	\$ 215,988.44	2.10						5	4,734	\$ 113,937.23
	Property Management	\$ 785,873.62	2.75	2.00	18.00			964.00	17	17,224	\$ 9,864,499.07
	Grounds Maintenance										
	Information Services - Equipment	\$ 98,730.75									
Direct Departments	Municipal Court & Jail Services	\$ 765,691.92	1.75	1.75				139		16,782	
	Com. Relations/City Clerk - Com. Relations	139,724.96	1.30	-	17.00	\$ -		51.84		3,062	
	Finance - Direct Services	-	-	-	-	\$ -		-	1,069	-	\$ -
	Finance - Business Licensing	15,649.70	0.19	0.16	-	\$ -		14.81	520	343	\$ 10,170.64
	Police	\$ 5,341,030.41	41.25	34.50	23.00	\$ 65,523.00		818	3,128	117,060	\$ 133,836.47
	Fire	\$ 2,468,243.91			1.00					54,097	\$ 25,000.00
	Community & Econ Development	\$ 1,056,079.85	10.00		54.00	\$ 27,150.00		540	1,650	23,146	\$ 178,881.76
	Parks	\$ 627,400.71	5.75	5.00	2.00	\$ 2,170.00		297		13,751	\$ 334,623.01
	Transfers	\$ 1,621,848.47							990	35,546	
	Street Fund	\$ 712,154.60	4.00	3.00	20.00			749	29	15,227	\$ 26,168,614.46
	Street Construction Fund	\$ 2,150,001.96							39	3,730,467	
	Strategic Reserve Fund	\$ 9,999.96								724,656	
	Accumulated Leave Reserve Fund									244,460	
	Recreation Program	\$ 3,274,231.45	56.10		2.00				2	21,960	\$ 6,508,081.84
	Hotel/Motel Fund	\$ 29,760.03							12	22,786	
	Solid Waste Svc Fund	\$ 35,399.65					3,609			20,657	
	Debt Service Fund	\$ 460,848.47								524,170	
	Capital Improv Fund	\$ 1,028,162.36							1	239,763	
	Real Estate Excise Tax Fund	\$ 210,835.95							26	-	
	Sewer Utility	\$ 4,012,245.74	4.20	2.70	8.00	\$ 8,827.00	8,986	570	22,887	2,238,113	\$ 15,017,505.32
	Water Utility	\$ 3,508,178.23	4.85	2.80	9.00		53,481	581	19,917	3,570,067	\$ 21,356,098.81
	Storm Water Utility	\$ 2,287,550.88	5.55	3.50	10.00		5,377	424	8,915	1,965,067	\$ 8,913,705.64
	W/S Revenue Bond Fund	\$ 120,400.00									
	Fleet Management Fund	\$ 1,357,694.72	2.40		7.00			332	27	1,203,877	\$ 3,845,892.91
	SNOCOM	14,986.66	0.17	0.15	-	\$ -		13.71	17		\$ 9,417.26
	Engineering	\$ 779,205.35	4.80			\$ 15,333.00			365		\$ 85,863.25
	All Others								125		\$ 943,374.20
Grand Total - Allocation Factor Data		\$ 34,968,354.86	159.40	61.25	243	\$ 187,310.00	71,453	6,478	59,762	\$ 14,847,352	\$ 94,027,046.63
Subtotal Indirect		\$ 2,941,028.91	17.09	7.688	90	\$ 68,307.00	0	1,948	44	\$ 62,295	\$ 10,495,981.06
Subtotal Direct		\$ 32,027,325.95	142.31	53.562	153	\$ 119,003.00	71,453	4,530	59,718	\$ 14,785,057	\$ 83,531,065.57

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Primary Allocation Percentages		Allocation Factor Distribution									
		1	2	3	4	5	6	7	8	9	10
Department Name - Division - Function	Dept #	Total Actual Expenditures	FTEs	Represented FTEs	Agenda Items	City Attorney Bills	Weighted Utility Accounts	AP Transactions	Receipts & Postings	Avg Cash Balance Invested	Fixed Assets
Indirect Cost Pools	Building Use Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Equipment Use Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	City Council	11	0.30%	0.00%	0.00%	16.87%	0.00%	0.00%	1.13%	0.00%	0.00%
	City Manager	13	0.87%	1.00%	0.00%	0.00%	6.51%	0.00%	1.66%	0.00%	0.00%
	City Attorney	13	0.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.03%	0.00%
	Com. Relations/City Clerk - Council Support	13	0.32%	0.56%	0.00%	0.00%	0.00%	0.63%	0.00%	0.02%	0.00%
	Com. Relations/City Clerk - City Newsletter	13	0.15%	0.13%	0.00%	0.00%	0.00%	0.14%	0.00%	0.01%	0.00%
	HR-General	14	0.15%	0.97%	0.00%	0.90%	0.00%	1.89%	0.01%	0.01%	0.09%
	HR-Labor Relations	14	0.29%	0.16%	0.00%	0.75%	29.96%	0.00%	0.30%	0.00%	0.01%
	Finance - Utility Billing	14	0.86%	1.47%	3.31%	0.00%	0.00%	2.86%	0.01%	0.04%	0.14%
	Finance - Payroll	14	0.19%	0.47%	1.06%	0.00%	0.00%	0.91%	0.00%	0.01%	0.04%
	Finance - AP/Purchasing	14	0.48%	1.13%	2.55%	0.00%	0.00%	2.20%	0.01%	0.02%	0.10%
	Finance - AR	14	0.05%	0.11%	0.24%	0.00%	0.00%	0.21%	0.00%	0.00%	0.01%
	Finance - Treasury/Investments	14	0.19%	0.40%	0.90%	0.00%	0.00%	0.78%	0.00%	0.01%	0.04%
	Finance - Fixed Assets	14	0.11%	0.25%	0.57%	0.00%	0.00%	0.49%	0.00%	0.01%	0.02%
	Finance - Accounting/Budget	14	0.74%	1.02%	0.65%	11.11%	0.00%	1.98%	0.01%	0.04%	0.09%
	Information Services	14	0.62%	1.32%	0.00%	0.00%	0.00%	0.00%	0.01%	0.03%	0.12%
	Property Management	26	2.25%	1.73%	3.27%	7.41%	0.00%	14.88%	0.03%	0.12%	10.49%
	Grounds Maintenance		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Information Services - Equipment	FD 322	0.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Direct Departments	Municipal Court & Jail Services	12	2.19%	1.10%	2.86%	0.00%	0.00%	0.00%	2.15%	0.00%	0.11%
	Com. Relations/City Clerk - Com. Relations	13	0.40%	0.82%	0.00%	7.00%	0.00%	0.80%	0.00%	0.02%	0.00%
	Finance - Direct Services	14	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.79%	0.00%	0.00%
	Finance - Business Licensing	14	0.04%	0.12%	0.26%	0.00%	0.00%	0.23%	0.87%	0.00%	0.01%
	Police	21	15.27%	25.88%	56.33%	9.47%	34.98%	0.00%	12.63%	5.23%	0.79%
	Fire	22	7.06%	0.00%	0.00%	0.41%	0.00%	0.00%	0.00%	0.36%	0.03%
	Community & Econ Development	27	3.02%	6.27%	0.00%	22.22%	14.49%	0.00%	8.34%	2.76%	0.16%
	Parks	76	1.79%	3.61%	8.16%	0.82%	1.16%	0.00%	4.58%	0.00%	0.09%
	Transfers	97	4.64%	0.00%	0.00%	0.00%	0.00%	0.00%	1.66%	0.24%	0.00%
	Street Fund	FD 111	2.04%	2.51%	4.90%	8.23%	0.00%	0.00%	11.56%	0.05%	0.10%
	Street Construction Fund	FD 112	6.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	25.13%
	Strategic Reserve Fund	FD 122	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.88%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.65%
	Recreation Program	FD 133	9.36%	35.19%	0.00%	0.82%	0.00%	0.00%	0.00%	0.00%	0.15%
	Hotel/Motel Fund	FD 162	0.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.02%	0.15%	0.00%
	Solid Waste Svc Fund	FD 164	0.10%	0.00%	0.00%	0.00%	0.00%	5.05%	0.00%	0.00%	0.14%
	Debt Service Fund	FD 215	1.32%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.53%
	Capital Improv Fund	FD 322	2.94%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.61%
	Real Estate Excise Tax Fund	FD 330	0.60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.04%	0.00%	0.00%
	Sewer Utility	FD 410	11.47%	2.63%	4.41%	3.29%	4.71%	12.58%	8.80%	38.30%	15.07%
	Water Utility	FD 411	10.03%	3.04%	4.57%	3.70%	0.00%	74.85%	8.97%	33.33%	24.05%
	Storm Water Utility	FD 412	6.54%	3.48%	5.71%	4.12%	0.00%	7.53%	6.55%	14.92%	13.24%
	W/S Revenue Bond Fund	FD 422	0.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	3.88%	1.51%	0.00%	2.88%	0.00%	0.00%	5.12%	0.05%	8.11%
	SNOCOM		0.04%	0.11%	0.24%	0.00%	0.00%	0.21%	0.03%	0.00%	0.01%
	Engineering		2.23%	3.01%	0.00%	0.00%	8.19%	0.00%	0.00%	0.61%	0.00%
	All Others		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.21%	0.00%	1.00%
Grand Total - Primary Allocation		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Subtotal Indirect		8.41%	10.72%	12.55%	37.04%	36.47%	0.00%	30.07%	0.07%	0.42%	11.16%
Subtotal Direct		91.59%	89.28%	87.45%	62.96%	63.53%	100.00%	69.93%	99.93%	99.58%	88.84%
		Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Secondary Allocation Percentages		Allocation Factor Distribution									
		1	2	3	4	5	6	7	8	9	10
Department Name - Division - Function	Dept #	Total Actual Expenditures	FTEs	Represented FTEs	Agenda Items	City Attorney Bills	Weighted Utility Accounts	AP Transactions	Receipts & Postings	Avg Cash Balance Invested	Fixed Assets
Indirect Cost Pools	Building Use Rate										
	Equipment Use Rate										
	City Council	11									
	City Manager	13									
	City Attorney	13									
	Com. Relations/City Clerk - Council Support	13									
	Com. Relations/City Clerk - City Newsletter	13									
	HR-General	14									
	HR-Labor Relations	14									
	Finance - Utility Billing	14									
	Finance - Payroll	14									
	Finance - AP/Purchasing	14									
	Finance - AR	14									
	Finance - Treasury/Investments	14									
	Finance - Fixed Assets	14									
	Finance - Accounting/Budget	14									
	Information Services	14									
Direct Departments	Property Management	26									
	Grounds Maintenance										
	Information Services - Equipment	FD 322									

Direct Departments	Municipal Court & Jail Services	12	2.39%	1.23%	3.27%	0.00%	0.00%	0.00%	3.07%	0.00%	0.11%	0.00%
	Com. Relations/City Clerk - Com. Relations	13	0.44%	0.91%	0.00%	11.11%	0.00%	0.00%	1.14%	0.00%	0.02%	0.00%
	Finance - Direct Services	14	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.79%	0.00%	0.00%
	Finance - Business Licensing	14	0.05%	0.13%	0.30%	0.00%	0.00%	0.00%	0.33%	0.87%	0.00%	0.01%
	Police	21	16.68%	28.99%	64.41%	15.03%	55.06%	0.00%	18.06%	5.24%	0.79%	0.16%
	Fire	22	7.71%	0.00%	0.00%	0.65%	0.00%	0.00%	0.00%	0.00%	0.37%	0.03%
	Community & Econ Development	27	3.30%	7.03%	0.00%	35.29%	22.81%	0.00%	11.92%	2.76%	0.16%	0.21%
	Parks	76	1.96%	4.04%	9.33%	1.31%	1.82%	0.00%	6.56%	0.00%	0.09%	0.40%
	Transfers	97	5.06%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.66%	0.24%	0.00%
	Street Fund	FD 111	2.22%	2.81%	5.60%	13.07%	0.00%	0.00%	16.53%	0.05%	0.10%	31.33%
	Street Construction Fund	FD 112	6.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	25.23%	0.00%
	Strategic Reserve Fund	FD 122	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.90%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.65%	0.00%
	Recreation Program	FD 133	10.22%	39.42%	0.00%	1.31%	0.00%	0.00%	0.00%	0.00%	0.15%	7.79%
	Hotel/Motel Fund	FD 162	0.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.02%	0.15%	0.00%
	Solid Waste Svc Fund	FD 164	0.11%	0.00%	0.00%	0.00%	0.00%	5.05%	0.00%	0.00%	0.14%	0.00%
	Debt Service Fund	FD 215	1.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.55%	0.00%
	Capital Improv Fund	FD 322	3.21%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.62%	0.00%
	Real Estate Excise Tax Fund	FD 330	0.66%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.04%	0.00%	0.00%
	Sewer Utility	FD 410	12.53%	2.95%	5.04%	5.23%	7.42%	12.58%	12.58%	38.32%	15.14%	17.98%
	Water Utility	FD 411	10.95%	3.41%	5.23%	5.88%	0.00%	74.85%	12.82%	33.35%	24.15%	25.57%
	Storm Water Utility	FD 412	7.14%	3.90%	6.53%	6.54%	0.00%	7.53%	9.36%	14.93%	13.29%	10.67%
	W/S Revenue Bond Fund	FD 422	0.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	4.24%	1.69%	0.00%	4.58%	0.00%	0.00%	7.33%	0.05%	8.14%	4.60%
	SNOCOM		0.05%	0.12%	0.28%	0.00%	0.00%	0.00%	0.30%	0.03%	0.00%	0.01%
	Engineering		2.43%	3.37%	0.00%	0.00%	12.88%	0.00%	0.00%	0.61%	0.00%	0.10%
	All Others		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.21%	0.00%	1.13%
Grand Total - Secondary Allocation			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Subtotal Indirect			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Subtotal Direct			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
			Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

2010 Actuals		Allocation Factor Inputs (cont.)									
		11	12	13	14	15	16	17	18	19	20
Department Name - Division - Function	Dept #	PCs & Laptops	Servers	Phones	Facilities Costs	Grounds Costs	Newsletter Articles	Weighted IT Assets	Equipment Use Rate	Invoice Receipts	Department Head FTEs
Indirect Cost Pools	Equipment Use Rate				\$ -	\$ -		-	\$ -		
	City Council				\$ 62,111	\$ -	12	-	\$ -		
	City Manager	2.50	0.50	2.30	\$ 20,704	\$ -		4.08	\$ -		
	City Attorney	-	-	-	\$ -	\$ -		-	\$ -		
	Com. Relations/City Clerk - Council Support	1.41	0.28	1.29	\$ -	\$ -		2.29	\$ -		0.38
	Com. Relations/City Clerk - City Newsletter	0.31	0.06	0.29	\$ -	\$ -		0.51	\$ -		0.08
	HR-General	2.42	0.48	2.23	\$ 17,828	\$ -		3.95	\$ -	4	0.13
	HR-Labor Relations	0.39	0.08	0.36	\$ 2,876	\$ -		0.64	\$ -	1	0.02
	Finance - Utility Billing	3.67	0.73	3.38	\$ 24,016	\$ -	1.31	5.98	\$ 9,681	5	0.49
	Finance - Payroll	1.17	0.23	1.08	\$ 7,666	\$ -	0.39	1.91	\$ -	2	0.16
	Finance - AP/Purchasing	2.82	0.56	2.59	\$ 18,456	\$ -	0.99	4.60	\$ -	4	0.37
	Finance - AR	0.27	0.05	0.25	\$ 1,775	\$ -	0.10	0.44	\$ -	0	0.04
	Finance - Treasury/Investments	0.99	0.20	0.91	\$ 6,507	\$ -	0.38	1.62	\$ -	1	0.13
	Finance - Fixed Assets	0.63	0.13	0.58	\$ 4,141	\$ -	0.22	1.03	\$ -	1	0.08
	Finance - Accounting/Budget	2.53	0.51	2.33	\$ 16,563	\$ -	1.51	4.13	\$ 18,377	4	0.34
	Information Services	3.28	0.66	3.02	\$ -	\$ -		5.35	\$ 26,059	5	0.18
	Property Management				\$ 7,013	\$ 1,066	1	-	\$ 9,721	17	
	Grounds Maintenance				\$ -	\$ -		-	\$ -		
	Information Services - Equipment	FD 322			\$ -	\$ -		-	\$ -		
Direct Departments	Municipal Court & Jail Services	12			\$ -	\$ -		-	\$ -		
	Com. Relations/City Clerk - Com. Relations	13	2.03	0.41	1.87	\$ 41,407	\$ -	32	3.31	\$ -	0.54
	Finance - Direct Services	14	-	-	-	\$ -	-	-	\$ -	0	0.00
	Finance - Business Licensing	14	0.29	0.06	0.27	\$ 1,917	\$ -	0.10	0.48	\$ 1,449	0.04
	Police	21	42.00	2.00	29.00	\$ 77,990	\$ 15,996	7	53.25	\$ 9,881	33 1.00
	Fire	22				\$ 36,392	\$ 10,664	1	-	\$ 1,667	
	Community & Econ Development	27	13.51	3.38	14.86	\$ 82,815	\$ -	15	23.99	\$ 8,467	96 1.00
	Parks	76	1.67	0.33	1.86	\$ 17,912	\$ 1,066	4	2.79	\$ 22,363	0.09
	Transfers	97				\$ -	\$ -		\$ -		
	Street Fund	FD 111	3.05	0.67	2.48	\$ 10,520	\$ 1,600	7	5.00	\$ 79	10 0.19
	Street Construction Fund	FD 112				\$ -	\$ -		\$ -		
	Strategic Reserve Fund	FD 122				\$ -	\$ -		\$ -		
	Accumulated Leave Reserve Fund	FD 123				\$ -	\$ -		\$ -		
	Recreation Program	FD 133	16.33	3.17	18.14	\$ 446,888	\$ 37,323	6	27.21	\$ 2,199	2 0.91
	Hotel/Motel Fund	FD 162				\$ -	\$ -		\$ -		
	Solid Waste Svc Fund	FD 164				\$ -	\$ -		\$ -		
	Debt Service Fund	FD 215				\$ -	\$ -		\$ -		
	Capital Improv Fund	FD 322				\$ -	\$ -		\$ -		
	Real Estate Excise Tax Fund	FD 330				\$ -	\$ -		\$ -		
	Sewer Utility	FD 410	3.20	0.70	2.60	\$ 10,520	\$ 1,600	1	5.25	\$ 83	0.20
	Water Utility	FD 411	3.70	0.81	3.00	\$ 10,520	\$ 1,600	2	6.06	\$ 96	1 0.23
	Storm Water Utility	FD 412	4.23	0.93	3.44	\$ 10,520	\$ 1,600	4	6.94	\$ 110	1 0.26
	W/S Revenue Bond Fund	FD 422				\$ -	\$ -		\$ -		
	Fleet Management Fund	FD 511	1.83	0.40	1.49	\$ 14,027	\$ 2,133	1	3.00	\$ 48	4 0.11
	SNOCOM		0.27	0.05	0.25	\$ 1,775	\$ -	-	0.44	\$ -	5 0.04
	Engineering		6.49	1.62	7.14	\$ 82,815	\$ -	11	11.51	\$ 255	1.00
	All Others				\$ 55,069	\$ 31,991		-	\$ 1,329		
Grand Total - Allocation Factor Data		121.00	19.00	107.00	\$ 1,090,742	\$ 106,637	109	185.75	\$ 111,866	196	8.00
Subtotal Indirect		22.40	4.48	20.61	\$ 189,656	\$ 1,066	18	36.52	\$ 63,838	44	2.38
Subtotal Direct		98.60	14.52	86.39	\$ 901,086	\$ 105,570	91	149.23	\$ 48,028	152	5.62

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Primary Allocation Percentages		Allocation Factor Distribution (cont.)									
		11	12	13	14	15	16	17	18	19	20
Department Name - Division - Function	Dept #	PCs & Laptops	Servers	Phones	Facilities Costs	Grounds Costs	Newsletter Articles	Weighted IT Assets	Equipment Use Rate	Invoice Receipts	Department Head FTEs
Indirect Cost Pools	Building Use Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Equipment Use Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	City Council	11	0.00%	0.00%	5.69%	0.00%	11.01%	0.00%	0.00%	0.00%	0.00%
	City Manager	13	2.07%	2.63%	2.15%	1.90%	0.00%	0.00%	2.19%	0.00%	0.00%
	City Attorney	13	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Com. Relations/City Clerk - Council Support	13	1.16%	1.48%	1.21%	0.00%	0.00%	1.23%	0.00%	0.00%	4.69%
	Com. Relations/City Clerk - City Newsletter	13	0.26%	0.33%	0.27%	0.00%	0.00%	0.27%	0.00%	0.00%	1.04%
	HR-General	14	2.00%	2.55%	2.08%	1.63%	0.00%	0.00%	2.13%	0.00%	1.61%
	HR-Labor Relations	14	0.32%	0.41%	0.34%	0.26%	0.00%	0.00%	0.34%	0.00%	0.26%
	Finance - Utility Billing	14	3.03%	3.86%	3.16%	2.20%	0.00%	1.20%	3.22%	8.65%	6.07%
	Finance - Payroll	14	0.97%	1.23%	1.01%	0.70%	0.00%	0.36%	1.03%	0.00%	1.94%
	Finance - AP/Purchasing	14	2.33%	2.97%	2.43%	1.69%	0.00%	0.90%	2.48%	0.00%	4.67%
	Finance - AR	14	0.22%	0.29%	0.23%	0.16%	0.00%	0.10%	0.24%	0.00%	0.45%
	Finance - Treasury/Investments	14	0.82%	1.05%	0.86%	0.60%	0.00%	0.35%	0.87%	0.00%	1.65%
	Finance - Fixed Assets	14	0.52%	0.67%	0.54%	0.38%	0.00%	0.20%	0.56%	0.00%	1.05%
	Finance - Accounting/Budget	14	2.09%	2.66%	2.18%	1.52%	0.00%	1.39%	2.22%	16.43%	4.19%
	Information Services	14	2.71%	3.45%	2.82%	0.00%	0.00%	2.88%	23.29%	2.45%	2.19%
	Property Management	26	0.00%	0.00%	0.00%	0.64%	1.00%	0.92%	8.69%	8.67%	0.00%
	Grounds Maintenance		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Information Services - Equipment	FD 322	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Direct Departments	Municipal Court & Jail Services	12	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Com. Relations/City Clerk - Com. Relations	13	1.68%	2.14%	1.75%	3.80%	0.00%	29.36%	1.78%	0.00%	6.77%
	Finance - Direct Services	14	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Finance - Business Licensing	14	0.24%	0.31%	0.25%	0.18%	0.00%	0.09%	0.26%	1.30%	0.48%
	Police	21	34.71%	10.53%	27.10%	7.15%	15.00%	6.42%	28.67%	8.83%	12.50%
	Fire	22	0.00%	0.00%	0.00%	3.34%	10.00%	0.92%	0.00%	1.49%	0.00%
	Community & Econ Development	27	11.17%	17.78%	13.89%	7.59%	0.00%	13.76%	12.91%	7.57%	12.50%
	Parks	76	1.38%	1.71%	1.74%	1.64%	1.00%	3.67%	1.50%	19.99%	1.16%
	Transfers	97	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Street Fund	FD 111	2.52%	3.51%	2.31%	0.96%	1.50%	6.42%	2.69%	0.07%	5.10%
	Street Construction Fund	FD 112	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Strategic Reserve Fund	FD 122	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Recreation Program	FD 133	13.49%	16.71%	16.95%	40.97%	35.00%	5.50%	14.65%	1.97%	1.02%
	Hotel/Motel Fund	FD 162	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Solid Waste Svc Fund	FD 164	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Debt Service Fund	FD 215	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Capital Improv Fund	FD 322	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Real Estate Excise Tax Fund	FD 330	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Sewer Utility	FD 410	2.64%	3.68%	2.43%	0.96%	1.50%	0.92%	2.83%	0.07%	0.00%
	Water Utility	FD 411	3.05%	4.25%	2.81%	0.96%	1.50%	1.83%	3.26%	0.09%	0.51%
	Storm Water Utility	FD 412	3.49%	4.87%	3.21%	0.96%	1.50%	3.67%	3.73%	0.10%	0.51%
	W/S Revenue Bond Fund	FD 422	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	1.51%	2.11%	1.39%	1.29%	2.00%	0.92%	1.62%	0.04%	2.04%
	SNOCOM		0.22%	0.29%	0.23%	0.16%	0.00%	0.00%	0.24%	0.00%	2.55%
	Engineering		5.36%	8.53%	6.67%	7.59%	0.00%	10.09%	6.20%	0.23%	0.00%
	All Others		0.00%	0.00%	0.00%	5.05%	30.00%	0.00%	0.00%	1.19%	0.00%
Grand Total - Primary Allocation		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Subtotal Indirect		18.52%	23.58%	19.26%	17.39%	1.00%	16.42%	19.66%	57.07%	22.23%	29.80%
Subtotal Direct		81.48%	76.42%	80.74%	82.61%	99.00%	83.58%	80.34%	42.93%	77.77%	70.20%
		Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Secondary Allocation Percentages		Allocation Factor Distribution (cont.)									
		11	12	13	14	15	16	17	18	19	20
Department Name - Division - Function	Dept #	PCs & Laptops	Servers	Phones	Facilities Costs	Grounds Costs	Newsletter Articles	Weighted IT Assets	Equipment Use Rate	Invoice Receipts	Department Head FTEs
Indirect Cost Pools	Building Use Rate										
	Equipment Use Rate										
	City Council	11									
	City Manager	13									
	City Attorney	13									
	Com. Relations/City Clerk - Council Support	13									
	Com. Relations/City Clerk - City Newsletter	13									
	HR-General	14									
	HR-Labor Relations	14									
	Finance - Utility Billing	14									
	Finance - Payroll	14									
	Finance - AP/Purchasing	14									
	Finance - AR	14									
	Finance - Treasury/Investments	14									
	Finance - Fixed Assets	14									
	Finance - Accounting/Budget	14									
	Information Services	14									
	Property Management	26									
	Grounds Maintenance										
	Information Services - Equipment	FD 322									

Direct Departments	Municipal Court & Jail Services	12	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Com. Relations/City Clerk - Com. Relations	13	2.06%	2.80%	2.16%	4.60%	0.00%	35.13%	2.22%	0.00%	9.64%
	Finance - Direct Services	14	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Finance - Business Licensing	14	0.30%	0.40%	0.31%	0.21%	0.00%	0.11%	0.32%	3.02%	0.69%
	Police	21	42.60%	13.77%	33.57%	8.66%	15.15%	7.68%	35.68%	20.57%	21.65%
	Fire	22	0.00%	0.00%	0.00%	4.04%	10.10%	1.10%	0.00%	3.47%	0.00%
	Community & Econ Development	27	13.71%	23.27%	17.21%	9.19%	0.00%	16.47%	16.07%	17.63%	62.98%
	Parks	76	1.70%	2.24%	2.15%	1.99%	1.01%	4.39%	1.87%	46.56%	0.00%
	Transfers	97	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Street Fund	FD 111	3.09%	4.59%	2.87%	1.17%	1.52%	7.68%	3.35%	0.17%	6.56%
	Street Construction Fund	FD 112	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Strategic Reserve Fund	FD 122	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Recreation Program	FD 133	16.56%	21.87%	21.00%	49.59%	35.35%	6.59%	18.23%	4.58%	1.31%
	Hotel/Motel Fund	FD 162	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Solid Waste Svc Fund	FD 164	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Debt Service Fund	FD 215	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Capital Improv Fund	FD 322	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Real Estate Excise Tax Fund	FD 330	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Sewer Utility	FD 410	3.25%	4.82%	3.01%	1.17%	1.52%	1.10%	3.52%	0.17%	0.00%
	Water Utility	FD 411	3.75%	5.57%	3.48%	1.17%	1.52%	2.20%	4.06%	0.20%	0.66%
	Storm Water Utility	FD 412	4.29%	6.37%	3.98%	1.17%	1.52%	4.39%	4.65%	0.23%	0.66%
	W/S Revenue Bond Fund	FD 422	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	1.85%	2.75%	1.72%	1.56%	2.02%	1.10%	2.01%	0.10%	2.62%
	SNOCOM		0.28%	0.37%	0.29%	0.20%	0.00%	0.00%	0.30%	0.00%	3.28%
	Engineering		6.58%	11.17%	8.26%	9.19%	0.00%	12.07%	7.72%	0.53%	0.00%
	All Others		0.00%	0.00%	0.00%	6.11%	30.30%	0.00%	0.00%	2.77%	0.00%
Grand Total - Secondary Allocation			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Subtotal Indirect			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Subtotal Direct			100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
			Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

2010 Actuals				Allocation Factor Inputs (cont.)	
		21	22	23	24
		Total Actual Exps (excl trnsfrs)	Total Actual Exps (excl debt svc & trnsfrs)	Estimated Utility Billing Effort	Salaries & Wages
Department Name - Division - Function	Dept #				
Indirect Cost Pools	Equipment Use Rate				
	City Council	11	\$ 104,057	\$ 104,057	
	City Manager	13	\$ 305,512	\$ 305,512	
	City Attorney	13	\$ 202,886	\$ 202,886	
	Com. Relations/City Clerk - Council Support	13	\$ 110,712	\$ 110,712	
	Com. Relations/City Clerk - City Newsletter	13	\$ 50,769	\$ 50,769	
	HR-General	14	\$ 51,602	\$ 51,602	
	HR-Labor Relations	14	\$ 100,083	\$ 100,083	
	Finance - Utility Billing	14	\$ 299,515	\$ 299,515	
	Finance - Payroll	14	\$ 66,890	\$ 66,890	
	Finance - AP/Purchasing	14	\$ 168,787	\$ 168,787	
	Finance - AR	14	\$ 17,823	\$ 17,823	
	Finance - Treasury/Investments	14	\$ 65,351	\$ 65,351	
	Finance - Fixed Assets	14	\$ 37,366	\$ 37,366	
	Finance - Accounting/Budget	14	\$ 259,083	\$ 259,083	
	Information Services	14	\$ 215,988	\$ 215,988	
	Property Management	26	\$ 785,874	\$ 785,874	
	Grounds Maintenance		\$ -	\$ -	
	Information Services - Equipment	FD 322	\$ 98,731	\$ 98,731	
Direct Departments	Municipal Court & Jail Services	12	\$ 765,692	\$ 765,692	\$ 88,198
	Com. Relations/City Clerk - Com. Relations	13	\$ 139,725	\$ 139,725	\$ 77,556
	Finance - Direct Services	14	\$ -	\$ -	\$ -
	Finance - Business Licensing	14	\$ 15,650	\$ 15,650	\$ 10,504
	Police	21	\$ 5,341,030	\$ 5,341,030	\$ 3,025,662
	Fire	22	\$ 2,468,244	\$ 2,468,244	\$ -
	Community & Econ Development	27	\$ 1,056,080	\$ 1,056,080	\$ 641,393
	Parks	76	\$ 627,401	\$ 627,401	\$ 317,552
	Transfers	97	\$ -	\$ -	\$ -
	Street Fund	FD 111	\$ 712,155	\$ 712,155	\$ 207,588
	Street Construction Fund	FD 112	\$ 2,150,002	\$ 2,150,002	\$ -
	Strategic Reserve Fund	FD 122	\$ -	\$ -	
	Accumulated Leave Reserve Fund	FD 123	\$ -	\$ -	
	Recreation Program	FD 133	\$ 3,089,231	\$ 3,089,231	\$ 1,648,968
	Hotel/Motel Fund	FD 162	\$ 29,760	\$ 29,760	
	Solid Waste Svc Fund	FD 164	\$ 35,400	\$ 35,400	
	Debt Service Fund	FD 215	\$ -	\$ -	
	Capital Improv Fund	FD 322	\$ 1,028,162	\$ 1,028,162	\$ 26,966
	Real Estate Excise Tax Fund	FD 330	\$ -	\$ -	
	Sewer Utility	FD 410	\$ 4,012,246	\$ 4,002,535	40% \$ 277,661
	Water Utility	FD 411	\$ 3,368,671	\$ 3,342,341	40% \$ 295,725
	Storm Water Utility	FD 412	\$ 2,285,487	\$ 2,261,210	20% \$ 376,069
	W/S Revenue Bond Fund	FD 422	\$ 120,400	\$ -	
	Fleet Management Fund	FD 511	\$ 1,357,695	\$ 1,357,695	\$ 160,693
	SNOCOM		\$ 14,987	\$ 14,987	\$ 10,059
	Engineering		\$ 779,205	\$ 779,205	\$ 580,379
	All Others		\$ -	\$ -	
Grand Total - Allocation Factor Data		\$ 32,338,251	\$ 32,157,533	100%	\$ 7,744,973
Subtotal Indirect		\$ 2,941,029	\$ 2,941,029	0%	\$ -
Subtotal Direct		\$ 29,397,222	\$ 29,216,504	100%	\$ 7,744,973

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Primary Allocation Percentages				Allocation Factor Distribution (cont.)		
		21	22	23	24	
		Total Actual Exps (excl trnsfrs)	Total Actual Exps (excl debt svc & trnsfrs)	Estimated Utility Billing Effort	Salaries & Wages	
Department Name - Division - Function	Dept #					
Indirect Cost Pools	Building Use Rate		0.00%	0.00%	0.00%	
	Equipment Use Rate		0.00%	0.00%	0.00%	
	City Council	11	0.32%	0.32%	0.00%	
	City Manager	13	0.94%	0.95%	0.00%	
	City Attorney	13	0.63%	0.63%	0.00%	
	Com. Relations/City Clerk - Council Support	13	0.34%	0.34%	0.00%	
	Com. Relations/City Clerk - City Newsletter	13	0.16%	0.16%	0.00%	
	HR-General	14	0.16%	0.16%	0.00%	
	HR-Labor Relations	14	0.31%	0.31%	0.00%	
	Finance - Utility Billing	14	0.93%	0.93%	0.00%	
	Finance - Payroll	14	0.21%	0.21%	0.00%	
	Finance - AP/Purchasing	14	0.52%	0.52%	0.00%	
	Finance - AR	14	0.06%	0.06%	0.00%	
	Finance - Treasury/Investments	14	0.20%	0.20%	0.00%	
	Finance - Fixed Assets	14	0.12%	0.12%	0.00%	
	Finance - Accounting/Budget	14	0.80%	0.81%	0.00%	
	Information Services	14	0.67%	0.67%	0.00%	
	Property Management	26	2.43%	2.44%	0.00%	
	Grounds Maintenance		0.00%	0.00%	0.00%	
	Information Services - Equipment	FD 322	0.31%	0.31%	0.00%	
Direct Departments	Municipal Court & Jail Services	12	2.37%	2.38%	0.00%	1.14%
	Com. Relations/City Clerk - Com. Relations	13	0.43%	0.43%	0.00%	1.00%
	Finance - Direct Services	14	0.00%	0.00%	0.00%	0.00%
	Finance - Business Licensing	14	0.05%	0.05%	0.00%	0.14%
	Police	21	16.52%	16.61%	0.00%	39.07%
	Fire	22	7.63%	7.68%	0.00%	0.00%
	Community & Econ Development	27	3.27%	3.28%	0.00%	8.28%
	Parks	76	1.94%	1.95%	0.00%	4.10%
	Transfers	97	0.00%	0.00%	0.00%	0.00%
	Street Fund	FD 111	2.20%	2.21%	0.00%	2.68%
	Street Construction Fund	FD 112	6.65%	6.69%	0.00%	0.00%
	Strategic Reserve Fund	FD 122	0.00%	0.00%	0.00%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%
	Recreation Program	FD 133	9.55%	9.61%	0.00%	21.29%
	Hotel/Motel Fund	FD 162	0.09%	0.09%	0.00%	0.00%
	Solid Waste Svc Fund	FD 164	0.11%	0.11%	0.00%	0.00%
	Debt Service Fund	FD 215	0.00%	0.00%	0.00%	0.00%
	Capital Improv Fund	FD 322	3.18%	3.20%	0.00%	0.35%
	Real Estate Excise Tax Fund	FD 330	0.00%	0.00%	0.00%	0.00%
	Sewer Utility	FD 410	12.41%	12.45%	40.00%	3.59%
	Water Utility	FD 411	10.42%	10.39%	40.00%	3.82%
	Storm Water Utility	FD 412	7.07%	7.03%	20.00%	4.86%
	W/S Revenue Bond Fund	FD 422	0.37%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	4.20%	4.22%	0.00%	2.07%
	SNOCOM		0.05%	0.05%	0.00%	0.13%
	Engineering		2.41%	2.42%	0.00%	7.49%
	All Others		0.00%	0.00%	0.00%	0.00%
Grand Total - Primary Allocation		100.00%	100.00%	100.00%	100.00%	
Subtotal Indirect		9.09%	9.15%	0.00%	0.00%	
Subtotal Direct		90.91%	90.85%	100.00%	100.00%	
		Check O.K.	Check O.K.	Check O.K.	Check O.K.	

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Secondary Allocation Percentages				Allocation Factor Distribution (cont.)	
		21	22	23	24
		Total Actual Exps (excl trnsfrs)	Total Actual Exps (excl debt svc & trnsfrs)	Estimated Utility Billing Effort	Salaries & Wages
Department Name - Division - Function	Dept #				
Indirect Cost Pools	Building Use Rate				
	Equipment Use Rate				
	City Council	11			
	City Manager	13			
	City Attorney	13			
	Com. Relations/City Clerk - Council Support	13			
	Com. Relations/City Clerk - City Newsletter	13			
	HR-General	14			
	HR-Labor Relations	14			
	Finance - Utility Billing	14			
	Finance - Payroll	14			
	Finance - AP/Purchasing	14			
	Finance - AR	14			
	Finance - Treasury/Investments	14			
	Finance - Fixed Assets	14			
	Finance - Accounting/Budget	14			
	Information Services	14			
	Property Management	26			
	Grounds Maintenance				
	Information Services - Equipment	FD 322			

Direct Departments	Municipal Court & Jail Services	12	2.60%	2.62%	0.00%	1.14%
	Com. Relations/City Clerk - Com. Relations	13	0.48%	0.48%	0.00%	1.00%
	Finance - Direct Services	14	0.00%	0.00%	0.00%	0.00%
	Finance - Business Licensing	14	0.05%	0.05%	0.00%	0.14%
	Police	21	18.17%	18.28%	0.00%	39.07%
	Fire	22	8.40%	8.45%	0.00%	0.00%
	Community & Econ Development	27	3.59%	3.61%	0.00%	8.28%
	Parks	76	2.13%	2.15%	0.00%	4.10%
	Transfers	97	0.00%	0.00%	0.00%	0.00%
	Street Fund	FD 111	2.42%	2.44%	0.00%	2.68%
	Street Construction Fund	FD 112	7.31%	7.36%	0.00%	0.00%
	Strategic Reserve Fund	FD 122	0.00%	0.00%	0.00%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%
	Recreation Program	FD 133	10.51%	10.57%	0.00%	21.29%
	Hotel/Motel Fund	FD 162	0.10%	0.10%	0.00%	0.00%
	Solid Waste Svc Fund	FD 164	0.12%	0.12%	0.00%	0.00%
	Debt Service Fund	FD 215	0.00%	0.00%	0.00%	0.00%
	Capital Improv Fund	FD 322	3.50%	3.52%	0.00%	0.35%
	Real Estate Excise Tax Fund	FD 330	0.00%	0.00%	0.00%	0.00%
	Sewer Utility	FD 410	13.65%	13.70%	40.00%	3.59%
	Water Utility	FD 411	11.46%	11.44%	40.00%	3.82%
	Storm Water Utility	FD 412	7.77%	7.74%	20.00%	4.86%
	W/S Revenue Bond Fund	FD 422	0.41%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	4.62%	4.65%	0.00%	2.07%
	SNOCOM		0.05%	0.05%	0.00%	0.13%
	Engineering		2.65%	2.67%	0.00%	7.49%
	All Others		0.00%	0.00%	0.00%	0.00%
Grand Total - Secondary Allocation			100.00%	100.00%	100.00%	100.00%
Subtotal Indirect			0.00%	0.00%	0.00%	0.00%
Subtotal Direct			100.00%	100.00%	100.00%	100.00%

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City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

2010 Actuals		Combo Allocation Factors			
		34	35	36	37
Department Name - Division - Function	Dept #	City Manager COMBO	IT COMBO	AR COMBO	Attorney Bills COMBO
Indirect Cost Pools	Equipment Use Rate				
	City Council	11			
	City Manager	13			
	City Attorney	13			
	Com. Relations/City Clerk - Council Support	13			
	Com. Relations/City Clerk - City Newsletter	13			
	HR-General	14			
	HR-Labor Relations	14			
	Finance - Utility Billing	14			
	Finance - Payroll	14			
	Finance - AP/Purchasing	14			
	Finance - AR	14			
	Finance - Treasury/Investments	14			
	Finance - Fixed Assets	14			
	Finance - Accounting/Budget	14			
	Information Services	14			
	Property Management	26			
	Grounds Maintenance				
	Information Services - Equipment	FD 322			
Direct Departments	Municipal Court & Jail Services	12			
	Com. Relations/City Clerk - Com. Relations	13			
	Finance - Direct Services	14			
	Finance - Business Licensing	14			
	Police	21			
	Fire	22			
	Community & Econ Development	27			
	Parks	76			
	Transfers	97			
	Street Fund	FD 111			
	Street Construction Fund	FD 112			
	Strategic Reserve Fund	FD 122			
	Accumulated Leave Reserve Fund	FD 123			
	Recreation Program	FD 133			
	Hotel/Motel Fund	FD 162			
	Solid Waste Svc Fund	FD 164			
	Debt Service Fund	FD 215			
	Capital Improv Fund	FD 322			
	Real Estate Excise Tax Fund	FD 330			
	Sewer Utility	FD 410			
	Water Utility	FD 411			
	Storm Water Utility	FD 412			
	W/S Revenue Bond Fund	FD 422			
	Fleet Management Fund	FD 511			
	SNOCOM				
	Engineering				
	All Others				
Grand Total - Allocation Factor Data					
Subtotal Indirect					
Subtotal Direct					

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Primary Allocation Percentages		Combo Allocation Factors			
		34	35	36	37
Department Name - Division - Function	Dept #	City Manager COMBO	IT COMBO	AR COMBO	Attorney Bills COMBO
Indirect Cost Pools	Building Use Rate	0.00%	0.00%	0.00%	0.00%
	Equipment Use Rate	0.00%	0.00%	0.00%	0.00%
	City Council	11	5.73%	0.00%	0.00%
	City Manager	13	0.32%	0.00%	6.01%
	City Attorney	13	0.21%	0.00%	0.00%
	Com. Relations/City Clerk - Council Support	13	1.68%	0.00%	0.36%
	Com. Relations/City Clerk - City Newsletter	13	0.40%	0.00%	0.08%
	HR-General	14	0.89%	0.91%	0.12%
	HR-Labor Relations	14	0.44%	0.15%	27.68%
	Finance - Utility Billing	14	2.33%	1.37%	0.47%
	Finance - Payroll	14	0.72%	0.44%	0.15%
	Finance - AP/Purchasing	14	1.73%	1.05%	0.36%
	Finance - AR	14	0.17%	0.10%	0.03%
	Finance - Treasury/Investments	14	0.62%	0.37%	0.13%
	Finance - Fixed Assets	14	0.39%	0.24%	0.08%
	Finance - Accounting/Budget	14	5.37%	0.95%	0.32%
	Information Services	14	0.95%	1.23%	0.17%
	Property Management	26	3.28%	4.35%	0.00%
	Grounds Maintenance		0.00%	0.00%	0.00%
	Information Services - Equipment	FD 322	0.10%	0.00%	0.00%

Direct Departments	Municipal Court & Jail Services	12	0.79%	0.00%	0.00%	0.00%
	Com. Relations/City Clerk - Com. Relations	13	4.73%	0.00%	0.00%	0.52%
	Finance - Direct Services	14	0.00%	0.00%	0.89%	0.00%
	Finance - Business Licensing	14	0.18%	0.00%	0.54%	0.04%
	Police	21	12.86%	0.00%	11.04%	33.26%
	Fire	22	2.70%	0.00%	0.00%	0.00%
	Community & Econ Development	27	12.67%	0.00%	25.87%	14.34%
	Parks	76	1.31%	0.00%	0.00%	1.16%
	Transfers	97	0.00%	0.00%	0.83%	0.00%
	Street Fund	FD 111	4.28%	0.00%	2.58%	0.18%
	Street Construction Fund	FD 112	2.23%	0.00%	0.03%	0.00%
	Strategic Reserve Fund	FD 122	0.00%	0.00%	0.00%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%
	Recreation Program	FD 133	7.26%	0.00%	0.51%	0.87%
	Hotel/Motel Fund	FD 162	0.03%	0.00%	0.01%	0.00%
	Solid Waste Svc Fund	FD 164	0.04%	0.00%	0.00%	0.00%
	Debt Service Fund	FD 215	0.00%	0.00%	0.00%	0.00%
	Capital Improv Fund	FD 322	1.07%	0.00%	0.00%	0.00%
	Real Estate Excise Tax Fund	FD 330	0.00%	0.00%	0.02%	0.00%
	Sewer Utility	FD 410	6.08%	0.00%	19.15%	4.54%
	Water Utility	FD 411	5.66%	0.00%	16.92%	0.22%
	Storm Water Utility	FD 412	4.82%	0.00%	7.71%	0.25%
	W/S Revenue Bond Fund	FD 422	0.00%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	2.84%	0.00%	1.04%	0.11%
	SNOCOM		0.17%	0.00%	1.29%	0.03%
	Engineering		4.97%	0.00%	0.31%	8.52%
	All Others		0.00%	0.00%	0.10%	0.00%
Grand Total - Primary Allocation			100.00%	0.00%	100.00%	100.00%
Subtotal Indirect			25.33%	0.00%	11.15%	35.96%
Subtotal Direct			74.67%	0.00%	88.85%	64.04%

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City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Allocation Factors

Secondary Allocation Percentages		Combo Allocation Factors			
		34	35	36	37
Department Name - Division - Function	Dept #	City Manager COMBO	IT COMBO	AR COMBO	Attorney Bills COMBO
Indirect Cost Pools	Building Use Rate				
	Equipment Use Rate				
	City Council	11			
	City Manager	13			
	City Attorney	13			
	Com. Relations/City Clerk - Council Support	13			
	Com. Relations/City Clerk - City Newsletter	13			
	HR-General	14			
	HR-Labor Relations	14			
	Finance - Utility Billing	14			
	Finance - Payroll	14			
	Finance - AP/Purchasing	14			
	Finance - AR	14			
	Finance - Treasury/Investments	14			
	Finance - Fixed Assets	14			
	Finance - Accounting/Budget	14			
	Information Services	14			
	Property Management	26			
	Grounds Maintenance				
	Information Services - Equipment	FD 322			

Direct Departments	Municipal Court & Jail Services	12	0.87%	0.00%	0.00%	0.00%
	Com. Relations/City Clerk - Com. Relations	13	7.08%	0.00%	0.00%	0.74%
	Finance - Direct Services	14	0.00%	0.00%	0.90%	0.00%
	Finance - Business Licensing	14	0.25%	0.00%	0.58%	0.05%
	Police	21	17.04%	0.00%	13.44%	52.20%
	Fire	22	3.03%	0.00%	0.00%	0.00%
	Community & Econ Development	27	18.90%	0.00%	32.87%	22.43%
	Parks	76	1.70%	0.00%	0.00%	1.81%
	Transfers	97	0.00%	0.00%	0.83%	0.00%
	Street Fund	FD 111	6.30%	0.00%	3.30%	0.26%
	Street Construction Fund	FD 112	2.45%	0.00%	0.03%	0.00%
	Strategic Reserve Fund	FD 122	0.00%	0.00%	0.00%	0.00%
	Accumulated Leave Reserve Fund	FD 123	0.00%	0.00%	0.00%	0.00%
	Recreation Program	FD 133	9.34%	0.00%	0.66%	1.24%
	Hotel/Motel Fund	FD 162	0.03%	0.00%	0.01%	0.00%
	Solid Waste Svc Fund	FD 164	0.04%	0.00%	0.00%	0.00%
	Debt Service Fund	FD 215	0.00%	0.00%	0.00%	0.00%
	Capital Improv Fund	FD 322	1.17%	0.00%	0.00%	0.00%
	Real Estate Excise Tax Fund	FD 330	0.00%	0.00%	0.02%	0.00%
	Sewer Utility	FD 410	7.50%	0.00%	19.16%	7.12%
	Water Utility	FD 411	7.14%	0.00%	17.00%	0.32%
	Storm Water Utility	FD 412	6.33%	0.00%	7.79%	0.36%
	W/S Revenue Bond Fund	FD 422	0.00%	0.00%	0.00%	0.00%
	Fleet Management Fund	FD 511	3.75%	0.00%	1.33%	0.16%
	SNOCOM		0.23%	0.00%	1.65%	0.05%
	Engineering		6.82%	0.00%	0.31%	13.26%
	All Others		0.00%	0.00%	0.10%	0.00%
Grand Total - Secondary Allocation			100.00%	0.00%	100.00%	100.00%
Subtotal Indirect			0.00%	0.00%	0.00%	0.00%
Subtotal Direct			100.00%	0.00%	100.00%	100.00%

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APPENDIX C: SUMMARY OF INDIRECT COST ALLOCATIONS BY DEPARTMENT

City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

Summary Schedule

2010 Actuals

Total

Direct Service Programs	12	Municipal Court & Jail Services	\$ 23,108
	13	Com. Relations/City Clerk - Com. Relations	\$ 118,624
	14	Finance - Direct Services	\$ 195
	14	Finance - Business Licensing	\$ 6,695
	21	Police	\$ 600,110
	22	Fire	\$ 91,293
	27	Community & Econ Development	\$ 363,504
	76	Parks	\$ 98,681
	97	Transfers	\$ 372
	FD 111	Street Fund	\$ 135,873
	FD 112	Street Construction Fund	\$ 51,693
	FD 122	Strategic Reserve Fund	\$ 3,908
	FD 123	Accumulated Leave Reserve Fund	\$ 1,318
	FD 133	Recreation Program	\$ 711,894
	FD 162	Hotel/Motel Fund	\$ 562
	FD 164	Solid Waste Svc Fund	\$ 631
	FD 215	Debt Service Fund	\$ 2,827
	FD 322	Capital Improv Fund	\$ 16,390
	FD 330	Real Estate Excise Tax Fund	\$ 5
	FD 410	Sewer Utility	\$ 313,673
	FD 411	Water Utility	\$ 311,185
	FD 412	Storm Water Utility	\$ 208,115
	FD 422	W/S Revenue Bond Fund	\$ 1,322
	FD 511	Fleet Management Fund	\$ 83,523
		SNOCOM	\$ 5,003
		Engineering	\$ 167,425
		All Others	\$ 94,001

Total \$ 3,411,929

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City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

Carry-Forward

2010 Actuals

DEPARTMENT		12	13	14	14	21
		Municipal Court & Jail Services	Com. Relations/City Clerk - Com. Relations	Finance - Direct Services	Finance - Business Licensing	Police
	Equipment Use Rate	\$ -	\$ -	\$ -	\$ 1,449	\$ 9,881
11	City Council	\$ -	\$ 20,550	\$ -	\$ -	\$ 27,803
13	City Manager	\$ 2,833	\$ 17,768	\$ -	\$ 659	\$ 47,241
13	City Attorney	\$ -	\$ 1,072	\$ -	\$ 77	\$ 68,664
13	Com. Relations/City Clerk - Council Support	\$ -	\$ 7,112	\$ -	\$ -	\$ 9,622
13	Com. Relations/City Clerk - City Newsletter	\$ -	\$ 15,951	\$ -	\$ 49	\$ 3,489
14	HR-General	\$ 980	\$ 728	\$ -	\$ 105	\$ 23,093
14	HR-Labor Relations	\$ 4,961	\$ -	\$ -	\$ 459	\$ 97,798
14	Finance - Utility Billing	\$ -	\$ -	\$ -	\$ -	\$ -
14	Finance - Payroll	\$ 945	\$ 702	\$ -	\$ 101	\$ 22,272
14	Finance - AP/Purchasing	\$ 4,889	\$ 1,823	\$ -	\$ 521	\$ 28,773
14	Finance - AR	\$ -	\$ -	\$ 195	\$ 120	\$ 2,504
14	Finance - Treasury/Investments	\$ 90	\$ 17	\$ -	\$ 2	\$ 631
14	Finance - Fixed Assets	\$ -	\$ -	\$ -	\$ 5	\$ 68
14	Finance - Accounting/Budget	\$ 8,410	\$ 1,535	\$ -	\$ 172	\$ 58,665
14	Information Services	\$ -	\$ 4,765	\$ -	\$ 687	\$ 76,638
26	Property Management	\$ -	\$ 45,250	\$ -	\$ 2,094	\$ 85,227
	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 15,996
FD 322	Information Services - Equipment	\$ -	\$ 1,352	\$ -	\$ 195	\$ 21,744

**Total Allocations for the 2012 Plan
(Using 2010 Actuals)
Less: 2010 Plan (Based on 2008 Actuals)
Carry-Forward
Proposed Costs**

\$ 23,108	\$ 118,624	\$ 195	\$ 6,695	\$ 600,110
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 23,108	\$ 118,624	\$ 195	\$ 6,695	\$ 600,110

City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

Carry-Forward

2010 Actuals

DEPARTMENT		22	27	76	97	FD 111	FD 112
		Fire	Community & Econ Development	Parks	Transfers	Street Fund	Street Construction Fund
	Equipment Use Rate	\$ 1,667	\$ 8,467	\$ 22,363	\$ -	\$ 79	\$ -
11	City Council	\$ 1,209	\$ 65,277	\$ 2,418	\$ -	\$ 24,177	\$ -
13	City Manager	\$ 9,652	\$ 47,533	\$ 4,804	\$ -	\$ 16,004	\$ 7,954
13	City Attorney	\$ -	\$ 29,610	\$ 2,392	\$ -	\$ 377	\$ -
13	Com. Relations/City Clerk - Council Support	\$ 418	\$ 22,591	\$ 837	\$ -	\$ 8,367	\$ -
13	Com. Relations/City Clerk - City Newsletter	\$ 498	\$ 7,477	\$ 1,994	\$ -	\$ 3,489	\$ -
14	HR-General	\$ -	\$ 5,598	\$ 3,219	\$ -	\$ 2,239	\$ -
14	HR-Labor Relations	\$ -	\$ -	\$ 14,174	\$ -	\$ 8,504	\$ -
14	Finance - Utility Billing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Finance - Payroll	\$ -	\$ 5,399	\$ 3,105	\$ -	\$ 2,160	\$ -
14	Finance - AP/Purchasing	\$ -	\$ 18,995	\$ 10,447	\$ -	\$ 26,346	\$ -
14	Finance - AR	\$ -	\$ 5,924	\$ -	\$ 181	\$ 591	\$ 7
14	Finance - Treasury/Investments	\$ 292	\$ 125	\$ 74	\$ 192	\$ 82	\$ 20,116
14	Finance - Fixed Assets	\$ 13	\$ 91	\$ 170	\$ -	\$ 13,301	\$ -
14	Finance - Accounting/Budget	\$ 27,111	\$ 11,600	\$ 6,891	\$ -	\$ 7,822	\$ 23,615
14	Information Services	\$ -	\$ 34,522	\$ 4,014	\$ -	\$ 7,196	\$ -
26	Property Management	\$ 39,769	\$ 90,500	\$ 19,574	\$ -	\$ 11,496	\$ -
	Grounds Maintenance	\$ 10,664	\$ -	\$ 1,066	\$ -	\$ 1,600	\$ -
FD 322	Information Services - Equipment	\$ -	\$ 9,795	\$ 1,139	\$ -	\$ 2,042	\$ -

**Total Allocations for the 2012 Plan
(Using 2010 Actuals)
Less: 2010 Plan (Based on 2008 Actuals)
Carry-Forward
Proposed Costs**

\$ 91,293	\$ 363,504	\$ 98,681	\$ 372	\$ 135,873	\$ 51,693
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 91,293	\$ 363,504	\$ 98,681	\$ 372	\$ 135,873	\$ 51,693

City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

Carry-Forward

2010 Actuals

DEPARTMENT		FD 122	FD 123	FD 133	FD 162	FD 164	FD 215
		Strategic Reserve Fund	Accumulated Leave Reserve Fund	Recreation Program	Hotel/Motel Fund	Solid Waste Svc Fund	Debt Service Fund
	Equipment Use Rate	\$ -	\$ -	\$ 2,199	\$ -	\$ -	\$ -
11	City Council	\$ -	\$ -	\$ 2,418	\$ -	\$ -	\$ -
13	City Manager	\$ -	\$ -	\$ 26,531	\$ 110	\$ 131	\$ -
13	City Attorney	\$ -	\$ -	\$ 1,794	\$ -	\$ -	\$ -
13	Com. Relations/City Clerk - Council Support	\$ -	\$ -	\$ 837	\$ -	\$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter	\$ -	\$ -	\$ 2,991	\$ -	\$ -	\$ -
14	HR-General	\$ -	\$ -	\$ 31,406	\$ -	\$ -	\$ -
14	HR-Labor Relations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Finance - Utility Billing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Finance - Payroll	\$ -	\$ -	\$ 30,290	\$ -	\$ -	\$ -
14	Finance - AP/Purchasing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Finance - AR	\$ -	\$ -	\$ 118	\$ 2	\$ -	\$ -
14	Finance - Treasury/Investments	\$ 3,908	\$ 1,318	\$ 118	\$ 123	\$ 111	\$ 2,827
14	Finance - Fixed Assets	\$ -	\$ -	\$ 3,308	\$ -	\$ -	\$ -
14	Finance - Accounting/Budget	\$ -	\$ -	\$ 33,932	\$ 327	\$ 389	\$ -
14	Information Services	\$ -	\$ -	\$ 39,163	\$ -	\$ -	\$ -
26	Property Management	\$ -	\$ -	\$ 488,356	\$ -	\$ -	\$ -
	Grounds Maintenance	\$ -	\$ -	\$ 37,323	\$ -	\$ -	\$ -
FD 322	Information Services - Equipment	\$ -	\$ -	\$ 11,111	\$ -	\$ -	\$ -

**Total Allocations for the 2012 Plan
(Using 2010 Actuals)
Less: 2010 Plan (Based on 2008 Actuals)
Carry-Forward
Proposed Costs**

\$ 3,908	\$ 1,318	\$ 711,894	\$ 562	\$ 631	\$ 2,827
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 3,908	\$ 1,318	\$ 711,894	\$ 562	\$ 631	\$ 2,827

City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

Carry-Forward

2010 Actuals

		FD 322	FD 330	FD 410	FD 411	FD 412	FD 422
		Capital Improv Fund	Real Estate Excise Tax Fund	Sewer Utility	Water Utility	Storm Water Utility	W/S Revenue Bond Fund
DEPARTMENT							
	Equipment Use Rate	\$ -	\$ -	\$ 83	\$ 96	\$ 110	\$ -
11	City Council	\$ -	\$ -	\$ 9,671	\$ 10,880	\$ 12,088	\$ -
13	City Manager	\$ 3,804	\$ -	\$ 22,075	\$ 20,633	\$ 17,671	\$ -
13	City Attorney	\$ -	\$ -	\$ 9,379	\$ 457	\$ 523	\$ -
13	Com. Relations/City Clerk - Council Support	\$ -	\$ -	\$ 3,347	\$ 3,765	\$ 4,183	\$ -
13	Com. Relations/City Clerk - City Newsletter	\$ -	\$ -	\$ 498	\$ 997	\$ 1,994	\$ -
14	HR-General	\$ -	\$ -	\$ 2,351	\$ 2,715	\$ 3,107	\$ -
14	HR-Labor Relations	\$ -	\$ -	\$ 7,654	\$ 7,937	\$ 9,922	\$ -
14	Finance - Utility Billing	\$ -	\$ -	\$ 145,551	\$ 145,551	\$ 72,776	\$ -
14	Finance - Payroll	\$ -	\$ -	\$ 2,268	\$ 2,619	\$ 2,997	\$ -
14	Finance - AP/Purchasing	\$ -	\$ -	\$ 20,050	\$ 20,437	\$ 14,914	\$ -
14	Finance - AR	\$ 0	\$ 5	\$ 4,178	\$ 3,695	\$ 1,686	\$ -
14	Finance - Treasury/Investments	\$ 1,293	\$ -	\$ 12,069	\$ 19,251	\$ 10,596	\$ -
14	Finance - Fixed Assets	\$ -	\$ -	\$ 7,633	\$ 10,855	\$ 4,531	\$ -
14	Finance - Accounting/Budget	\$ 11,293	\$ -	\$ 44,070	\$ 37,001	\$ 25,103	\$ 1,322
14	Information Services	\$ -	\$ -	\$ 7,556	\$ 8,725	\$ 9,985	\$ -
26	Property Management	\$ -	\$ -	\$ 11,496	\$ 11,496	\$ 11,496	\$ -
	Grounds Maintenance	\$ -	\$ -	\$ 1,600	\$ 1,600	\$ 1,600	\$ -
FD 322	Information Services - Equipment	\$ -	\$ -	\$ 2,144	\$ 2,476	\$ 2,833	\$ -

**Total Allocations for the 2012 Plan
(Using 2010 Actuals)
Less: 2010 Plan (Based on 2008 Actuals)
Carry-Forward
Proposed Costs**

\$ 16,390	\$ 5	\$ 313,673	\$ 311,185	\$ 208,115	\$ 1,322
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 16,390	\$ 5	\$ 313,673	\$ 311,185	\$ 208,115	\$ 1,322

City of Mountlake Terrace, WA

Indirect Cost Model for the 2012 Budget Year

Carry-Forward

2010 Actuals

DEPARTMENT		FD 511				
		Fleet Management Fund	SNOCOM	Engineering	All Others	Total
	Equipment Use Rate	\$ 48	\$ -	\$ 255	\$ 1,329	\$ 48,028
11	City Council	\$ 8,462	\$ -	\$ -	\$ -	\$ 184,952
13	City Manager	\$ 10,440	\$ 612	\$ 18,384	\$ -	\$ 274,839
13	City Attorney	\$ 226	\$ 71	\$ 17,583	\$ -	\$ 132,225
13	Com. Relations/City Clerk - Council Support	\$ 2,928	\$ -	\$ -	\$ -	\$ 64,007
13	Com. Relations/City Clerk - City Newsletter	\$ 498	\$ -	\$ 5,483	\$ -	\$ 45,410
14	HR-General	\$ 1,344	\$ 97	\$ 2,687	\$ -	\$ 79,668
14	HR-Labor Relations	\$ -	\$ 425	\$ -	\$ -	\$ 151,834
14	Finance - Utility Billing	\$ -	\$ -	\$ -	\$ -	\$ 363,878
14	Finance - Payroll	\$ 1,296	\$ 94	\$ 2,592	\$ -	\$ 76,838
14	Finance - AP/Purchasing	\$ 11,678	\$ 482	\$ -	\$ -	\$ 159,357
14	Finance - AR	\$ 239	\$ 296	\$ 67	\$ 23	\$ 19,831
14	Finance - Treasury/Investments	\$ 6,492	\$ -	\$ -	\$ -	\$ 79,726
14	Finance - Fixed Assets	\$ 1,955	\$ 5	\$ 44	\$ 480	\$ 42,458
14	Finance - Accounting/Budget	\$ 14,913	\$ 165	\$ 8,559	\$ -	\$ 322,895
14	Information Services	\$ 4,318	\$ 636	\$ 16,570	\$ -	\$ 214,775
26	Property Management	\$ 15,328	\$ 1,939	\$ 90,500	\$ 60,178	\$ 984,700
	Grounds Maintenance	\$ 2,133	\$ -	\$ -	\$ 31,991	\$ 105,570
FD 322	Information Services - Equipment	\$ 1,225	\$ 181	\$ 4,701	\$ -	\$ 60,937

Total Allocations for the 2012 Plan (Using 2010 Actuals)	\$ 83,523	\$ 5,003	\$ 167,425	\$ 94,001	\$ 3,411,929
Less: 2010 Plan (Based on 2008 Actuals)					\$ -
Carry-Forward	\$ -	\$ -	\$ -	\$ -	\$ -
Proposed Costs	\$ 83,523	\$ 5,003	\$ 167,425	\$ 94,001	\$ 3,411,929

APPENDIX D: PRIMARY AND SECONDARY ALLOCATION SCHEDULES

City of Mountlake Terrace, W/
Indirect Cost Model for the 2012
Primary & Secondary Citywide Cost Allocations
2010 Actuals

1 - Total Actual Expenditures

Primary Allocation		Factor #:	18	4	34	37	4	16	2	3	23	2	7	36
		Allocation Factor:	Equipment Use Rate	Agenda Items	City Manager COMBO	Attorney Bills COMBO	Agenda Items	Newsletter Articles	FTEs	Represented FTEs	Estimated Utility Billing Effort	FTEs	AP Transactions	AR COMBO
Department Name - Division - Function		Indirect Cost Pool:	Equipment Use Rate	City Council	City Manager	City Attorney	Com. Relations/City Clerk - Council Support	Com. Relations/City Clerk - City Newsletter	HR-General	HR-Labor Relations	Finance - Utility Billing	Finance - Payroll	Finance - AP/Purchasing	Finance - AR
		Amount Allocated:	\$ 111,866	\$ 104,057	\$ 305,512	\$ 202,886	\$ 82,496	\$ 50,769	\$ 51,602	\$ 100,083	\$ 299,515	\$ 66,890	\$ 168,787	\$ 17,823
Indirect Cost Pools	Building Use Rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Equipment Use Rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	11 City Council		\$ -	\$ 17,557	\$ 17,512	\$ -	\$ 13,919	\$ 5,589	\$ -	\$ -	\$ -	\$ -	\$ 1,902	\$ -
	13 City Manager		\$ -	\$ -	\$ 968	\$ 12,196	\$ -	\$ -	\$ 518	\$ -	\$ -	\$ 671	\$ 2,796	\$ -
	13 City Attorney		\$ -	\$ -	\$ 643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	13 Com. Relations/City Clerk - Council Support		\$ -	\$ -	\$ 5,124	\$ 730	\$ -	\$ -	\$ 291	\$ -	\$ -	\$ 378	\$ 1,060	\$ -
	13 Com. Relations/City Clerk - City Newsletter		\$ -	\$ -	\$ 1,222	\$ 162	\$ -	\$ -	\$ 65	\$ -	\$ -	\$ 84	\$ 239	\$ -
	14 HR-General		\$ -	\$ 932	\$ 2,719	\$ 251	\$ 739	\$ -	\$ 502	\$ -	\$ -	\$ 650	\$ 3,191	\$ 161
	14 HR-Labor Relations		\$ -	\$ 781	\$ 1,347	\$ 56,152	\$ 619	\$ -	\$ 81	\$ -	\$ -	\$ 105	\$ 515	\$ 26
	14 Finance - Utility Billing		\$ 9,681	\$ -	\$ 7,132	\$ 946	\$ -	\$ 610	\$ 760	\$ 3,317	\$ -	\$ 986	\$ 4,836	\$ 245
	14 Finance - Payroll		\$ -	\$ -	\$ 2,186	\$ 302	\$ -	\$ 182	\$ 243	\$ 1,059	\$ -	\$ 315	\$ 1,544	\$ 78
	14 Finance - AP/Purchasing		\$ -	\$ -	\$ 5,286	\$ 727	\$ -	\$ 459	\$ 584	\$ 2,549	\$ -	\$ 758	\$ 3,716	\$ 188
	14 Finance - AR		\$ -	\$ -	\$ 513	\$ 70	\$ -	\$ 48	\$ 56	\$ 245	\$ -	\$ 73	\$ 357	\$ 18
	14 Finance - Treasury/Investments		\$ -	\$ -	\$ 1,882	\$ 256	\$ -	\$ 178	\$ 206	\$ 899	\$ -	\$ 267	\$ 1,310	\$ 66
	14 Finance - Fixed Assets		\$ -	\$ -	\$ 1,184	\$ 163	\$ -	\$ 102	\$ 131	\$ 572	\$ -	\$ 170	\$ 834	\$ 42
	14 Finance - Accounting/Budget		\$ 18,377	\$ 11,562	\$ 16,400	\$ 652	\$ 9,166	\$ 705	\$ 524	\$ 654	\$ -	\$ 680	\$ 3,335	\$ 169
	14 Information Services		\$ 26,059	\$ -	\$ 2,912	\$ 341	\$ -	\$ -	\$ 680	\$ -	\$ -	\$ 881	\$ -	\$ 219
	26 Property Management		\$ 9,721	\$ 7,708	\$ 10,032	\$ -	\$ 6,111	\$ 466	\$ 890	\$ 3,268	\$ -	\$ 1,154	\$ 25,117	\$ 775
	Grounds Maintenance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 322 Information Services - Equipment		\$ -	\$ -	\$ 313	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Direct Service Departments	12 Municipal Court & Jail Services	\$ -	\$ -	\$ 2,425	\$ -	\$ -	\$ -	\$ 567	\$ 2,860	\$ -	\$ 734	\$ 3,622	\$ -
	13 Com. Relations/City Clerk - Com. Relations	\$ -	\$ 7,280	\$ 14,462	\$ 1,055	\$ 5,771	\$ 14,905	\$ 421	\$ -	\$ -	\$ 546	\$ 1,351	\$ -
	14 Finance - Direct Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159
	14 Finance - Business Licensing	\$ 1,449	\$ -	\$ 543	\$ 75	\$ -	\$ 45	\$ 61	\$ 265	\$ -	\$ 79	\$ 386	\$ 97
	21 Police	\$ 9,881	\$ 9,849	\$ 39,283	\$ 67,470	\$ 7,808	\$ 3,260	\$ 13,354	\$ 56,373	\$ -	\$ 17,310	\$ 21,313	\$ 1,967
	22 Fire	\$ 1,667	\$ 428	\$ 8,236	\$ -	\$ 339	\$ 466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	27 Community & Econ Development	\$ 8,467	\$ 23,124	\$ 38,705	\$ 29,097	\$ 18,332	\$ 6,987	\$ 3,237	\$ -	\$ -	\$ 4,196	\$ 14,069	\$ 4,611
	76 Parks	\$ 22,363	\$ 856	\$ 4,008	\$ 2,351	\$ 679	\$ 1,863	\$ 1,861	\$ 8,170	\$ -	\$ 2,413	\$ 7,738	\$ -
	97 Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148
	FD 111 Street Fund	\$ 79	\$ 8,564	\$ 13,062	\$ 371	\$ 6,790	\$ 3,260	\$ 1,295	\$ 4,902	\$ -	\$ 1,679	\$ 19,515	\$ 459
	FD 112 Street Construction Fund	\$ -	\$ -	\$ 6,809	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6
	FD 122 Strategic Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 123 Accumulated Leave Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 133 Recreation Program	\$ 2,199	\$ 856	\$ 22,167	\$ 1,766	\$ 679	\$ 2,795	\$ 18,161	\$ -	\$ -	\$ 23,542	\$ -	\$ 91
	FD 162 Hotel/Motel Fund	\$ -	\$ -	\$ 94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2
	FD 164 Solid Waste Svc Fund	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 215 Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 322 Capital Improv Fund	\$ -	\$ -	\$ 3,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
	FD 330 Real Estate Excise Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4
	FD 410 Sewer Utility	\$ 83	\$ 3,426	\$ 18,574	\$ 9,216	\$ 2,716	\$ 466	\$ 1,360	\$ 4,412	\$ 119,806	\$ 1,762	\$ 14,851	\$ 3,413
	FD 411 Water Utility	\$ 96	\$ 3,854	\$ 17,296	\$ 450	\$ 3,055	\$ 932	\$ 1,570	\$ 4,575	\$ 119,806	\$ 2,035	\$ 15,138	\$ 3,015
	FD 412 Storm Water Utility	\$ 110	\$ 4,282	\$ 14,716	\$ 515	\$ 3,395	\$ 1,863	\$ 1,797	\$ 5,719	\$ 59,903	\$ 2,329	\$ 11,047	\$ 1,375
	FD 422 W/S Revenue Bond Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 511 Fleet Management Fund	\$ 48	\$ 2,998	\$ 8,688	\$ 223	\$ 2,376	\$ 466	\$ 777	\$ -	\$ -	\$ 1,007	\$ 8,650	\$ 186
	SNOCOM	\$ -	\$ -	\$ 504	\$ 70	\$ -	\$ -	\$ 56	\$ 245	\$ -	\$ 73	\$ 357	\$ 230
	Engineering	\$ 255	\$ -	\$ 15,197	\$ 17,280	\$ -	\$ 5,123	\$ 1,554	\$ -	\$ -	\$ 2,014	\$ -	\$ 54
	All Others	\$ 1,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19
Grand Total - Primary		\$ 111,866	\$ 104,057	\$ 305,512	\$ 202,886	\$ 82,496	\$ 50,769	\$ 51,602	\$ 100,083	\$ 299,515	\$ 66,890	\$ 168,787	\$ 17,823
Subtotal Indirect		\$ 63,838	\$ 38,540	\$ 77,375	\$ 72,948	\$ 30,554	\$ 8,338	\$ 5,532	\$ 12,562	\$ -	\$ 7,171	\$ 50,750	\$ 1,988
Subtotal Direct		\$ 48,028	\$ 65,518	\$ 228,137	\$ 129,938	\$ 51,942	\$ 42,430	\$ 46,070	\$ 87,521	\$ 299,515	\$ 59,719	\$ 118,037	\$ 15,835

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City of Mountlake Terrace, W/
Indirect Cost Model for the 2012
Primary & Secondary Citywide Cost Allocations
2010 Actuals

1 - Total Actual Expenditures



Primary Allocation		Factor #:	9	10	21	17	14	15	17	Total Allocated
		Allocation Factor:	Avg Cash Balance Invested	Fixed Assets	Total Actual Exps (excl trnsfrs)	Weighted IT Assets	Facilities Costs	Grounds Costs	Weighted IT Assets	
Department Name - Division - Function	Indirect Cost Pool:	Amount Allocated:	Finance - Treasury/Investments	Finance - Fixed Assets	Finance - Accounting/Budget	Information Services	Property Management	Grounds Maintenance	Information Services - Equipment	
			\$ 65,351	\$ 37,366	\$ 259,083	\$ 215,988	\$ 1,090,742	\$ 106,637	\$ 74,476	
Indirect Cost Pools	Building Use Rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Equipment Use Rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	11 City Council		\$ 10	\$ -	\$ 834	\$ -	\$ 62,111	\$ -	\$ -	\$ 119,434
	13 City Manager		\$ 29	\$ -	\$ 2,448	\$ 4,738	\$ 20,704	\$ -	\$ 1,634	\$ 46,702
	13 City Attorney		\$ 20	\$ -	\$ 1,625	\$ -	\$ -	\$ -	\$ -	\$ 2,288
	13 Com. Relations/City Clerk - Council Support		\$ 11	\$ -	\$ 887	\$ 2,665	\$ -	\$ -	\$ 919	\$ 12,065
	13 Com. Relations/City Clerk - City Newsletter		\$ 5	\$ -	\$ 407	\$ 592	\$ -	\$ -	\$ 204	\$ 2,979
	14 HR-General		\$ 5	\$ 33	\$ 413	\$ 4,590	\$ 17,828	\$ -	\$ 1,583	\$ 33,599
	14 HR-Labor Relations		\$ 10	\$ 5	\$ 802	\$ 740	\$ 2,876	\$ -	\$ 255	\$ 64,314
	14 Finance - Utility Billing		\$ 29	\$ 51	\$ 2,400	\$ 6,957	\$ 24,016	\$ -	\$ 2,399	\$ 64,363
	14 Finance - Payroll		\$ 6	\$ 16	\$ 536	\$ 2,221	\$ 7,666	\$ -	\$ 766	\$ 17,119
	14 Finance - AP/Purchasing		\$ 16	\$ 39	\$ 1,352	\$ 5,346	\$ 18,456	\$ -	\$ 1,843	\$ 41,320
	14 Finance - AR		\$ 2	\$ 4	\$ 143	\$ 514	\$ 1,775	\$ -	\$ 177	\$ 3,995
	14 Finance - Treasury/Investments		\$ 6	\$ 14	\$ 524	\$ 1,885	\$ 6,507	\$ -	\$ 650	\$ 14,650
	14 Finance - Fixed Assets		\$ 4	\$ 9	\$ 299	\$ 1,199	\$ 4,141	\$ -	\$ 414	\$ 9,263
	14 Finance - Accounting/Budget		\$ 25	\$ 35	\$ 2,076	\$ 4,798	\$ 16,563	\$ -	\$ 1,654	\$ 87,374
	14 Information Services		\$ 21	\$ 45	\$ 1,730	\$ 6,219	\$ -	\$ -	\$ 2,144	\$ 41,251
	26 Property Management		\$ 76	\$ 3,920	\$ 6,296	\$ -	\$ 7,013	\$ 1,066	\$ -	\$ 83,614
	Grounds Maintenance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 322 Information Services - Equipment		\$ -	\$ -	\$ 791	\$ -	\$ -	\$ -	\$ -	\$ 1,104

Direct Service Departments	12 Municipal Court & Jail Services	\$ 74	\$ -	\$ 6,134	\$ -	\$ -	\$ -	\$ -	\$ 16,415
	13 Com. Relations/City Clerk - Com. Relations	\$ 13	\$ -	\$ 1,119	\$ 3,850	\$ 41,407	\$ -	\$ 1,328	\$ 93,507
	14 Finance - Direct Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159
	14 Finance - Business Licensing	\$ 2	\$ 4	\$ 125	\$ 555	\$ 1,917	\$ -	\$ 191	\$ 5,794
	21 Police	\$ 515	\$ 53	\$ 42,791	\$ 61,919	\$ 77,990	\$ 15,996	\$ 21,351	\$ 468,482
	22 Fire	\$ 238	\$ 10	\$ 19,775	\$ -	\$ 36,392	\$ 10,664	\$ -	\$ 78,214
	27 Community & Econ Development	\$ 102	\$ 71	\$ 8,461	\$ 27,891	\$ 82,815	\$ -	\$ 9,617	\$ 279,783
	76 Parks	\$ 61	\$ 133	\$ 5,027	\$ 3,243	\$ 17,912	\$ 1,066	\$ 1,118	\$ 80,863
	97 Transfers	\$ 156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304
	FD 111 Street Fund	\$ 67	\$ 10,399	\$ 5,706	\$ 5,814	\$ 10,520	\$ 1,600	\$ 2,005	\$ 96,086
	FD 112 Street Construction Fund	\$ 16,420	\$ -	\$ 17,225	\$ -	\$ -	\$ -	\$ -	\$ 40,459
	FD 122 Strategic Reserve Fund	\$ 3,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,190
	FD 123 Accumulated Leave Reserve Fund	\$ 1,076	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,076
	FD 133 Recreation Program	\$ 97	\$ 2,586	\$ 24,750	\$ 31,641	\$ 446,888	\$ 37,323	\$ 10,910	\$ 626,451
	FD 162 Hotel/Motel Fund	\$ 100	\$ -	\$ 238	\$ -	\$ -	\$ -	\$ -	\$ 435
	FD 164 Solid Waste Svc Fund	\$ 91	\$ -	\$ 284	\$ -	\$ -	\$ -	\$ -	\$ 487
	FD 215 Debt Service Fund	\$ 2,307	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,307
	FD 322 Capital Improv Fund	\$ 1,055	\$ -	\$ 8,237	\$ -	\$ -	\$ -	\$ -	\$ 12,549
	FD 330 Real Estate Excise Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4
	FD 410 Sewer Utility	\$ 9,851	\$ 5,968	\$ 32,145	\$ 6,105	\$ 10,520	\$ 1,600	\$ 2,105	\$ 248,378
	FD 411 Water Utility	\$ 15,714	\$ 8,487	\$ 26,989	\$ 7,049	\$ 10,520	\$ 1,600	\$ 2,431	\$ 244,612
	FD 412 Storm Water Utility	\$ 8,649	\$ 3,542	\$ 18,311	\$ 8,067	\$ 10,520	\$ 1,600	\$ 2,782	\$ 160,521
	FD 422 W/S Revenue Bond Fund	\$ -	\$ -	\$ 965	\$ -	\$ -	\$ -	\$ -	\$ 965
	FD 511 Fleet Management Fund	\$ 5,299	\$ 1,528	\$ 10,877	\$ 3,488	\$ 14,027	\$ 2,133	\$ 1,203	\$ 63,973
	SNOCOM	\$ -	\$ 4	\$ 120	\$ 514	\$ 1,775	\$ -	\$ 177	\$ 4,125
	Engineering	\$ -	\$ 34	\$ 6,243	\$ 13,388	\$ 82,815	\$ -	\$ 4,616	\$ 148,575
	All Others	\$ -	\$ 375	\$ -	\$ -	\$ 55,069	\$ 31,991	\$ -	\$ 88,782
Grand Total - Primary		\$ 65,351	\$ 37,366	\$ 259,083	\$ 215,988	\$ 1,090,742	\$ 106,637	\$ 74,476	\$ 3,411,929
Subtotal Indirect		\$ 274	\$ 4,171	\$ 23,563	\$ 42,465	\$ 189,656	\$ 1,066	\$ 14,642	\$ 645,433
Subtotal Direct		\$ 65,076	\$ 33,195	\$ 235,521	\$ 173,524	\$ 901,086	\$ 105,570	\$ 59,834	\$ 2,766,496

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City of Mountlake Terrace, W/
Indirect Cost Model for the 2012
Primary & Secondary Citywide Cost Allocations
2010 Actuals

1 - Total Actual Expenditures



Secondary Allocation		Factor #:	18	4	34	37	4	16	2	3	23	2	7	36
		Allocation Factor:	Equipment Use Rate	Agenda Items	City Manager COMBO	Attorney Bills COMBO	Agenda Items	Newsletter Articles	FTEs	Represented FTEs	Estimated Utility Billing Effort	FTEs	AP Transactions	AR COMBO
Department Name - Division - Function		Indirect Cost Pool:	Equipment Use Rate	City Council	City Manager	City Attorney	Com. Relations/City Clerk - Council Support	Com. Relations/City Clerk - City Newsletter	HR-General	HR-Labor Relations	Finance - Utility Billing	Finance - Payroll	Finance - AP/Purchasing	Finance - AR
		Amount Allocated:	\$ -	\$ 119,434	\$ 46,702	\$ 2,288	\$ 12,065	\$ 2,979	\$ 33,599	\$ 64,314	\$ 64,363	\$ 17,119	\$ 41,320	\$ 3,995
Indirect Cost Pools	Building Use Rate													
	Equipment Use Rate													
	11 City Council													
	13 City Manager													
	13 City Attorney													
	13 Com. Relations/City Clerk - Council Support													
	13 Com. Relations/City Clerk - City Newsletter													
	14 HR-General													
	14 HR-Labor Relations													
	14 Finance - Utility Billing													
	14 Finance - Payroll													
	14 Finance - AP/Purchasing													
	14 Finance - AR													
	14 Finance - Treasury/Investments													
	14 Finance - Fixed Assets													
	14 Finance - Accounting/Budget													
	14 Information Services													
	26 Property Management													
	Grounds Maintenance													
	FD 322 Information Services - Equipment													

Direct Service Departments	12 Municipal Court & Jail Services	\$ -	\$ -	\$ 408	\$ -	\$ -	\$ -	\$ 413	\$ 2,101	\$ -	\$ 211	\$ 1,268	\$ -
	13 Com. Relations/City Clerk - Com. Relations	\$ -	\$ 13,270	\$ 3,306	\$ 17	\$ 1,341	\$ 1,047	\$ 307	\$ -	\$ -	\$ 156	\$ 473	\$ -
	14 Finance - Direct Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36
	14 Finance - Business Licensing	\$ -	\$ -	\$ 116	\$ 1	\$ -	\$ 3	\$ 44	\$ 195	\$ -	\$ 23	\$ 135	\$ 23
	21 Police	\$ -	\$ 17,954	\$ 7,958	\$ 1,194	\$ 1,814	\$ 229	\$ 9,739	\$ 41,425	\$ -	\$ 4,962	\$ 7,461	\$ 537
	22 Fire	\$ -	\$ 781	\$ 1,417	\$ -	\$ 79	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	27 Community & Econ Development	\$ -	\$ 42,153	\$ 8,829	\$ 513	\$ 4,258	\$ 491	\$ 2,361	\$ -	\$ -	\$ 1,203	\$ 4,925	\$ 1,313
	76 Parks	\$ -	\$ 1,561	\$ 795	\$ 41	\$ 158	\$ 131	\$ 1,358	\$ 6,004	\$ -	\$ 692	\$ 2,709	\$ -
	97 Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33
	FD 111 Street Fund	\$ -	\$ 15,612	\$ 2,942	\$ 6	\$ 1,577	\$ 229	\$ 944	\$ 3,602	\$ -	\$ 481	\$ 6,831	\$ 132
	FD 112 Street Construction Fund	\$ -	\$ -	\$ 1,146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
	FD 122 Strategic Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 123 Accumulated Leave Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 133 Recreation Program	\$ -	\$ 1,561	\$ 4,364	\$ 28	\$ 158	\$ 196	\$ 13,245	\$ -	\$ -	\$ 6,748	\$ -	\$ 26
	FD 162 Hotel/Motel Fund	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
	FD 164 Solid Waste Svc Fund	\$ -	\$ -	\$ 19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 215 Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 322 Capital Improv Fund	\$ -	\$ -	\$ 548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
	FD 330 Real Estate Excise Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
	FD 410 Sewer Utility	\$ -	\$ 6,245	\$ 3,501	\$ 163	\$ 631	\$ 33	\$ 992	\$ 3,242	\$ 25,745	\$ 505	\$ 5,199	\$ 766
	FD 411 Water Utility	\$ -	\$ 7,026	\$ 3,337	\$ 7	\$ 710	\$ 65	\$ 1,145	\$ 3,362	\$ 25,745	\$ 583	\$ 5,299	\$ 679
	FD 412 Storm Water Utility	\$ -	\$ 7,806	\$ 2,955	\$ 8	\$ 789	\$ 131	\$ 1,310	\$ 4,203	\$ 12,873	\$ 668	\$ 3,867	\$ 311
	FD 422 W/S Revenue Bond Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 511 Fleet Management Fund	\$ -	\$ 5,464	\$ 1,752	\$ 4	\$ 552	\$ 33	\$ 567	\$ -	\$ -	\$ 289	\$ 3,028	\$ 53
	SNOCOM	\$ -	\$ -	\$ 107	\$ 1	\$ -	\$ -	\$ 41	\$ 180	\$ -	\$ 21	\$ 125	\$ 66
	Engineering	\$ -	\$ -	\$ 3,187	\$ 303	\$ -	\$ 360	\$ 1,133	\$ -	\$ -	\$ 577	\$ -	\$ 12
	All Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4
Grand Total - Secondary		\$ -	\$ 119,434	\$ 46,702	\$ 2,288	\$ 12,065	\$ 2,979	\$ 33,599	\$ 64,314	\$ 64,363	\$ 17,119	\$ 41,320	\$ 3,995
Subtotal Indirect		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct		\$ -	\$ 119,434	\$ 46,702	\$ 2,288	\$ 12,065	\$ 2,979	\$ 33,599	\$ 64,314	\$ 64,363	\$ 17,119	\$ 41,320	\$ 3,995

Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K. Check O.K.

City of Mountlake Terrace, W/
Indirect Cost Model for the 2012
Primary & Secondary Citywide Cost Allocations
2010 Actuals

1 - Total Actual Expenditures



Secondary Allocation		Factor #:	9	10	21	17	14	15	17	Total Allocated
		Allocation Factor:	Avg Cash Balance Invested	Fixed Assets	Total Actual Exps (excl trnsfrs)	Weighted IT Assets	Facilities Costs	Grounds Costs	Weighted IT Assets	
Department Name - Division - Function	Indirect Cost Pool:	Amount Allocated:	Finance - Treasury/Investments	Finance - Fixed Assets	Finance - Accounting/Budget	Information Services	Property Management	Grounds Maintenance	Information Services - Equipment	
			\$ 14,650	\$ 9,263	\$ 87,374	\$ 41,251	\$ 83,614	\$ -	\$ 1,104	\$ 645,433
Indirect Cost Pools	Building Use Rate									\$ -
	Equipment Use Rate									\$ -
	11 City Council									\$ -
	13 City Manager									\$ -
	13 City Attorney									\$ -
	13 Com. Relations/City Clerk - Council Support									\$ -
	13 Com. Relations/City Clerk - City Newsletter									\$ -
	14 HR-General									\$ -
	14 HR-Labor Relations									\$ -
	14 Finance - Utility Billing									\$ -
	14 Finance - Payroll									\$ -
	14 Finance - AP/Purchasing									\$ -
	14 Finance - AR									\$ -
	14 Finance - Treasury/Investments									\$ -
	14 Finance - Fixed Assets									\$ -
	14 Finance - Accounting/Budget									\$ -
	14 Information Services									\$ -
	26 Property Management									\$ -
	Grounds Maintenance									\$ -
	FD 322 Information Services - Equipment									\$ -

Direct Service Departments	12 Municipal Court & Jail Services	\$ 17	\$ -	\$ 2,276	\$ -	\$ -	\$ -	\$ -	\$ 6,693
	13 Com. Relations/City Clerk - Com. Relations	\$ 3	\$ -	\$ 415	\$ 915	\$ 3,842	\$ -	\$ 24	\$ 25,117
	14 Finance - Direct Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36
	14 Finance - Business Licensing	\$ 0	\$ 1	\$ 47	\$ 132	\$ 178	\$ -	\$ 4	\$ 901
	21 Police	\$ 116	\$ 15	\$ 15,875	\$ 14,720	\$ 7,237	\$ -	\$ 394	\$ 131,628
	22 Fire	\$ 54	\$ 3	\$ 7,336	\$ -	\$ 3,377	\$ -	\$ -	\$ 13,078
	27 Community & Econ Development	\$ 23	\$ 20	\$ 3,139	\$ 6,630	\$ 7,685	\$ -	\$ 177	\$ 83,721
	76 Parks	\$ 14	\$ 37	\$ 1,865	\$ 771	\$ 1,662	\$ -	\$ 21	\$ 17,817
	97 Transfers	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68
	FD 111 Street Fund	\$ 15	\$ 2,902	\$ 2,117	\$ 1,382	\$ 976	\$ -	\$ 37	\$ 39,787
	FD 112 Street Construction Fund	\$ 3,696	\$ -	\$ 6,390	\$ -	\$ -	\$ -	\$ -	\$ 11,233
	FD 122 Strategic Reserve Fund	\$ 718	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 718
	FD 123 Accumulated Leave Reserve Fund	\$ 242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242
	FD 133 Recreation Program	\$ 22	\$ 722	\$ 9,182	\$ 7,522	\$ 41,468	\$ -	\$ 201	\$ 85,443
	FD 162 Hotel/Motel Fund	\$ 23	\$ -	\$ 88	\$ -	\$ -	\$ -	\$ -	\$ 127
	FD 164 Solid Waste Svc Fund	\$ 20	\$ -	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ 145
	FD 215 Debt Service Fund	\$ 519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 519
	FD 322 Capital Improv Fund	\$ 238	\$ -	\$ 3,056	\$ -	\$ -	\$ -	\$ -	\$ 3,841
	FD 330 Real Estate Excise Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
	FD 410 Sewer Utility	\$ 2,218	\$ 1,665	\$ 11,925	\$ 1,451	\$ 976	\$ -	\$ 39	\$ 65,295
	FD 411 Water Utility	\$ 3,537	\$ 2,368	\$ 10,012	\$ 1,676	\$ 976	\$ -	\$ 45	\$ 66,574
	FD 412 Storm Water Utility	\$ 1,947	\$ 989	\$ 6,793	\$ 1,918	\$ 976	\$ -	\$ 51	\$ 47,594
	FD 422 W/S Revenue Bond Fund	\$ -	\$ -	\$ 358	\$ -	\$ -	\$ -	\$ -	\$ 358
	FD 511 Fleet Management Fund	\$ 1,193	\$ 427	\$ 4,035	\$ 829	\$ 1,302	\$ -	\$ 22	\$ 19,549
	SNOCOM	\$ -	\$ 1	\$ 45	\$ 122	\$ 165	\$ -	\$ 3	\$ 877
	Engineering	\$ -	\$ 10	\$ 2,316	\$ 3,183	\$ 7,685	\$ -	\$ 85	\$ 18,851
	All Others	\$ -	\$ 105	\$ -	\$ -	\$ 5,110	\$ -	\$ -	\$ 5,219
Grand Total - Secondary		\$ 14,650	\$ 9,263	\$ 87,374	\$ 41,251	\$ 83,614	\$ -	\$ 1,104	\$ 645,433
Subtotal Indirect		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct		\$ 14,650	\$ 9,263	\$ 87,374	\$ 41,251	\$ 83,614	\$ -	\$ 1,104	\$ 645,433

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City of Mountlake Terrace, W/
Indirect Cost Model for the 2012
Primary & Secondary Citywide Cost Allocations
2010 Actuals

1 - Total Actual Expenditures



Total Citywide Allocation		Allocation #	18	4	34	37	4	16	2	3	23	2	7	36
		Allocation Name	Equipment Use Rate	Agenda Items	City Manager COMBO	Attorney Bills COMBO	Agenda Items	Newsletter Articles	FTEs	Represented FTEs	Estimated Utility Billing Effort	FTEs	AP Transactions	AR COMBO
Department Name - Division - Function		Indirect Cost Pool	Equipment Use Rate	City Council	City Manager	City Attorney	Com. Relations/City Clerk - Council Support	Com. Relations/City Clerk - City Newsletter	HR-General	HR-Labor Relations	Finance - Utility Billing	Finance - Payroll	Finance - AP/Purchasing	Finance - AR
		Amount to be Allocated	\$ 48,028	\$ 184,952	\$ 274,839	\$ 132,225	\$ 64,007	\$ 45,410	\$ 79,668	\$ 151,834	\$ 363,878	\$ 76,838	\$ 159,357	\$ 19,831
Indirect Cost Pools		Building Use Rate												
		Equipment Use Rate												
	11	City Council												
	13	City Manager												
	13	City Attorney												
	13	Com. Relations/City Clerk - Council Support												
	13	Com. Relations/City Clerk - City Newsletter												
	14	HR-General												
	14	HR-Labor Relations												
	14	Finance - Utility Billing												
	14	Finance - Payroll												
	14	Finance - AP/Purchasing												
	14	Finance - AR												
	14	Finance - Treasury/Investments												
	14	Finance - Fixed Assets												
	14	Finance - Accounting/Budget												
	14	Information Services												
	26	Property Management												
		Grounds Maintenance												
FD 322		Information Services - Equipment												

Direct Service Departments	12	Municipal Court & Jail Services	\$ -	\$ -	\$ 2,833	\$ -	\$ -	\$ -	\$ 980	\$ 4,961	\$ -	\$ 945	\$ 4,889	\$ -
	13	Com. Relations/City Clerk - Com. Relations	\$ -	\$ 20,550	\$ 17,768	\$ 1,072	\$ 7,112	\$ 15,951	\$ 728	\$ -	\$ -	\$ 702	\$ 1,823	\$ -
	14	Finance - Direct Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195
	14	Finance - Business Licensing	\$ 1,449	\$ -	\$ 659	\$ 77	\$ -	\$ 49	\$ 105	\$ 459	\$ -	\$ 101	\$ 521	\$ 120
	21	Police	\$ 9,881	\$ 27,803	\$ 47,241	\$ 68,664	\$ 9,622	\$ 3,489	\$ 23,093	\$ 97,798	\$ -	\$ 22,272	\$ 28,773	\$ 2,504
	22	Fire	\$ 1,667	\$ 1,209	\$ 9,652	\$ -	\$ 418	\$ 498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	27	Community & Econ Development	\$ 8,467	\$ 65,277	\$ 47,533	\$ 29,610	\$ 22,591	\$ 7,477	\$ 5,598	\$ -	\$ -	\$ 5,399	\$ 18,995	\$ 5,924
	76	Parks	\$ 22,363	\$ 2,418	\$ 4,804	\$ 2,392	\$ 837	\$ 1,994	\$ 3,219	\$ 14,174	\$ -	\$ 3,105	\$ 10,447	\$ -
	97	Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181
	FD 111	Street Fund	\$ 79	\$ 24,177	\$ 16,004	\$ 377	\$ 8,367	\$ 3,489	\$ 2,239	\$ 8,504	\$ -	\$ 2,160	\$ 26,346	\$ 591
	FD 112	Street Construction Fund	\$ -	\$ -	\$ 7,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7
	FD 122	Strategic Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 123	Accumulated Leave Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 133	Recreation Program	\$ 2,199	\$ 2,418	\$ 26,531	\$ 1,794	\$ 837	\$ 2,991	\$ 31,406	\$ -	\$ -	\$ 30,290	\$ -	\$ 118
	FD 162	Hotel/Motel Fund	\$ -	\$ -	\$ 110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2
	FD 164	Solid Waste Svc Fund	\$ -	\$ -	\$ 131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 215	Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 322	Capital Improv Fund	\$ -	\$ -	\$ 3,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
	FD 330	Real Estate Excise Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
	FD 410	Sewer Utility	\$ 83	\$ 9,671	\$ 22,075	\$ 9,379	\$ 3,347	\$ 498	\$ 2,351	\$ 7,654	\$ 145,551	\$ 2,268	\$ 20,050	\$ 4,178
	FD 411	Water Utility	\$ 96	\$ 10,880	\$ 20,633	\$ 457	\$ 3,765	\$ 997	\$ 2,715	\$ 7,937	\$ 145,551	\$ 2,619	\$ 20,437	\$ 3,695
	FD 412	Storm Water Utility	\$ 110	\$ 12,088	\$ 17,671	\$ 523	\$ 4,183	\$ 1,994	\$ 3,107	\$ 9,922	\$ 72,776	\$ 2,997	\$ 14,914	\$ 1,686
	FD 422	W/S Revenue Bond Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	FD 511	Fleet Management Fund	\$ 48	\$ 8,462	\$ 10,440	\$ 226	\$ 2,928	\$ 498	\$ 1,344	\$ -	\$ -	\$ 1,296	\$ 11,678	\$ 239
		SNOCOM	\$ -	\$ -	\$ 612	\$ 71	\$ -	\$ -	\$ 97	\$ 425	\$ -	\$ 94	\$ 482	\$ 296
		Engineering	\$ 255	\$ -	\$ 18,384	\$ 17,583	\$ -	\$ 5,483	\$ 2,687	\$ -	\$ -	\$ 2,592	\$ -	\$ 67
		All Others	\$ 1,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23
Grand Total - Citywide			\$ 48,028	\$ 184,952	\$ 274,839	\$ 132,225	\$ 64,007	\$ 45,410	\$ 79,668	\$ 151,834	\$ 363,878	\$ 76,838	\$ 159,357	\$ 19,831
Subtotal Indirect			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct			\$ 48,028	\$ 184,952	\$ 274,839	\$ 132,225	\$ 64,007	\$ 45,410	\$ 79,668	\$ 151,834	\$ 363,878	\$ 76,838	\$ 159,357	\$ 19,831

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, W/
Indirect Cost Model for the 2012
Primary & Secondary Citywide Cost Allocations
2010 Actuals

1 - Total Actual Expenditures



Total Citywide Allocation		Allocation #	9	10	21	17	14	15	17	Total Allocated
		Allocation Name	Avg Cash Balance Invested	Fixed Assets	Total Actual Exps (excl trnsfrs)	Weighted IT Assets	Facilities Costs	Grounds Costs	Weighted IT Assets	
Department Name - Division - Function		Indirect Cost Pool	Finance - Treasury/Investments	Finance - Fixed Assets	Finance - Accounting/Budget	Information Services	Property Management	Grounds Maintenance	Information Services - Equipment	Total Allocated
		Amount to be Allocated	\$ 79,726	\$ 42,458	\$ 322,895	\$ 214,775	\$ 984,700	\$ 105,570	\$ 60,937	\$ 3,411,929
Indirect Cost Pools		Building Use Rate								\$ -
		Equipment Use Rate								\$ -
	11	City Council								\$ -
	13	City Manager								\$ -
	13	City Attorney								\$ -
	13	Com. Relations/City Clerk - Council Support								\$ -
	13	Com. Relations/City Clerk - City Newsletter								\$ -
	14	HR-General								\$ -
	14	HR-Labor Relations								\$ -
	14	Finance - Utility Billing								\$ -
	14	Finance - Payroll								\$ -
	14	Finance - AP/Purchasing								\$ -
	14	Finance - AR								\$ -
	14	Finance - Treasury/Investments								\$ -
	14	Finance - Fixed Assets								\$ -
	14	Finance - Accounting/Budget								\$ -
	14	Information Services								\$ -
	26	Property Management								\$ -
		Grounds Maintenance								\$ -
	FD 322	Information Services - Equipment								\$ -

Direct Service Departments	12	Municipal Court & Jail Services	\$ 90	\$ -	\$ 8,410	\$ -	\$ -	\$ -	\$ -	\$ 23,108
	13	Com. Relations/City Clerk - Com. Relations	\$ 17	\$ -	\$ 1,535	\$ 4,765	\$ 45,250	\$ -	\$ 1,352	\$ 118,624
	14	Finance - Direct Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195
	14	Finance - Business Licensing	\$ 2	\$ 5	\$ 172	\$ 687	\$ 2,094	\$ -	\$ 195	\$ 6,695
	21	Police	\$ 631	\$ 68	\$ 58,665	\$ 76,638	\$ 85,227	\$ 15,996	\$ 21,744	\$ 600,110
	22	Fire	\$ 292	\$ 13	\$ 27,111	\$ -	\$ 39,769	\$ 10,664	\$ -	\$ 91,293
	27	Community & Econ Development	\$ 125	\$ 91	\$ 11,600	\$ 34,522	\$ 90,500	\$ -	\$ 9,795	\$ 363,504
	76	Parks	\$ 74	\$ 170	\$ 6,891	\$ 4,014	\$ 19,574	\$ 1,066	\$ 1,139	\$ 98,681
	97	Transfers	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 372
	FD 111	Street Fund	\$ 82	\$ 13,301	\$ 7,822	\$ 7,196	\$ 11,496	\$ 1,600	\$ 2,042	\$ 135,873
	FD 112	Street Construction Fund	\$ 20,116	\$ -	\$ 23,615	\$ -	\$ -	\$ -	\$ -	\$ 51,693
	FD 122	Strategic Reserve Fund	\$ 3,908	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,908
	FD 123	Accumulated Leave Reserve Fund	\$ 1,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,318
	FD 133	Recreation Program	\$ 118	\$ 3,308	\$ 33,932	\$ 39,163	\$ 488,356	\$ 37,323	\$ 11,111	\$ 711,894
	FD 162	Hotel/Motel Fund	\$ 123	\$ -	\$ 327	\$ -	\$ -	\$ -	\$ -	\$ 562
	FD 164	Solid Waste Svc Fund	\$ 111	\$ -	\$ 389	\$ -	\$ -	\$ -	\$ -	\$ 631
	FD 215	Debt Service Fund	\$ 2,827	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,827
	FD 322	Capital Improv Fund	\$ 1,293	\$ -	\$ 11,293	\$ -	\$ -	\$ -	\$ -	\$ 16,390
	FD 330	Real Estate Excise Tax Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
	FD 410	Sewer Utility	\$ 12,069	\$ 7,633	\$ 44,070	\$ 7,556	\$ 11,496	\$ 1,600	\$ 2,144	\$ 313,673
	FD 411	Water Utility	\$ 19,251	\$ 10,855	\$ 37,001	\$ 8,725	\$ 11,496	\$ 1,600	\$ 2,476	\$ 311,185
	FD 412	Storm Water Utility	\$ 10,596	\$ 4,531	\$ 25,103	\$ 9,985	\$ 11,496	\$ 1,600	\$ 2,833	\$ 208,115
	FD 422	W/S Revenue Bond Fund	\$ -	\$ -	\$ 1,322	\$ -	\$ -	\$ -	\$ -	\$ 1,322
	FD 511	Fleet Management Fund	\$ 6,492	\$ 1,955	\$ 14,913	\$ 4,318	\$ 15,328	\$ 2,133	\$ 1,225	\$ 83,523
		SNOCOM	\$ -	\$ 5	\$ 165	\$ 636	\$ 1,939	\$ -	\$ 181	\$ 5,003
		Engineering	\$ -	\$ 44	\$ 8,559	\$ 16,570	\$ 90,500	\$ -	\$ 4,701	\$ 167,425
		All Others	\$ -	\$ 480	\$ -	\$ -	\$ 60,178	\$ 31,991	\$ -	\$ 94,001
Grand Total - Citywide			\$ 79,726	\$ 42,458	\$ 322,895	\$ 214,775	\$ 984,700	\$ 105,570	\$ 60,937	\$ 3,411,929
Subtotal Indirect			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Direct			\$ 79,726	\$ 42,458	\$ 322,895	\$ 214,775	\$ 984,700	\$ 105,570	\$ 60,937	\$ 3,411,929

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

APPENDIX E: INDIRECT COST RATES

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Departmental Indirect Cost Rates - Citywide Allocations
2010 Actuals

Department		Total Allocations for the 2012 Plan (Using 2010 Actuals)	Carry-Forward	Proposed Total Costs	Salaries & Wages	Indirect Cost Rates
12	Municipal Court & Jail Services	\$ 23,108	\$ -	\$ 23,108	\$ 88,198	26.20%
13	Com. Relations/City Clerk - Com. Relations	\$ 118,624	\$ -	\$ 118,624	\$ 77,556	152.95%
14	Finance - Direct Services	\$ 195	\$ -	\$ 195	\$ -	NA
14	Finance - Business Licensing	\$ 6,695	\$ -	\$ 6,695	\$ 10,504	63.74%
21	Police	\$ 600,110	\$ -	\$ 600,110	\$ 3,025,662	19.83%
22	Fire	\$ 91,293	\$ -	\$ 91,293	\$ -	NA
27	Community & Econ Development	\$ 363,504	\$ -	\$ 363,504	\$ 641,393	56.67%
76	Parks	\$ 98,681	\$ -	\$ 98,681	\$ 317,552	31.08%
97	Transfers	\$ 372	\$ -	\$ 372	\$ -	NA
FD 111	Street Fund	\$ 135,873	\$ -	\$ 135,873	\$ 207,588	65.45%
FD 112	Street Construction Fund	\$ 51,693	\$ -	\$ 51,693	\$ -	NA
FD 122	Strategic Reserve Fund	\$ 3,908	\$ -	\$ 3,908	\$ -	NA
FD 123	Accumulated Leave Reserve Fund	\$ 1,318	\$ -	\$ 1,318	\$ -	NA
FD 133	Recreation Program	\$ 711,894	\$ -	\$ 711,894	\$ 1,648,968	43.17%
FD 162	Hotel/Motel Fund	\$ 562	\$ -	\$ 562	\$ -	NA
FD 164	Solid Waste Svc Fund	\$ 631	\$ -	\$ 631	\$ -	NA
FD 215	Debt Service Fund	\$ 2,827	\$ -	\$ 2,827	\$ -	NA
FD 322	Capital Improv Fund	\$ 16,390	\$ -	\$ 16,390	\$ 26,966	60.78%
FD 330	Real Estate Excise Tax Fund	\$ 5	\$ -	\$ 5	\$ -	NA
FD 410	Sewer Utility	\$ 313,673	\$ -	\$ 313,673	\$ 277,661	112.97%
FD 411	Water Utility	\$ 311,185	\$ -	\$ 311,185	\$ 295,725	105.23%
FD 412	Storm Water Utility	\$ 208,115	\$ -	\$ 208,115	\$ 376,069	55.34%
FD 422	W/S Revenue Bond Fund	\$ 1,322	\$ -	\$ 1,322	\$ -	NA
FD 511	Fleet Management Fund	\$ 83,523	\$ -	\$ 83,523	\$ 160,693	51.98%
	SNOCOM	\$ 5,003	\$ -	\$ 5,003	\$ 10,059	49.74%
	Engineering	\$ 167,425	\$ -	\$ 167,425	\$ 580,379	28.85%
	All Others	\$ 94,001	\$ -	\$ 94,001	\$ -	NA
TOTAL		\$ 3,411,929	\$ -	\$ 3,411,929	\$ 7,744,973	44.05%

APPENDIX F: ALLOCATION INTO COST POOLS FOR FINANCE, HUMAN RESOURCES, AND CITY MANAGER/CLERK

Personnel Cost Analysis Worksheet						Indirect Cost Pools/Direct Service Departments																																	
						1		2		3		4		5		6		7		8		9		10															
Employee Name/Title/Description		FTEs	Rep. FTEs	Must be 100%	Line Item - Annual	G&A		Finance - Utility Billing		Finance - Payroll		Finance - AP/Purchasing		Finance - AR		Finance - Treasury/Investment		Finance - Fixed Assets		Finance - Accounting/Budget		Finance - Direct Services		Finance - Business Licensing		SNOCOM													
					Personnel Costs	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%	\$										
Scott Hugill's Total Salary & Benefits - Assista		0.60		100%	\$	83,746	100.0%	83,746																															
Sonja Springer - Finance Director		1.00		100%	\$	141,050		-				-	-	-	-	-	-	-	100.0%	141,050	-	-	-	-	-	-													
Theresa Strausser - Finance Technician		1.00	1.00	100%	\$	71,206		-	22.0%	15,665		-	78.0%	55,541	-	-	-	-	-	-	-	-	-	-	-	-	-												
Dana Volk - Finance Technician		1.00	1.00	100%	\$	67,666	-	-	19.0%	12,857	65%	43,848	-	-	-	-	-	-	-	-	-	-	16%	10,962	-	-	-												
Sharon Crandall - Finance Technician		1.00	1.00	100%	\$	73,281	-	-	100.0%	73,281	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Mick Horton - Finance Technician		1.00	1.00	100%	\$	77,888	-	-	20.0%	15,578	-	-	15.0%	11,683	55.0%	42,838	-	-	10.0%	7,789	-	-	-	-	-	-	-												
Terri Macisaac - Finance Technician		1.00	1.00	100%	\$	69,983	-	-	20.0%	13,997	-	-	-	-	-	-	35.0%	24,494	30.0%	20,995	-	-	-	15%	10,497	-	-												
Myrna Osborne - Finance Coordinator		1.00	1.00	100%	\$	70,643	-	-	22.0%	15,542	-	-	78.0%	55,102	-	-	-	-	-	-	-	-	-	-	-	-	-												
Leslie Choat - Executive Assistant		0.50		100%	\$	34,628	100.0%	34,628				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Costs of intern & customer service staff payoff/settlement				100%	\$	34,662	100.0%	34,662				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Total Personnel Costs					\$	724,753		\$	153,036		\$	146,918		\$	43,848		\$	110,643		\$	11,683		\$	42,838		\$	24,494		\$	169,833		\$	-		\$	10,962		\$	10,497
Total Personnel Costs before G&A allocation					\$	724,753		\$	153,036		\$	146,918		\$	43,848		\$	110,643		\$	11,683		\$	42,838		\$	24,494		\$	169,833		\$	-		\$	10,962		\$	10,497
Personnel Costs Ratio before G&A allocation						100.00%			21.12%			20.27%			6.05%			15.27%			1.61%			5.91%			3.38%			23.43%			0.00%			1.51%			1.45%
Reallocate G & A					\$	-		\$	(153,036)		\$	39,327		\$	11,737		\$	29,617		\$	3,127		\$	11,467		\$	6,557		\$	45,461		\$	-		\$	2,934		\$	2,810
Total Personnel Costs after G&A allocation					\$	724,753		\$	-		\$	186,245		\$	55,585		\$	140,259		\$	14,811		\$	54,305		\$	31,051		\$	215,294		\$	-		\$	13,896		\$	13,307
Personnel Cost Ratio after G&A allocation						100.00%			0%			26%			8%			19%			2%			7%			4%			30%			0%			2%			2%

FTEs before G&A allocation	8.10			1.10	2.03	0.65	1.56	0.15		0.55		0.35			1.40			0.00			0.16			0.15		
Reallocate G&A	0.00			-1.10	0.32		0.10	0.25		0.02		0.09			0.22			0.00			0.03			0.02		
FTEs after G&A Allocation	8.10			0.00	2.35	0.75	1.81	0.17		0.64		0.41			1.62			0.00			0.19			0.17		
Represented FTEs after G&A Allocation	6.00				2.03		0.65			1.56		0.15			0.40			0.00			0.16			0.15		

Non-Personnel Cost Apportionment				1	2	3	4	5	6	7	8	9	10
Line Item - Description		Line Item - Actuals	Department Allocation	Finance - Utility Billing	Finance - Payroll	Finance - AP/Purchasing	Finance - AR	Finance - Treasury/Investment	Finance - Fixed Assets	Finance - Accounting/Budget	Finance - Direct Services	Finance - Business Licensing	SNOCOM
Financial Services - Supplies, Services, & Interfunds		\$ 91,455	Personnel Cost Ratio after G&A	\$ 23,502	\$ 7,014	\$ 17,699	\$ 1,869	\$ 6,853	\$ 3,918	\$ 27,168	\$ -	\$ 1,754	\$ 1,679
Financial Services - Computer Prog/Maint Svcs		\$ 39,475	C Finance Ovhd Svcs	\$ -	\$ 4,291	\$ 10,829	\$ 1,143	\$ 4,193	\$ 2,397	\$ 16,622	\$ -	\$ -	\$ -
Customer Service - Supplies & Services		\$ 6,318	1 All to Finance - Utility Billing	\$ 6,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities - Supplies & Services		\$ 83,450	1 All to Finance - Utility Billing	\$ 83,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Personnel Cost Apportionment		\$ 220,698		113,270	11,306	28,528	3,012	11,045	6,315	43,789	-	1,754	1,679

Total Personnel Costs after G&A allocation	\$ 724,753			\$ 186,245	\$ 55,585	\$ 140,259	\$ 14,811	\$ 54,305	\$ 31,051	\$ 215,294	\$ -	\$ 13,896	\$ 13,307
Total Non-Personnel Cost Apportionment	\$ 220,698			\$ 113,270	\$ 11,306	\$ 28,528	\$ 3,012	\$ 11,045	\$ 6,315	\$ 43,789	\$ -	\$ 1,754	\$ 1,679
Grand Total - Costs	\$ 945,451			\$ 299,515	\$ 66,890	\$ 168,787	\$ 17,823	\$ 65,351	\$ 37,366	\$ 259,083	\$ -	\$ 15,650	\$ 14,987

City of Mountlake Terrace, WA

Finance - Personnel Cost Analysis Worksheet and Line Item Apportionment

2010 Actuals

Total Admin Srvcs in Model \$ 1,313,125

Total Admin Srvcs in Financial Report \$ 1,313,125

Diff \$ -

Indirect Cost Pools/Direct Service Departments

Allocation Factor Distributor

Allocation Factor Distributor					1		2		3		4		5		6		7		8		9		10	
#	Allocation Factor	Allocation Factor Data	Department Allocation		Finance - Utility Billing		Finance - Payroll		Finance - AP/Purchasing		Finance - AR		Finance - Treasury/Investment		Finance - Fixed Assets		Finance - Accounting/Budget		Finance - Direct Services		Finance - Business Licensing		SNOCOM	
1	Total Actual Expenditures	\$ 945,451	A	Total Actuals		\$ 299,515		\$ 66,890		\$ 168,787		\$ 17,823		\$ 65,351		\$ 37,366		\$ 259,083		\$ -		\$ 15,650		\$ 14,987
2	FTEs	8.10	B	FTEs		2.35		0.75		2		0		1		0		2		0		0		0
3	Represented FTEs	6	D	Represented FTEs		2.03		0.65		1.56		0.15		0.55		0.35		0.40		0.00		0.16		0.15
4	Agenda Items	27	7	o Finance - Accounting/Budget		0		0		0		0		0		0		27		0		0		0
16	Newsletter Articles	5	E	nel Cost Ratio excluding SNOCOM		1		0		1		0		0		0		2		0		0		0
24	Salaries & Wages	\$ 547,813.55		Personnel Cost Ratio after G&A		140,776		42,014		106,017		11,195		41,047		23,470		162,733		0		10,504		10,059

Department Allocation

Name		Finance - Utility Billing	Finance - Payroll	Finance - AP/Purchasing	Finance - AR	Finance - Treasury/Investment	Finance - Fixed Assets	Finance - Accounting/Budget	Finance - Direct Services	Finance - Business Licensing	SNOCOM
A	Total Actuals	32%	7%	18%	2%	7%	4%	27%	0%	2%	2%
B	FTEs	29%	9%	22%	2%	8%	5%	20%	0%	2%	2%
C	Finance Ovhd Srvcs		11%	27%	3%	11%	6%	42%			
D	Represented FTEs	34%	11%	26%	3%	9%	6%	7%	0%	3%	3%
E	Cost Ratio excluding SNOCOM	26%	8%	20%	2%	8%	4%	30%	0%	2%	
F											
G											
H											
I											
J											

HR - Personnel Cost Analysis Worksheet and Line Item Apportionment

2010 Actuals

Personnel Cost Analysis Worksheet**Indirect Cost Pools/Direct Service Department**

1	2
---	---

Employee Name/Title/Description	FTEs	Must be 100%	Line Item - Annual Personnel Costs	G&A		HR-General		HR-Labor Relations	
				%	\$	%	\$	%	\$
HR's Share of Scott Hugill's Salary & Benefits	0.30	100%	\$ 41,873		-	16.7%	6,979	83.3%	34,894
Leslie Choate - Management Analyst/Executive A	0.50	100%	\$ 34,628		-	100.0%	34,628		-
Mangement Analyst - VACANT	1.00	100%			-	100.0%	-		-
Balance to financial report		100%	\$ 830	100.0%	830		-		-
Total Personnel Costs			\$ 77,330		\$ 830		\$ 41,607		\$ 34,894
Total Personnel Costs before G&A allocation			\$ 77,330		\$ 830		\$ 41,607		\$ 34,894
Personnel Cost Ratio before G&A allocation			100.00%		1.07%		53.80%		45.12%
Reallocate G & A			\$ -		\$ (830)		\$ 451		\$ 378
Total Personnel Costs after G&A allocation			\$ 77,330		\$ -		\$ 42,058		\$ 35,273
Personnel Cost Ratio after G&A allocation			100.00%		0%		54%		46%

FTEs before G&A allocation	1.80		0.00		1.55		0.25	
Reallocate G&A	0.00		0.00		0.00		0.00	
FTEs after G&A Allocation	1.80		0.00		1.55		0.25	

Non-Personnel Cost Apportionment

1	2
---	---

Line Item - Description	Line Item - Actuals	Department Allocation		HR-General		HR-Labor Relations	
Supplies and Services	\$ 17,549	Personnel Cost Ratio after G&A		\$ 9,544		\$ 8,004	
Additional Attorney's Fees (i.e. Professional Services)	\$ 56,806	2	All to HR-Labor Relations	\$ -		\$ 56,806	
Total Non-Personnel Cost Apportionment	\$ 74,354			9,544		64,810	

Total Personnel Costs after G&A allocation	\$ 77,330			\$ 42,058		\$ 35,273	
Total Non-Personnel Cost Apportionment	\$ 74,354			\$ 9,544		\$ 64,810	
Grand Total - Costs	\$ 151,685			\$ 51,602		\$ 100,083	

HR - Personnel Cost Analysis Worksheet and Line Item Apportionment

2010 Actuals

Indirect Cost Pools/Direct Service Department**Allocation Factor Distributor**

					1	2
#	Allocation Factor	Allocation Factor Data	Department Allocation		HR-General	HR-Labor Relations
1	Total Actual Expenditures	\$ 151,685	A	Total Actuals	\$ 51,602	\$ 100,083
2	FTEs	1.80	B	FTEs	1.55	0.25
4	Agenda Items	4	Personnel Cost Ratio after G&A		2.18	1.82
5	City Attorney Bills	56,111	2	All to HR-Labor Relations	0	56,111

Department Allocation

Name		HR-General		HR-Labor Relations	
A	Total Actuals		34%		66%
B	FTEs		86%		14%
C					
D					
E					
F					
G					
H					
I					
J					

City Manager/Clerk - Personnel Cost Analysis Worksheet and Line Item Apportionment

2010 Actuals

Personnel Cost Analysis Worksheet

Personnel Cost Analysis Worksheet						Indirect Cost Pools/Direct Service Departments									
						1		2		3		4		5	
Employee Name/Title/Description	FTEs	Must be 100%	Line Item - Personnel Costs	G&A		City Manager		City Attorney		Com. Relations/City Clerk - Council Support		Com. Relations/City Clerk - City Newsletter		Com. Relations/City Clerk - Com. Relations	
				%	\$	%	\$	%	\$	%	\$	%	\$	%	\$
John Caulfield - City Manager	1.00	100%	\$ 171,541		-	100.0%	171,541		-		-		-		-
Traci Herman - Administrative Assistant	1.00	100%	\$ 65,531		-	50.0%	32,765		-	50.0%	32,765		-		-
Penny Merkley - Community Relations Specialist	1.00	100%	\$ 61,421		-		-		-		-	10%	6,142	90%	55,279
Virginia Olsen - Community Relations Director	1.00	100%	\$ 123,412		-	10.0%	12,341		-	40.0%	49,365	10%	12,341	40%	49,365
All other personnel expenditures		100%	\$ (17,592)	100.0%	(17,592)		-		-		-		-		-
Total Personnel Costs			\$ 404,312		\$ (17,592)		\$ 216,648		\$ -		\$ 82,130		\$ 18,483		\$ 104,643
Total Personnel Costs before G&A allocation			\$ 404,312		\$ (17,592)		\$ 216,648		\$ -		\$ 82,130		\$ 18,483		\$ 104,643
Personnel Cost Ratio before G&A allocation			100.00%		-4.35%		53.58%		0.00%		20.31%		4.57%		25.88%
Reallocate G & A			\$ -		\$ 17,592		\$ (9,034)		\$ -		\$ (3,425)		\$ (771)		\$ (4,363)
Total Personnel Costs after G&A allocation			\$ 404,312		\$ -		\$ 207,614		\$ -		\$ 78,706		\$ 17,713		\$ 100,280
Personnel Cost Ratio after G&A allocation			100.00%		0%		51%		0%		19%		4%		25%

FTEs before G&A allocation	4.00		0.00		1.60		0.00		0.90		0.20		1.30	
Reallocate G&A	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
FTEs after G&A Allocation	4.00		0.00		1.60		0.00		0.90		0.20		1.30	

Non-Personnel Cost Apportionment

Line Item - Description	Line Item - Actuals	Department Allocation		1 City Manager		2 City Attorney		3 Com. Relations/City Clerk - Council Support		4 Com. Relations/City Clerk - City Newsletter		5 Com. Relations/City Clerk - Com. Relations	
City Manager - Supplies & Services	\$ 97,898	1	All to City Manager		\$ 97,898		\$ -		\$ -		\$ -		\$ -
City Clerk - Supplies & Services	\$ 10,108	D	Clerk		\$ -		\$ -		\$ 3,790		\$ 842		\$ 5,475
City Clerk - Election Services	\$ 28,216	3	Relations/City Clerk - Council Support		\$ -		\$ -		\$ 28,216		\$ -		\$ -
City Attorney (Contract)	\$ 202,886	2	All to City Attorney		\$ -		\$ 202,886		\$ -		\$ -		\$ -
Community Outreach - Printing & Binding	\$ 25,529	4	Relations/City Clerk - City Newsletter		\$ -		\$ -		\$ -		\$ 25,529		\$ -
Community Outreach - Postage	\$ 6,685	4	Relations/City Clerk - City Newsletter		\$ -		\$ -		\$ -		\$ 6,685		\$ -
Community Outreach - All Other Non-Personnel Costs	\$ 33,893	5	Relations/City Clerk - Com. Relations		\$ -		\$ -		\$ -		\$ -		\$ 33,893
Community Grant Funds	\$ 77	5	Relations/City Clerk - Com. Relations		\$ -		\$ -		\$ -		\$ -		\$ 77
Total Non-Personnel Cost Apportionment	\$ 405,292				\$ 97,898		\$ 202,886		\$ 32,007		\$ 33,056		\$ 39,445

Total Personnel Costs after G&A allocation	\$ 404,312				\$ 207,614		\$ -		\$ 78,706		\$ 17,713		\$ 100,280
Total Non-Personnel Cost Apportionment	\$ 405,292				\$ 97,898		\$ 202,886		\$ 32,007		\$ 33,056		\$ 39,445
Grand Total - Costs	\$ 809,604				\$ 305,512		\$ 202,886		\$ 110,712		\$ 50,769		\$ 139,725

City Manager/Clerk - Personnel Cost Analysis Worksheet and Line Item Apportionment

2010 Actuals

Indirect Cost Pools/Direct Service Departments**Allocation Factor Distributor**

Allocation Factor Distributor					1		2		3		4		5	
#	Allocation Factor	Allocation Factor Data	Department Allocation		City Manager		City Attorney		Com. Relations/City Clerk - Council Support		Com. Relations/City Clerk - City Newsletter		Com. Relations/City Clerk - Com. Relations	
1	Total Actual Expenditures	\$ 809,604	A	Total Actuals		\$ 305,512		\$ 202,886		\$ 110,712		\$ 50,769		\$ 139,725
2	FTEs	4.00	B	FTEs		1.60		0.00		0.90		0.20		1.30
5	City Attorney Bills	12196	1	All to City Manager		12,196.00		0.00		0.00		0.00		0.00
7	AP Transactions	209		Personnel Cost Ratio after G&A		107		0		41		9		52
24	Salaries & Wages	312693.62		Personnel Cost Ratio after G&A		160,568		0		60,871		13,699		77,556

Department Allocation

Name		City Manager	City Attorney	Com. Relations/City Clerk - Council Support	Com. Relations/City Clerk - City Newsletter	Com. Relations/City Clerk - Com. Relations
A	Total Actuals	38%	25%	14%	6%	17%
B	FTEs	40%	0%	23%	5%	33%
C	Community Relations					100%
D	Clerk			38%	8%	54%
E						
F						
G						
H						
I						
J						

APPENDIX G: DISTRIBUTION OF FACILITIES AND GROUNDS MAINTENANCE COSTS BY SQUARE FEET

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

			Recreation Pavilion			Redstone Building Leased Office Space			Maintenance Shop/Restrooms		
			Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities
			33,000	\$ 37,323	\$ 446,888	14,700		\$ 414,075	3,166		\$ 4,126
	Equipment Use Rate			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
11	City Council			\$ -	\$ -	2,205	\$ -	\$ 62,111		\$ -	\$ -
13	City Manager			\$ -	\$ -	735	\$ -	\$ 20,704		\$ -	\$ -
13	City Attorney			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Council Support			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-General			\$ -	\$ -	633	\$ -	\$ 17,828		\$ -	\$ -
14	HR-Labor Relations			\$ -	\$ -	102	\$ -	\$ 2,876		\$ -	\$ -
14	Finance - Utility Billing			\$ -	\$ -	853	\$ -	\$ 24,016		\$ -	\$ -
14	Finance - Payroll			\$ -	\$ -	272	\$ -	\$ 7,666		\$ -	\$ -
14	Finance - AP/Purchasing			\$ -	\$ -	655	\$ -	\$ 18,456		\$ -	\$ -
14	Finance - AR			\$ -	\$ -	63	\$ -	\$ 1,775		\$ -	\$ -
14	Finance - Treasury/Investments			\$ -	\$ -	231	\$ -	\$ 6,507		\$ -	\$ -
14	Finance - Fixed Assets			\$ -	\$ -	147	\$ -	\$ 4,141		\$ -	\$ -
14	Finance - Accounting/Budget			\$ -	\$ -	588	\$ -	\$ 16,563		\$ -	\$ -
14	Information Services			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
26	Property Management			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Grounds Maintenance			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Information Services - Equipment			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

12	Municipal Court & Jail Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
13	Com. Relations/City Clerk - Com. Relations			\$ -	\$ -	1,470	\$ -	\$ 41,407		\$ -	\$ -
14	Finance - Direct Services			\$ -	\$ -	-	\$ -	\$ -		\$ -	\$ -
14	Finance - Business Licensing			\$ -	\$ -	68	\$ -	\$ 1,917		\$ -	\$ -
21	Police			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
22	Fire			\$ -	\$ -	735	\$ -	\$ 20,704		\$ -	\$ -
27	Community & Econ Development			\$ -	\$ -	2,940	\$ -	\$ 82,815		\$ -	\$ -
76	Parks			\$ -	\$ -		\$ -	\$ -	3,166	\$ -	\$ 4,126
97	Transfers			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 111	Street Fund			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 112	Street Construction Fund			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 122	Strategic Reserve Fund			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 123	Accumulated Leave Reserve Fund			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 133	Recreation Program	33,000	\$ 37,323	\$ 446,888			\$ -	\$ -		\$ -	\$ -
FD 162	Hotel/Motel Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 164	Solid Waste Svc Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 215	Debt Service Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 322	Capital Improv Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 330	Real Estate Excise Tax Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 410	Sewer Utility		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 411	Water Utility		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 412	Storm Water Utility		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 422	W/S Revenue Bond Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
FD 511	Fleet Management Fund		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -
	SNOCOM		\$ -	\$ -		63	\$ -	\$ 1,775		\$ -	\$ -
	Engineering		\$ -	\$ -		2,940	\$ -	\$ 82,815		\$ -	\$ -
	All Others		\$ -	\$ -			\$ -	\$ -		\$ -	\$ -

\$ 37,323	\$ 446,888	\$ -	\$ 414,075	\$ -	\$ 4,126
Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

Restroom/Sports Program Bldg.			Concession Stand			Press Box		
Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities
959			936			480		
	Equipment Use Rate	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
11	City Council	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
13	City Manager	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
13	City Attorney	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
13	Com. Relations/City Clerk - Council Support	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	HR-General	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	HR-Labor Relations	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Utility Billing	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Payroll	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - AP/Purchasing	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - AR	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Treasury/Investments	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Fixed Assets	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Accounting/Budget	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Information Services	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
26	Property Management	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
	Grounds Maintenance	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 322	Information Services - Equipment	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -

12	Municipal Court & Jail Services	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
13	Com. Relations/City Clerk - Com. Relations	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Direct Services	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
14	Finance - Business Licensing	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
21	Police	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
22	Fire	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
27	Community & Econ Development	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
76	Parks	959 \$ - \$ -	936	\$ - \$ -	\$ -	480	\$ - \$ -	\$ -
97	Transfers	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 111	Street Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 112	Street Construction Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 122	Strategic Reserve Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 123	Accumulated Leave Reserve Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 133	Recreation Program	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 162	Hotel/Motel Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 164	Solid Waste Svc Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 215	Debt Service Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 322	Capital Improv Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 330	Real Estate Excise Tax Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 410	Sewer Utility	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 411	Water Utility	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 412	Storm Water Utility	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 422	W/S Revenue Bond Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
FD 511	Fleet Management Fund	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
	SNOCOM	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
	Engineering	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -
	All Others	\$ - \$ -		\$ - \$ -	\$ -		\$ - \$ -	\$ -

Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.
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City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

		Police Facility			Ballinger Boat Launch Restrooms			Ballinger Boat Launch Pier		
		Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities
		6,400	\$ 15,996	\$ 77,990	365			805		
	Equipment Use Rate		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
11	City Council		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Manager		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Attorney		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Council Support		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-General		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-Labor Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Utility Billing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Payroll		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AP/Purchasing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AR		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Treasury/Investments		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Fixed Assets		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Accounting/Budget		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Information Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
26	Property Management		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Grounds Maintenance		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Information Services - Equipment		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

12	Municipal Court & Jail Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Com. Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Direct Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Business Licensing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
21	Police	6,400	15,996	77,990		\$ -	\$ -		\$ -	\$ -
22	Fire		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
27	Community & Econ Development		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
76	Parks		\$ -	\$ -	365	\$ -	\$ -	805	\$ -	\$ -
97	Transfers		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 111	Street Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 112	Street Construction Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 122	Strategic Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 123	Accumulated Leave Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 133	Recreation Program		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 162	Hotel/Motel Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 164	Solid Waste Svc Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 215	Debt Service Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Capital Improv Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 330	Real Estate Excise Tax Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 410	Sewer Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 411	Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 412	Storm Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 422	W/S Revenue Bond Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 511	Fleet Management Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	SNOCOM		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Engineering		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	All Others		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

		\$ 15,996	\$ 77,990		\$ -	\$ -		\$ -	\$ -
		Check O.K.	Check O.K.		Check O.K.	Check O.K.		Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

		Hirvela Bicentennial Park House			Equipment Rental & PW Shop			Library		
		Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities
		875			19,518	\$ 10,664	\$ 70,134	13,090	\$ 31,991	\$ 55,069
	Equipment Use Rate		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
11	City Council		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Manager		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Attorney		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Council Support		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-General		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-Labor Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Utility Billing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Payroll		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AP/Purchasing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AR		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Treasury/Investments		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Fixed Assets		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Accounting/Budget		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Information Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
26	Property Management		\$ -	\$ -	1,952	\$ 1,066	\$ 7,013		\$ -	\$ -
	Grounds Maintenance		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Information Services - Equipment		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

12	Municipal Court & Jail Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Com. Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Direct Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Business Licensing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
21	Police		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
22	Fire		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
27	Community & Econ Development		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
76	Parks	875	\$ -	\$ -	1,952	\$ 1,066	\$ 7,013		\$ -	\$ -
97	Transfers		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 111	Street Fund		\$ -	\$ -	2,928	\$ 1,600	\$ 10,520		\$ -	\$ -
FD 112	Street Construction Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 122	Strategic Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 123	Accumulated Leave Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 133	Recreation Program		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 162	Hotel/Motel Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 164	Solid Waste Svc Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 215	Debt Service Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Capital Improv Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 330	Real Estate Excise Tax Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 410	Sewer Utility		\$ -	\$ -	2,928	\$ 1,600	\$ 10,520		\$ -	\$ -
FD 411	Water Utility		\$ -	\$ -	2,928	\$ 1,600	\$ 10,520		\$ -	\$ -
FD 412	Storm Water Utility		\$ -	\$ -	2,928	\$ 1,600	\$ 10,520		\$ -	\$ -
FD 422	W/S Revenue Bond Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 511	Fleet Management Fund		\$ -	\$ -	3,904	\$ 2,133	\$ 14,027		\$ -	\$ -
	SNOCOM		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Engineering		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	All Others		\$ -	\$ -		\$ -	\$ -	13,090	\$ 31,991	\$ 55,069

	\$ -	\$ -	\$ 10,664	\$ 70,134	\$ 31,991	\$ 55,069
	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

		Ballinger Park Clubhouse			Gazebo			Ballinger Boat Storage Building		
		Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities
		8,064		\$ 6,773	324			268		
	Equipment Use Rate		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
11	City Council		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Manager		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Attorney		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Council Support		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-General		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-Labor Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Utility Billing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Payroll		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AP/Purchasing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AR		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Treasury/Investments		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Fixed Assets		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Accounting/Budget		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Information Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
26	Property Management		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Grounds Maintenance		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Information Services - Equipment		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

12	Municipal Court & Jail Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Com. Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Direct Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Business Licensing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
21	Police		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
22	Fire		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
27	Community & Econ Development		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
76	Parks	8,064	\$ -	\$ 6,773	324	\$ -	\$ -	268	\$ -	\$ -
97	Transfers		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 111	Street Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 112	Street Construction Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 122	Strategic Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 123	Accumulated Leave Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 133	Recreation Program		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 162	Hotel/Motel Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 164	Solid Waste Svc Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 215	Debt Service Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Capital Improv Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 330	Real Estate Excise Tax Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 410	Sewer Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 411	Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 412	Storm Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 422	W/S Revenue Bond Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 511	Fleet Management Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	SNOCOM		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Engineering		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	All Others		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

	\$ -	\$ 6,773		\$ -	\$ -		\$ -	\$ -
	Check O.K.	Check O.K.		Check O.K.	Check O.K.		Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

		Lift Station - Cedar Grove			Lift Station - Terrace Ridge			Lift Station (212-40)		
		Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities
		208			50			60		
	Equipment Use Rate		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
11	City Council		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Manager		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	City Attorney		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Council Support		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - City Newsletter		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-General		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	HR-Labor Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Utility Billing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Payroll		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AP/Purchasing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - AR		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Treasury/Investments		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Fixed Assets		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Accounting/Budget		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Information Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
26	Property Management		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Grounds Maintenance		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Information Services - Equipment		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

12	Municipal Court & Jail Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
13	Com. Relations/City Clerk - Com. Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Direct Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
14	Finance - Business Licensing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
21	Police		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
22	Fire		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
27	Community & Econ Development		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
76	Parks		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
97	Transfers		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 111	Street Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 112	Street Construction Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 122	Strategic Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 123	Accumulated Leave Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 133	Recreation Program		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 162	Hotel/Motel Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 164	Solid Waste Svc Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 215	Debt Service Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 322	Capital Improv Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 330	Real Estate Excise Tax Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 410	Sewer Utility	208	\$ -	\$ -	50	\$ -	\$ -	60	\$ -	\$ -
FD 411	Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 412	Storm Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 422	W/S Revenue Bond Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
FD 511	Fleet Management Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	SNOCOM		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	Engineering		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
	All Others		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -

		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.	Check O.K.

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

		Storage Building (Bunkers)			Water Tower - Pump Station			Fire Station #19			Total Sq Ft	Total Grounds Maintenance
		Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities	Sq Ft	Grounds Maintenance	Facilities		
		1,500			84			6,700	\$ 10,664	\$ 15,688	111,552	106,637
	Equipment Use Rate		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
11	City Council		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	2,205	-
13	City Manager		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	735	-
13	City Attorney		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
13	Com. Relations/City Clerk - Council Support		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
13	Com. Relations/City Clerk - City Newsletter		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
14	HR-General		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	633	-
14	HR-Labor Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	102	-
14	Finance - Utility Billing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	853	-
14	Finance - Payroll		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	272	-
14	Finance - AP/Purchasing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	655	-
14	Finance - AR		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	63	-
14	Finance - Treasury/Investments		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	231	-
14	Finance - Fixed Assets		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	147	-
14	Finance - Accounting/Budget		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	588	-
14	Information Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
26	Property Management		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	1,952	1,066
	Grounds Maintenance		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 322	Information Services - Equipment		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
12	Municipal Court & Jail Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
13	Com. Relations/City Clerk - Com. Relations		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	1,470	-
14	Finance - Direct Services		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
14	Finance - Business Licensing		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	68	-
21	Police	1,500	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	7,900	15,996
22	Fire		\$ -	\$ -		\$ -	\$ -	6,700	\$ 10,664	\$ 15,688	7,435	10,664
27	Community & Econ Development		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	2,940	-
76	Parks		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	18,194	1,066
97	Transfers		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 111	Street Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	2,928	1,600
FD 112	Street Construction Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 122	Strategic Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 123	Accumulated Leave Reserve Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 133	Recreation Program		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	33,000	37,323
FD 162	Hotel/Motel Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 164	Solid Waste Svc Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 215	Debt Service Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 322	Capital Improv Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 330	Real Estate Excise Tax Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 410	Sewer Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	3,246	1,600
FD 411	Water Utility		\$ -	\$ -	84	\$ -	\$ -		\$ -	\$ -	3,012	1,600
FD 412	Storm Water Utility		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	2,928	1,600
FD 422	W/S Revenue Bond Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	-	-
FD 511	Fleet Management Fund		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	3,904	2,133
	SNOCOM		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	63	-
	Engineering		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	2,940	-
	All Others		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	13,090	31,991
			\$ -	\$ -		\$ -	\$ -		\$ 10,664	\$ 15,688	111,552	106,637
		Check O.K.		Check O.K.	Check O.K.		Check O.K.	Check O.K.		Check O.K.	Check O.K.	

City of Mountlake Terrace, WA
Indirect Cost Model for the 2012 Budget Year
Sq Ft Spreadsheet

		Total Facilities Prop Mngmt Cost
		1,090,742
	Equipment Use Rate	-
11	City Council	62,111
13	City Manager	20,704
13	City Attorney	-
13	Com. Relations/City Clerk - Council Support	-
13	Com. Relations/City Clerk - City Newsletter	-
14	HR-General	17,828
14	HR-Labor Relations	2,876
14	Finance - Utility Billing	24,016
14	Finance - Payroll	7,666
14	Finance - AP/Purchasing	18,456
14	Finance - AR	1,775
14	Finance - Treasury/Investments	6,507
14	Finance - Fixed Assets	4,141
14	Finance - Accounting/Budget	16,563
14	Information Services	-
26	Property Management	7,013
	Grounds Maintenance	-
FD 322	Information Services - Equipment	-

12	Municipal Court & Jail Services	-
13	Com. Relations/City Clerk - Com. Relations	41,407
14	Finance - Direct Services	-
14	Finance - Business Licensing	1,917
21	Police	77,990
22	Fire	36,392
27	Community & Econ Development	82,815
76	Parks	17,912
97	Transfers	-
FD 111	Street Fund	10,520
FD 112	Street Construction Fund	-
FD 122	Strategic Reserve Fund	-
FD 123	Accumulated Leave Reserve Fund	-
FD 133	Recreation Program	446,888
FD 162	Hotel/Motel Fund	-
FD 164	Solid Waste Svc Fund	-
FD 215	Debt Service Fund	-
FD 322	Capital Improv Fund	-
FD 330	Real Estate Excise Tax Fund	-
FD 410	Sewer Utility	10,520
FD 411	Water Utility	10,520
FD 412	Storm Water Utility	10,520
FD 422	W/S Revenue Bond Fund	-
FD 511	Fleet Management Fund	14,027
	SNOCOM	1,775
	Engineering	82,815
	All Others	55,069

		1,090,742
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Check O.K.

APPENDIX H: EQUIPMENT USE RATE CALCULATION

Indirect Cost Model for the 2012 Budget Year
Use Rate Calculator
2010 Actuals

Grand Total	\$ 665,414	\$ 264,745	\$ 534,081	\$ 514,222	\$ (300,470)	\$ 1,677,993
--------------------	------------	------------	------------	------------	--------------	--------------

\$ -	\$ 111,866	\$ -
------	------------	------

Check O.K.



200 NE Moe Street
Poulsbo, WA 98370

City of Poulsbo

Indirect Cost Allocation Plan



City of Poulsbo
Indirect Cost Allocation Plan

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Executive – Mayor.....	8
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Employee Benefits/Wellness.....	8
Financial Services	8
Auditing.....	9
Legal Costs	9
Data Processing	9
Printing.....	9
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The City of Poulsbo

City Services Cost Allocation Plan

Introduction

The City of Poulsbo (the City) provides a wide variety of services to the citizens of Poulsbo. The City operates under a Strong Mayor form of government, and under its charter has all powers granted by the constitution and laws of the state. The City provides the full range of services contemplated by statute or charter. These include police, public works, parks, planning and development, and general administrative and support services.

The City is a local government, established as a subdivision of the State of Washington. It is funded mostly from local taxing sources, but specific projects may be funded from some federal award and pass-through awards from the State of Washington. The City administers various federal and state funded programs. While the federal portion of the City's total funding is important, it is not a major source of funding for the City.

The City used historical data, upon which to build the plan. However, the City may assign transactions data or staff to specific programs based on an analysis of functions and services planned for either the budgeted year where practical, otherwise the preceding year, and those assignments are quantified and described in this plan. The allocations are monitored for actual activity at the end of the year and if the variance is material the allocation may be amended to better reflect the costs associated with the year's activities.

Description of City Services

Introduction

The City provides support services to operating units (funds and departments) through the following City Departments. The functions listed below are accounted for in the General Fund. An indirect allocation formula as detailed in the following plan is being used to account for portions of the following functions supporting Public Works Functions and being charged to the appropriate funds outside the General Fund including City Street Fund and Proprietary Funds. Amounts supporting General Fund functions are not being directly allocated to the operating departments but accounted for in the servicing function.

- Legislative (City Council)
- Executive (Mayor)
- Personnel
- Finance
- Clerk
- Central Services (Legal, Data Processing, Printing, Admin/Utilities, Building Maintenance, Wellness)
- Information Services
- Public Works Administration
- Engineering
- Planning/Building Department
- Debt Service for City Hall

Operating departments may charge one another for actual services provided, but this is rare. When it does occur, the charge is typically based on actual time incurred as documented on a project item sheet or other tracking sheet. This plan does not quantify or present amounts of these interdepartmental charges as these charges are outside of the City service allocation plan.

Funds being supported and charged through the indirect allocation formula outside the General Fund:

- City Street Fund (101)
- Proprietary Funds
 - Water Fund (401)
 - Sewer Fund (403)
 - Solid Waste Fund (404)
 - Storm Drain Fund (410)
 - General Facilities Fund (501)

The City uses the SunGard Finance Plus software system for its accounting and financial reporting processes. Costs are captured at various levels of detail. In descending order, costs are captured at the fund level, department and function level, Budget Accounting and Reporting

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System for Washington (BARS) coding and project codes. As such, federal awards can be identified and excluded from receiving cost allocations for unallowable items.

The Indirect charge for the current year will be based on the prior year's budget. It is intended that basing the allocation on prior year estimates is a conservative approach since prior year projections do not include any of the cost inflators for the current year. If the actual dollars expended at year end exceed a 15% variance, an adjustment will be made to reflect the increase or decrease.

Certain City service departments use BARS and project coding to separately account for services which are allocable to benefitting functions using a different allocation base and methodology. As a result, certain departments show more than one allocation pool and how it is allocated to benefitting functions in the summary schedules of cost allocation. Another way in which the City uses department, BARS and project coding is to capture unallowable costs separately from allowable costs. For example the City's legal department, uses different BARS coding for its criminal (prosecutorial and public defense) functions, which are not allocable costs under OMB Circular A-87.

Cost Allocation Methodology

Introduction

As described in the introduction to City Services, the City provides support services to operating units (fund and departments) through City Departments. Allocations are then charged to Public Works functions outside the General Fund including City Street Fund and Proprietary Funds. City departments use BARS and project coding to separately account for services which are allocable to benefitting functions and to capture unallowable costs separately from allowable costs.

Accounting, Financial Reporting and Cost Allocation Systems

The City uses the SunGard Finance Plus software system for its accounting and financial reporting processes. The accounting system is able to produce cost reports for City allocation to operating units. If the costs within a City service cost center benefit operating units by varying degrees, then multiple cost groupings (pools) and multiple allocation basis' are used.

Each City service cost center grouping uses a unique method to allocate its costs to the benefitting departments. However, several City services use the same base, upon which, to allocate its costs (for example agenda item count and function activity). Other cost center groupings may use different methods for certain segments of its cost pool for allocation based on data it accumulates during the year.

Specific Cost Allocation Methodologies Used

As provided in the Description of City Services Section, each City service cost center grouping uses a unique base, upon which to allocate its costs. The methodology allocation percentages will be reviewed annually for a material percentage increase or decrease. If the difference is

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material (more than 2%) the formula shall be adjusted. The City service functions allocated in this plan are grouped by the allocation base used as follows:

Council Agenda Items – Count of regular business agenda items are tracked. The percentage attributed to street operations and proprietary funds will be used as a cost factor. Used for:

- Legislative
- Clerk

FTE (Full Time Equivalent) – The budgeted count of employees is tracked jointly by Human Resources Manager and Finance. The percentage of fte's attributed to street operations and proprietary funds are used as a cost factor. Used for:

- Executive
- Personnel
- Wellness

Function Hours – Hours are tracked at position level based on 2088 hours for a full 1 fte. Hours are allocated to the function the position supports. These are reviewed on an annual basis and if necessary adjustments are made. Used for:

- Finance Department
- Public Works Administration
- Planning

Operating Expenditures – Operating budgets exclusive of transfers, capital expenditures and expenditures related to City debt as presented in the annual budget to be maintained and updated by the Finance Department. The percentage of dollars allocated to street operations and proprietary funds. Used for:

- Auditing expenditures
- Central Services Printing/ADA

Legal Expenditures – Finance Department uses a spreadsheet and tracks services provided to functions as allocated on the Legal bills supplied by the contracted City Attorney. Prior year general legal expenditures are reduced by items which can be directly charged to projects. The remaining legal costs are then multiplied by the percentage of operating budgets less operating transfers of public works activities. These amounts are then added together to determine the percentage of street operations and proprietary funds to be allocated for legal expenditures. (Prior Year Legal costs – (less) legal expenditures allocated to direct function) x (times) percent of public work's operating budgets less transfers). Used for:

- Legal Expenditures

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IT Equipment – The actual count of workstations is tracked by IT and Finance Departments. A couple figures are taken into account when calculating IT support:

Percentage of base number of computers allocated to Public Works Functions

Added to the number is the indirect figure IT equipment supported for those departments who support the street operations and proprietary funds. Used for:

- Central Services Data Processing
- Information Technology

Square Feet – The actual count of square footage in City Hall used by Public Works Administration is tracked by PW Administration. The percentage of square feet both directly and indirectly supporting public works functions. Used for:

- Central Services Administration (Utilities)
- Central Services (Custodial)
- City Hall Debt

Capital Projects – Costs for Capital projects for transportation and proprietary function is determined by the Capital Improvement Plan and project accounting. The percentage of capital projects being done to support street operations and proprietary funds is calculated. Used for:

- Engineering Services

Cost Basis for Allocation

City Service Functions

Allocation Basis for certain City functions may use a combination of basis to allocate costs to benefitting operating units. The determination of the relative weight for each base may be a matter of judgment or it may be based on underlying cost data. The following provides a description of the City services and the benefitting functions.

The Finance department will allocate costs based on actual data accumulated annually. If the calculated amount of variance between prior budget figures and current actual expenditures exceeds 15% this will be deemed material and an adjustment will be made.

Legislative - City Council

Costs captured in this cost center include the salaries, benefits and other costs necessary to operate the City Council. Costs are also inclusive of election costs paid to Kitsap County and the contractual cost of televising City Council meetings. The City Council engages in legislative activities and provides policy direction to the City's operations. The City Council costs are allocated to benefitting operating units based on a count of agenda items. The count of agenda

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items most closely tracks the effort of the Council in addressing the legislative and policy needs of the operating units.

- ❖ 100% of the City Council's budget is allocated using this base x percent of agenda items pertaining to street operations and proprietary funds

Executive – Mayor

Costs captured in this cost center include the salaries, benefits and other costs necessary to operate the Mayor's Office. The Mayor is the Chief Administrative Officer for the City, working closely with City Council and providing executive management oversight of all operating units and staff. The Mayor's costs are allocated to benefitting operating units based on a percentage of fte allocation. The executive budget has been reduced by 10% accounting for efforts of serving on boards and commissions on behalf of governmental functions (i.e. Cencom, Kitsap Transit, Kitsap Housing)

- ❖ 100% of Executive Base – (less) 10% x (times) percent of fte

Human Resources/Personnel

Costs captured in the Human Resources department include the salaries, benefits and other costs necessary to operate the Human Resources functions. These functions are accounted for separately and are allocated based on specific methods.

- ❖ 100% of Human Resources x (times) percent of fte

Employee Benefits/Wellness

Costs captured in Employee Benefits/Wellness budget are expenditures supporting programs and activities aimed at preventing illness and injuries and promoting better morale, which results in reduced absenteeism and enhanced productivity.

- ❖ 100% of Employee Benefits x (times) percent of fte

Financial Services

Costs captured in the Financial Services department include salaries, benefits and other costs necessary to operate the financial functions. Finance staff provides both front office functions, such as Customer Service (Utility Billing), and back office functions, such as accounts receivable, accounts payable, payroll, and financial reporting. The staff supporting the Financial Department monitors time allocated to all functions supported in the City. Hours and calculated percentages are used to create a percentage of time supporting. 100% of Finance Department costs are allocated as a percentage of function/hours allocated to street operations and proprietary funds.

- ❖ 100% of Finance x (times) percent of function hours

Auditing

Costs captured in the Auditing section support the function of auditing services. Costs captured in the cost center are payments to the State Auditor who performs the annual audit and minimal costs associated with software to track and audit companies submitting sales tax to the City.

- ❖ 100% of Audit Cost x (times) percent of Operating Expenditures

Legal Costs

The City Attorney is a contracted function with an outside firm. Invoices from the City Attorney allocate charges based on the department and function for the activity. The Finance Department maintains an electronic record tracking the basis of the activity which is reconciled to monthly invoices. The legal function allocated is for City Attorney charges only, and although defined by the BARS manual to be under the same function, does not include any charges related to the City Prosecutor or Public Defender. City Attorney services include Council support code revisions, contract review, litigation, and advice to Council and staff to ensure that all Federal, State and municipal regulations are complied with. The record maintained by the Finance Department is used as a basis of allocation.

- ❖ Legal Expenditures exclusive of Public Defender and Prosecutor expenditures x (times) percent of legal costs attributed to Public Works

Data Processing

Data Processing allocated as a Central Service supports the repair of tools necessary for the City software and the maintenance of the City's software to account, retain and process all financial and development transactions.

- ❖ 100% of Central Services Data processing expenditures x (times) percent of IT Equipment

Printing

Printing Costs allocated as a Central Service supports central printing and the necessary tools. Printing costs include expenditures related to maintenance and operations of the City copiers and costs associated with printing and publication of the Annual Budget and Annual Financial Reports. 100% of costs are allocated based on the percentage of operating budgets supporting street operations and proprietary funds.

- ❖ 100% Printing x (times) percent of Operating Expenditures

ADA

Expenditures related to ADA provide for training, site visits and educational materials to assure City facilities and staff are able to provide information and assistance in assuring ADA compliance. This supports Public Works sites and employees to be ADA Compliant. 100% of costs are allocated based on the percentage of operating budgets supporting street operations and proprietary funds.

- ❖ 100% ADA x (times) percent of Operating Expenditures

Administration/Utilities/Custodial

Costs captured include expenditures related to supporting City Hall for custodial including salaries, benefits and other related costs necessary to maintain the City facilities. Also included are related utility expenses, communications and miscellaneous items for central administration i.e. bank charges, courier charges, shredding and other expenditures central in nature serving the City administration.

- ❖ 100% Administration/Utilities/Custodial x (times) percent of square feet

Risk Insurance is not allocated per the allocation formula but is directly charged based on weighted hour's allocation.

City Clerk

Costs captured in this cost center include salaries, benefits and other costs necessary to operate the City Clerk function. The City Clerk provides Council and committee support, engages in legislative activities, manages City records and code, manages City business license program and supports a number of Citywide activities. The City Clerk function tracks agenda items by reviewing agenda items maintained electronically with council agendas. The operating budget does not include the amount supporting business license function. The count of agenda items and fund activity tracks the support provided in assisting the operating units with Council matters and code review, and management of City records.

- ❖ 100% Clerk Base and Records Management – (less) amount allocated for Business Licensing function x (times) percent of agenda items.

Information Technology

Costs captured in this cost center include the salaries, benefits and other costs necessary to operate, maintain and improve the technical infrastructure of the City. The count of hardware, network, and communication systems, adjusted for unique equipment is used to identify general IT infrastructure and end user support. Fund activity most closely tracks general IT infrastructure services, and IT equipment count most closely tracks end user support services.

- ❖ 100% of IT budget x (times) percent of IT Equipment

Engineering

Costs captured in this cost center include salaries, benefits and other costs necessary of engineering functions. Direct costs for projects are allocated to the specific projects and are not reflected in the General Fund engineering allocations. General Fund functions support administering of Capital Projects related to general government functions and proprietary functions. Costs have been allocated as a percentage share of capital projects attributed to proprietary functions.

- ❖ 100% of Engineering x (times) percent of proprietary capital projects

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PW Administration

Costs captured in this cost center include salaries, benefits and other costs necessary to provide management and administration of Public Works (Park Maintenance, Cemetery, Library, Central Facilities, Central Mechanic, Streets, Water, Sewer, Solid Waste and Storm Drain) and Administrative staff being paid from the Public Works administrative function has allocated their hours to each of the functions they support. Percentages have been applied based on man hour allocation. Hours are reviewed and updated annually. The percentage supporting proprietary functions is used as a basis for charging all expenses related to the Public Works administration.

- ❖ 100% of Public Works Administration x (times) percent of function hours

Planning/Building

Costs captured in this cost center include salaries, benefits and other costs necessary to provide planning, mapping, code enforcement, functional plan coordination with comprehensive plan, connection administration for building permits issued. Connection fees are collected at the time of permit issuance.

- ❖ 100% of Public Works Administration x (times) percent of function hours

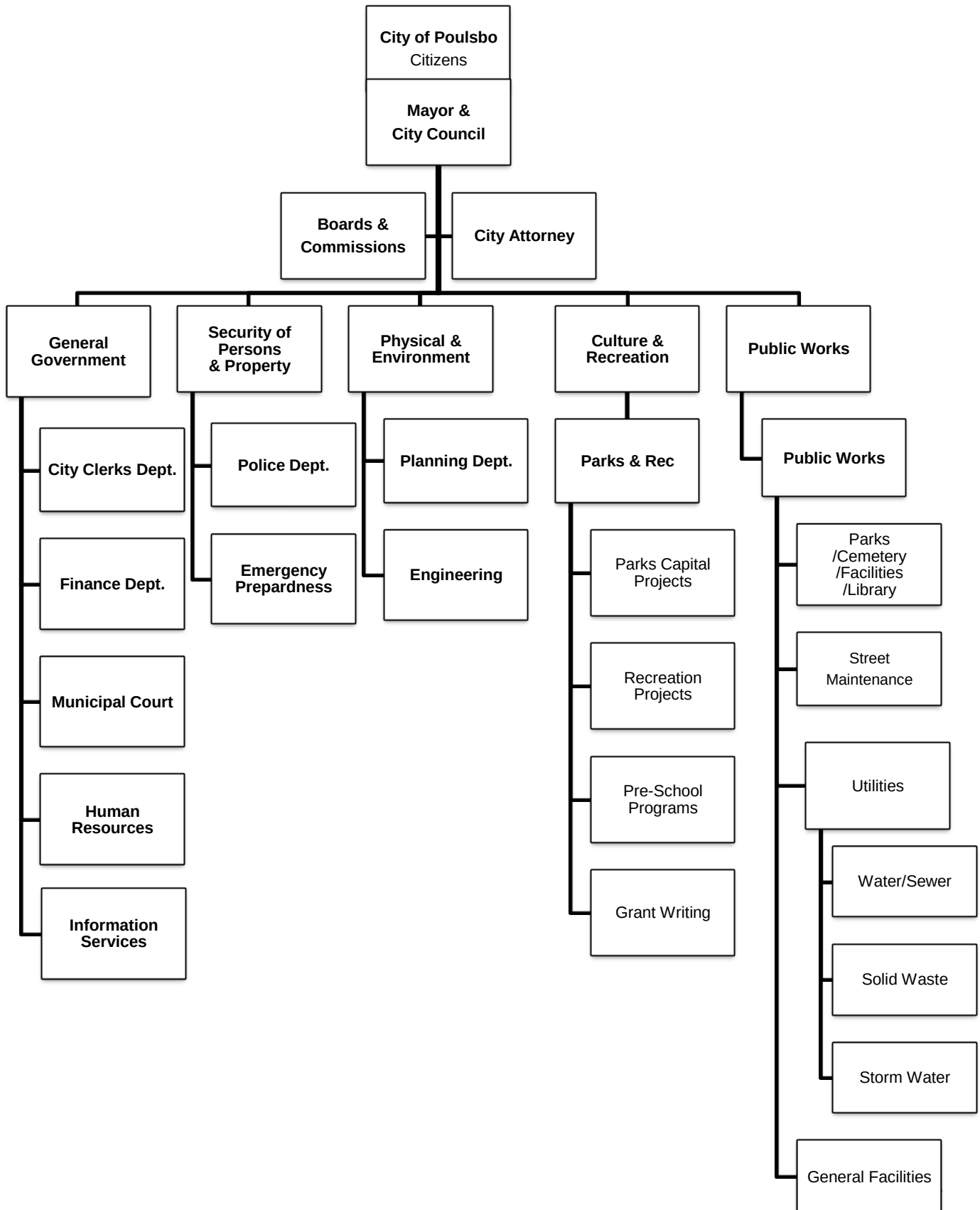
City Hall Debt

Debt for City was issued in three different bond issues. 100% of annual debt payment for City Hall is allocated based on a percentage of square feet to directly house Public Work administration functions and the percent of square feet indirectly supporting the departments who support street operations and proprietary funds.

- ❖ 100% Debt related to City Hall x (times) percent of square feet

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Appendix A: Organization Chart



TO: Michael E. Bailey, Finance and Information Services Director

FROM: Anisha Hathiramani, Sr. Financial Analyst
Malisa Files, Financial Planning Manager

DATE: March 19, 2010

SUBJECT: 2009-2010 Indirect Cost Study

Background

In 2003-2004, Redmond contracted with Financial Consulting Services Group (FCSG) to evaluate costs to provide indirect services within the City and to ensure that interfund transfers were set according to actual costs incurred. This study resulted in overhead charges to the utility and advanced life support (ALS) funds as well as solid waste/recycling.

The purpose of the 2009-2010 Indirect Cost Study is three-fold; 1) to update the calculations from the 2003-2004 study, 2) to determine the appropriate overhead charges to the CIP and 3) to establish a methodology for an information technology internal service rate to be charged to departments.

Cost Study Analysis

A combination of direct and indirect services is needed to support City operations. Direct services are often easily identifiable as they include public interaction, such as Police, Fire, Parks and Public Works. An indirect service, often described as an overhead service, includes departments and divisions such as Human Resources and Finance that support the functions of direct services.

To properly identify the true cost of providing direct services and ensure that any overhead rates or charges are allocated accurately, it is necessary to assess the cost of indirect services. The process of allocating indirect services and expenditures is conducted through an indirect cost study. An indirect cost study identifies all support service related costs and then properly assigns those expenses based upon various allocation factors.

Figure 1 illustrates the major steps in the Cost Study. The steps and methodology are explained in further detail in the following sections of the report.

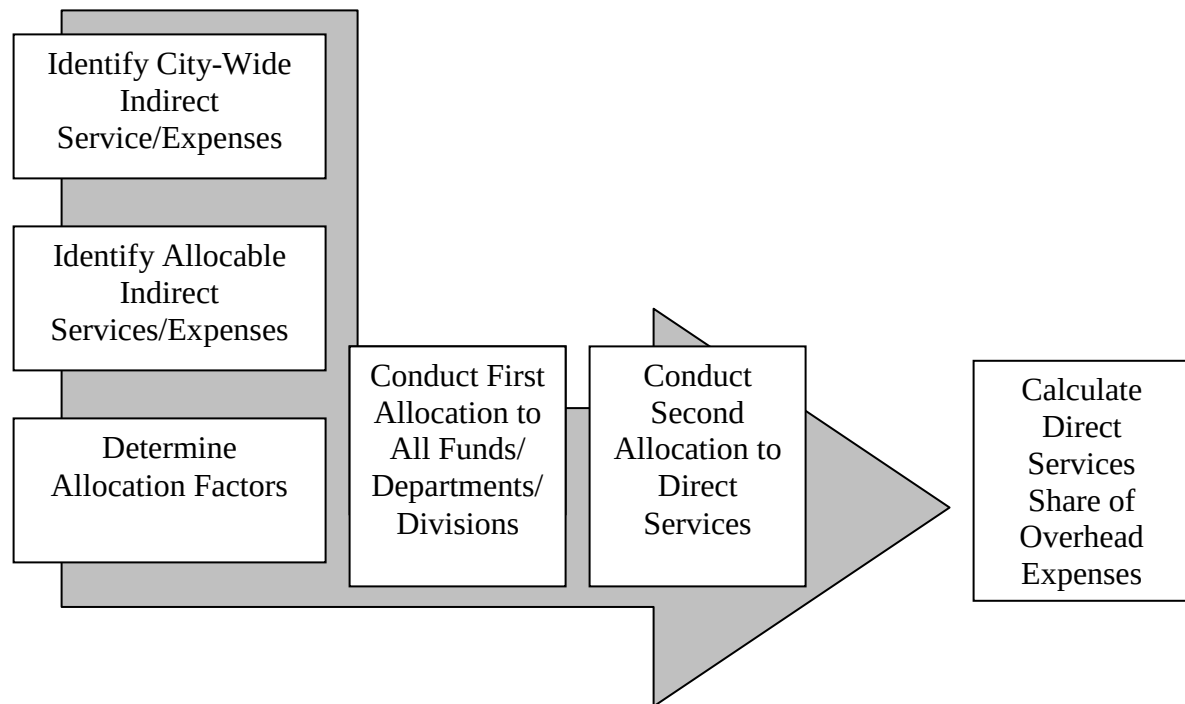


Figure 1: Indirect Cost Study Methodology

Methodology

Allocating indirect costs is a multi-stage process. The underlying structure of the allocation approach used by the City has remained the same since 1996, any significant changes made in the methodology between the current and previous study are highlighted in further detail in the report. The methodology used by the City is based on two steps. The first step is the primary allocation of citywide indirect costs to all departments, including those that provide indirect or support services. This step ensures that the full cost of indirect support services is being fully allocated. The second step is a secondary allocation that takes the indirect support department's share of those allocated costs and reallocates them to direct services.

After the methodology is determined, the next step involves separating departments, divisions, and funds into two basic cost categories -- indirect services and direct services. Next, the appropriate expenses to be included in the analysis are determined. The 2009-2010 Adopted Budget of \$680.4 million was used as a starting point. The Microsoft Development Fund (as it was eliminated in July 2009), Council CIP (which consists primarily of transfers out) and Enterprise Funds were excluded due to the fact that these funds are financially self-sufficient. These eliminations resulted in a total budget of \$593.4 million. Other costs were also excluded from the analysis to isolate the true cost of support services, including:

- One-time costs
- Ending-Fund Balances
- Salaries and benefits for individuals who are charged to more than one fund. This included the salaries and related benefits for FTEs who are currently charged to the CIP and Enterprise Funds.
- General government costs which are not related to providing administrative support to direct services, such as election services or Eastside Public Safety Communications Agency (EPSCA) expenses.
- Existing overhead charges.

These adjustments brought the allocated total of support services to \$475.3 million (\$38.9 million in indirect services and \$436.4 million in direct services). Table 1 on the next page identifies departments, divisions and funds within the City as either an indirect service or a direct service along with the budget amount and allocable total.

Table 1: 2009-2010 Budget and Allocable Costs

Fund	Departments/Division	2009-2010	Allocable Total	
		Budget	Indirect	Direct
General Fund	Executive	\$3,435,331	\$1,085,887	
	Finance - Admin, Accounting, Purchasing, Fin Plan, Repro	10,291,567	5,041,504	
	Finance - Cashier	290,017	360,777	
	Finance - City Clerk - Mayor/Council Support	379,978	379,978	
	Finance - City Clerk - Public Info	253,318	253,318	
	Finance - Hearing Examiner	145,502	145,502	
	Finance - Payroll	752,988	820,644	
	Finance - Utility Billing	1,033,516	1,033,516	
	Fire	39,628,122		36,974,985
	Human Resources	2,693,753	2,719,222	
	Lease	7,993,515	7,993,515	
	Legal	1,888,574	404,191	
	Legislative	387,179	337,179	
	Non-Departmental	26,352,170	892,303	
	Non-Dep't - Northwest Pool Contingency	200,000	200,000	
	Non-Dep't - Capital Equipment Reserve	2,000,000	0	0
	Parks	15,664,762		14,734,532
	Planning	12,240,715		11,001,896
	Police	35,822,688		32,023,050
	Public Works	10,339,340		9,149,414
	Public Works - Building Maintenance	4,545,320	4,444,122	
	Public Works - Street Maintenance	4,462,505		4,509,319
Special Revenue Funds	Recreation Activity	4,512,968		4,090,963
	Operating Grants	4,370,408		4,336,874
	Special Events	872,671		636,157
	Cable Access Fund	1,626,886		410,674
	Human Services	1,331,581		192,296
	Fire Equipment Reserve	3,472,006		1,738,296
	Operating Reserve	7,549,857	0	0
	Advanced Life Support	11,530,325		10,105,777
	Aid Car Donation	145,482		110,000
	REET	18,277,479		18,277,479
	Drug Enforcement Fund	155,753		155,753
	Capital Reserve Fund	5,012,160	3,859,562	
	Business Tax	13,843,675		13,684,925
	Hotel/Motel	884,184		841,500
	Solid Waste/Recycling	1,411,041		1,126,185
Debt Funds	Excess Levy Fund	1,528,607		616,466
	Debt Service	5,300,025		5,300,025
Capital Funds	Parks CIP	38,034,334		37,069,838
	Transportation CIP	75,498,233		69,046,540
	Fire CIP	14,532,815		14,343,355
	Police CIP	3,601,270		3,533,624
	General Government CIP	6,880,267		665,044
Enterprise Funds	Water/Wastewater O&M	64,722,510		53,312,960
	Novelty Hill O&M	15,426,973		12,490,412
	Stormwater O&M	63,901,580		50,190,312
Internal Service Funds	Fleet Maintenance	10,526,331		5,588,441
	Risk Management	3,119,874	2,180,086	
	Medical Self-Insurance	22,214,083		18,624,949
	Worker's Comp	1,723,798		1,505,883
	GIS	1,931,517	1,931,517	
	Info Tech	8,691,474	4,885,745	
Total		\$593,431,027	\$38,968,568	\$436,387,924

Cost Allocation

The next step in the Indirect Cost Study is to allocate expenses and is accomplished in two steps. In step one, each indirect expense (in the previous exhibit) is assigned and distributed to all available cost categories (both indirect and direct services) using a designated allocation factor. An allocation factor is a data series that is used as a basis for allocating the appropriate level of indirect support services. For example, the number of FTEs in a Department can be used as a proxy for the level of service that Human Resources provides to a department. Contained in Table 3 are the allocation factors used to spread each indirect expense during the first stage of the expense allocation process.

Table 3: Indirect Department/Fund Cost Pools and Allocation Factors

Indirect		
Department/Fund	Cost Pool	Allocation Factor
Executive	Total Allocable Costs	Budget + CIP
	Admin, Accounting, Purchasing, Fin Plan, Repro	Budget + CIP
Finance	Cashier	Water/Wastewater Accounts
	City Clerk - Mayor/Council Support	Executive/Legislative
	City Clerk - Public Info	Planning/Public Works
	Hearing Examiner	Planning
	Payroll	FTE
	Utility Billing	Water/Wastewater Accounts
Human Resources	Total Allocable Costs	FTE
Lease	Total Allocable Costs	Direct assignment to Solid Waste/Recycling, Water/Wastewater Management, Novelty Hill, Stormwater Management and General Government CIP. Remaining expenditures allocated based on City Hall Square Footage.
Legal	Total Allocable Costs	FTE
Legislative	Total Allocable Costs	Budget + CIP
Non-Departmental	Northwest Pool Contingency	Parks
	Remaining Allocable Costs	Budget + CIP
Public Works	Building Maintenance	Building Maintenance Budget
Capital Reserve Fund	Total Allocable Costs	Capital Reserve Fund Budget
Risk Management	Total Allocable Costs	FTE
	GIS	GIS Budget
Information Technology	Network Services	Network Services Budget
	Application Services	Application Services Budget
	Remaining Allocable Costs	IT Accounts

Many of these allocation factors are similar to those used in the 2003-2004 study. The most notable change is in Information Technology (IT) where the allocation factor used previously was the number of PCs. In the current study the number of information technology (domain) accounts was used. (Every employee, council member, volunteer etc. has a domain account and some departments may have additional accounts. Each account could have a variable number of resources attributed to it; including email, voicemail, telephone, additional software or hardware configurations, require distribution list management or other services.)

Once the primary allocation is complete, the overhead costs allocated to the indirect functions (\$5,562,680) were completely redistributed to direct service departments. Then

the two allocations were summed to develop the full overhead share for each department or program. The results of the primary and secondary allocation are shown in Table 4.

Table 4: Summary of Overhead Allocation

Allocation of Overhead Expenses to Direct Services						
Fund/Department		Overhead			2009-2010 Budget	Overhead as a % of Budget
		1st Allocation	2nd Allocation	Total		
General Fund	Fire	\$5,009,510	\$1,386,734	\$6,396,244	\$39,628,122	16.1%
	Parks	3,287,986	537,270	3,825,257	15,664,762	24.4%
	Planning	2,145,039	247,124	2,392,164	12,240,715	19.5%
	Police	4,001,012	704,733	4,705,746	35,822,688	13.1%
	Public Works less Bldg and St Maint.	1,975,774	240,321	2,216,095	10,339,340	21.4%
	Public Works - Street Maintenance	289,861	42,071	331,932	4,462,505	7.4%
Special Revenue Funds	Recreation	516,513	42,344	558,857	4,512,968	12.4%
	Operating Grants	130,868	19,370	150,238	4,370,408	3.4%
	Special Events	11,633	2,422	14,056	872,671	1.6%
	Cable Access Fund	21,688	4,516	26,204	1,626,886	1.6%
	Human Services	17,751	3,696	21,447	1,331,581	1.6%
	Fire Equipment Reserve	46,284	9,638	55,922	3,472,006	1.6%
	Operating Reserve	109,347	21,394	130,741	7,549,857	1.7%
	Advanced Life Support	630,711	83,523	714,234	11,530,325	6.2%
	Aid Car Donation	1,939	404	2,343	145,482	1.6%
	REET	243,652	50,737	294,389	18,277,479	1.6%
	Drug Enforcement Fund	2,076	432	2,509	155,753	1.6%
	Business Tax	184,546	38,429	222,976	13,843,675	1.6%
	Hotel/Motel	11,787	2,454	14,241	884,184	1.6%
	Solid Waste/Recycling	137,284	16,215	153,500	1,411,041	10.9%
Debt Funds	Excess Levy Fund	20,377	4,243	24,621	1,528,607	1.6%
	Debt Service	70,653	14,713	85,366	5,300,025	1.6%
Capital Funds	Parks CIP	535,959	108,413	644,372	38,034,334	1.7%
	Transportation CIP	1,186,243	227,841	1,414,085	75,498,233	1.9%
	Fire CIP	228,657	43,872	272,529	14,532,815	1.9%
	Police CIP	54,508	10,780	65,288	3,601,270	1.8%
	General Government CIP	4,907,886	542,279	5,450,166	6,880,267	79.2%
Enterprise Funds	Water/Wastewater O&M	3,733,349	555,093	4,288,441	64,722,510	6.6%
	Novelty Hill Water/Wastewater O&M	570,210	82,707	652,918	15,426,973	4.2%
	Stormwater O&M	2,764,187	412,974	3,177,161	63,901,580	5.0%
Internal Service Funds	Fleet Maintenance	239,483	39,485	278,968	10,526,331	2.7%
	Medical Self-Insurance	296,130	61,665	357,795	22,214,083	1.6%
	Worker's Compensation	22,979	4,785	27,765	1,723,798	1.6%
	Total	\$33,405,888	\$5,562,680	\$38,968,568	\$512,033,274	7.6%

Summary of Findings

Overhead expenses increased by approximately 66% between the 2003-2004 study and the 2009-2010 study, while the budgeted amounts (less ending fund balances) of departments/funds analyzed in the studies increased by more than 230%. This increase in the budget is due to annual growth in expenditures, the lease on city hall, anticipated Stormwater debt (\$33 million) and the inclusion of departments/funds that may not have been in existence during or included in the preparation of the 2003-2004 study.

Examples of these funds include the Debt Service Funds which total close to \$6 million and CIP Funds which total \$133 million were not included in the 2003-2004 study. In addition, the 2007 levy funds for Police, Fire and Parks (\$5.2 million) have all been established since the 2003-2004 study.

Table 5 provides a comparison of the overhead charges developed in the 2003-2004 study to the overhead charges for the same departments that were developed in the 2009-2010 study. Overall overhead charges have increased by \$5.4 million and a reallocation of costs has occurred for those departments currently being charged overhead. This is due to a change in the methodology of some of the allocation factors used in the 2009-2010 study, such as IT costs as well as the inclusion of the City Hall lease.

In the 2003-2004 study, IT costs were allocated based on the number of personal computers per department. In 2009-2010, directly allocable IT expenses for software licenses, maintenance and GIS services were allocated to the appropriate department/fund and the remaining IT expenses were allocated based on IT domain accounts per department/fund. Also, in the 2003-2004 study the Finance Department was separated into approximately 15 cost pools with 10 allocation factors. In the current study the Finance Department was separated into 7 cost pools and 7 allocation factors. Finally, in the 2003-2004 study Risk Management was allocated based on claims history per department. In the current study, Risk Management was allocated based on the number of FTEs per department.

Table 5: Comparison of 2003-2004 and 2009-2010 Indirect Cost Study

		(1) 2003-2004 Study			2009-2010 Study			
Fund/Department		Overhead	2003-2004 Budget less Ending Fund Balance	Overhead as a % of Budget	Overhead	2009-2010 Budget less Ending Fund Balance	Overhead as a % of Budget	Notes
General Fund	Fire	\$3,186,751	\$21,118,884	15.1%	\$6,396,244	\$39,628,122	16.1%	
	Non-Departmental	\$296,567	\$10,382,103	2.9%	0	0	n/a	(2)
	Parks	2,010,795	10,112,804	19.9%	3,825,257	15,664,762	24.4%	(3)
	Planning	2,423,903	9,290,503	26.1%	2,392,164	12,240,715	19.5%	
	Police	4,450,802	19,819,258	22.5%	4,705,746	35,822,688	13.1%	
	Public Works less Bldg and St Maint.	3,187,705	12,046,555	26.5%	2,216,095	10,339,340	21.4%	(4)
	Public Works - Street Maintenance				331,932	4,462,505	7.4%	
Special Revenue Funds	Recreation	1,704,163	2,930,719	58.1%	558,857	4,454,626	12.5%	
	Advanced Life Support	412,141	6,604,466	6.2%	714,234	10,627,119	6.7%	(5)
	Solid Waste/Recycling	76,863	1,398,361	5.5%	153,500	1,346,147	11.4%	
Enterprise Funds	Water/Wastewater O&M	3,176,117	40,225,652	7.9%	4,288,441	64,722,510	6.6%	
	Stormwater O&M	2,357,554	14,231,966	16.6%	3,177,161	63,901,580	5.0%	
Total		\$23,283,363	\$148,161,271	15.7%	\$28,759,631	\$263,210,114	10.9%	

Notes:

- (1) Data for the 2003-2004 study from the FCSG Study.
- (2) In the 2009-2010 study, Non-Departmental has been identified as an Indirect Cost, and Overhead costs were not allocated to Non-Departmental.
- (3) Parks includes the Arts Activity Fund.
- (4) In the 2003-2004 study, the amount shown for Public Works includes Building Maintenance and Street Maintenance.
- (5) ALS began in 2004; the overhead and budget amounts shown for the 2003-2004 study are for one year.

Table 6 below compares overhead charges currently budgeted in various funds to overhead charges derived in the Cost Study. The 2009-2010 budgeted overhead charges for the Special Revenue and Enterprise Funds are based on the 2003-2004 study plus annual inflation. Budgeted overhead charges for the CIP Funds are based on estimates of time spent by Finance and Accounting personnel on CIP related tasks.

**Table 6: Comparison 2009-2010 Budget and Indirect Cost Study
Overhead Allocations**

		2009-2010		% Difference	Notes
Fund/Department		Budget	Indirect Cost Study		
Special Revenue	Advanced Life Support	431,043	714,234	65.7%	(1)
Funds	Solid Waste/Recycling	64,894	153,500	136.5%	
	Parks CIP	135,799	644,372	374.5%	(2)
	Transportation CIP	306,751	1,414,085	361.0%	(2)
Capital Funds	Fire CIP	102,960	272,529	164.7%	(2)
	Police CIP	67,646	65,288	-3.5%	(2)
	General Government CIP	33,844	5,450,166	16003.8%	(2,3)
Enterprise Funds	Water/Wastewater O&M	4,269,094	4,288,441	0.5%	
	Stormwater O&M	2,764,567	3,177,161	14.9%	
	Total	\$8,176,598	\$16,179,776	97.9%	

Notes:

- (1) The Indirect Cost Study overhead for the ALS Funds includes approx. \$71,760 in Executive and Legal funds, which by contract cannot be charged to ALS.
- (2) Budget overhead charges based on estimates of time spent by Finance and Accounting personnel on CIP related tasks.
- (3) Indirect Cost Study overhead charges include a portion of the lease on City Hall.

As mentioned above, in 2009-2010 the CIP overhead budget was based on portions of Finance employee time charged directly to the CIP. In the current study, these same Finance employees are treated as fully funded by the General Fund and are allocated as an indirect cost. In all cases, overhead charges for the CIP rose, most notably in the General Government CIP. The General Government charges has less to do with indirect services and more to do with how the lease for City Hall is being allocated. The General Government CIP is receiving a direct charge of \$4.7 million for the City Hall lease, with the remainder of \$530,000 due to allocated overhead. Removing the direct lease charges from the General Government comparison, results in indirect charges still increasing by 1466% over budgeted figures.

Currently discussions are being held regarding turning the Information Technology Fund into a self-sustaining Internal Service Fund, meaning the fund would be self-sufficient and generate its own revenues (in the form of transfers from other Funds). The following table provides an estimate of the IT related charges that would be accrued to each department. When possible, expenses such as software licensing and maintenance and GIS services were directly allocated to the department responsible for that piece of the City's technology system.

Table 7: Allocation of Information Technology Fund Expenses

		Direct	Indirect	Total
Fund/Department/Division		Allocation	Allocation	Allocation of Info Tech Fund
General Fund	Executive	\$19,659	\$80,601	\$100,260
	Finance - Admin, Acct, Purchasing, Fin Plan, Repro	165,350	156,997	322,347
	Finance - Cashier	0	14,134	14,134
	Finance - City Clerk - Mayor/Council	0	14,134	14,134
	Finance - City Clerk - Public Info	0	4,711	4,711
	Finance - Payroll	10,871	28,268	39,139
	Finance - Utility Billing	0	61,248	61,248
	Fire	251,060	908,698	1,159,758
	Human Resources	10,150	75,890	86,040
	Legal	0	28,268	28,268
	Legislative	0	32,980	32,980
	Parks	206,367	561,726	768,093
	Planning	188,900	462,787	651,687
	Police	92,837	1,024,903	1,117,740
	Public Works	169,578	244,036	413,614
	Public Works - Building Maintenance	1,771	56,537	58,308
	Public Works - Street Maintenance	1,748	56,537	58,285
Special Revenue Funds	Recreation Activity	0	244,992	244,992
	Operating Grants	0	28,268	28,268
	Advanced Life Support	0	183,744	183,744
	Solid Waste/Recycling	598	18,846	19,444
Capital Funds	Parks CIP	0	9,423	9,423
	Transportation CIP	1,495	47,114	48,609
	Fire CIP	276	9,423	9,699
	Police CIP	69	0	69
	General Government CIP	299	9,423	9,722
Enterprise Funds	Water/Wastewater O&M	755,984	303,129	1,059,112
	Novelty Hill Water/Wastewater O&M	1,104	32,980	34,084
	Stormwater O&M	391,639	202,048	593,687
Internal Service Funds	Fleet Maintenance	1,150	37,691	38,841
	Risk Management	0	18,846	18,846
	GIS	0	47,114	47,114
	Information Technology	0	84,805	84,805
Total		\$2,270,904	\$5,090,300	\$7,361,204

Note: This includes an allocation of overhead expenses that were originally allocated to GIS and the Info Tech Fund.

Policy Considerations

Cost studies are based on a first and second allocation where the second allocation consists of overhead that was allocated to indirect services, being reallocated to the direct services. Contained in this study are approximately \$5.6 million dollars in allocable costs related to the second allocation. Spreading the second allocation increases departments overhead costs, however failing to do the second allocation requires that the General Fund subsidize some overhead charges and is not consistent with a full cost recovery model.

A somewhat related issue is whether overhead should be charged to departments that reside in the General Fund, as charging these departments is essentially the General Fund

charging and paying itself. This study does not take into account the implications of the changes necessary under GASB 54 where some funds will be reorganized as sub-funds under the General Fund in 2011. The question then becomes, should sub-funds of the General Fund be charged overhead?

Due to the increases in budgets and using different allocation factors (i.e. IT accounts versus number of PCs) some funds will not be able to afford their overhead charges. This is particularly true of the Advanced Life Support (ALS) Fund whose overhead charges would increase 66% or \$283,000 over the biennium. On a similar note, Stormwater overhead charges are increasing 15% or \$413,000 over the biennium which potentially would need to be wrapped into a rate study where the burden would ultimately fall on the rate payers.

As mentioned above, IT costs were allocated per data account versus by PC which was the methodology used in the 2003-2004 study. This change resulted in some shifting of costs to different departments. Again, using ALS as an example, overhead charges for IT rose from approximately \$51,000 in 2003-2004 to \$170,000 in 2009-2010 accounting for 42% of the increase to that fund. IT accounts were used to better mirror the workload experienced by the Information Services Division.

Also related to the Information Technology Function is whether or not to convert the IT Fund into a self-sustaining internal service fund. This “new” fund would be set up much like the Fleet Maintenance Fund where departments would be charged their portion of IT services as shown in Table 7. The City already has a process to establish internal services rates; however, what is unclear is the timing of the transition, how services would be monitored and if IT is ready for such a change.



Cost Allocation Options Presentation to City Council

October 23, 2013

Cost Allocation 2013 Discussion

- ▶ Frequent discussion topic this year
 - ▶ Theoretical overviews
 - ▶ Detailed look at City of Bainbridge Island current practice
- ▶ Council request – look at other jurisdictions' plans

Outreach to other jurisdictions

- ▶ Requested information from several municipalities
 - ▶ Bellevue
 - ▶ Bremerton
 - ▶ Issaquah
 - ▶ Marysville
 - ▶ Mercer Island
 - ▶ Mountlake Terrace
 - ▶ Poulsbo
 - ▶ Redmond
 - ▶ Sammamish

- ▶ Requested information from Kitsap County

Outreach to other jurisdictions

- ▶ Plans or spreadsheets included in your packet
 - ▶ Bremerton
 - ▶ Mountlake Terrace
 - ▶ Poulsbo
 - ▶ Redmond

Outreach to other jurisdictions

- ▶ **Less formal plans**
 - ▶ Issaquah
 - ▶ Sammamish
- ▶ **Still in communication**
 - ▶ Bellevue
 - ▶ Kitsap County
 - ▶ Marysville
 - ▶ Mercer Island

Summary – common characteristics

- ▶ Common characteristics of other plans reviewed
 - ▶ All jurisdictions allocate some costs to funds other than the General Fund
 - ▶ Examples include Financial Services, Executive Department costs, and Facilities costs
 - ▶ Allocations were to funds including enterprise funds
 - ▶ Utility funds, vary by jurisdiction

Summary – common characteristics

- ▶ Common characteristics of other plans reviewed
 - ▶ All jurisdictions have developed a methodology that works for their budget
 - ▶ Frequently used factors include:
 - ▶ Number of agenda items
 - ▶ FTE ratios
 - ▶ Share of operating budget
 - ▶ Square feet by building
 - ▶ Estimated staff time

Summary – common characteristics

- ▶ **Common characteristics of other plans reviewed**
 - ▶ Other jurisdictions pay for overhead services directly from the General Fund, and then charge other funds for those services
 - ▶ Consolidates charges for overhead activities into fewer transactions
 - ▶ Provides less detail for each charge

Summary - Differences

- ▶ Differences between other plans reviewed
 - ▶ Funds to which costs were allocated
 - ▶ Size and structure of budget varies by jurisdiction
 - ▶ Larger jurisdictions have more funds
 - ▶ Some other jurisdictions allocate to funds, such as Special Revenue Funds, to which the City of Bainbridge Island does not allocate

Summary - Differences

- ▶ Differences between other plans reviewed
 - ▶ Some included primary and secondary allocations
 - ▶ Primary allocation: Distribute all allocable costs to funds per methodology, including program areas in overhead departments
 - ▶ Secondary allocation: Redistribute support costs assigned to overhead departments to other departments. This step assures that full cost of support activities are assigned to direct service department and funds

Conclusion

- ▶ All other jurisdictions allocate more costs associated with overhead than the City of Bainbridge Island
 - ▶ Total cost of overhead service centers, including items such as supplies and professional services
 - ▶ Costs for City Council are allocated
 - ▶ Costs for Information Technology equipment are allocated

Conclusion

- ▶ Larger jurisdictions tend to have more complicated methodologies of allocating costs
 - ▶ Plans include both primary and secondary allocations
 - ▶ Plans include a greater number of funds

Conclusion

- ▶ Cost allocation is a fundamental building block of a budget
- ▶ “Apples to apples” comparison of different options for City of Bainbridge Island budget would require significant time and effort

Cost Allocation Options Review

Questions/Discussion

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subjects: Public Art Program and Public Art Subfund	Date: October 23, 2013
Agenda Items: New Business	Bill No.: 13-148
Proposed By: Councilmember Lester	Referral(s):

BUDGET INFORMATION

Department: Executive	Funds: Public Art SubFund & General	Munis Contract #
Exp Req: To be determined	Budgeted? ☒ Yes ☒ No	Budget Amend. Req? ☒ Yes

REFERRALS/REVIEW

City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A
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Action Items:

- 1) Consider a budget adjustment to fund the Public Art Program management.
- 2) Consider supporting future expenditures from the Public Art Subfund.
- 3) Consider removing the suspension of in flows to the Public Art Subfund.
- 4) Direct Staff to provide resolution(s) relating to the Public Art Program and Public Art Subfund.
- 5) Direct the City Manager to enter into a Contract for Services with Bainbridge Island Arts & Humanities Council to continue to oversee the Public Art Program and Public Art Subfund.

History:

"It is the policy of the city to further the inclusion of art in public places in the city in order to better enhance the spirit and sensibilities of its citizens." — Bainbridge Island Municipal Code (BIMC) 3.80.010

Since 1992, the Bainbridge Island Municipal Code (BIMC) 3.80.040 has designated the Bainbridge Island Arts & Humanities Council (BIAHC) as the official body of the City empowered to act on all matters pertaining to the implementation of the goals and policies of the Cultural Element of the Bainbridge Island Comprehensive Plan. BIMC 3.80.020 established a **Public Art Program and Public Art Fund** to be overseen by BIAHC. A short list of the City of Bainbridge Island's Public Art Collection includes multiple artworks inside and outside of City Hall, the glass tile installation by Mesolini Glass Studio at the corner of Madison & Winslow Way, the ceramic mural by Maggie Smith at the Don Nakata Pool, several sidewalk artworks by Bruce Meyers along Winslow Way, and the totem carving by Craig Jacob-Brown at the roundabout.

There are now several reasons to consider reactivating the Public Art Committee and to provide support for the Public Art Program. 1) Recently, two opportunities/sites to incorporate public art have been identified: The Waypoint and Waterfront Park, 2) The City has received request(s) to support public art, and 3) The Public Art Collection, valued at \$500,000, is a substantial City asset that should be maintained through proper conservation.

Included with this agenda bill are the Public Art Management Scope of Services, the Public Art Committee Scope of Work, and the Public Art Committee Guidelines for Implementing Public Art Projects.

Schedule/Next Activities: Prepare materials for upcoming City Council meeting November 13.

Budget: See attached Scope of Services, Exhibit A.

RECOMMENDED ACTION

Motion:

I move that City Council direct Staff to come back with a Public Art Management Services contract and the recommended budget adjustments for City Council to consider.

SCOPE OF SERVICES

Public Art Management Scope of Work: Nov. 1, 2013 – Dec. 31, 2014

The City of Bainbridge Island's **Public Art Program** is mandated by the *Cultural Element* of the *City of Bainbridge Island Comprehensive Plan*, adopted by the City in 1998. This Scope of Services describes the work of Bainbridge Island Arts & Humanities Council (BIAHC) as the administrating agency for the COBI Public Art Program.

BIAHC is designated as the official body of the City empowered to act on all matters pertaining to the implementation of the goals and policies of the Cultural Element. The scope of work described is consistent with the provisions of the Bainbridge Island Municipal Code. City Ordinance 92-31 declares that BIAHC is the "legally constituted nonprofit corporation in the State of Washington whose principal purpose is to provide planning, financial support, services and development for organizations and individuals engaged in the arts and humanities in the City."

The Public Art Program is funded via a portion (2%) of construction expenses for projects approved in the City's Capital Improvement Plan (CIP).

The Scope of Services Includes Four Elements:

1. Program Administration services to support the Public Art Committee (PAC).
2. Advisory Services on key policy issues and financial planning regarding COBI Public Art.
3. Preservation Management of the COBI Public Art Collection, valued at \$500,000.
4. Project Management for art installations at The Waypoint and the new Waterfront Park.

Element 1

Program Administration services to support the Public Art Committee (PAC)

Beginning Nov. 1, 2013, BIAHC will provide skilled management and administrative services to support the activities and programming of the Public Art Committee (PAC). This function will include:

- a) Renewal and revitalization of the Public Art Committee.
- b) A review of the Public Art Program procedural requirements as specified in the City's Municipal Code.
- c) Advisement on selection procedures for sites and artists.
- d) Administrative support for the juried art selection process including jury member selection, the public RFP process for The Waypoint and the new Waterfron Park, and the final selection of artist/s.
- e) Management and monitoring of Public Art Committee financials, and development of forecasts of future expenses.
- f) Management of public art inquiries and issues from the community, PAC members, City Council and City staff.
- g) Coordination and reporting of monthly PAC meetings and the annual retreat.
- h) Support of PAC's advocacy and community involvement activities.

Element 2

Advisory Services on key policy issues and financial planning regarding COBI Public Art.

Beginning Nov. 1, 2013, BIAHC will provide advisory services to the City on key policy topics related to the Public Art Program general structure, criteria, funding apparatus, sustainability and long-range outcomes.

BIAHC will support the City's annual budget development process by providing an annual forecast, estimate and work plan of ongoing or upcoming public art projects and the potential timing and impact with respect to City finances.

Element 3

Preservation Management of the COBI Public Art Collection, approximate value \$500,000.

During the period from January 1 – Dec. 31 2014, BIAHC will create and manage a Conservation Plan defining three kinds of maintenance: routine maintenance, cyclical maintenance, and restoration. Will also work with Artech, a Seattle-based leader in the field of collection management, to initiate maintenance, and restoration if needed.

Element 4

Project Management for art installations at The Waypoint and the new Waterfront Park.

Beginning January 1, 2014, provide project management for Public Art projects at The Waypoint and the new Waterfront Park, both at the initial, conceptual stages of development. Project management services will include:

- a) Contract management between COBI, the artists and BIAHC.
- b) Facilitation of site logistics, adjustments in plans, materials, etc. among artists, contractors, city staff.
- c) Monitoring of key progress measures such as installation timelines and budget status.
- d) Communications with artists regarding project timelines, budgets, and logistics.
- e) Management of payment for artists' expenses.
- f) Coordination of community engagement activities with PAC.
- g) Publicity efforts for The Waypoint project and new Waterfront Park project via external channels, the BainbridgeArtsHumanities.org website, and social media.

BIAHC will undertake these tasks through the services of a highly-skilled employee who has experience in the field as well as knowledge specific to the City's current portfolio of installation.

BIAHC Fees

A detailed estimate of costs budget and budget notes are provided in Exhibit A.

Other Information

Please direct all communication or inquiries related to this scope of work to:

Barbara Sacerdote, MFA, CFRE

Executive Director

Bainbridge Island Arts & Humanities Council

221 Winslow Way West, Suite 201, Bainbridge Island, Washington 98110

Phone: 206-842-7901

Email: BarbaraS@BainbridgeArtsHumanities.org

EXHIBIT A

COBI PUBLIC ART COST ESTIMATE

Element 1: Program Administration Services for Public Art Committee

2013 Two months * 32 hours staff time per month @ \$34 per hr = \$2,176
Supplies, printing, postage, etc. \$100

2014 Twelve months * 32 hours staff time per month @ \$34 per hr = \$13,056
Supplies, printing, postage, etc. \$500

Element 2: Advisory Services on key policy issues and financial planning regarding COBI Public Art program.

Anticipate annual 2014 budget development, i.e. annual forecast, estimate and work plan of ongoing or upcoming public art projects and the potential timing and impact with respect to City finances to be the most immediate need.

2013 Twenty-five hours x \$35 = \$875

2014 Fifty hours x \$35 = \$1,750

Element 3: Preservation: Conservation, Repair, & Maintenance

The 2008 Artec conservation assessment totaled \$4,940 for City funded maintenance and \$3,008 for Public Art Fund maintenance expenses. *See Exhibit B.* Two new pieces have been added to the COBI Collection since 2008.

2014 Estimate 60 hrs of staff time @ \$34 per hr = \$2,040

2014 Artec conservation fees estimate are \$6,000 in City funded maintenance fees and, \$4,000 in Public Art Fund maintenance.

Note. When work is consolidated a discount is available from Artec.

Element 4: Project Management for The Waypoint and Waterfront Park

A budget will be determined as a next step upon initial implementation of Elements one and two.

PUBLIC ART COMMITTEE

Responsible Agency: Bainbridge Island Arts & Humanities Council working in coordination with the City of Bainbridge Island's Executive, Finance, Planning, and Public Works Departments.

Established By: Ordinances: 92-30, 92-31, 93-35, 96-23, 96-48, 98-22, 2000-09, 2008-01, & 2010-39 and Resolutions: 96-39, 2000-45, & 2003-56.

Purpose: As the Bainbridge Island Municipal Code (BIMC) 2.42, designates the Bainbridge Island Arts & Humanities Council as the agency to carry out the duties of the Public Art Program and Public Art Fund in accordance with BIMC 3.08, the Bainbridge Island Arts & Humanities Council shall recommend members for and provide support to the Public Art Committee. The Public Art Committee proposes, installs, and maintains publicly funded artworks and programs that create an aesthetically rich and stimulating visual environment in all areas of Bainbridge Island.

Scope of Work: The Public Art Committee shall:

1. Implement Resolution 2000-45, The Bainbridge Island Public Art Committee Guidelines.
2. Propose publicly funded artworks and projects to be displayed in spaces easily accessible and visible to Bainbridge Island citizens and/or visitors.
3. Provide a creative environment and opportunities for working artists to display art in public places.
4. Recommend to the City Council expenditures from the Public Art Fund to install and/or maintain publicly owned artworks and projects that are consistent with the Comprehensive Plan, Community Cultural Plan, and the Public Art Master Plan.
5. Collaborate with and coordinate support from the community and its artists, as well as other private and public organizations to obtain comments, suggestions, and support for the Public Art Program.
6. Work collaboratively with public and private organizations and community members to utilize public information resources to educate and inform the community concerning the City's Public Art Program.

Terms of Service:

- Shall be recommended by BIAHC, then appointed by the Mayor subject to confirmation by the City Council;
- Shall submit a conflict of interest form;
- Shall serve without compensation;
- Shall not be an employee of the City;
- Shall conduct all meetings in compliance with the Open Public Meeting Act, Chapter 42 RCW;
- Shall select from among its members a chairperson at the first regular meeting of the year;
- Vacancies created mid-term shall be filled by a person appointed by the Mayor subject to confirmation by the City Council in accordance with the City's appointment cycle.
- The status of any Committee Member who has three consecutive unexcused absences shall be reviewed by the Committee and their position may be declared vacant by a 2/3 vote of the Committee Members;
- Members shall be appointed to no more than one Committee, Board, Commission except for specialized Committees or Task Forces of limited duration;
- Members may be re-appointed to additional terms. No members shall serve more than three consecutive terms on any one advisory group unless the City Council determines that special expertise is required or there are no other qualified applicants.
- Members are prohibited from seeking a publicly funded art commission during their tenure on the committee and for one year following the conclusion of their term.

Number of Positions: No fewer than five (5) and no more than seven (7). Unique to the Public Art Committee, the Mayor, with the concurrence of the City Council, appoints the Committee Chair for a two-year term. The Chair may sit in any of the positions and may/may not also represent a particular entity. In addition, one position is identified and reserved for a representative recommended by the Bainbridge Island Arts and Humanities Council. Similarly, a second position is identified and reserved for a representative of the Cultural Arts Directors' Forum. The remainder of the committee is comprised of citizen volunteers with expertise and/or experience in public art, arts administration, art collection, architecture/design and as working artists.

Length of Term: Three years. Members shall be re-appointed for each consecutive term. No person shall serve on PAC for more than nine years.

Terms of Office: July 1 through June 31.

Current Members	Proposed Position 3/Year(s)	Current Term Ends	Proposed Term Ends
	BIAHC Representative		
	Cultural Arts Dir. Forum Rep.		

Meetings: As determined annually by the Committee in accord with the Council-approved Annual Work Plan.

Advertisements: A call for participation will be done annually in April (to fill expired terms) and October (to fill mid-term vacancies).

Bainbridge Island Public Art Maintenance Assessment

ARTIST	Title or Description	Medium	Location	Recommendations & condition observations	Priority	labor	hrs	# crew hours	travel	PM	ARTECH COST	ARTIST COST
FREE STANDING (PublicArt Fund Maintenance)												
Bard, Gayle	Blackberry Vines	Painted Metal	City Hall exterior	Evidence of pitting of painted surface; artist needs to assess and recommend	TBD							TBD
Bard, Gayle	Topiaries (4)	concrete	City Hall	Porous surface susceptible to freeze/thaw resulting in paint loss, cracks and cementitious staining which is emanating and overlaying paint. Recommend repaint and seal. Quote is for Artech to prep, the artist to paint, and Artech to return and seal. Does not include actual painting. Paint quote available, city to provide actual paint as recommended by the artist. 2 days. 2p/3.75 ea day.	2	4	3.75	15	214	25	\$ 1,222	TBD
Jacobson, Craig	Rainbringer	story pole, wood	High School Road	General good condition. North side has growth and is more exposed to exhaust/dust. Preventative care encouraged. Recommendations include: drybrush algae from beak, seal flaking paint, stain exposed wood. Evaluate the top for water pooling and seal if necessary. Brush entire piece w/borat salts to act as fungicide. Secure exposed nails.	1	2	6	12	134	25	\$ 945	TBD
Lucas, Bob	Arrow Bench	mixed media: concrete, cast glass	Waterfront Park	No visible water source. Hand wash all, or if water source is available, pressure wash more stable areas. Apply cement sealer.	3	1	4	4	94	25	\$ 381	
Lucas, Bob	Seed	mixed media: concrete, cast glass	Winslow Way, near Town and Country shop	Some pieces are missing. Recommend having the artist repaint. Estimate is to hand wash and seal only.	4	1	4	4	94	25	\$ 381	TBD
Smith, Maggie	Water Quilt	tile	Aquatic Center	Good condition; surface deposits (minor)	5				54	25	\$ 79	
VanSlyke	B.I. Manhole Cover	Cast metal	Farmer's Market Lawn	TBD-Need ConditionAssessment							TBD	
VanSlyke	B.I. Manhole Cover	Cast metal	Farmer's Market Lawn	TBD-Need ConditionAssessment							TBD	
TOTAL ARTECH \$ (less discount if work consolidated)											\$ 3,008	
TOTAL ARTIST \$												TBD

EXHIBIT B

ARTIST	Title or Description	Medium	Location	Recommendations & condition observations	Priority	labor	hrs	# crew hours	travel	PM	ARTECH COST	ARTIST COST
INTEGRATED ART ELEMENT (City Funded Maintenance)												
Baldwin, Philip	"Waterscape I" Metal Gate	Bronze, aluminum, steel	City Hall	Good condition. Recommend handwash and wax to maintain condition.	3	1	4	4	94	25	\$ 381	
Baldwin, Philip	Handrails	Metal	City Hall	TBD-Need ConditionAssssment							TBD	
Bard, Gayle / Maslach, Steven	Library Ceiling Treatment	Painted valuted ceiling; dichoric glass, metal hardware	library	Installation cables angle out from glass to ceiling, monitor for distress on hardware. Dust only. Ladder required.	5	1	1	1	94	25	\$ 185	
Kaiser, Virginia	Topographical Reflections	wood, 3D	City Hall	Ceiling installation. Dust thoroughly to remove cobwebs and dust build up.	3	1	5	5	94	25	\$ 447	
Law, Carolyn	Cement pavers	cement	High School Road	Loss along the edges, organic over growth present. Edging height variation creates pedestrian risk. Recommend pressure washing, removing organic growth, in-fill w/grout and epoxy base to soften the height variation and help stabilize.	1	1	4	4	94	25	\$ 381	
Law, Carolyn	Cement pavers	cement	High School Road	Gentle wash w/Simple Green by hand, leave moss, apply sealer. Use a 2 part polymer sealer and clear matte paint. 2 day process or have city remove raised crystals the day after application.	1	1	4	4	94	25	\$ 381	
Law, Carolyn	Cement pavers	cement	High School Road	TBD-Need ConditionAssssment							\$ 381	
Law, Carolyn	Cement pavers	cement	high School Road	TBD-Need ConditionAssssment							\$ 381	
Law, Carolyn	Cement pavers	cement	High School Road	TBD-Need ConditionAssssment							\$ 381	
Mesolini Glass	Island Beach Glass Quilt	glass, object inlay	Winslow Way, Café Nola	Silicia white sand is washing away leaving less contrast. Recommend a combination of pressure washing and handwash black seal grid to heighten contrast. Seal surface, highlight w/thinned black wash (add 2nd person for a day). Estimate assumes cleaning, sealing only.	4	1	4	4	94	25	\$ 381	TBD
Palmer, Erin Shai	bronze inlay in concrete	bronze in concrete	City Hall exterior	Power buff (optional, for aesthetic improvement), wash and wax, seal. Estimate assumes power buff.	2	2	6	12	134	25	\$ 945	
Palmer, Erin Shai	bronze inlay in concrete	bronze in concrete	City Hall exterior	Concrete cracking from inlay to wall. Recaulk stopping at bronze edge. Wash, silicon treatment or wax to seal.	2	1	5	5	94	25	\$ 447	
Palmer, Erin Shai	commemorative embedded plaque	bronze in concrete	City Hall interior	Unable to fully evaluate due to desk placement on top of bronze. Remove desk for full evaluation. May require a conservator.	TBD						TBD	TBD
Ross, Cecil	Countertop	Fir	City Hall interior	Repaired 5/08 by Artist; Needs metal edging to prevent ongoing future damage							\$ -	TBD
VanSlyke, Michele	Sliding Panels	Steel and aluminum	City Hall	Good condition. Recommend annual application of lubricant for the rollers, dust & wash.	3	1	2	2	94	25	\$ 250	
White, Elizabeth	Historic Embedded Photographic Tiles	Photographic Porcelain	City Hall (Counter top)	NA							\$ -	
TOTAL ARTECH cost (less discount if work consolidated)											\$ 4,940	
TOTAL ARTIST \$												TBD



Bainbridge Island ARTS & HUMANITIES COUNCIL

Public Art Committee

GUIDELINES FOR IMPLEMENTING PUBLIC ART PROJECTS

Adopted by the Bainbridge Island Arts and Humanities Council on November 20, 2000

Revisions Approved by BIAHC Board, September 2007

Additional Revisions IIA3, IIA7, VIII

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I. GOALS

The Bainbridge Island Arts and Humanities Council (BIAHC) will appoint a Public Art Committee (PAC) to inspire the Island community with extraordinary and creative experiences in public spaces. To this end, PAC will:

- A. Propose and implement art works and projects that will be displayed in spaces easily accessible and visible to citizens and/or visitors. Such public art works and projects shall be consistent with the Comprehensive Plan and Community Cultural Plan goals and purposes, zoning and subdivision ordinances, and the uses contemplated therein.
- B. Cooperate and work with other organizations, both private and public, such as the Bainbridge Planning Commission, Design Review Commission, Public Works Dept., Land Use Office, Bainbridge Island Park and Recreation Dept., Bainbridge Island Downtown Association, Chamber of Commerce, Historical Society, Washington State Ferry, and the Washington State Department of Transportation.

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Resolution No. 2000-45 Passed by the COBI City Council December 13, 2000

- C. Provide a creative environment for working artists and opportunities for them to display art in public places.
- D. Obtain comments, suggestions, and support from the community and its artists in the expenditure of public art funds.
- E. Identify appropriate sites for artwork projects.
- F. Educate the public concerning public art.

II. APPOINTMENTS AND STAFFING

A. The Public Art Committee (PAC) membership:

- 1. The PAC shall consist of no fewer than six (6) and no more than twelve (12) persons as determined by the needs of the PAC.
- 2. The BIAHC board will designate one of its members to sit on the Committee for liaison purposes.
- 3. PAC members must be residents of Bainbridge Island. Any existing member who moves off-Island may continue to serve until replaced.
- 4. Appointments to the PAC shall be made by a majority vote of all PAC members then serving, and the approval of the BIAHC.
- 5. The Chair of PAC shall be selected by the PAC and approved by the BIAHC Board of Directors. The PAC Chair will come from or agree to serve on the BIAHC Board of Directors.
- 6. PAC members shall serve for three (3) years or until their resignation or removal. Members shall be re-elected for each consecutive term. No person shall serve on the PAC for more than (9) consecutive years.
- 7. PAC members shall have (1) vote in matters pertaining to the Public Art Committee; voting shall be either in person or by proxy. A quorum shall consist of a majority of the committee members. Motions are carried by a simple majority of the quorum in attendance. (Removal of a member requires a 2/3 majority as stipulated in Provision II.A.9.)
- 8. A PAC member may resign at any time by delivering written notice thereof to the PAC.
- 9. Removal: (a) The status of any Committee Member who has been absent from three consecutive Committee Meetings shall be reviewed by the Committee and their position may be declared vacant by a 2/3 vote of the Committee members and the approval of the BIAHC. (b) Any Committee member whose removal is considered to serve the best

interests of BIAHC and the Committee, their position may be declared vacant by a 2/3 vote of the Committee members and the approval of the BIAHC.

B. Public Art Committee (PAC) staff.

1. The BIAHC Executive Director, with participation from PAC, shall hire a Public Art Program Administrator to carry out the policies and duties relating to the administration of the Public Art Program. The Administrator shall work with PAC to develop and implement public artwork projects, according to the job description developed by the BIAHC Executive Director and Board. The expense of PAC administrative services is paid from the public art fund”.
2. The BIAHC Director shall hire, with PAC participation, other contract personnel to manage and implement public artwork projects, as needed, on a project-by-project basis.
3. Contacts with the media, the City, contract project managers, and potential funders and donors will be the responsibility of the BIAHC Executive Director who may delegate to the Public Art Program Administrator, or the Committee Chair as circumstances require.

III. DEFINITIONS

A. ***Work of Art / Artwork:*** Original works including the production or arrangement of sounds, colors, forms, movements and other elements in a manner that enhances the sense of beauty and is of aesthetic value including but not limited to:

1. Sculpture: in the round, bas-relief, fountain, electronic, etc., in any material.
2. Painting: all media, including portable and permanently affixed works such as murals.
3. Graphic arts: drawing, printmaking, applied graphic design, and calligraphy.
4. Photography.
5. Crafts: in any material.
6. Mixed Media: any combination of forms or media, including collage.
7. Earthworks, installations, and other environmental works.
8. Performing Arts: dance, theatre, music, performance art, and theatrical readings.
9. Literary Arts.
10. Artist Made Building Parts (AMBP) integrated into structures as architectural embellishments or elements.

11. Design Team Collaborations that place a public artist into the mix of design professionals involved in the planning of architectural or infrastructure projects.
12. Art Master Plans that interject artist involvement into urban design and development projects.

B. **Artist(s):** Principal individual or team responsible for the concept, development, and production of *Work of Art/Artwork*.

C. **City:** The City of Bainbridge Island.

D. **Design Professional:** The person or firm (architect, landscape architect, engineer, interior designer, or other design professional) designing the project or any part thereof to which the 1% provision applies.

E. **Public Art Fund (PAF):** A special fund into which money equal to 1% of expenditures on eligible construction as defined in BIMC 3-80 and/or through private donations is deposited. Funds received from Bainbridge Performing Arts ticket sales (under an agreement signed by the BPA and the City of Bainbridge Island on June 24, 1991) are also to be deposited to the PAF.

IV. INCLUSIONS AND EXCLUSIONS

A. Inclusions: Money from the Public Art Fund **MAY** be expended for the following:

1. The cost of the work of art: generally, if the artists is commissioned to produce a new work, the following are taken into account in the contract:
 - a. Artist's professional design fee.
 - b. Labor of assistants and materials required for production of the work.
 - c. Studio and operating costs of the artist, including rent, depreciation, utilities, communications, insurance, and other direct and indirect costs.
 - d. Travel of the artist for site visitation and research.
 - e. Transportation of the work to the site.
 - f. Installation of the completed work and site preparation that is an integral part of the work.
 - g. Removal of completed work according to criteria set forth in Guidelines.
 - h. Taxes.
2. Honoraria, paid to artists selected to participate in limited competition for time, materials, and travel involved in making a proposal or model.

3. Identification plaques and labels to be placed on or adjacent to the artwork.
4. Water works, electrical or mechanical devices, or equipment, which are necessary for the installation and proper functioning of the artwork.
5. Pedestal or base, which is an integral part of the work, or frames and mats etc. necessary for the proper presentation of the artwork.
6. Site Work. For existing sites not undergoing development, alteration or restoration necessary for installation of the artwork, cost may be paid by the Public Art funds.
7. Project Administrative costs, not to exceed 30%, including:
 - a. Honoraria paid to voting jury members, and other jury expenses
 - b. Project management, architect, art administrator, and consultant fees as are judged necessary for successful project completion
 - c. Dedications (not to exceed \$500 without Council approval)
 - d. Community education purposes
 - e. Reimbursement to designated agency of at least (depending on actual costs) 10% of project administrative costs for project related photocopies, postage, printing, bookkeeping and website services, photographs, etc.
8. Design and printing of any of the art forms listed in paragraph 1 A (Definitions) for the purpose of distribution to island residents and visitors.
9. Funds, up to \$1500 per year from the Public Art Fund, may be used for operating expenses of the Committee. Such uses may include but are not limited to PAC notebook materials, meeting supplies, retreat expenses, travel and training, professional memberships, and PAC committee or staff educational materials.
10. Conservation (maintenance, restoration, renovation, illumination or relocation) of city owned public artwork other than Artist Made Building Parts (AMBP). For this purpose, the City has created a public art sub-fund that sets aside up to 10% of all new funds added to the public art account each year. PAC will recommend an annual amount and request approval of conservation related expenditures from the Community Relations Committee. (Ordinance 2000-09)
11. Funds, up to \$2000 per year from the Public Art Fund, may be used for publishing or reproducing published materials pertaining to the Public Art Program or its projects.

B. Exclusions: Money from the Public Art Fund MAY NOT be expended for the following:

1. Reproductions by mechanical or other means, of original works of art. (PAF money may spent on limited editions controlled by the artist of original prints, cast sculpture, etc.)
2. Objects which are mass produced or of standardized design, such as playground equipment.

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3. Ongoing electrical, hydraulic or maintenance services for activation of an artwork, or utility costs.
4. Public art work that is designated as an Artist-Made Building Part (AMBP), or is embedded into the street or sidewalk, is part of the facility or street in which it is installed and is to be maintained, restored, renovated, illuminated, or relocated with general city funds. (Ordinance 2000-09). PAC will bring AMBP maintenance and conservation needs before the Community Relations Committee to request a City work order. AMBP and embedded artwork conservation or restoration will be performed by the fabricating artist or a conservator or artist recommended by PAC.

V. RESPONSIBILITIES

A. The Bainbridge Island Arts and Humanities Council (BIAHC) will:

1. Implement BIMC 3.80.040 and Public Art Ordinances 96-23 (establishing a 1% public art program), Ordinance 96-48 (Amending BIMC Section 3.80.040), and Ordinance 2000-09 (addressing collection maintenance, conservation, restoration).
2. Appoint a PAC to assist with the duties and obligations outlined in BIMC 3.80.040.
3. Provide technical and staff support to the PAC.
4. Act on PAC requests and vote on PAC proposals in a timely manner.
5. Invoice City for authorized public art expenses.

B. The Public Art Committee (PAC) will:

1. Define candidate arts projects.
2. When appropriate devise means for Community input.
3. Work with city officials and consultants when appropriate, to recommend sites for artwork and when desirable, means for participation of artists in overall project design.
4. Establish guidelines for installation, maintenance, and relocation of artworks.
5. Determine the methods of selection and commissioning artists; and for reviewing the design of, execution, placement of, and acceptance of works of art funded by this ordinance.
6. Determine honoraria to voting members of the jury, and when appropriate, to artists invited to participate in a limited competition.

7. Select a panel (jury) to evaluate proposals, and preside over jury review in a non-voting capacity.
8. Consult with City official(s) regarding the execution and implementation of art work.
9. Develop the necessary artist contract(s) for each project, and present to COBI attorney for review if warranted by project complexity, significant document content changes, or other necessitating circumstances.
10. Receive approval from the appropriate City official(s) of any proposed artwork requiring extensive maintenance prior to implementation of the project. (See section IV, B3)
11. Consult with the City Public Works Dept. and the Land Use Office on construction projects, regarding the execution or placement of the artwork. In cases of existing and completed sites, the PAC shall consult with City official(s) on locations and reach an agreement.
12. Submit the recommendation for the artworks and the budget to the Bainbridge Arts and Humanities Council for approval prior to submission to COBI.
13. Oversee progress of each project.
14. Consider and respond to the need for project changes as proposed by the Artist, as work develops.
15. Document completed art projects, including the proposal, photographs, contract, maintenance records, and PAC action related to each project.
16. Develop a program of educational and promotional activities as part of each public art project. In addition to involving citizens in advisory panels and art selection juries, public involvement may be achieved through artist's interaction with the community, use of the media, special events, exhibitions, tours, publications and public meetings.

C. The City will:

1. Provide information regarding the amount deposited in the Public Art Fund and Public Art Maintenance Sub-fund and assist with the disbursement of funds.
2. Provide information on new capital improvement projects including illustrations if available.
3. Provide space for public exhibition of project proposals or public art educational materials.
4. Provide security and insurance of the public artwork, upon ownership by the City, and abide by the artist's contract regarding artist involvement in repairs.
5. Notify BIAHC and assume the cost of maintaining and repairing public artwork designated as an Artist Made Building Part (AMBP), and abide by the artist's contract

regarding artist involvement in repairs. If services of a professional conservator are required, City will request recommendations from BIAHC staff.

6. The appropriate City agencies shall review, advise and approve the proposed artwork(s) based on public safety, technical feasibility of installation; and, when necessary, facilitate the installation of the artwork(s).
7. The City attorney may assist with artist contract preparation.

D. Design professionals will, when artwork is being integrated into a construction project:

1. Work with the Committee as soon as possible in design phase to incorporate any possible advance planning in relationship to artwork.
2. Recommend and advise on sites, specific locations and opportunities for works of art.
3. If requested, serve in a nonvoting advisory capacity on the jury of the current project.
4. Work closely with the artist and provide technical assistance as requested, and be available to observe the installation of the contracted work.

E. Artists will:

1. Complete commissioned work in a timely and professional manner, or transfer title of an existing work of art to the City.
2. Maintain a close working relationship with the PAC, City officials, and design professional(s).
3. Request review and approval from the PAC, should any significant change occur in scope, material, or design of work.
4. Make a presentation, if requested, to the community on the development or progress of the artwork.
5. When required by the City, provide approved and stamped engineering plans with specifications for installation construction.
6. Be responsible for coordinating, and final inspection of the installation of the artwork, hiring subcontractors as necessary, unless otherwise stipulated in the contract.
7. Assume liability for the artwork, up to and during installation, until final acceptance of the artwork by the City.
8. Assume responsibility for all taxes, subcontractors fees, transportation, and costs incurred in artwork production and delivery.
9. Complete conservation records that include (as appropriate):

- a. Specific materials and sources used in the execution of the piece.
 - b. Methods of fabrication including diagrams and names of fabricators.
 - c. Installation specifications, methods, description and diagram of structural support, company and persons involved in installation.
 - d. Method and frequency of maintenance including routine maintenance requirements, cyclical maintenance requirements, recommended cleaning materials and methods, recommendations and cautions about possible negative influences on work (e.g. climate, pollutants, sunlight, etc.)
 - e. Desired appearance of work (e.g. matte or glossy patina).
10. When requested, maintain a record (i.e. slides, log and/or sketches) of artwork production.
 11. Respond to the City's concerns regarding vandalism and public safety through all phases of the artwork.
 12. Estimate the life of the work and guarantee the work for a minimum of one year after installation or as provided in the contract.

VI. SELECTION PROCEDURES

A. Criteria for Selection:

1. Artistic excellence will be the primary criterion for selection.
2. Selection will be based on artist's past work, quality and feasibility of proposals; artist's performance records, and, when appropriate, the ability of an artist to work with and to inspire the community.
3. When appropriate, priority will be given to artists with local or regional emphasis and backgrounds.
4. Specifically excluded from competing for commissions are artists who are members of the projects' architectural firm or members of the PAC or BIAHC.
5. Past BIAHC and PAC members are precluded from submitting proposals for one year after service.

B. Selection Process:

1. Selection shall be by juries named by the PAC. The PAC will adequately publicize all public artwork projects and will conduct a fair and open selection process.
2. One of the following methods of selection may be used:

- a. **OPEN COMPETITION:** All professional artists eligible to enter, subject to residence limitations, which may be established by the PAC. The PAC will broadly publicize the application criteria and procedures at least one month prior to selection.
- b. **LIMITED COMPETITION:** The jury will consider three or more artists and invite them to prepare a proposal. The names of artists will be publicly announced upon receipt of written acceptance from the artists. Where detailed proposals or models are requested, each artist may receive a fee for the time, materials and travel involved in preparing the proposal.
- c. **DIRECT SELECTION:** The artist or artwork will be chosen by the jury. At least three artists or artworks must be considered through review of slides, photos, or actual works.

C. Jury Selection and Responsibilities:

1. The number of jurors will be determined by the PAC based on size and complexity of the project. The Jury will normally consist of: a non-voting member of the PAC who will chair the proceedings, a non-voting representative with technical expertise from the City, three professional artists (or two professional artists and one arts professional) and two community representatives. For smaller projects, two professional artists (or one professional artist and one arts professional) and one community representative will be sufficient in addition to the non-voting PAC member. The design professional, if any, on the current project may serve as an unpaid, non-voting advisor.
2. Jurors will be chosen based on experience and credentials.
3. The PAC will give instructions concerning criteria to be used in the judging to the jurors before or during the first meeting. The jury will also be instructed on confidentiality and conflict of interest issues.
4. The jury will be instructed by PAC to select an artist/artist team to develop artwork(s), OR to select a specific artwork as proposed by the selected artist/artist team.
5. Members of the jury may be paid honoraria.
6. If consensus cannot be reached by the jury, then a vote shall be taken, with the majority carrying the decision. The decision will be final except in cases of technical unfeasibility.
7. The jury shall have the option of making no selection if, in its opinion, there is insufficient merit and/or information to make a selection. In the event no selection is made, a new selection process may be initiated by the PAC.
8. The jury's selection will be reported to BIAHC, CRC and City Council. A written report of the jury's reasons for their selection will be submitted and made a matter of record.

VII. ADMINISTRATIVE PROCEDURES

1. The PAC will submit the Public Art proposed program or project to the BIAHC Board for review, discussion and approval. The proposal should be comprehensive, detailing all budget line items, including personnel, documentation, publicity, printing, etc. The proposal should also address the rationale for the project and when necessary, indicate how the project fits within the scope of the Guidelines for Implementing Public Art Projects.
2. Following BIAHC approval the PAC will:
 1. Submit the project concept and budget to the City Executive Assistant who will review the proposal with appropriate City staff, and advise the Public Art Committee of technical or legal issues relevant to the proposed project.
 2. Submit Public Art Project proposals for projects less than \$10,000, a proposed site, and an itemized project budget (with administrative expenses not exceeding 30% unless Council approval is obtained) to the Community Relations Committee, which may approve administrative funding for the proposal. (Ordinance 96-23, Section 3, amending section 3.80.040 of the Bainbridge Island Municipal Code)
 3. For public art projects anticipated to cost \$10,000 or more, PAC shall submit a proposal, including a proposed site and itemized budget (administration costs not exceeding 30% unless Council approval is obtained), to the CRC. The CRC shall present the proposal to the City Council and request Council approval. (Ordinance 96-23, Section 3, amending section 3.80.040 of the Bainbridge Island Municipal Code)
3. Prior to acceptance by the City, the Public Art Project and its site will be reviewed by the City Staff for technical feasibility of installation.
4. The City will enter into a contract with the selected artist.
5. Payments to the artist shall be in proportion to materials purchased, and services actually performed and completed. Payments will be paid upon submission of the artist's invoice, according to payment schedule, as agreed upon in the contract.
6. For either existing work or commissions, the artist may attach a sketch or photo of the artwork to the contract.
7. The contract will grant all copyrights to the artist, except for allowance for photographic reproduction for purposes of documentation, educational purposes, or publicity. However, the artist will be asked to warrant that the design accepted will not be used elsewhere or in the future without prior written agreement between the Artist and the City.
8. In the event of termination of a contract or an artist's inability to complete the contract, the Committee, subject to review and comment by the BIAHC, reserves the right to appoint such artists or technicians as are necessary to complete the project.

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9. Tasks necessary to the execution or installation of a project not included in the contract may be approved at the discretion of the PAC, subject to review and comment of the BIAHC. However, PAC members may not be hired for these tasks.

VIII. RECEIPT OF GIFTS OF ART

- A. Proposed gifts of works of art are to be referred to the PAC for its review and recommendation to the BIAHC and the City.
- B. The PAC will consider gifts of works of art for placement on a public site. If no suitable public site is available placement on privately owned sites which are within public viewsheds may be considered.
- C. The following review criteria are to encourage and ensure that the PAC acquires public art that meets a high standard and is appropriate for the site it will reach:
 1. Artistic excellence
 2. Artist's integrity and appropriateness to the collection and to the Public Art Program mission
 3. Maintenance requirements
 4. Conformance to structural and fabrication standards and safety codes
 5. Donor conditions
 6. Availability of an appropriate site for the work.
- D. Proposed gifts of funds for acquisition of works of art if restricted or dedicated in any way will be reviewed to ensure that such restrictions or dedications are consistent with the goals of the Public Art Program, the Community Cultural Plan and City Comprehensive Plan.
- E. Proposed gifts of sites for works of art will be reviewed to ensure consistency with the Public Art Program, the Community Cultural Plan and the City Comprehensive Plan.
- F. The PAC may require that the donor sign an installation and/or maintenance agreement or establish a maintenance endowment.

IX. MAINTENANCE AND CONSERVATION OF WORKS OF ART

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In order to establish an orderly process for reviewing the status of public artwork and to establish a procedure for maintenance, removal or relocation of public works of art, the PAC shall observe a periodic reassessment process.

A. The PAC shall make their recommendations to the BIAHC and then to the City Council.

Options:

1. Maintain the work at its current site. Work will be cleaned and repaired by the artist or, when the artist is unavailable or unwilling, by a professional conservator chosen by BIAHC staff.
2. Relocate the artwork. If the work was created for a specific site, relocation must be to a new site consistent with the artist's intention. Artist's assistance should be sought whenever possible.
3. Removal of an artwork by sale, extended loan, trade or gift. Professional appraisals of the fair market value of the work should be obtained. Proceeds from the sale of the work shall be deposited into the PAF. Any pre-existing contractual agreements between the artist and the City regarding resale shall be honored.
4. Destruction of the artwork. If destruction is the only solution, whenever practical the artist shall be given first opportunity to remove the piece.

B. The reassessment may also be initiated by the PAC for one or more of the following reasons:

1. The condition or security of the artwork cannot be reasonably guaranteed.
2. The artwork requires excessive maintenance or has faulty design or workmanship and repair or remedy is impractical or unfeasible.
3. The artwork has been damaged and repair is impractical or unfeasible.
4. The artwork endangers public safety.
5. No suitable site is available or significant changes in the use, character or design of the site have occurred which affect the integrity of the work.
6. Significant adverse public reaction has continued unabated over an extended period of time.
7. The quality or authenticity of the artwork is called into question.
8. Removal is requested by the artist.

C. Reassessment may include but not be limited to:

1. Review of the artist's contract and other pertinent agreements.
2. Discussion with the artist of the concern prompting the review.

3. Opinions of an independent professional qualified to recommend on the concern prompting review (e.g. conservators, engineers, architects, critics, art historians, safety experts, etc.).
 4. Written correspondence, press and other evidence of public debate.
- D. Expenses for the maintenance, repair or removal will be paid in accordance with City Ordinance 2000-09.
1. Artist Made Building Parts (AMBP) (Addendum) shall be maintained, restored, renovated, illuminated or relocated with general city funds.
 2. Maintenance, repair, renovation or relocation of non-AMBP artworks in the City collection will be paid from the Public Art Fund

X. PROJECT FILES, RECORDS AND PROCEDURES

A. The PAC shall maintain the following files at the BIAHC office:

1. For each project:
 - a. Artist's contract.
 - b. Professional resumes.
 - c. Photographs and/or slides of the artwork.
 - d. Proposals including visual images of the proposed work, technical description, method of execution, recommendations for the care and maintenance of the work, and stamped engineering plans as appropriate.
 - e. City agreements relating to siting or implementation of the project.
 - f. A record of all billings made.
2. Records of the PAC's actions including minutes of all meetings.
3. Copies of all pertinent City Ordinances.
4. Maintenance reports.

The Committee will periodically review its Guidelines for possible revision.

END OF GUIDELINES

RESOLUTION NO. 2000-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, APPROVING GUIDELINES TO IMPLEMENT PUBLIC ART PROJECTS.

WHEREAS, the City of Bainbridge Island identified the need for funding to maintain, restore, renovate or relocate public art projects by adopting Ordinance No. 2000-09;

WHEREAS, as a further example of the City's commitment to the arts, the Community Relations City Council standing committee and the Bainbridge Island Arts and Humanities Council have cooperatively developed guidelines for implementing Public Art Projects, which is attached;

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE THAT:

The Bainbridge Island Public Art Committee Guidelines for implementing public arts projects attached to this resolution are adopted.

PASSED by the City Council this 13th day of December 2000.

APPROVED by the Mayor this 14th day of December 2000.



DWIGHT SUTTON, Mayor

ATTEST/AUTHENTICATE:



SUSAN P. KASPER, City Clerk

FILED WITH THE CITY CLERK:

December 6, 2000

PASSED BY THE CITY COUNCIL:

December 13, 2000

RESOLUTION NO.

2000-45

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Consent Agenda Items	Date: October 23, 2013
Agenda Item: Consent Agenda	Bill No.: 13-149
Proposed By: Executive	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:

Consideration of Consent Agenda items A through G: A) Accounts Payable Vouchers and Payroll Approval; B) Special/Regular Study Session Meeting Minutes, October 2, 2013, C) Special/Regular Business Meeting Minutes, October 9, 2013, D) Permitting System Contract, E) Resolution No. 2013-16, Authorizing Investment in the State Treasurer's Local Government Investment Pool, F) Resolution No. 2013-17, Approving an Interlocal Agreement with Association of Washington Cities Benefit Trust and G) Ordinance No. 2013-33, Q3 2013 Budget Adjustments.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Consent Agenda items A through G: A) Accounts Payable Vouchers and Payroll Approval; B) Special/Regular Study Session Meeting Minutes, October 2, 2013, C) Special/Regular Business Meeting Minutes, October 9, 2013, D) Permitting System Contract, E) Resolution No. 2013-16, Authorizing Investment in the State Treasurer's Local Government Investment Pool, F) Resolution No. 2013-17, Approving an Interlocal Agreement with Association of Washington Cities Benefit Trust and G) Ordinance No. 2013-33, Q3 2013 Budget Adjustments.

CITY OF BAINBRIDGE ISLAND
ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: October 7, 2013 - October 21, 2013
CITY COUNCIL: October 9, 2013 - October 23, 2013

Last check from previous run: 334066 dated 10/10/13 issued to Zee Medical Service Co. in the amount of 236.70

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	N/A	N/A		Ø
EFT	N/A	N/A		Ø
Manual	10/3/13	333997	Void	Void
Manual	10/4/13	334067	POL/Antonio Adlesperger/Reimburse Pre-Employment Medical	92.97
Manual	10/4/13	334068	EX/Edmond Aleks/Civil Service Commission Conference Lodging	335.38
Manual	10/4/13	334069	PW/Bay Hay & Feed/Bulk Propane	32.07
Manual	10/4/13	334070	FIN/WA Dept of Retirement Systems/PERS 2 EE & ER \$-Shipman	15.63
Manual	10/9/13	334071	Puget Sound Energy	24,351.95
Manual	10/9/13	334072	US Bank/Credit Card Purchases	18,460.83
Manual	10/10/13	334073	HR/Commonwealth Centers for High Performance/Reimb A. Gardner Exp	1,524.90
Manual	10/10/13	334074	POL/PW/Toshiba Financial Services/Copier Leases	833.27
Manual	10/10/13	334075	ENG/Toshiba Financial Services/Copier Leases	486.71
Manual	10/10/13	334076	ENG/WDF&W Habitat Program/JARPA Permit-Crystal Springs Embank Repr	150.00
			Manual Checks, Electronic Disbursements	46,283.71
Regular Run	10/24/13	334077-334198	Regular Check Run	252,996.67

Total Disbursements **299,280.38**

Retainage Release	10/03/13	108	Liden Land Development & Excavation/Yaquina/Manitou Repair	2,711.72
Travel Advance	10/09/13	57	POL/OWLA Fall Conference Training/Tovar	100.00
Travel Advance	10/09/13	58	POL/OWLA Fall Conference Training/Weiss	100.00

Prepared and Reviewed by Linda Steinberg Linda Steinberg, Accounts Payable

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished,
the services rendered, or the labor performed as described herein and that the claim
is a just, due, and unpaid obligation against the City of Bainbridge Island,
and that I am authorized to authenticate and certify to said claim.

Karl R. Shaw
Karl R. Shaw, Accounting Manager

10-16-2013
Date

VOID

10/02/2013 15:19 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

333997 10/10/2013 VOID 57 HOWARD BLOCK 186350 955014 09/19/2013 -32.07

Invoice: 955014

PW/BULK PROPANE

-32.07 73011897 531100

O&M-C/E-PWYD FAC-SUPPLIES

CHECK 333997 TOTAL: -32.07

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -32.07

COUNT

AMOUNT

TOTAL VOIDED CHECKS 1 32.07

*** GRAND TOTAL *** -32.07

10/02/2013 15:19
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT		JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2013 10	28								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			32.07
	10/10/2013	333997	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		32.07	
	10/10/2013	333997	VOID			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		32.07	32.07
APP 631-130000						DUE TO/FROM CLEARING			32.07
	10/10/2013	10/06/13	VOID						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		32.07	
	10/10/2013	10/06/13	VOID						
						SYSTEM GENERATED ENTRIES TOTAL		32.07	32.07
						JOURNAL 2013/10/28	TOTAL	64.14	64.14

10/02/2013 15:19 |CITY OF BAINBRIDGE ISLAND
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|PG 3
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 10	28	10/10/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING	32.07	
001-213000			GENERAL - ACCOUNTS PAYABLE		32.07
			FUND TOTAL	32.07	32.07
631 CLEARING FUND	2013 10	28	10/10/2013		
631-130000			DUE TO/FROM CLEARING		32.07
635-111100			CASH	32.07	
			FUND TOTAL	32.07	32.07

10/02/2013 15:19 |CITY OF BAINBRIDGE ISLAND
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PG 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	32.07	
001 GENERAL FUND		32.07
TOTAL	32.07	32.07

** END OF REPORT - Generated by Linda Steinberg **

Manual

10/04/2013 09:51 | CITY OF BAINBRIDGE ISLAND
lsteinberg | A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcsdhsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

334067 10/04/2013 PRTD 7838 ADLESPERGER, ANTONIO 186555 10/03/13 10/03/2013 M100413 92.97
Invoice: 10/03/13 POL/REIMB PRE-EMPLOYM MEDICL

92.97 51011211 541100 PD-C/E-ADM-PROF SVCS

CHECK 334067 TOTAL: 92.97

334068 10/04/2013 PRTD 7837 ALEKS, EDMOND 186556 10/02/13 10/02/2013 M100413 335.38
Invoice: 10/02/13 EX/CIVIL SVC CONF LODGING

335.38 91011211 443410 GG-C/E-CIVIL SVC-TRAINING

CHECK 334068 TOTAL: 335.38

334069 10/04/2013 PRTD 57 BAY HAY & FEED 186558 955014A 09/19/2013 M100413 32.07
Invoice: 955014A PW/BULK PROPANE

32.07 73011897 531100 O&M-C/E-PWYD FAC-SUPPLIES

CHECK 334069 TOTAL: 32.07

334070 10/04/2013 PRTD 757 WA DEPT OF RETIREMEN 186557 10/05/13 10/04/2013 M100413 15.63
Invoice: 10/05/13 FIN/PERS2 EE & ER \$-SHIPMAN

15.63 41011141 520000 FIN - C/E ADMIN BENEFITS

CHECK 334070 TOTAL: 15.63

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 476.05

COUNT AMOUNT

TOTAL PRINTED CHECKS 4 476.05

*** GRAND TOTAL *** 476.05

10/04/2013 09:51 |CITY OF BAINBRIDGE ISLAND
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PG 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
2013 10	40								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		476.05	
10/04/2013	M100413	100413				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			476.05
10/04/2013	M100413	100413				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								476.05	476.05
APP 631-130000						DUE TO/FROM CLEARING		476.05	
10/04/2013	M100413	100413							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			476.05
10/04/2013	M100413	100413							
SYSTEM GENERATED ENTRIES TOTAL								476.05	476.05
JOURNAL 2013/10/40 TOTAL								952.10	952.10

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|PG 3
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 10	40	10/04/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		476.05
001-213000			GENERAL - ACCOUNTS PAYABLE	476.05	
			FUND TOTAL	476.05	476.05
631 CLEARING FUND	2013 10	40	10/04/2013		
631-130000			DUE TO/FROM CLEARING	476.05	
635-111100			CASH		476.05
			FUND TOTAL	476.05	476.05

10/04/2013 09:51
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 4
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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	476.05	
001 GENERAL FUND		476.05
TOTAL	476.05	476.05

** END OF REPORT - Generated by Linda Steinberg **

Manual

10/09/2013 13:58 |CITY OF BAINBRIDGE ISLAND
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PG 1
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

334071	10/09/2013	PRTD	1205	PUGET SOUND ENERGY	186622	696SEP13	09/27/2013	M100913	10.81
Invoice: 696SEP13					10.81	91011768 547100	BJUNE/WFP BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC		
Invoice: 823SEP13					186623	823SEP13	09/27/2013	M100913	10.81
					10.81	91011768 547100	BRIEN DRIVE N/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC		
Invoice: 640SEP13					186624	640SEP13	09/27/2013	M100913	39.89
					39.89	91011768 547100	BRIEN DRIVE S/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC		
Invoice: 573SEP13					186625	573SEP13	09/27/2013	M100913	13.72
					13.72	91411345 547100	COMMODORE/HS RESERVOIR GG-WTR-ELECTRIC		
Invoice: 093SEP13					186627	093SEP13	09/27/2013	M100913	2,304.74
					2,304.74	91411345 547100	FLETCHER BAY WELL FIELD GG-WTR-ELECTRIC		
Invoice: 256SEP13					186628	256SEP13	09/27/2013	M100913	317.34
					317.34	91421355 547100	SLS-8 HWY 305/HARBORVIEW GG-SWR-ELECTRIC		
Invoice: 291SEP13					186629	291SEP13	09/27/2013	M100913	13.55
					13.55	91411345 547100	HEAD OF THE BAY WELL FIELD GG-WTR-ELECTRIC		
Invoice: 031SEP13					186630	031SEP13	09/27/2013	M100913	128.29
					128.29	91421355 547100	SLS-6 LOVELL LOWER GG-SWR-ELECTRIC		
Invoice: 466SEP13					186631	466SEP13	09/27/2013	M100913	10.81
					10.81	91111264 547100	MADISON/HS RAINBRINGER GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 893SEP13					186632	893SEP13	09/27/2013	M100913	3,140.24
					3,140.24	91111263 547100	MUNICIPAL STREET LIGHTING GG-STRT-STREET LIGHTING-UTIL		
Invoice: 143SEP13					186633	143SEP13	09/27/2013	M100913	10.81
					10.81	91111264 547100	RETTAIN ROAD/WELCOME TO BI GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 735SEP13					186634	735SEP13	09/27/2013	M100913	44.45
					44.45	91011768 547100	SHANNON DRIVE/WFP DOCK GG-C/E-PARKS-ELECTRIC		
Invoice: 736SEP13					186635	736SEP13	09/27/2013	M100913	53.77
					53.77	91011768 547100	SHANNON DRIVE/WFP RESTRM GG-C/E-PARKS-ELECTRIC		

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PG 2
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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 647SEP13				186636	647SEP13	09/27/2013	M100913		28.74
						STREET LIGHTS/TRAFFIC CONTR			
				28.74	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 021SEP13				186637	021SEP13	09/27/2013	M100913		73.02
						SLS-3 TREATMENT PLANT			
				73.02	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 710SEP13				186638	710SEP13	09/27/2013	M100913		185.11
						SLS-2 VILLAGE CENTER			
				185.11	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 168SEP13				186639	168SEP13	09/27/2013	M100913		36.98
						WATERFRONT PARK			
				36.98	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 717SEP13				186640	717SEP13	09/27/2013	M100913		343.53
						POLICE STATION-METER 1 (ORIGI)			
				343.53	91011215 547100	GG-C/E-PD-ELECTRIC			
Invoice: 111SEP13				186641	111SEP13	09/27/2013	M100913		460.19
						POLICE STATION-METER 2			
				460.19	91011215 547100	GG-C/E-PD-ELECTRIC			
Invoice: 520-298SEP13				186642	520-298SEP13	09/27/2013	M100913		212.63
						SLS-5 WW/SUNDAY COVE			
				212.63	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 797SEP13				186643	797SEP13	09/27/2013	M100913		89.24
						MUNICIPAL COURT - METER E3 - 10255 NE Valley Road			
				89.24	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 182SEP13				186644	182SEP13	09/27/2013	M100913		59.38
						MUNICIPAL COURT - METER E6 - 10255 NE Valley Road			
				59.38	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 520-374SEP13				186645	520-374SEP13	09/27/2013	M100913		60.26
						SIGNAL AT 108 OLYMPIC DR SE			
				60.26	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 973SEP13				186646	973SEP13	09/27/2013	M100913		13.03
						OC RESERVOIR LID17 PHASE 2 - 1100 Old Creosote Rd			
				13.03	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
Invoice: 336SEP13				186647	336SEP13	09/27/2013	M100913		151.56
						SLS-9 ISLAND TERRACE-1174 Ferncliff Avenue NE			
				151.56	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 461SEP13				186648	461SEP13	09/27/2013	M100913		5,548.51
						WWTP - 1220 DONALD PLACE			
				5,548.51	91425358 547100	GG-WWTP-ELECTRIC			

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PG 3
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CASH ACCOUNT: 635 111100 CASH
 CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 040-581SEP13	186649	040-581SEP13	09/27/2013	M100913	119.56
	119.56	91421355 547100	3900 HALLS HILL ROAD PUMP GG-SWR-ELECTRIC		
Invoice: 444SEP13	186650	444SEP13	09/27/2013	M100913	336.58
	336.58	91011755 547100	BI COMMONS - 402 Bjune Drive GG-C/E-COMMONS-ELECTRIC		
Invoice: 446SEP13	186651	446SEP13	09/27/2013	M100913	10.81
	10.81	91011768 547100	WATERFRONT PARK BOOTH - 402 Brien Drive GG-C/E-PARKS-ELECTRIC		
Invoice: 636SEP13	186652	636SEP13	09/27/2013	M100913	93.38
	93.38	91421355 547100	SLS-7 WING POINT WAY - 4296 Wing Point Way GG-SWR-ELECTRIC		
Invoice: 206SEP13	186653	206SEP13	09/27/2013	M100913	312.50
	312.50	91421355 547100	4586 POINT WHITE DRIVE NE GG-SWR-ELECTRIC		
Invoice: 040-751SEP13	186654	040-751SEP13	09/27/2013	M100913	10.81
	10.81	91411345 547100	520 ERICKSEN AVENE PRV-wtr sys GG-WTR-ELECTRIC		
Invoice: 828SEP13	186655	828SEP13	09/27/2013	M100913	265.68
	265.68	91415345 547100	TAYLOR WELLS LID17 PHASE 1 - 6300 Taylor Avenue GG-ROCKAWAY BCH-UTILITIES		
Invoice: 247SEP13	186656	247SEP13	09/27/2013	M100913	13.90
	13.90	91435838 547100	SSWM/DECANT FACILITY-6400 Don Palmer Avenue NE GG-DECANT-ELECTRIC		
Invoice: 884SEP13	186657	884SEP13	09/27/2013	M100913	84.37
	84.37	91421355 547100	SLS FERRY TERMINAL-692 Klickitat Place NE GG-SWR-ELECTRIC		
Invoice: 520-136SEP13	186658	520-136SEP13	09/27/2013	M100913	2,309.59
	2,309.59	91411345 547100	HOB BOOSTER PUMP/WELL-7290 Wyatt Way GG-WTR-ELECTRIC		
Invoice: 900SEP13	186659	900SEP13	09/27/2013	M100913	28.43
	28.43	91011897 547100	NE HIDDEN COVE - PASS THRU - 7315 Hidden Cove Road GG-C/E-O&M YARD FAC-ELECTRIC		
Invoice: 558SEP13	186660	558SEP13	09/27/2013	M100913	1,280.42
	1,280.42	91011897 547100	7315 NE HIDDEN COVE ROAD GG-C/E-O&M YARD FAC-ELECTRIC		
Invoice: 058SEP13	186661	058SEP13	09/27/2013	M100913	43.95
	43.95	91011897 547100	NE HIDDEN COVE-SHOP-7315 Hidden Cove Rd GG-C/E-O&M YARD FAC-ELECTRIC		

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|PG 4
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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 040-714SEP13				186662	040-714SEP13	09/27/2013		M100913	10.81
				10.81	91021182 547100	7573 FLETCHER BAY ROAD-OS property next to Johnson GG-OS-PROP MNGT-ELECTRIC			
Invoice: 831SEP13				186663	831SEP13	09/27/2013		M100913	3,399.61
				3,399.61	91411345 547100	SANDS AVENUE NE WELL FIELD - 8499 Sands Avenue NE GG-WTR-ELECTRIC			
Invoice: 983SEP13				186664	983SEP13	09/27/2013		M100913	14.85
				14.85	91111264 547100	MILLER ROAD NE BEACON-8800 1/2 Miller Road GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 888SEP13				186665	888SEP13	09/27/2013		M100913	168.04
				168.04	91411345 547100	NE HIGH SCHOOL ROAD PUMP-9330 NE HS Road GG-WTR-ELECTRIC			
Invoice: 067SEP13				186666	067SEP13	09/27/2013		M100913	10.81
				10.81	91111263 547100	MADISON PARKING LOT GG-STRT-STREET LIGHTING-UTIL			
Invoice: 658SEP13				186667	658SEP13	09/27/2013		M100913	47.42
				47.42	91421355 547100	SLS-4 IRENE/LOWER HAWLEY GG-SWR-ELECTRIC			
Invoice: 682-A-SEP13				186668	682-A-SEP13	09/27/2013		M100913	13.55
				13.55	91111263 547100	MUNIC PARKNG LOT-MADISON/MADRONA GG-STRT-STREET LIGHTING-UTIL			
Invoice: 682-B-SEP13				186669	682-B-SEP13	09/27/2013		M100913	13.55
				13.55	91111263 547100	MUNIC PARKNG LOT-MADISON/MADRONA GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL1SEP13				186670	IL1SEP13	09/27/2013		M100913	148.19
				148.19	91111263 547100	ERCKSN/MDSN/WNSLW/KNCHTL GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL2SEP13				186671	IL2SEP13	09/27/2013		M100913	125.17
				125.17	91111263 547100	FACILITIES DETAIL ON IL1 GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL3SEP13				186672	IL3SEP13	09/27/2013		M100913	269.67
				269.67	91111263 547100	ROUNDAABOUT HS/MADISON IMPR GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL4SEP13				186673	IL4SEP13	09/27/2013		M100913	94.93
				94.93	91111263 547100	FACILITIES DETAIL ON IL3 GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL5SEP13				186674	IL5SEP13	09/27/2013		M100913	94.41
				94.41	91111263 547100	COMMODORE OFF HS @ OLYMPIC GG-STRT-STREET LIGHTING-UTIL			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: IL6SEP13	186675	IL6SEP13	09/27/2013	M100913	79.24
	79.24	91111263 547100	MADISON PRJ HS TO WINSLOW GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL7SEP13	186676	IL7SEP13	09/27/2013	M100913	338.63
	338.63	91111263 547100	MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL8SEP13	186677	IL8SEP13	09/27/2013	M100913	25.53
	25.53	91111263 547100	FACILITIES DETAIL ON IL6 AND IL7 GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL9SEP13	186678	IL9SEP13	09/27/2013	M100913	57.81
	57.81	91111263 547100	MADISON AVENUE SOUTH GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL10SEP13	186679	IL10SEP13	09/27/2013	M100913	76.99
	76.99	91111263 547100	FACILITIES DETAIL ON IL9 GG-STRT-STREET LIGHTING-UTIL		
Invoice: 285SEP13	186680	285SEP13	09/27/2013	M100913	175.50
	175.50	91421355 547100	SPS NORTH TOWN/SPORTSMAN GG-SWR-ELECTRIC		
Invoice: IL11SEP13	186681	IL11SEP13	09/27/2013	M100913	108.13
	108.13	91111263 547100	STREET LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL12SEP13	186682	IL12SEP13	09/27/2013	M100913	47.40
	47.40	91111263 547100	STREET LIGHTS WW 305-FRNCLEFF GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL13SEP13	186683	IL13SEP13	09/27/2013	M100913	45.05
	45.05	91111263 547100	FACILITIES DETAIL ON IL12 GG-STRT-STREET LIGHTING-UTIL		
Invoice: WW-305SEP13	186684	WW-305SEP13	09/27/2013	M100913	79.72
	79.72	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		
Invoice: WW-305SEP13A	186685	WW-305SEP13A	09/27/2013	M100913	91.75
	91.75	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		
Invoice: WW-305SEP13B	186686	WW-305SEP13B	09/27/2013	M100913	521.36
	521.36	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 520-330SEP13	186687	520-330SEP13	09/27/2013	M100913	22.44
	22.44	91011768 547100	210 WINSLOW WAY E IRRIGATION GG-C/E-PARKS-ELECTRIC		

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PG 6
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

CHECK 334071 TOTAL: 24,351.95

334072 10/09/2013 PRTD 7314 US BANK
Invoice: 09/08/13-BB

186559 09/08/13-BB 09/25/2013 M100913 300.00
POL/PCCPM HARBRMSTRS CONF-TA
300.00 55011757 443410 PD-HARBORMASTER-TRAINING

Invoice: 09/06/13-BB

186560 09/06/13-BB 09/25/2013 M100913 400.68
POL/ENZIAN IN/FBINAA CONF-MH
400.68 51011214 443410 PD-C/E-ADMIN-TRAINING

Invoice: 09/06/13A-BB

186561 09/06/13A-BB 09/25/2013 M100913 400.68
POL/ENZIAN IN/FBINAA CONF-DG
400.68 51011214 443410 PD-C/E-ADMIN-TRAINING

Invoice: 09/08/13A-BB

186562 09/08/13A-BB 09/25/2013 M100913 31.29
POL/AMAZON/DICTIONRY/THES-MH
31.29 51011211 531100 PD-C/E-ADM-SUPPLIES

Invoice: 09/09/13-BB

186563 09/09/13-BB 09/25/2013 M100913 856.96
POL/HOME DEPOT/REFRID/FREEZR
856.96 51011215 548100 POLICE - C/E FACIL REPAIRS

Invoice: 09/09/13A-BB

186564 09/09/13A-BB 09/25/2013 M100913 121.00
POL/SYMBOL ARTS/FLAT BADG-MH
121.00 51011211 520000 PD-C/E ADMIN-BENEFITS

Invoice: 09/12/13-BB

186565 09/12/13-BB 09/25/2013 M100913 49.68
POL/USPS/POSTAGE STAMPSX108
49.68 91011215 542500 GG-C/E-PD-POSTAGE

Invoice: 09/16/13-BB

186566 09/16/13-BB 09/25/2013 M100913 139.75
POL/USPS/POSTAGE STAMPSX300
139.75 91011215 542500 GG-C/E-PD-POSTAGE

Invoice: 09/16/13A-BB

186567 09/16/13A-BB 09/25/2013 M100913 254.94
POL/SUREFIRE/LITHIUM BATTERIES
254.94 53011212 531100 PD-C/E-PATROL SUPPLIES

Invoice: 08/12/13-BD

186569 08/12/13-BD 09/25/2013 M100913 -41.84
POL/OTTO/CREDIT RETRN EAPHO
-41.84 54025212 532000 MARINE - FUEL

Invoice: 09/11/13-BD

186570 09/11/13-BD 09/25/2013 M100913 44.93
POL/CHEVRON/FUEL
44.93 53011212 532000 PD-C/E-PATROL-FUEL

Invoice: 09/21/13-BD

186571 09/21/13-BD 09/25/2013 M100913 20.29
POL/ESTHERS FABRIC/SCARECROW
20.29 51011211 53110000589 PD-COMMUNITY OUTREACH-SUPPLIES

186572 09/21/13A-BD 09/25/2013 M100913 4.00

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PG 7
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CASH ACCOUNT: 635 111100 CASH
 CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 09/21/13A-BD

POL/BAY HAY/SCARECROW SUPPL
 4.00 51011211 53110000589 PD-COMMUNITY OUTREACH-SUPPLIES

Invoice: 09/03/13-MH

186573 09/03/13-MH 09/25/2013 M100913 73.15
 POL/VERIZON/WIRELESS HEADSET
 73.15 51011211 531100 PD-C/E-ADM-SUPPLIES

Invoice: 09/04/13-MH

186574 09/04/13-MH 09/25/2013 M100913 10.28
 POL/HEIDLEBERGER/CONF-LUNCH
 10.28 51011211 543100 PD-C/E-ADM-TRAVEL

Invoice: 09/06/13-MH

186575 09/06/13-MH 09/25/2013 M100913 16.40
 POL/WSF FARE
 16.40 51011214 443410 PD-C/E-ADMIN-TRAINING

Invoice: 09/14/13-MH

186576 09/14/13-MH 09/25/2013 M100913 77.05
 POL/THAT SOM PIZZA/WRKD MEAL
 77.05 51011211 539100 PD-C/E-ADM-WORKED MEALS

Invoice: 09/14/13A-MH

186577 09/14/13A-MH 09/25/2013 M100913 175.86
 POL/GUESTHOUSE/CRIME NEIGHBR
 175.86 51011211 543100 PD-C/E-ADM-TRAVEL

Invoice: 09/17/13-MH

186578 09/17/13-MH 09/25/2013 M100913 77.40
 POL/CASA ROJA/WRKD MEAL STAF
 77.40 51011211 539100 PD-C/E-ADM-WORKED MEALS

Invoice: 09/11/13-BS

186579 09/11/13-BS 09/25/2013 M100913 700.00
 POL/PT EVERETT/BOAT FUEL
 700.00 54025212 532000 MARINE - FUEL

Invoice: 08/26/13-KB

186580 08/26/13-KB 09/25/2013 M100913 45.00
 EX/AWC/REGIONAL MEETING-DS
 45.00 31011134 443410 EXEC - C/E TRAINING

Invoice: 08/29/13-kb

186581 08/29/13-kb 09/25/2013 M100913 255.48
 HR/IS COUNTRY INN/CUNNINGHAM
 255.48 46011161 541100 FIN HR-C/E-PRO SVCS

Invoice: 08/30/13-KB

186582 08/30/13-KB 09/25/2013 M100913 85.00
 EX/PLN AS WA/LND USE CAMP-AB
 85.00 11011116 443410 COUNCIL - TRAINING

Invoice: 09/05/13-KB

186583 09/05/13-KB 09/25/2013 M100913 170.32
 HR/IS COUNTRY INN/CUNNINGHAM
 170.32 46011161 541100 FIN HR-C/E-PRO SVCS

Invoice: 09/12/13-KB

186584 09/12/13-KB 09/25/2013 M100913 255.48
 HR/IS COUNTRY INN/CUNNINGHAM
 255.48 46011161 541100 FIN HR-C/E-PRO SVCS

186585 09/16/13-KB 09/25/2013 M100913 9.95

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PG 8
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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

Invoice: 09/16/13-KB	9.95	81011881	535100	EX/EMAILMEFORM/ONLINE APPLIC					
				IT - C/E COMPUTER SOFTWARE					
Invoice: 09/18/13-KB	186586	09/18/13-KB		09/25/2013	M100913				15.00
	15.00	31011131	543500	EX/HOME BLDRS ASSOC/MEETG-DS					
				EXEC-C/E-TRAVEL MEALS/LODGING					
Invoice: 09/19/13-KB	186587	09/19/13-KB		09/25/2013	M100913				255.48
	255.48	46011161	541100	HR/IS COUNTRY INN/CUNNINGHAM					
				FIN HR-C/E-PRO SVCS					
Invoice: 09/18/13-SM	186588	09/18/13-SM		09/25/2013	M100913				127.03
	127.03	81011881	535500	IT/SAGER ELEC/CRT PWR SUPPLY					
				IT - C/E COMPUTER PARTS & EQ					
Invoice: 09/18/13A-SM	186589	09/18/13A-SM		09/25/2013	M100913				1,675.00
	1,675.00	81011881	443410	IT/AUTODESK/CONF REGISTRATN					
				IT - C/E TRAINING					
Invoice: 09/19/13-SM	186590	09/19/13-SM		09/25/2013	M100913				317.80
	317.80	81011881	543100	IT/ALASK AIR/AUTODSK CONF-GB					
				IT - C/E TRAVEL EXPENSE					
Invoice: 09/20/13-KJ	186591	09/20/13-KJ		09/25/2013	M100913				43.53
	43.53	41011141	531100	FIN/AMAZON/STAPLES					
				FIN - C/E ADMIN SUPPLIES					
Invoice: 09/24/13-KJ	186592	09/24/13-KJ		09/25/2013	M100913				4,125.00
	4,125.00	44011143	545000	FIN/BI STORAGE/OFFSITE UNTIS					
				RECORDS MNGT - C/E - RENTS					
Invoice: 09/16/13-KS	186593	09/16/13-KS		09/25/2013	M100913				16.40
	16.40	41011144	443410	FIN/WSF FARE/WFOA CONF-KS					
				FIN - C/E TRAINING					
Invoice: 09/16/13A-KS	186594	09/16/13A-KS		09/25/2013	M100913				37.38
	37.38	41011144	443410	FIN/BLACKFISH RST/MEAL-CONF					
				FIN - C/E TRAINING					
Invoice: 09/17/13-KS	186595	09/17/13-KS		09/25/2013	M100913				17.00
	17.00	41011144	443410	FIN/CEDAR CAFE/BREAKFST-CONF					
				FIN - C/E TRAINING					
Invoice: 09/18/13-KS	186596	09/18/13-KS		09/25/2013	M100913				34.00
	34.00	41011144	443410	FIN/TULALIP BAY/DINNER-CONF					
				FIN - C/E TRAINING					
Invoice: 09/20/13-KS	186597	09/20/13-KS		09/25/2013	M100913				16.40
	16.40	41011144	443410	FIN/WSF FARE/WFOA RETURN					
				FIN - C/E TRAINING					
	186598	09/19/13-KS		09/25/2013	M100913				428.72

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 09/19/13-KS	428.72	41011144	443410	FIN/HOLIDAY INN EX/WFOA LODG			
				FIN - C/E TRAINING			
Invoice: 09/04/13-TR	186599	09/04/13-TR		09/25/2013	M100913	336.93	
	336.93	61011581	531100	PCD/GLOBAL IND/UTILITY CART			
				PCD - C/E ADMIN SUPPLIES			
Invoice: 09/04/13A-TR	186600	09/04/13A-TR		09/25/2013	M100913	275.00	
	275.00	61011581	531100	PCD/APA WA/CONF REG-SUTTON			
				PCD - C/E ADMIN SUPPLIES			
Invoice: 09/11/13-TR	186601	09/11/13-TR		09/25/2013	M100913	839.00	
	839.00	61011581	531100	PCD/CLARY BUS MAC/FOLDG MACH			
				PCD - C/E ADMIN SUPPLIES			
Invoice: 09/23/13-TR	186602	09/23/13-TR		09/25/2013	M100913	71.13	
	71.13	62471591	531100	PCD/WABO/ICB CODE BOOKS			
				BLDG - BLDG OFFICE SUPPLIES			
Invoice: 09/20/13-DS	186603	09/20/13-DS		09/25/2013	M100913	26.47	
	26.47	31011131	543500	EX/JASPER WHITES/ICMA-MEAL			
				EXEC-C/E-TRAVEL MEALS/LODGING			
Invoice: 09/22/13-DS	186604	09/22/13-DS		09/25/2013	M100913	10.10	
	10.10	31011131	543500	EX/HILTON/ICMA CONF-MEAL			
				EXEC-C/E-TRAVEL MEALS/LODGING			
Invoice: 09/20/13A-DS	186605	09/20/13A-DS		09/25/2013	M100913	36.12	
	36.12	31011131	543100	EX/BOSTON TAXI/ICMA CONF			
				EXEC-C/E-TRAVEL(NOT MEALS/LODG			
Invoice: 09/22/13A-DS	186606	09/22/13A-DS		09/25/2013	M100913	10.61	
	10.61	31011131	543500	EX/WHISKEY STEAKHSE/CONF-MEAL			
				EXEC-C/E-TRAVEL MEALS/LODGING			
Invoice: 09/23/13-DS	186607	09/23/13-DS		09/25/2013	M100913	10.10	
	10.10	31011131	543500	EX/HILTON/ICMA CONF-MEAL			
				EXEC-C/E-TRAVEL MEALS/LODGING			
Invoice: 09/17/13-KG	186608	09/17/13-KG		09/25/2013	M100913	349.00	
	349.00	72111436	443410	ENG/ASCE TRAINING-CH			
				ENG - ACCESS TRANS TRAINING			
Invoice: 09/12/13-KG	186609	09/12/13-KG		09/25/2013	M100913	355.80	
	355.80	72111436	443410	ENG/ALASKA/AUTODSK TRNG-CM			
				ENG - ACCESS TRANS TRAINING			
Invoice: 09/12/13A-KG	186610	09/12/13A-KG		09/25/2013	M100913	355.80	
	355.80	72411341	443410	ENG/ALASKA/AUTO DSK TRNG-RG			
				ENG - WATER TRAINING			
	186611	09/12/13B-KG		09/25/2013	M100913	1,675.00	

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PG 10
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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

Invoice: 09/12/13B-KG				1,675.00	72011324 443410	ENG/AUTODESK CONF/TRAINING-CM ENG - C/E - TRAINING			
				186612	09/12/13C-KG	09/25/2013	M100913		1,675.00
Invoice: 09/12/13C-KG				1,675.00	72011324 443410	ENG/AUTODESK CONF/TRAINING-RG ENG - C/E - TRAINING			
				186613	09/20/13-KG	09/25/2013	M100913		178.08
Invoice: 09/20/13-KG				178.08	72421351 443410	ENG/VENETIAN/TRAINING LODG-RG ENG - SEWER TRAINING			
				186614	09/17/13A-KG	09/25/2013	M100913		301.98
Invoice: 09/17/13A-KG				301.98	72011324 443410	ENG/EXTENDED STAY/ASCE-CH ENG - C/E - TRAINING			
				186615	08/27/13-CK	09/25/2013	M100913		36.18
Invoice: 08/27/13-CK				36.18	73637891 531100	PW/AMAZON/LOOK OUT TAGS OFFICE SUPPLIES			
				186617	08/30/13-CK	09/25/2013	M100913		54.27
Invoice: 08/30/13-CK				54.27	73637891 531100	PW/AMAZON/LOOK OUT TAGS OFFICE SUPPLIES			
				186618	09/05/13-CK	09/25/2013	M100913		53.10
Invoice: 09/05/13-CK				53.10	73637891 531100	PW/AMAZON/GLOVES OFFICE SUPPLIES			
				186619	09/24/13-CK	09/25/2013	M100913		168.69
Invoice: 09/24/13-CK				168.69	73637891 531100	PW/AMAZON/BRADY HAZMAT STAT OFFICE SUPPLIES			

CHECK 334072 TOTAL: 18,460.83

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 42,812.78

COUNT AMOUNT

TOTAL PRINTED CHECKS 2 42,812.78

*** GRAND TOTAL *** 42,812.78

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PG 11
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2013 10	123								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		19,721.27	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			42,812.78
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		8,854.57	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		7,627.27	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		6,212.40	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		13.90	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		71.13	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		312.24	
10/09/2013	M100913	100913				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								42,812.78	42,812.78
APP 631-130000						DUE TO/FROM CLEARING		42,500.54	
10/09/2013	M100913	100913							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			19,721.27
10/09/2013	M100913	100913							
APP 401-130000						DUE TO/FROM CLEARING			8,854.57
10/09/2013	M100913	100913							
APP 402-130000						DUE TO/FROM CLEARING			7,627.27
10/09/2013	M100913	100913							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			6,212.40
10/09/2013	M100913	100913							
APP 403-130000						DUE TO/FROM CLEARING			13.90
10/09/2013	M100913	100913							
APP 407-130000						DUE TO/FROM CLEARING			71.13
10/09/2013	M100913	100913							
SYSTEM GENERATED ENTRIES TOTAL								42,500.54	42,500.54
JOURNAL 2013/10/123 TOTAL								85,313.32	85,313.32

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CITY OF BAINBRIDGE ISLAND

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A/P CASH DISBURSEMENTS JOURNAL

PG 12

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 10	123	10/09/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		19,721.27
001-213000			GENERAL - ACCOUNTS PAYABLE	19,721.27	
			FUND TOTAL	19,721.27	19,721.27
101 STREET FUND	2013 10	123	10/09/2013		
101-130000			STREETS - DUE TO/FROM CLEARING		6,212.40
101-213000			STREETS - ACCOUNTS PAYABLE	6,212.40	
			FUND TOTAL	6,212.40	6,212.40
401 WATER OPERATING FUND	2013 10	123	10/09/2013		
401-130000			DUE TO/FROM CLEARING		8,854.57
401-213000			ACCOUNTS PAYABLE	8,854.57	
			FUND TOTAL	8,854.57	8,854.57
402 SEWER OPERATING FUND	2013 10	123	10/09/2013		
402-130000			DUE TO/FROM CLEARING		7,627.27
402-213000			ACCOUNTS PAYABLE	7,627.27	
			FUND TOTAL	7,627.27	7,627.27
403 STORM & SURFACE WATER FUND	2013 10	123	10/09/2013		
403-130000			DUE TO/FROM CLEARING		13.90
403-213000			ACCOUNTS PAYABLE	13.90	
			FUND TOTAL	13.90	13.90
407 BUILDING & DEVELOPMENT FUND	2013 10	123	10/09/2013		
407-130000			DUE TO/FROM CLEARING		71.13
407-213000			ACCOUNTS PAYABLE	71.13	
			FUND TOTAL	71.13	71.13
631 CLEARING FUND	2013 10	123	10/09/2013		
631-130000			DUE TO/FROM CLEARING	42,500.54	
631-213000			ACCOUNTS PAYABLE	312.24	
635-111100			CASH		42,812.78
			FUND TOTAL	42,812.78	42,812.78

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|A/P CASH DISBURSEMENTS JOURNAL

|PG 13
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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	42,500.54	
001 GENERAL FUND		19,721.27
401 WATER OPERATING FUND		8,854.57
402 SEWER OPERATING FUND		7,627.27
101 STREET FUND		6,212.40
403 STORM & SURFACE WATER FUND		13.90
407 BUILDING & DEVELOPMENT FUND		71.13
TOTAL	42,500.54	42,500.54

** END OF REPORT - Generated by Linda Steinberg **

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PG 1
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MANUAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

334073	10/10/2013	PRTD	7785 COMMONWEALTH CENTERS	186688	131006-ITG	10/06/2013	M101013		1,524.90
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Invoice: 131006-ITG

HR/REIMB A GARDNER/TRAING EXP

1,524.90 33011164 44140000645 HIGH PERF ORG TRAIN-PROF SVCS

CHECK 334073 TOTAL: 1,524.90

334074	10/10/2013	PRTD	6714 TOSHIBA FINANCIAL SE	186689	237436647	09/20/2013	M101013		365.99
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Invoice: 237436647

POL/3530C COPIER LEASE

365.99 51011211 545000 PD-C/E-ADMIN RENTS/LEASE

186690	237411988	09/21/2013	M101013	467.28
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Invoice: 237411988

PW/3530C COPIER LEASE

467.28 73637891 545000 RENTS & LEASES - OPERATING

CHECK 334074 TOTAL: 833.27

334075	10/10/2013	PRTD	6714 TOSHIBA FINANCIAL SE	186692	14242879	09/23/2013	M101013		486.71
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Invoice: 14242879

ENG/4540C COPIER LEASE

233.62	72011321	545000	ENG - C/E ADMIN RENTS & LEASES
77.87	72411341	545000	ENG - WATER ADMIN RENTS
58.41	72421341	545000	RENTS & LEASES - OPERATING
58.41	71011321	545000	PW - C/E RENTS & LEASES - OPER
29.20	72011325	545000	ENG - C/E FACIL RENTS & LEASES
29.20	72111431	545000	ENG - ACCESS MGMT RENTS/LEASES

CHECK 334075 TOTAL: 486.71

334076	10/10/2013	PRTD	4594 HABITAT PROGRAM	186691	10/09/13	10/09/2013	M101013		150.00
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Invoice: 10/09/13

ENG/JARPA PERMIT-CRYSTAL SPR

150.00 72111953 64980000635 CRYSTAL SPRINGS EMB-PERMIT

CHECK 334076 TOTAL: 150.00

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 2,994.88

COUNT	AMOUNT
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TOTAL PRINTED CHECKS	4	2,994.88
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*** GRAND TOTAL *** 2,994.88

10/10/2013 13:57 |CITY OF BAINBRIDGE ISLAND
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PG 2
apcsahdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
2013 10	132								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		2,212.12	
10/10/2013	M101013	101013				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,994.88
10/10/2013	M101013	101013				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		467.28	
10/10/2013	M101013	101013				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		77.87	
10/10/2013	M101013	101013				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		58.41	
10/10/2013	M101013	101013				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		179.20	
10/10/2013	M101013	101013				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,994.88	2,994.88
APP 631-130000						DUE TO/FROM CLEARING		2,527.60	
10/10/2013	M101013	101013							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			2,212.12
10/10/2013	M101013	101013							
APP 401-130000						DUE TO/FROM CLEARING			77.87
10/10/2013	M101013	101013							
APP 402-130000						DUE TO/FROM CLEARING			58.41
10/10/2013	M101013	101013							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			179.20
10/10/2013	M101013	101013							
SYSTEM GENERATED ENTRIES TOTAL								2,527.60	2,527.60
JOURNAL 2013/10/132 TOTAL								5,522.48	5,522.48

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PG 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 10	132	10/10/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		2,212.12
001-213000			GENERAL - ACCOUNTS PAYABLE	2,212.12	
			FUND TOTAL	2,212.12	2,212.12
101 STREET FUND	2013 10	132	10/10/2013		
101-130000			STREETS - DUE TO/FROM CLEARING		179.20
101-213000			STREETS - ACCOUNTS PAYABLE	179.20	
			FUND TOTAL	179.20	179.20
401 WATER OPERATING FUND	2013 10	132	10/10/2013		
401-130000			DUE TO/FROM CLEARING		77.87
401-213000			ACCOUNTS PAYABLE	77.87	
			FUND TOTAL	77.87	77.87
402 SEWER OPERATING FUND	2013 10	132	10/10/2013		
402-130000			DUE TO/FROM CLEARING		58.41
402-213000			ACCOUNTS PAYABLE	58.41	
			FUND TOTAL	58.41	58.41
631 CLEARING FUND	2013 10	132	10/10/2013		
631-130000			DUE TO/FROM CLEARING	2,527.60	
631-213000			ACCOUNTS PAYABLE	467.28	
635-111100			CASH		2,994.88
			FUND TOTAL	2,994.88	2,994.88

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|PG 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	2,527.60	
001 GENERAL FUND		2,212.12
401 WATER OPERATING FUND		77.87
402 SEWER OPERATING FUND		58.41
101 STREET FUND		179.20
TOTAL	2,527.60	2,527.60

** END OF REPORT - Generated by Linda Steinberg **

Regular

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PG 1
apcshdab

CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

334077	10/24/2013	PRTD	5 ACE HARDWARE	186693	25390	09/27/2013	10/20/13	42.80
Invoice: 25390				42.80 73421355 531100		PW/ROPE CLIP/ELECTR SUPPLIES WIN COLL-SUPPLIES		
Invoice: 25407				186694 25407		10/01/2013 10/20/13		39.31
				39.31 73411345 531100		PW/ACID/PLUMBG SUPPL/FIXTURE OFFICE SUPPLIES		
Invoice: 25412				186695 25412		10/02/2013 10/20/13		14.97
				14.97 73421355 531100		PW/ADAPTOR/PLUG WIN COLL-SUPPLIES		
Invoice: 25434				186696 25434		10/03/2013 10/20/13		208.28
				208.28 73111264 531100		PW/HVY DUT BATT-BARRIER BEAC O&M-STREET-TRAF CONTROL-SUPPLY		
Invoice: 25342				186756 25342		09/23/2013 10/20/13		34.74
				34.74 73011183 531100		PW/SENSOR VAC O&M-C/E-CH FAC-SUPPLIES		
Invoice: 25343				186757 25343		09/23/2013 10/20/13		130.23
				130.23 73011183 531100		PW/48W BULB O&M-C/E-CH FAC-SUPPLIES		
Invoice: 25456				186758 25456		10/07/2013 10/20/13		-68.32
				-68.32 73111290 531100		PW/RETURN 6V HVY DUTY BATT O&M-STREET-MAINT O/H-SUPPLIES		
Invoice: 25457				186759 25457		10/07/2013 10/20/13		37.96
				37.96 73111290 531100		PW/6V HVY DUTY BATTERIES X 5 O&M-STREET-MAINT O/H-SUPPLIES		
Invoice: 25459				186760 25459		10/07/2013 10/20/13		15.51
				15.51 73011189 531100		PW/SINGLE CUT KEY O&M - C/E FACIL OFC SUPPLIES		
Invoice: 25471				186761 25471		10/08/2013 10/20/13		15.18
				15.18 73411345 531100		PW/FLOURES BULB X 2 OFFICE SUPPLIES		
Invoice: 25357				186817 25357		09/25/2013 10/20/13		40.17
				40.17 73011897 531100		PW/MISC PAINT SUPPLIES O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 25409				186818 25409		10/01/2013 10/20/13		42.21
				42.21 73011183 531100		PW/CUT KEY/WEEDER/FLSHLIGHT O&M-C/E-CH FAC-SUPPLIES		

CHECK 334077 TOTAL: 553.04

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CASH ACCOUNT: 635		111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
334078	10/24/2013	PRTD	1258 ALPINE PRODUCTS INC	186697	TM-135476	09/12/2013		10/20/13	789.30		
Invoice: TM-135476				789.30	73111264 531100	PW/HANDICAP 40X40 HOT TAPE O&M-STREET-TRAF CONTROL-SUPPLY					
Invoice: FC5456				186698	FC5456	09/23/2013		10/20/13	4.35		
				4.35	73111264 531100	PW/FINANCE CHARGE O&M-STREET-TRAF CONTROL-SUPPLY					
									CHECK	334078 TOTAL:	793.65
334079	10/24/2013	PRTD	6488 AMEC EARTH & ENVIRON	186700	K13511654	10/03/2013	21100526	10/20/13	544.10		
Invoice: K13511654				544.10	65538 38600000370	GEOTECHNICAL REVIEW-CONKLIN GEO TECH 3RD PARTY REVIEWS					
Invoice: K13511655				186701	K13511655	10/03/2013	21100526	10/20/13	583.21		
				583.21	65538 38600000370	GEOTECHNICAL REVIEW-KETCHAM GEO TECH 3RD PARTY REVIEWS					
									CHECK	334079 TOTAL:	1,127.31
334080	10/24/2013	PRTD	6393 AMERICAN DATA GUARD	186762	63098	09/30/2013		10/20/13	120.00		
Invoice: 63098				120.00	44011143 541100	FIN/ON SITE SHREDDING RECORDS MNGT - C/E PROF SVCS					
									CHECK	334080 TOTAL:	120.00
334081	10/24/2013	PRTD	4710 ASSOCIATED PETROLEU	186764	0485276-IN	10/02/2013		10/20/13	2,873.21		
Invoice: 0485276-IN				2,873.21	73638932 532000	PW/900 GAL ETHANOL O&M-FUEL ALLOC TO OTH DEPTS					
Invoice: 0485281-IN				186765	0485281-IN	10/02/2013		10/20/13	1,762.93		
				1,762.93	73638893 532000	PW/520 GAL DIESEL O&M-FUEL USE-ALLOCATION					
									CHECK	334081 TOTAL:	4,636.14
334082	10/24/2013	PRTD	7821 ARAMARK UNIFORM SERV	186763	655-7059366	10/10/2013		10/20/13	50.28		
Invoice: 655-7059366				50.28	73638893 589310	PW/SHOP TOWELS/LAB COATS LAUNDRY SERVICES					
Invoice: 655-7000676				186864	655-7000676	09/05/2013	21300135	10/20/13	50.28		
				50.28	73638893 589310	UNIFORM MAINTENANCE LAUNDRY SERVICES					
Invoice: 655-7012393				186865	655-7012393	09/12/2013	21300135	10/20/13	50.28		
				50.28	73638893 589310	UNIFORM MAINTENANCE LAUNDRY SERVICES					

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

Invoice: 655-7024218	186866	655-7024218	09/19/2013	21300135	10/20/13	50.34			
			UNIFORM MAINTENANCE						
	50.34	73638893	589310	LAUNDRY SERVICES					
Invoice: 655-7035913	186867	655-7035913	09/26/2013	21300135	10/20/13	50.28			
			UNIFORM MAINTENANCE						
	50.28	73638893	589310	LAUNDRY SERVICES					
Invoice: 655-7047697	186868	655-7047697	10/03/2013	21300135	10/20/13	54.63			
			UNIFORM MAINTENANCE						
	54.63	73638893	589310	LAUNDRY SERVICES					

CHECK 334082 TOTAL: 306.09

334083 10/24/2013 PRTD	1235	AT&T ONENET SERVICE	186943	1173OCT13	10/01/2013	10/20/13	.34		
Invoice: 1173OCT13					PCD/OCT13 FAX LONG DISTANCE				
	.34	91011189	542100	GG-C/E-CITY HALL-PHONE					
Invoice: 6203OCT13	186944	6203OCT13	10/01/2013	10/20/13	12.45				
			FIN/OCT13 FAX LONG DISTANCE						
	12.45	91011189	542100	GG-C/E-CITY HALL-PHONE					

CHECK 334083 TOTAL: 12.79

334084 10/24/2013 PRTD	4365	AUTOMATIC FUNDS TRAN	186699	69933	06/30/2013	10/20/13	1,629.37		
Invoice: 69933					PW/ANNL CONSUMER CONFID REPT				
	1,018.36	73411345	542440	O&M-WTR MAINT-COMM ADV					
	611.01	73415345	542440	COMMUNICATION ADS					

CHECK 334084 TOTAL: 1,629.37

334085 10/24/2013 PRTD	47	BAINBRIDGE DISPOSAL	186702	0000305555	09/30/2013	10/20/13	50.90		
Invoice: 0000305555					SEPT13 SENIOR CENTER/COMMONS				
	50.90	91011755	547900	GG-C/E-COMMONS-GARBAGE					

CHECK 334085 TOTAL: 50.90

334086 10/24/2013 PRTD	54	BAINBRIDGE RENTAL IN	186707	148879	09/18/2013	10/20/13	-73.33		
Invoice: 148879					PW/RENTAL CREDIT				
	-73.33	73421355	545000	WIN COLL-RENTS					

Invoice: 149293	186708	149293	09/27/2013	10/20/13	17.46				
			PW/FILTER/COVER/BLOWR TUBE						
	17.46	73011483	531100	O&M-C/E-MECHANICAL SHOP-SUPPLY					

Invoice: 149536	186819	149536	10/03/2013	10/20/13	350.13				
			PW/CHAIN LINK/OIL/WRENCH						

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PG 4
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

350.13 73111427 531100

OFFICE SUPPLIES

CHECK 334086 TOTAL: 294.26

334087 10/24/2013 PRD
Invoice: 514109

55 BAINBRIDGE ISLAND RE 186704 514109

09/20/2013 10/20/13

148.00

PCD/LEGAL AD-BASSAM

148.00 63470586 544000

CUR - DEV ZONING ADVERTISING

Invoice: 514113

186705 514113

09/20/2013 10/20/13

136.00

PCD/LEGAL AD-SEPA

136.00 63470586 544000

CUR - DEV ZONING ADVERTISING

Invoice: 516265

186706 516265

09/27/2013 10/20/13

21.00

CLERK-LEGAL AD-ORD 2013-31

21.00 11011113 544000

COUNCIL - LEGAL NOTICES

Invoice: 514656

186820 514656

09/27/2013 10/20/13

24.00

IT/LEGL AD-FINANCE SYSTM RFP

24.00 81011881 544000

IT - C/E ADVERTISING

Invoice: 878564

186837 878564

09/30/2013 10/20/13

140.85

PCD/DISPLAY AD-PSE MEETING

140.85 63470586 544000

CUR - DEV ZONING ADVERTISING

Invoice: 888388

186838 888388

09/30/2013 10/20/13

374.10

PCD/DISPLAY AD-VENCENT RD

374.10 64011582 544000

LONG - C/E ADVERTISING

Invoice: 884355

186839 884355

09/30/2013 10/20/13

187.05

PCD/DISPLAY AD-TEQUILA SUNRS

187.05 63470586 544000

CUR - DEV ZONING ADVERTISING

Invoice: 513734

186869 513734

09/20/2013 10/20/13

40.00

CLERK/LEGAL-FLETCHER BAY WH

40.00 91411341 551000

FINANCE - WATER - I'GOVT SERV

CHECK 334087 TOTAL: 1,071.00

334088 10/24/2013 PRD
Invoice: 0000310492

2281 BAINBRIDGE SEPTIC TA 186709 0000310492

09/30/2013 10/20/13

3,346.62

PW/EMERGENCY SEPTIC PUMPNG

3,346.62 73421355 548100

WIN COLL-R&M

CHECK 334088 TOTAL: 3,346.62

334089 10/24/2013 PRD
Invoice: 10923

7839 BARBARA & ROAR NOSSU 186711 10923

09/25/2013 10/20/13

536.48

PW/AUSTIN AIR FILTERS

536.48 73011183 531100

O&M-C/E-CH FAC-SUPPLIES

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apcshdsb

CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

						CHECK	334089 TOTAL:	536.48
334090 10/24/2013 PRD	57 BAY HAY & FEED	186710	957365	10/03/2013	10/20/13			17.33
Invoice: 957365				PW/BULK PROPANE				
		17.33	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES				
		186766	958575	10/10/2013	10/20/13			27.95
Invoice: 958575				PW/BULK PROPANE				
		27.95	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY				
						CHECK	334090 TOTAL:	45.28
334091 10/24/2013 PRD	57 HOWARD BLOCK	186822	958802	10/11/2013	10/20/13			20.15
Invoice: 958802				PW/BULK PROPANE				
		20.15	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES				
						CHECK	334091 TOTAL:	20.15
334092 10/24/2013 PRD	50 BAINBRIDGE ISLAND EL	186863	24527	10/03/2013	10/20/13			16.27
Invoice: 24527				PW/TAPE/DISPENSER-WWTP				
		16.27	73425358 531100	O&M-WWTP-SUPPLIES				
						CHECK	334092 TOTAL:	16.27
334093 10/24/2013 PRD	971 BAINBRIDGE ISLAND HI	186703	189	10/01/2013 21300066	10/20/13			1,827.00
Invoice: 189				3Q LTAC-HISTORICL MUSEUM HRS				
		1,827.00	91140573 541100	GG-TOUR-PROF SERVICES				
						CHECK	334093 TOTAL:	1,827.00
334094 10/24/2013 PRD	5490 BAINBRIDGE ISLAND ME	186945	10/15/13	10/15/2013	10/20/13			16,058.80
Invoice: 10/15/13				ROTARY PK SWR EASEMENT REFND				
		69.45	47148 322110	PLAN'G REVIEW OF BLDG PERMITS				
		442.35	47148 322110	PLAN'G REVIEW OF BLDG PERMITS				
		290.00	41141 343420	WATER CONNECTION/INSPECT FEE				
		50.00	41141 343200	ENG FEES-WATER AVAIL ADMIN FEE				
		290.00	42142 343420	SEWER CONN/INSPECTION FEE				
		50.00	42142 343200	ENG FEES-SEWER AVAIL ADMIN FEE				
		14,867.00	42437 379000	SWR PART FEES & CONTR CAP				
						CHECK	334094 TOTAL:	16,058.80
334095 10/24/2013 PRD	69 BLUMENTHAL UNIFORMS	186823	11356002	07/15/2013	10/20/13			12.25
Invoice: 11356002				POL/SHIPPING ON EXCHANGE				
		12.25	91011215 542500	GG-C/E-PD-POSTAGE				

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 apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: 11368			186824	11368	07/01/2013		10/20/13	-49.71
					POL/UNIFORMS/802			
			-49.71	53011212 520000	POLICE - C/E PATROL BENEFITS			
Invoice: 25095			186825	25095	10/03/2013		10/20/13	58.58
					POL/UNIFORMS/810			
			58.58	53011212 520000	POLICE - C/E PATROL BENEFITS			
					CHECK	334095 TOTAL:	21.12	
334096	10/24/2013	PRTD 56 THE BANK OF NEW YORK	186821	111-1571109	10/02/2013		10/20/13	301.75
Invoice: 111-1571109					FIN/BOND ADMIN FEE BAILTG005			
			301.75	91011219 789000	BNY MELLON DEBT ADM FEES			
					CHECK	334096 TOTAL:	301.75	
334097	10/24/2013	PRTD 4901 BRABER EQUIPMENT	186712	410157	09/16/2013		10/20/13	454.55
Invoice: 410157					PW/GRASS BLADES/NUTS/BOLTS			
			454.55	73111427 531100	OFFICE SUPPLIES			
					CHECK	334097 TOTAL:	454.55	
334098	10/24/2013	PRTD 78 BROWNE ENGINEERING I	186826	6957	10/04/2013	21200115	10/20/13	7,458.61
Invoice: 6957					YEOMALT DESIGN STUDY			
			7,458.61	72433438 64110000231	ANN DRAIN PRG-CAP P SVCS/DES			
					CHECK	334098 TOTAL:	7,458.61	
334099	10/24/2013	PRTD 1820 CDW GOVERNMENT INC	186827	GD75834	10/01/2013		10/20/13	169.48
Invoice: GD75834					IT/BACK-UP TAPES			
			169.48	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					CHECK	334099 TOTAL:	169.48	
334100	10/24/2013	PRTD 4586 CHS, INC.	186713	H99581	10/02/2013		10/20/13	334.71
Invoice: H99581					PW/50# BAGS OF SALT X 49			
			334.71	73411345 531100	OFFICE SUPPLIES			
Invoice: H97943			186767	H97943	09/05/2013		10/20/13	505.48
					PW/50# BAG SALT X 74			
			505.48	73411345 531100	OFFICE SUPPLIES			
					CHECK	334100 TOTAL:	840.19	

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apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

334101	10/24/2013	PRTD	551 CENUTRYLINK	186870	0225OCT13	10/02/2013		10/20/13	73.95
Invoice: 0225OCT13				73.95	91011897 542100	O&M FIRE ALARM MONITORING GG-C/E-O&M YARD FAC-PHONE			
				186871	0754OCT13	10/02/2013		10/20/13	71.94
Invoice: 0754OCT13				71.94	91411891 542100	FLETCHER BAY WELL TELEMETRY GG-WTR-FAC-PHONE			
				186872	1745OCT13	10/02/2013		10/20/13	35.68
Invoice: 1745OCT13				35.68	91011189 542100	CITY HALL ELEVATOR LINE GG-C/E-CITY HALL-PHONE			
				186873	3271OCT13	10/02/2013		10/20/13	34.76
Invoice: 3271OCT13				34.76	91011897 542100	O&M DIAL IN EMERGENCY GG-C/E-O&M YARD FAC-PHONE			
				186874	3542OCT13	10/02/2013		10/20/13	34.76
Invoice: 3542OCT13				34.76	91011215 542100	POL DIAL IN EMERGENCY GG-C/E-PD-PHONE			
				186875	4110OCT13	10/02/2013		10/20/13	34.76
Invoice: 4110OCT13				34.76	91011189 542100	CITY HALL DIAL IN EMERGENCY GG-C/E-CITY HALL-PHONE			
				186876	5100OCT13	10/02/2013		10/20/13	46.36
Invoice: 5100OCT13				46.36	91011215 542100	POL BACK DOOR LINE GG-C/E-PD-PHONE			
				186877	9791OCT13	10/02/2013		10/20/13	137.33
Invoice: 9791OCT13				137.33	91011215 542100	POL T1 MANDUS - CENCOM GG-C/E-PD-PHONE			
				186878	9858OCT13	10/02/2013		10/20/13	50.35
Invoice: 9858OCT13				50.35	91411891 542100	SANDS AVE WELL TELEMETRY GG-WTR-FAC-PHONE			
				186938	3736OCT13	10/07/2013		10/20/13	73.95
Invoice: 3736OCT13				73.95	91011189 542100	CITY HALL FIRE ALARM MONITOR GG-C/E-CITY HALL-PHONE			
				186939	5211OCT13	10/07/2013		10/20/13	131.48
Invoice: 5211OCT13				131.48	91011215 542100	POLICE PHONE SERVICE GG-C/E-PD-PHONE			
				186940	8731OCT13	10/07/2013		10/20/13	34.76
Invoice: 8731OCT13				34.76	91011755 542100	COMMONS FIRE ALARM GG-C/E-COMMONS-PHONE			
				186941	9136OCT13	10/07/2013		10/20/13	94.42
Invoice: 9136OCT13				94.42	91011189 542100	CITY HALL SECURITY ALARM GG-C/E-CITY HALL-PHONE			

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CASH ACCOUNT: 635			111100 CASH		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE				
INVOICE DTL DESC								
Invoice: 9840OCT13			186942	9840OCT13	10/07/2013	10/20/13		50.35
					HEAD OF BAY WELL TELEMETRY			
			50.35	91411891 542100	GG-WTR-FAC-PHONE			
					CHECK	334101	TOTAL:	904.85
334102	10/24/2013	PRTD 460 CITY OF BI - PETTY C	186828	2013-22	09/11/2013	10/20/13		14.98
Invoice: 2013-22					POL/CAN OPENER			
			14.98	51011215 531100	POLICE - C/E FACIL SUPPLIES			
Invoice: 2013-23			186829	2013-23	09/11/2013	10/20/13		15.00
					POL/ROTARY LUNCH			
			15.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 2013-24			186830	2013-24	09/26/2013	10/20/13		13.86
					POL/MOURNING BANDS			
			13.86	51011211 531100	PD-C/E-ADM-SUPPLIES			
					CHECK	334102	TOTAL:	43.84
334103	10/24/2013	PRTD 103 CITY OF BAINBRIDGE I	186923	2120147	10/02/2013	10/20/13		107.94
Invoice: 2120147					SANDS AVE WELL USAGE			
			33.90	73431835 547500	O&M-SSWM MAINT-CITY WTR/SWR			
			74.04	73011189 547500	O&M-C/E-FAC-CITY WTR/SWR			
					CHECK	334103	TOTAL:	107.94
334104	10/24/2013	PRTD 104 CITY OF BREMERTON	186831	BKAT000221	10/01/2013	21300023 10/20/13		2,500.00
Invoice: BKAT000221					ACCESS TELEVISION SERVICES			
			2,500.00	91011572 54242000297	GG-C/E-OUTREACH TELEVISED			
					CHECK	334104	TOTAL:	2,500.00
334105	10/24/2013	PRTD 6920 COMCAST	186832	72993SEP13	09/20/2013	10/20/13		11.26
Invoice: 72993SEP13					POL/XFINITY CONVERTER BOX			
			11.26	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
					CHECK	334105	TOTAL:	11.26
334106	10/24/2013	PRTD 6642 COMMUNITY SOLAR SOLU	186797	10/03/13	10/03/2013	10/20/13		32.69
Invoice: 10/03/13					EX/SEPT SOLAR NET METERING			
			32.69	91011189 54500000627	CH SOLAR-NET METERING PYMTS			
					CHECK	334106	TOTAL:	32.69

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

334107 10/24/2013 PRD 7166 COOK TELECOM, INC 186714 9198450 10/01/2013 10/20/13 73.37
Invoice: 9198450
73.37 73637891 542100 PW/OCT13 PAGING SVC
O&M - ALLOC FACIL TELEPHONE
CHECK 334107 TOTAL: 73.37

334108 10/24/2013 PRD 142 COPIERS NORTHWEST IN 186769 INV927980 10/02/2013 10/20/13 228.18
Invoice: INV927980
114.09 31011131 545000 FIN/EX/IR6075 COPIER LEASE
114.09 41011141 545000 EXEC - C/E RENTS & LEASES
FIN - C/E ADMIN RENTS & LEASES
186833 INV932286 10/09/2013 10/20/13 290.93
Invoice: INV932286
145.46 72011321 531100 IT/OCE PLOTTER USAGE
145.47 61011581 531100 ENG - C/E ADMIN SUPPLIES
PCD - C/E ADMIN SUPPLIES
CHECK 334108 TOTAL: 519.11

334109 10/24/2013 PRD 4950 CORRECT EQUIPMENT IN 186879 28442 09/13/2013 21300043 10/20/13 803.31
Invoice: 28442
803.31 73426355 54810000562 2013-GRINDER PUMP MX
GRINDER PUMP MAINT CONTRACT
186880 28443 09/13/2013 21300043 10/20/13 764.19
Invoice: 28443
764.19 73426355 54810000562 2013-GRINDER PUMP MX
GRINDER PUMP MAINT CONTRACT
CHECK 334109 TOTAL: 1,567.50

334110 10/24/2013 PRD 7016 CUSTOM PRINTING 186715 3359 10/07/2013 10/20/13 146.61
Invoice: 3359
48.87 64011582 531100 PCD/BUSINESS CARDS FOR 6 EMPL
48.87 63470588 531100 LONG - C/E OFFICE SUPPLIES
48.87 62471591 531100 CUR - DEV DEV PLAN OFC SUPPLY
BLDG - BLDG OFFICE SUPPLIES
186716 3373 10/07/2013 10/20/13 299.48
Invoice: 3373
299.48 61011581 531100 PCD/5000 REG ENVELOPES
PCD - C/E ADMIN SUPPLIES
CHECK 334110 TOTAL: 446.09

334111 10/24/2013 PRD 158 DATANODE LLC 186834 0017148-IN 10/08/2013 10/20/13 10,855.65
Invoice: 0017148-IN
10,855.65 81011881 548500 IT/NETWORK HARDWAR ANN MAINT
IT - C/E COMPUTER SUPPORT
CHECK 334111 TOTAL: 10,855.65

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

334112 10/24/2013 PRD 4437 JOHN M ELLSWORTH CO 186770 0332088-IN 09/30/2013 10/20/13 277.34
Invoice: 0332088-IN
138.67 73111423 531100 PW/12V ECON GEAR PUMP
138.67 73111427 531100 OFFICE SUPPLIES
OFFICE SUPPLIES

CHECK 334112 TOTAL: 277.34

334113 10/24/2013 PRD 7510 EXPERIAN 186835 CD1406002784 09/27/2013 10/20/13 92.36
Invoice: CD1406002784
92.36 52011212 549100 POL/OCT CREDIT CHECK SVC
PD-C/E-INV-DUES/SUBSCR/MEMBRSH

CHECK 334113 TOTAL: 92.36

334114 10/24/2013 PRD 212 FABRICARE 02 - PLANT 186836 10/04/13 10/03/2013 10/20/13 259.35
Invoice: 10/04/13
54.14 51011211 520000 POL/LAUNDRY SERVICE
105.77 52011212 520000 PD-C/E ADMIN-BENEFITS
27.50 51011191 520000 POLICE - C/E INVEST BENEFITS
12.18 55011757 520000 PD-C/E-PROP RM-BENEFITS
17.08 51011217 520000 PD-HARBORMASTER-BENEFITS
42.68 53011212 520000 PD-C/E-PARKING ENF-BEN
POLICE - C/E PATROL BENEFITS

CHECK 334114 TOTAL: 259.35

334115 10/24/2013 PRD 216 FEDERAL EXPRESS CORP 186840 2-415-54474 09/27/2013 10/20/13 311.07
Invoice: 2-415-54474
311.07 91011189 542500 ENG/EQ SHIPMENT TO HACH
GG-C/E-CITY HALL-POSTAGE

CHECK 334115 TOTAL: 311.07

334116 10/24/2013 PRD 7844 FIELD ASSET SERVICES 186861 34407 10/15/2013 10/20/13 33.49
Invoice: 34407
33.49 411 122100 UB 12355 710 DAYLILY LANE NE
WATER ACCOUNTS RECEIVABLE

CHECK 334116 TOTAL: 33.49

334117 10/24/2013 PRD 222 FOSTER PEPPER PLLC 186717 10/02/13 10/02/2013 10/20/13 335.00
Invoice: 10/02/13
335.00 91011211 443410 HR/CIVIL SVC COMM CONF REG
GG-C/E-CIVIL SVC-TRAINING

CHECK 334117 TOTAL: 335.00

334118 10/24/2013 PRD 231 GALLS, AN ARAMARK CO 186841 001036658 09/24/2013 10/20/13 25.98
Invoice: 001036658
25.98 51011211 520000 POL/NAME BADGESX2/800
PD-C/E ADMIN-BENEFITS

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

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INVOICE DTL DESC

					CHECK	334118 TOTAL:	25.98	
334119	10/24/2013	PRTD	4262 GEMPLER'S	186771	1019768987	09/30/2013	10/20/13	211.77
	Invoice: 1019768987					PW/LOTO KIT ELECTRCN		
				211.77	73638935 531100	OFFICE SUPPLIES		
						CHECK	334119 TOTAL:	211.77
334120	10/24/2013	PRTD	7451 GOOD TO GO!	186842	TB-134032232	10/08/2013	10/20/13	6.25
	Invoice: TB-134032232					POL/BRIDGE TOLL/816		
				6.25	53011212 443410	POLICE - C/E PATROL TRAINING		
						CHECK	334120 TOTAL:	6.25
334121	10/24/2013	PRTD	513 GRAINGER	186718	9252227526	09/24/2013	10/20/13	86.50
	Invoice: 9252227526					PW/WALL CHART/HMIG LABEL		
				86.50	73637891 531100	OFFICE SUPPLIES		
				186719	9253469820	09/25/2013	10/20/13	135.76
	Invoice: 9253469820					PW/MARKING WANDS X 2		
				135.76	73431835 531100	OFFICE SUPPLIES		
						CHECK	334121 TOTAL:	222.26
334122	10/24/2013	PRTD	1517 GUARDIAN SECURITY SY	186843	458286	10/01/2013	10/20/13	336.00
	Invoice: 458286					CRT/ALARM MONITORING		
				336.00	21011125 541100	COURT - PROFESSIONAL SERVICES		
				186844	458490	10/01/2013	10/20/13	42.00
	Invoice: 458490					POL/NOV SECURITY ALARM		
				42.00	51011215 541100	POLICE - C/E FACIL PROF SVCS		
						CHECK	334122 TOTAL:	378.00
334123	10/24/2013	PRTD	253 HACH COMPANY	186720	8502047	09/27/2013	10/20/13	889.56
	Invoice: 8502047					ENG/VARIOUS CHEMICALS/GLOVES		
				889.56	72431835 53110000451	MONITORING-SUPPLIES		
				186721	8493798	09/23/2013	10/20/13	1,151.16
	Invoice: 8493798					PW/INTERNL BATT PCK/HYDROLAB		
				1,151.16	73411345 531100	OFFICE SUPPLIES		
						CHECK	334123 TOTAL:	2,040.72

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

334124 10/24/2013 PRD 7847 HANSON SIGN COMPANY 186952 10/14/13 10/14/2013 10/20/13 146.40
Invoice: 10/14/13 REFUND SIGN FEE-BLD18968SGN
146.40 47148 322100 BUILDINGS, STRUCT. & EQ

CHECK 334124 TOTAL: 146.40

334125 10/24/2013 PRD 502 HD SUPPLY WATERWORKS 186722 B509968 09/27/2013 10/20/13 1,291.28
Invoice: B509968 PW/12X30 REP CLAMP
1,291.28 73421355 531100 WIN COLL-SUPPLIES

CHECK 334125 TOTAL: 1,291.28

334126 10/24/2013 PRD 4850 HOME DEPOT CREDIT SE 186772 1052152 09/30/2013 10/20/13 99.98
Invoice: 1052152 PW/CONTAINER/21 & 45 PC SETS
99.98 73011189 531100 O&M - C/E FACIL OFC SUPPLIES

CHECK 334126 TOTAL: 99.98

334127 10/24/2013 PRD 268 HOUSING RESOURCES BO 186723 2013-144 10/01/2013 21300121 10/20/13 750.00
Invoice: 2013-144 SEP13 ISL MOBILE HOME FEES
750.00 31180592 54130400297 HRB-IMHP SPACE RENT DEFAULT

CHECK 334127 TOTAL: 750.00

334128 10/24/2013 PRD 7843 JELLAD, SAMIR & MARI 186860 34406 10/15/2013 10/20/13 12.35
Invoice: 34406 UB 11940 8289 NEW HOLLAND COURT NE
12.35 411 122100 WATER ACCOUNTS RECEIVABLE

CHECK 334128 TOTAL: 12.35

334129 10/24/2013 PRD 7482 JUDGE PLUMBING COMPA 186881 72213357 07/22/2013 21300070 10/20/13 2,093.00
Invoice: 72213357 2013-BACKFLOW TESTING
1,980.88 73411349 54110000510 BACKFLOW TEST-PRO SVCS
112.12 73415349 54110000510 BACKFLOW TEST-RB-PRO SVCS

186882 93013476 09/30/2013 21300070 10/20/13 6,209.00

Invoice: 93013476

2013-BACKFLOW TESTING
5,876.38 73411349 54110000510 BACKFLOW TEST-PRO SVCS
332.62 73415349 54110000510 BACKFLOW TEST-RB-PRO SVCS

CHECK 334129 TOTAL: 8,302.00

334130 10/24/2013 PRD 318 KC ALCOHOLISM SPECIA 186729 0313 10/09/2013 10/20/13 1,167.37
Invoice: 0313 3Q 2013 ALCOHOLISM SERVICES
1,167.37 91011660 553000 EXEC - C/E DETOX

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

					CHECK	334130 TOTAL:	1,167.37
334131	10/24/2013	PRTD	333 KITSAP COUNTY AUDITO	186724 220547	09/24/2013	10/20/13	81.00
Invoice: 220547					CLERK/REC DOCS-BI METRO PRK		
					81.00 36421143 551000	CLERK-RECORDING AT CO AUDITOR	
Invoice: 220547A					186725 220547A	09/24/2013 10/20/13	76.00
					76.00 36111143 551000	CLERK/REC DOCS-2013-14 ROW	
					CLERK-RECORDING AT CO AUDITOR		
Invoice: 220547B					186726 220547B	09/24/2013 10/20/13	77.00
					77.00 36111143 551000	CLERK/REC DOC-MADRONA AS LIV	
					CLERK-RECORDING AT CO AUDITOR		
Invoice: 220547C					186727 220547C	09/24/2013 10/20/13	82.00
					82.00 36011143 551000	CLERK/REC DOCS-BOHLANDER	
					CLERK-RECORDING AT CO AUDITOR		
Invoice: 220935					186728 220935	09/24/2013 10/20/13	41.00
					41.00 36111264 551000	CLERK/REC DOC-BI/BREM TRAF SG	
					CLERK-TRAFFIC CONTR-I/G SVCS		
					CHECK	334131 TOTAL:	357.00
334132	10/24/2013	PRTD	338 KITSAP COUNTY SHERIF	186846 10/09/13	10/14/2013	10/20/13	2,315.81
Invoice: 10/09/13					2,315.81 51011236 551000	POL/AUG PRISONER BOARD	
					POLICE - C/E PRISONER DETENT'N		
Invoice: 10/09/13-MEDS					186847 10/09/13-MEDS	10/09/2013 10/20/13	60.88
					60.88 51011236 551000	POL/AUG PRISONER MEDICAL	
					POLICE - C/E PRISONER DETENT'N		
					CHECK	334132 TOTAL:	2,376.69
334133	10/24/2013	PRTD	1505 KITSAP COUNTY TREASU	186731 10/03/13	10/03/2013	10/20/13	103.88
Invoice: 10/03/13					89.88 41612860 586000	OUT COURT REMIT	
					14.00 41613860 586000	CRIME VICTIMS-OUT	
					COUNTY LAW LIB - DISB OUT		
					CHECK	334133 TOTAL:	103.88
334134	10/24/2013	PRTD	4354 KITSAP COUNTY TREASU	186733 04250211082000-13A	10/11/2013	10/20/13	4,844.53
Invoice: 04250211082000-13A					4,844.53 91011897 547400	7305 Hidden Cove Road	
					GG-C/E-O&M YARD FAC-SSWM FEE		
Invoice: 04250211092009-13A					186734 04250211092009-13A	10/11/2013 10/20/13	74.43
					Public Works yard		

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

	74.43	91011897	547400	GG-C/E-O&M YARD FAC-SSWM FEE		
Invoice: 09250240022006-13a	186735	09250240022006-13a		10/11/2013	10/20/13	74.91
				Lovgren Pit		
	74.91	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
Invoice: 10250210522008-13A	186736	10250210522008-13A		10/11/2013	10/20/13	74.93
				Suyematsu Farm		
	74.93	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
Invoice: 10250210622006-13A	186737	10250210622006-13A		10/11/2013	10/20/13	74.51
				Morales Farm		
	74.51	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
Invoice: 20250210492002-13A	186738	20250210492002-13A		10/11/2013	10/20/13	74.47
				Old County Road Site		
	74.47	91021182	547400	GG-OS-PROP MNGT-SSWM FEES		
Invoice: 21250240062006-13A	186739	21250240062006-13A		10/11/2013	10/20/13	74.52
				Sands Ave Well Facility		
	74.52	91411345	547400	GG-WTR-COBI SSWM FEE		
Invoice: 26250220072004-13a	186740	26250220072004-13a		10/11/2013	10/20/13	74.38
				SLS - Hildebrand/305		
	74.38	91421355	547400	GG-SWR-COBI SSWM FEE		
Invoice: 26250230462005-13A	186741	26250230462005-13A		10/11/2013	10/20/13	514.66
				Historical Society		
	514.66	91011753	547400	GG-C/E-HIST SOC-COBE SSWM FEE		
Invoice: 26250230642002-13A	186742	26250230642002-13A		10/11/2013	10/20/13	881.56
				City Hall		
	881.56	91011189	547400	GG-C/E-CITY HALL-SSWM FEE		
Invoice: 26250230952005-13A	186743	26250230952005-13A		10/11/2013	10/20/13	808.18
				Madison Ave SSWM Outfall		
	808.18	91431835	547400	GG-SSWM-COBI SSWM FEE		
Invoice: 26250230982002-13A	186744	26250230982002-13A		10/11/2013	10/20/13	441.28
				Waterfront Park		
	441.28	91011768	547400	GG-C/E-PARKS-COBI SSWM FEE		
Invoice: 26250231002008-13A	186745	26250231002008-13A		10/11/2013	10/20/13	954.94
				Police Facility		
	954.94	91011215	547400	GG-C/E-PD-COBI SSWM FEE		
Invoice: 26250231292005-13A	186746	26250231292005-13A		10/11/2013	10/20/13	74.38
				SLS - Fols Bat NE Govt G3		
	74.38	91421355	547400	GG-SWR-COBI SSWM FEE		
Invoice: 26250231432007-13A	186747	26250231432007-13A		10/11/2013	10/20/13	661.47
				Bainbridge Performing Arts		

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

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661.47	91011189	547400	GG-C/E-CITY HALL-SSWM FEE			
186748	27250230282006-13A	10/11/2013	10/20/13	147.76		
Invoice: 27250230282006-13A Weaver Avenue Housing						
147.76	91011515	547400	EXEC-C/E-HELPLINE HSE-SSWM FEE			
186749	27250240062000-13A	10/11/2013	10/20/13	1,982.37		
Invoice: 27250240062000-13A Strawberry Plant						
1,982.37	91021182	547400	GG-OS-PROP MNGT-SSWM FEES			
186750	33250220192001-13A	10/11/2013	10/20/13	882.88		
Invoice: 33250220192001-13A Decant Facility						
882.88	91435838	547400	GG-DECANT-SSWM FEES			
186751	35250210342002-13A	10/11/2013	10/20/13	7,193.12		
Invoice: 35250210342002-13A Pritchard Park						
7,193.12	91011768	547400	GG-C/E-PARKS-COBI SSWM FEE			
186752	4114002001000-13A	10/11/2013	10/20/13	955.12		
Invoice: 4114002001000-13A Waterfront Park						
955.12	91011768	547400	GG-C/E-PARKS-COBI SSWM FEE			
186753	41140020070004-13A	10/11/2013	10/20/13	74.38		
Invoice: 41140020070004-13A Commons						
74.38	91011755	547400	GG-C/E-COMMONS-COBI SSWM FEE			
186754	41140020080003-13A	10/11/2013	10/20/13	74.38		
Invoice: 41140020080003-13A Senior Center						
74.38	91011755	547400	GG-C/E-COMMONS-COBI SSWM FEE			
186755	41150040070009-13A	10/11/2013	10/20/13	808.22		
Invoice: 41150040070009-13A WWTP						
808.22	91425358	547400	GG-WWTP-SSWM FEES			

CHECK 334134 TOTAL: 21,821.38

334135	10/24/2013	PRTD	1971 KELLEY IMAGING SYSTE	186773	110727	10/03/2013	10/20/13	454.75
Invoice: 110727 PW/3530C COPIER MAINT								
454.75	73637891	531100	OFFICE SUPPLIES					
186845	110804			10/07/2013	10/20/13	154.46		
Invoice: 110804 POL/COPIER EXCESS CHGS								
154.46	51011215	548500	POLICE - C/E FACIL COMP MAINT					

CHECK 334135 TOTAL: 609.21

334136	10/24/2013	PRTD	4584 KIDS DISCOVERY MUSEU	186732	13-004	10/01/2013	21300080	10/20/13	1,682.50
Invoice: 13-004 LTAC-KIDIMU 3Q 2013									
1,682.50	91140573	541100	GG-TOUR-PROF SERVICES						

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 334136 TOTAL:	1,682.50
334137	10/24/2013	PRTD	315 KITSAP HUMANE SOCIET	186730	750	10/01/2013	21300004	10/20/13	4,828.40
Invoice: 750						OCT13 ANIMAL CONTROL 2013			
				4,828.40	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
								CHECK 334137 TOTAL:	4,828.40
334138	10/24/2013	PRTD	7089 KITSAP SAFETY	186774	8287	10/07/2013		10/20/13	238.92
Invoice: 8287						PW/4 WAY CAL GAS/G450, G460			
				238.92	73421355 531100	WIN COLL-SUPPLIES			
								CHECK 334138 TOTAL:	238.92
334139	10/24/2013	PRTD	309 KITSAP TIRE CENTER I	186775	185431	10/04/2013		10/20/13	49.41
Invoice: 185431						PW/TIRE RPR/DMT/MT			
				49.41	73431835 531100	OFFICE SUPPLIES			
Invoice: 185469						PW/4 TIRES/DEMT/MT			
				2,535.38	73431835 531100	OFFICE SUPPLIES			
								CHECK 334139 TOTAL:	2,584.79
334140	10/24/2013	PRTD	6577 LAKESIDE INDUSTRIES	186950	PAYREQ2-626	09/19/2013	21300092	10/20/13	9,211.44
Invoice: PAYREQ2-626						SPRTSMN CLB NM IMP			
				9,211.44	72334561 66300000626	SPORTSMAN NM IMPR-CONSTR			
Invoice: RETREQ2-626						SPRTSMN CLB NM RET			
				484.81	72334561 66300000626	SPORTSMAN NM IMPR-CONSTR			
								CHECK 334140 TOTAL:	9,696.25
334141	10/24/2013	PRTD	5011 LEXISNEXIS RISK DATA	186848	1272084-20130930	09/30/2013		10/20/13	54.30
Invoice: 1272084-20130930						POL/SEP INFO SERVICES			
				54.30	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
								CHECK 334141 TOTAL:	54.30
334142	10/24/2013	PRTD	163 DENNIS MARTIN	186849	10/01/13	10/01/2013		10/20/13	151.78
Invoice: 10/01/13						POL/LEOFF1 MED REIMBURSEMENT			
				151.78	91029211 521500	POLICE - INS ADD MEDICAL COSTS			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

						CHECK	334142	TOTAL:	151.78
334143	10/24/2013	PRTD	6035 MERCURY MARINE	186850	1977896	10/01/2013	10/20/13		25.00
	Invoice: 1977896					POL/TRAINING/823			
				25.00	54025212 443410	MARINE - TRAINING			
						CHECK	334143	TOTAL:	25.00
334144	10/24/2013	PRTD	6208 MSDS ONLINE INC	186777	431876	09/24/2013	10/20/13		1,375.00
	Invoice: 431876					PW/ONLINE SAFETY TRAING X 21			
				1,375.00	73637891 443410	O&M-ALLOC ADM-TRAINING EXP			
						CHECK	334144	TOTAL:	1,375.00
334145	10/24/2013	PRTD	4708 MULTIFORCE SYSTEMS C	186851	912455	10/03/2013	10/20/13		1,805.00
	Invoice: 912455					IT/O&M FUEL SYSTEM MAINT			
				1,805.00	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	334145	TOTAL:	1,805.00
334146	10/24/2013	PRTD	2574 NATIONAL BARRICADE C	186778	249163	09/30/2013	10/20/13		2,172.13
	Invoice: 249163					PW/VARIOUS ALUM SIGNS X 50			
				2,172.13	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				186779	249164	09/30/2013	10/20/13		173.49
	Invoice: 249164					PW/ALUM TRAFF SIGNS X 5			
				173.49	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
						CHECK	334146	TOTAL:	2,345.62
334147	10/24/2013	PRTD	5837 NCL OF WISCONSIN INC	186780	328068	10/02/2013	10/20/13		179.71
	Invoice: 328068					PW/WWTP SETTLEOMETER/NUTRIEN			
				179.71	73425358 531100	O&M-WWTP-SUPPLIES			
				186883	327619	09/24/2013	10/20/13		275.96
	Invoice: 327619					PW/FIBER FILTERS/CHEMICALS			
				275.96	73425358 531100	O&M-WWTP-SUPPLIES			
						CHECK	334147	TOTAL:	455.67
334148	10/24/2013	PRTD	7841 NUNLEY, BUD & KAREN	186858	34404	10/15/2013	10/20/13		126.15
	Invoice: 34404					UB 10201 1000 NAKATA AVENUE NW			
				126.15	411 122100	WATER ACCOUNTS RECEIVABLE			

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 334148 TOTAL:	126.15
334149	10/24/2013	PRTD	2468 OLYMPIC RADIO LLC	186798	3208738320	08/31/2013		10/20/13	238.90
Invoice: 3208738320						PW/CARTRIDGE/BATTERY			
				119.45	73425358 531100	O&M-WWTP-SUPPLIES			
				119.45	73637891 531100	OFFICE SUPPLIES			
								CHECK 334149 TOTAL:	238.90
334150	10/24/2013	PRTD	4111 OLYMPIC SPRINGS INC	186852	252242	09/30/2013		10/20/13	55.81
Invoice: 252242						POL/PURIFIED WATER			
				55.81	51011215 531100	POLICE - C/E FACIL SUPPLIES			
								CHECK 334150 TOTAL:	55.81
334151	10/24/2013	PRTD	7170 OPEN WORKS	186884	INV615365	06/30/2013	21300041	10/20/13	4,746.00
Invoice: INV615365						2013-JANITORIAL CONTRACT			
				4,746.00	91011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
				186885	INV616699	09/01/2013	21300041	10/20/13	2,451.92
Invoice: INV616699						2013-JANITORIAL CONTRACT			
				2,451.92	91011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
				186886	INV617764	10/01/2013	21300041	10/20/13	2,451.92
Invoice: INV617764						2013-JANITORIAL CONTRACT			
				2,451.92	91011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
								CHECK 334151 TOTAL:	9,649.84
334152	10/24/2013	PRTD	5977 PAPER PRODUCTS ETC	186781	502307	10/02/2013		10/20/13	52.00
Invoice: 502307						FIN/SHREDDER BAGS X 100			
				52.00	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				186782	502338	10/07/2013		10/20/13	278.91
Invoice: 502338						PCD/MISC OFFICE SUPPLIES			
				84.99	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				29.86	65470597 531100	CODE - DEV OFFICE SUPPLIES			
				69.87	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
				94.19	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				186783	502366	10/10/2013		10/20/13	5.21
Invoice: 502366						PW/PAPERMATE PENS X 2			
				5.21	73638935 531100	OFFICE SUPPLIES			
				186924	502347	10/08/2013		10/20/13	187.58
Invoice: 502347						EX/MISC OFFICE SUPPLIES			
				187.58	31011131 531100	EXEC - C/E SUPPLIES			

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CASH ACCOUNT: 635			111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE					
INVOICE DTL DESC										
Invoice: 502348				186925	502348		10/08/2013		10/20/13	10.31
				10.31	31011131 531100		EX/PCK CLEANING CLOTHS			
							EXEC - C/E SUPPLIES			
							CHECK	334152	TOTAL:	534.00
334153	10/24/2013	PRTD	7846 PARKER, ERIC	186926	10/15/13		10/15/2013		10/20/13	20.00
Invoice: 10/15/13				20.00	01136 362900		FIN/REFND BOAT/TRAILER PRKG			
							DOCK USE & RELATED PARKING			
							CHECK	334153	TOTAL:	20.00
334154	10/24/2013	PRTD	7256 DARREN PARSE	186853	0/910/13		09/10/2013		10/20/13	147.32
Invoice: 0/910/13				147.32	21011125 541230		CRT/1.5 HRS INTERPRETER SVC			
							COURT - INTERPRETER			
							CHECK	334154	TOTAL:	147.32
334155	10/24/2013	PRTD	458 PENINSULA FIRE INC	186784	09302013JML		09/30/2013		10/20/13	130.16
Invoice: 09302013JML				130.16	73011897 531100		PW/EMERGENCY LIGHTS X 3			
							O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 10032013R4				186785	10032013R4		10/03/2013		10/20/13	260.31
				260.31	73011215 531100		PW/EMERGENCY LIGHTS X 6			
							O&M-C/E-POLICE FAC-SUPPLIES			
							CHECK	334155	TOTAL:	390.47
334156	10/24/2013	PRTD	5646 PERTEET INC	186854	20130142.1000-4		10/07/2013	21300110	10/20/13	8,016.46
Invoice: 20130142.1000-4				8,016.46	72111421 54110000270		SPEED LIMIT STUDY			
							TRANSP & MODELING-PRO SVCS			
							CHECK	334156	TOTAL:	8,016.46
334157	10/24/2013	PRTD	4887 PHOENIX ENVIRONMENTA	186855	2134605		10/08/2013		10/20/13	533.80
Invoice: 2134605				533.80	91011897 547900		PW/HAZ WASTE DISPOSAL			
							GG-C/E-O&M YARD FAC-GARBAGE			
							CHECK	334157	TOTAL:	533.80
334158	10/24/2013	PRTD	7840 PORTER FOSTER RORICK	186857	102051		10/04/2013		10/20/13	11,578.10
Invoice: 102051				11,578.10	32011152 54111100655		LEGAL/PAULSON SUIT			
							PAULSON/FORTNER PRR SUIT-LEGAL			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

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CHECK 334158 TOTAL: 11,578.10

334159	10/24/2013	PRTD	360 PROBUILD COMPANY LLC	186887	1489661	08/13/2013	10/20/13	.59
Invoice: 1489661						PW/CHAIR ROD		
				.59	73011757 531100	O&M-C/E-MARINA-SUPPLIES		
Invoice: 1490274						PW/RETURN CHAIR ROD		.59
				186888	1490274	08/16/2013	10/20/13	
				-.59	73011757 531100	O&M-C/E-MARINA-SUPPLIES		
Invoice: 1496601						PW/DRAIN ROCK 1/2 CF		14.63
				186889	1496601	10/02/2013	10/20/13	
				14.63	73011768 531100	O&M-C/E-PARKS-SUPPLIES		
Invoice: 149268						PW/MELAMINE PANEL/MDF BOARD		49.14
				186890	149268	09/30/2013	10/20/13	
				49.14	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 1496271						PW/4X8 WHITE MELAMINE		33.88
				186891	1496271	09/30/2013	10/20/13	
				33.88	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 1497169						PW/CHEM FOR WOOD & METAL		13.13
				186892	1497169	10/07/2013	10/20/13	
				13.13	73111427 531100	OFFICE SUPPLIES		
Invoice: 1497272						PW/RETURN MELAMINE PANEL		-33.66
				186893	1497272	10/07/2013	10/20/13	
				-33.66	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES		

CHECK 334159 TOTAL: 77.12

334160	10/24/2013	PRTD	4112 PROTHMAN COMPANY	186786	2013-4084	10/01/2013	21300118 10/20/13	4,120.00
Invoice: 2013-4084						INTERIM PW DIRECTOR SERVICES		
				4,120.00	46011161 54110000640	PW DIR SEARCH-INTERIM PW DIR		

CHECK 334160 TOTAL: 4,120.00

334161	10/24/2013	PRTD	1205 PUGET SOUND ENERGY	186787	837OCT13	10/03/2013	10/20/13	2,964.67
Invoice: 837OCT13						CITY HALL 200006410837		
				2,964.67	91011189 547100	GG-C/E-CITY HALL-ELECTRIC		

CHECK 334161 TOTAL: 2,964.67

334162	10/24/2013	PRTD	6394 RECALL SECURE DESTRU	186894	0090603694	09/21/2013	10/20/13	58.21
Invoice: 0090603694						CRT/MOBILE SHREDDING SVC		
				58.21	21011125 541100	COURT - PROFESSIONAL SERVICES		

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 2039794469				186895	2039794469	09/21/2013		10/20/13	58.21
						POL/MOBILE SHREDDING SVC			
				58.21	51011211 541100	PD-C/E-ADM-PROF SVCS			
						CHECK	334162	TOTAL:	116.42
334163	10/24/2013	PRTD	7845 RECTOR, GREG	186862	34408	10/15/2013		10/20/13	7.48
Invoice: 34408						UB 12432 812 MADISON AVENUE N			
				7.48	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	334163	TOTAL:	7.48
334164	10/24/2013	PRTD	6685 REGIONAL DISPOSAL CO	186896	014013	08/31/2013	21300040	10/20/13	4,685.16
Invoice: 014013						2013 BIOSOLIDS DISPOSAL			
				4,685.16	91425358 54790100551	WWTP-BIOSOLIDS WASTE DISPOSAL			
						CHECK	334164	TOTAL:	4,685.16
334165	10/24/2013	PRTD	557 RELIABLE STORAGE BAI	186788	8123	10/08/2013		10/20/13	484.00
Invoice: 8123						PCD/OCT13 RENT M007,M008			
				484.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
						CHECK	334165	TOTAL:	484.00
334166	10/24/2013	PRTD	7842 ROBERTSON, GINGER	186859	34405	10/15/2013		10/20/13	11.48
Invoice: 34405						UB 10450 239 SHANNON DRIVE SE			
				11.48	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	334166	TOTAL:	11.48
334167	10/24/2013	PRTD	408 ROLLING BAY COMMERC	186789	2013-10	10/04/2013	21300013	10/20/13	2,348.71
Invoice: 2013-10						OCT13 MUNIC COURT BLDG LEASE			
				2,348.71	91011255 545000	GG-C/E-COURT BLDG-RENT			
						CHECK	334167	TOTAL:	2,348.71
334168	10/24/2013	PRTD	617 S & B INC	186790	SB-23482A	09/30/2013		10/20/13	462.09
Invoice: SB-23482A						PW/SANDS WELL SITE FIREWALL			
				462.09	73411345 531100	OFFICE SUPPLIES			
Invoice: SB-23521						09/30/2013		10/20/13	212.32
				212.32	73425358 531100	PW/LEVEL SENSOR-CHEM LEAKS			
						O&M-WWTP-SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

						CHECK	334168 TOTAL:	674.41
334169	10/24/2013	PRTD	7659 SEAMAN, SHANE	186897	09/301/3	09/30/2013	10/20/13	50.00
Invoice: 09/301/3				50.00	21011125 541210	CRT/PRO TEM 1 HR	COURT - JUDGE PRO TEMPORE SVCS	
				186898	10/14/13	10/14/2013	10/20/13	150.00
Invoice: 10/14/13				150.00	21011125 541210	CRT/PRO TEM-3 HRS	COURT - JUDGE PRO TEMPORE SVCS	
						CHECK	334169 TOTAL:	200.00
334170	10/24/2013	PRTD	592 SHINE QUARRY INC	186792	68298	08/31/2013	10/20/13	1,852.89
Invoice: 68298				1,852.89	990 141100	PW/1/4 & 3/4 MINUS GRAVEL	MERCHANDISE	
				186793	68402	09/15/2013	10/20/13	3,275.99
Invoice: 68402				3,275.99	990 141100	PW/3/4 MINUS GRAVEL	MERCHANDISE	
						CHECK	334170 TOTAL:	5,128.88
334171	10/24/2013	PRTD	4689 SITESTAR DONOBI INTE	186899	6386560	10/11/2013	21300008 10/20/13	2,055.00
Invoice: 6386560				2,055.00	81011881 545000	IT/NOV ISP WAN FIBER CONNECT	IT - C/E RENTS & LEASES	
						CHECK	334171 TOTAL:	2,055.00
334172	10/24/2013	PRTD	7446 STAFFORD L. SMITH	186900	09/30/13	09/30/2013	10/20/13	2,187.50
Invoice: 09/30/13				2,187.50	34470586 541100	HEX/BI MARINA-MCNABB REZONE	HEX - DEV PROFESSIONAL SVCS	
						CHECK	334172 TOTAL:	2,187.50
334173	10/24/2013	PRTD	601 SOUND REPROGRAPHICS	186948	21815	09/19/2013	10/20/13	13.58
Invoice: 21815				13.58	73011768 54950000656	PW/LAMINATE 11X17	WFP BRIDGE ASSESSMENT-COPIES	
						CHECK	334173 TOTAL:	13.58
334174	10/24/2013	PRTD	2467 STAPLES ADVANTAGE	186799	3208738321	08/31/2013	10/20/13	30.82
Invoice: 3208738321				15.41	73425358 531100	PW/PNY 8GB/BATTERY	O&M-WWTP-SUPPLIES	
				15.41	73637891 531100	OFFICE SUPPLIES		
				186904	3211671645	10/05/2013	10/20/13	772.42

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CASH ACCOUNT: 635 111100 CASH
 CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

Invoice: 3211671645

772.42 72011325 531100

ENG/TONER/INK/CLIPS/STICKY
 ENG - C/E FACIL SUPPLIES

186905 3211671646

10/05/2013

10/20/13

341.39

Invoice: 3211671646

ENG/BINDRS/BATT/STAPLES

341.39 72111431 531100

ENG - ACCESS MGMT SUPPLIES

186906 3211671647

10/05/2013

10/20/13

63.81

Invoice: 3211671647

PW/BINDERS X 4

63.81 73637891 531100

OFFICE SUPPLIES

186907 3211671648

10/05/2013

10/20/13

-24.76

Invoice: 3211671648

PW/REFUND PRICE ON BINDERS

-24.76 73637891 531100

OFFICE SUPPLIES

186908 3211671649

10/05/2013

10/20/13

1,050.13

Invoice: 3211671649

PW/TONER/PENS/BATTERIES

1,050.13 73637891 531100

OFFICE SUPPLIES

186909 3211671650

10/05/2013

10/20/13

10.52

Invoice: 3211671650

PW/MAGNETIC COAT HOOK

10.52 73637891 531100

OFFICE SUPPLIES

186910 3211671651

10/05/2013

10/20/13

52.04

Invoice: 3211671651

PW/CALENDAR/TISSUES

52.04 73637891 531100

OFFICE SUPPLIES

CHECK 334174 TOTAL:

2,296.37

334175 10/24/2013 PRTD 7095 SUPERIOR SAW & SUPPL 186794 68008

Invoice: 68008

10/08/2013

10/20/13

30.95

PW/SHARPEN SAW CHAINS

30.95 73111427 548100

O&M-ACCESS RDSIDE R&M

CHECK 334175 TOTAL:

30.95

334176 10/24/2013 PRTD 565 TACOMA SCREW PRODUCT 186795 30431806

Invoice: 30431806

09/27/2013

10/20/13

731.10

PW/PALLET 30# SANDBAGS

731.10 73431835 531100

OFFICE SUPPLIES

CHECK 334176 TOTAL:

731.10

334177 10/24/2013 PRTD 6714 TOSHIBA FINANCIAL SE 186927 14242877

Invoice: 14242877

09/23/2013

10/20/13

236.61

PCD/4540C COPIER LEASE

236.61 61470581 545000

PCD - DEV ADMIN RENTS & LEASES

186928 14242878

09/23/2013

10/20/13

361.97

Invoice: 14242878

PCD/6550C COPIER LEASE

361.97 61470581 545000

PCD - DEV ADMIN RENTS & LEASES

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PG 24
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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK 334177 TOTAL: 598.58

334178	10/24/2013	PRTD	560 TWISS ANALYTICAL INC	186800	13-62393	09/17/2013		10/20/13	25.76
Invoice: 13-62393						PW/HEAD OF BAY WTR TESTING			

25.76 73411345 54110000391 LAB SVCS-WATER

				186801	13-62427	09/18/2013		10/20/13	463.68
Invoice: 13-62427						PW/WINSLOW WTR TESTING			

463.68 73411345 54110000391 LAB SVCS-WATER

				186802	13-62661	09/24/2013		10/20/13	198.72
Invoice: 13-62661						PW/ROCKAWAY WTR TESTING			

198.72 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

				186803	13-62678	09/24/2013		10/20/13	677.12
Invoice: 13-62678						PW/WINSLOW WTR TESTING			

677.12 73411345 54110000391 LAB SVCS-WATER

				186804	13-62679	09/24/2013		10/20/13	563.04
Invoice: 13-62679						PW/WINSLOW WTR TESTING			

563.04 73411345 54110000391 LAB SVCS-WATER

				186805	13-62680	09/24/2013		10/20/13	33.12
Invoice: 13-62680						PW/ROCKAWAY WTR TESTING			

33.12 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

				186806	13-62757	10/03/2013		10/20/13	41.40
Invoice: 13-62757						PW/WWTP WTR TESTING			

41.40 73425358 54110000391 LAB & TESTING SVCS-WWTP

				186807	13-62779	10/03/2013		10/20/13	77.28
Invoice: 13-62779						PW/WINSLOW WTR TESTING			

77.28 73411345 54110000391 LAB SVCS-WATER

				186808	13-62928	10/08/2013		10/20/13	409.40
Invoice: 13-62928						PW/WINSLOW WTR TESTING			

409.40 73411345 54110000391 LAB SVCS-WATER

CHECK 334178 TOTAL: 2,489.52

334179	10/24/2013	PRTD	4139 UNITED RENTALS NORTH	186796	113487006-002	10/01/2013		10/20/13	3,384.78
Invoice: 113487006-002						PW/DRUM ROLLER RENTAL			

3,384.78 73111423 545000 RENTS & LEASES - OPERATING

CHECK 334179 TOTAL: 3,384.78

334180	10/24/2013	PRTD	2190 UNITED PARCEL SERVIC	186902	000028Y3Y1393	09/28/2013		10/20/13	27.66
Invoice: 000028Y3Y1393						POL/SHIP- PRINT LAB, ARCHIVES			

27.66 91011215 542500 GG-C/E-PD-POSTAGE

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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

						CHECK	334180 TOTAL:	27.66
334181	10/24/2013	PRTD	2425 THE UPS STORE #1265	186901	10/03/13	10/03/2013	10/20/13	14.89
	Invoice: 10/03/13					PW/GROUND SHIP-WWTP		
				14.89	91425358 542500	GG-WWTP-POSTAGE/SHIPPING		
						CHECK	334181 TOTAL:	14.89
334182	10/24/2013	PRTD	1152 USA BLUE BOOK	186809	164257	09/30/2013	10/20/13	46.73
	Invoice: 164257					PW/WALCHEM PUMP/CEMENT		
				46.73	73411345 531100	OFFICE SUPPLIES		
						CHECK	334182 TOTAL:	46.73
334183	10/24/2013	PRTD	553 UTILITIES UNDERGROUN	186810	3090097	09/30/2013	10/20/13	163.83
	Invoice: 3090097					PW/SEPT EXCAVATION NOTICES		
				163.83	73637893 54110000393	O&M ALLOC-LOCATING SVCS		
						CHECK	334183 TOTAL:	163.83
334184	10/24/2013	PRTD	1485 VERIZON WIRELESS	186911	9712536153	10/01/2013	10/20/13	2,467.19
	Invoice: 9712536153					CITY WIDE CELL PH SERVICE		
				2,467.19	91011189 542100	GG-C/E-CITY HALL-PHONE		
						CHECK	334184 TOTAL:	2,467.19
334185	10/24/2013	PRTD	4126 VIKING FENCE COMPANY	186949	13-0842	09/23/2013	10/20/13	154.76
	Invoice: 13-0842					PW/50' OF TEMP PANELS		
				154.76	73011768 54500000656	WFP BRIDGE ASSESSMENT-RENTALS		
						CHECK	334185 TOTAL:	154.76
334186	10/24/2013	PRTD	759 VIRGINIA MASON CLINI	186912	09/28/13	09/28/2013	10/20/13	10.00
	Invoice: 09/28/13					POL/MED COPAY-REQUIRED SHOT		
				10.00	51011211 541100	PD-C/E-ADM-PROF SVCS		
						CHECK	334186 TOTAL:	10.00
334187	10/24/2013	PRTD	2308 VPCI	186913	00001194	09/12/2013	10/20/13	11,582.19
	Invoice: 00001194					IT/LASERFICHE DATA WEBLINK		
				1,000.00	41011145 535100	FIN - C/E FACIL COMPUTER SOFTW		
				6,000.00	41011189 531100	FIN - C/E CNTL SV SUPPLIES		
				1,600.00	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
				1,059.97	81011881 535100	IT - C/E COMPUTER SOFTWARE		

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

1,922.22 81011881 548500

IT - C/E COMPUTER SUPPORT

CHECK 334187 TOTAL: 11,582.19

334188 10/24/2013 PRD 969 WA ST DEPT OF LICENS 186917 F155434 09/30/2013 10/20/13 18.00
Invoice: F155434 CPL/F155434/ORIGINAL + FBI

18.00 41654860 586000 GUN PERMIT OUT

186918 F155424 10/01/2013 10/20/13 18.00
Invoice: F155424 CPL/F155424/ORIGINAL + FBI

18.00 41654860 586000 GUN PERMIT OUT

186919 F155425 09/11/2013 10/20/13 18.00
Invoice: F155425 CPL/F155425/ORIGINAL + FBI

18.00 41654860 586000 GUN PERMIT OUT

186920 F155428 10/10/2013 10/20/13 18.00
Invoice: F155428 CPL/F155428/ORIGINAL + FBI

18.00 41654860 586000 GUN PERMIT OUT

186921 F155427 10/11/2013 10/20/13 18.00
Invoice: F155427 CPL/F155427/ORIGINAL + FBI

18.00 41654860 586000 GUN PERMIT OUT

CHECK 334188 TOTAL: 90.00

334189 10/24/2013 PRD 952 WASHINGTON STATE PAT 186812 I14002388 10/01/2013 10/20/13 115.50
Invoice: I14002388 SEP13 CPL BACKGROUND CHECKS

115.50 41654861 586100 AGENCY DISBURSEMENTS

CHECK 334189 TOTAL: 115.50

334190 10/24/2013 PRD 2251 WA ST TREASURER 186813 10/03/13-SBCC 10/03/2013 10/20/13 144.00
Invoice: 10/03/13-SBCC SEP13 BUILDING SURCHARGE

144.00 41652860 586000 SBCC BLDG.-OUT

186814 10/03/13 10/03/2013 10/20/13 5,839.44
Invoice: 10/03/13 OUT COURT REMIT

2,481.86 41611860 586000 PSEA 60% OUT

1,268.20 41610860 586000 PSEA 30% OUT

69.11 41619860 586000 PSEA 3 - STATE DISB OUT

475.97 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT

95.12 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT

976.57 41614860 586000 JUDICIAL INFO SYST.-OUT

18.42 41615860 586000 BREATH TEST-CUSTODIAL

96.69 41615860 586000 BREATH TEST-CUSTODIAL

357.50 41618860 586000 TRAUMA CARE-OUT

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK	334190	TOTAL:	5,983.44
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334191	10/24/2013	PRTD	6860 WCI	186816	132731876	10/01/2013	10/20/13	775.36
Invoice: 132731876								
				775.36	41637891	542100	SEP13 CITY WIDE PHONE SERVICE FIN - ALLOC TELEPHONE	

CHECK	334191	TOTAL:	775.36
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334192	10/24/2013	PRTD	710 WCIA	186916	101041	10/07/2013	10/20/13	2,740.00
Invoice: 101041								
				2,740.00	91011433	54600000603	BI TRANS BENEFIT DIST-LIABIL GG-C/E-STREET ADM &O/H-TBD-INS	

CHECK	334192	TOTAL:	2,740.00
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334193	10/24/2013	PRTD	5709 WEBCHECK INC	186815	4732	10/02/2013	21300033	10/20/13	180.00
Invoice: 4732									
				90.00	43411341	541100	ESCROW PAY OFF FOR UB FIN - WATER ADMIN PROF SERVICE		
				90.00	43421351	541100	FIN - SEWER ADMIN PROF SERVICE		

CHECK	334193	TOTAL:	180.00
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334194	10/24/2013	PRTD	7097 WELLS FARGO EQUIPMEN	186914	8161564-2013-2	10/12/2013	21300085	10/20/13	12,034.92
Invoice: 8161564-2013-2									
				11,256.43	91011912	77500000513	2011 2 FORD POLICE VEHICLES PD VEHICLE REPL 2011-PRIN PYMT		
				778.49	91011922	78300000513	PD VEHICLE REPL 2011-INT EXP		

186915	8162169-2013-2	10/12/2013	21300088	10/20/13	18,233.01
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Invoice: 8162169-2013-2

				13,728.21	91011912	77500000377	2010 PD VEHICLES & ENG EQUIP PD VEHICLE REPL 2010-PRIN PYMT	
				3,649.27	91011912	77500000472	SURVEY EQ REPL 2010-PRIN PYMT	
				675.86	91011922	78300000377	PD VEHICLE REPL 2010-INT EXP	
				179.67	91011922	78300000472	SURVEY EQ REPL 2010-INT EXP	

CHECK	334194	TOTAL:	30,267.93
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334195	10/24/2013	PRTD	499 WESTBAY AUTO PARTS I	186929	893948	09/30/2013	10/20/13	45.87
Invoice: 893948								
				45.87	73638935	531100	PW/NON-CHLOR BRAKE OFFICE SUPPLIES	

186930	894355	10/01/2013	10/20/13	277.55				
Invoice: 894355								
				277.55	990	141100	PW/FUEL/OIL/AIR FILTERS MERCHANDISE	

186931	894364	10/01/2013	10/20/13	15.12				
Invoice: 894364								
				15.12	990	141100	PW/NAPAGOLD AIR FILTER MERCHANDISE	

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

Invoice: 894365	186932	894365	10/01/2013	10/20/13	36.82
	36.82	990 141100	PW/AIR FILTERS		
			MERCHANDISE		
Invoice: 894771	186933	894771	10/02/2013	10/20/13	24.58
	12.29	73111423 531100	PW/NAPA OIL SEAL-VEH#48		
	12.29	73111427 531100	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
Invoice: 894800	186934	894800	10/02/2013	10/20/13	195.35
	195.35	73638935 531100	PW/SEVERE GEARX12		
			OFFICE SUPPLIES		
Invoice: 896211	186935	896211	10/08/2013	10/20/13	11.40
	11.40	990 141100	PW/OIL FILTERS		
			MERCHANDISE		
Invoice: 896212	186936	896212	10/08/2013	10/20/13	241.24
	241.24	53011212 531100	PW/BRAKE ROTOR-POL VEH		
			PD-C/E-PATROL SUPPLIES		
Invoice: 596221	186937	596221	10/08/2013	10/20/13	54.89
	54.89	53011212 531100	PW/POLICE TAPE		
			PD-C/E-PATROL SUPPLIES		
			CHECK	334195 TOTAL:	902.82

334196 10/24/2013 PRTD	522 WA ST DEPT OF TRANSP	186811	RK214952	09/30/2013	10/20/13	493.30
Invoice: RK214952				SEP 2013 WAVE2GO FERRY CHGS		
	26.50	21011125 543100	COURT - TRAVEL EXPENSE			
	32.80	41011141 543100	FIN - C/E ADMIN TRAVEL EXPENSE			
	245.00	51011211 543100	PD-C/E-ADM-TRAVEL			
	47.30	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
	80.00	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
	32.80	73011189 543100	O&M-FAC-TRAVEL (NOT MEALS/LODG			
	28.90	81011881 543100	IT - C/E TRAVEL EXPENSE			
			CHECK	334196 TOTAL:	493.30	

334197 10/24/2013 PRTD	650 YWCA-KITSAP COUNTY	186903	10/02/13	10/02/2013 21300058	10/20/13	5,581.25
Invoice: 10/02/13				3Q DOMESTIC VIOLENCE SUPPORT		
	5,581.25	31017219 54110000297	EXEC-HHHS-DOM VIOLENCE SVCS			
			CHECK	334197 TOTAL:	5,581.25	

334198 10/24/2013 PRTD	2607 ZEE MEDICAL SERVICE	186922	68245398	09/30/2013	10/20/13	275.74
Invoice: 68245398				PW/1ST AID RESTOCK/METAL CAB		
	275.74	73637891 531100	OFFICE SUPPLIES			

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CHECK 334198 TOTAL: 275.74

NUMBER OF CHECKS 122 *** CASH ACCOUNT TOTAL *** 252,996.67

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	122	252,996.67

*** GRAND TOTAL *** 252,996.67

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2013 10	189								
APP 402-213000					ACCOUNTS PAYABLE			28,324.31	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				252,996.67
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			15,842.26	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			16,432.45	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			137,313.00	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			7,420.13	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			9,891.58	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			4,822.64	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE			3,509.50	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			13,524.78	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000					AFFORD HSG - ACCOUNTS PAYABLE			750.00	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			9,696.25	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			5,469.77	
10/24/2013	10/20/13	102413			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								252,996.67	252,996.67
APP 631-130000					DUE TO/FROM CLEARING			243,105.09	
10/24/2013	10/20/13	102413							
APP 402-130000					DUE TO/FROM CLEARING				28,324.31
10/24/2013	10/20/13	102413							
APP 401-130000					DUE TO/FROM CLEARING				15,842.26
10/24/2013	10/20/13	102413							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				16,432.45
10/24/2013	10/20/13	102413							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				137,313.00
10/24/2013	10/20/13	102413							
APP 650-130000					DUE TO/FROM CLEARING				7,420.13
10/24/2013	10/20/13	102413							
APP 407-130000					DUE TO/FROM CLEARING				4,822.64
10/24/2013	10/20/13	102413							
APP 104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G				3,509.50
10/24/2013	10/20/13	102413							
APP 403-130000					DUE TO/FROM CLEARING				13,524.78

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
10/24/2013	10/20/13	102413							
APP 108-130000						AFFORD HSG DUE TO/FROM CLEAR'G			750.00
10/24/2013	10/20/13	102413							
APP 301-130000						DUE TO/FROM CLEARING			9,696.25
10/24/2013	10/20/13	102413							
APP 901-130000						DUE TO/FROM CLEARING			5,469.77
10/24/2013	10/20/13	102413							
SYSTEM GENERATED ENTRIES TOTAL								243,105.09	243,105.09
JOURNAL 2013/10/189 TOTAL								496,101.76	496,101.76

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 10	189	10/24/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		137,313.00
001-213000			GENERAL - ACCOUNTS PAYABLE	137,313.00	
			FUND TOTAL	137,313.00	137,313.00
101 STREET FUND	2013 10	189	10/24/2013		
101-130000			STREETS - DUE TO/FROM CLEARING		16,432.45
101-213000			STREETS - ACCOUNTS PAYABLE	16,432.45	
			FUND TOTAL	16,432.45	16,432.45
104 CIVIC IMPROVEMENT FUND	2013 10	189	10/24/2013		
104-130000			CIVIC IMPR DUE TO/FROM CLEAR'G		3,509.50
104-213000			CIVIC IMPR - ACCOUNTS PAYABLE	3,509.50	
			FUND TOTAL	3,509.50	3,509.50
108 AFFORDABLE HOUSING FUND	2013 10	189	10/24/2013		
108-130000			AFFORD HSG DUE TO/FROM CLEAR'G		750.00
108-213000			AFFORD HSG - ACCOUNTS PAYABLE	750.00	
			FUND TOTAL	750.00	750.00
301 CAPITAL CONSTRUCTION FUND	2013 10	189	10/24/2013		
301-130000			DUE TO/FROM CLEARING		9,696.25
301-213000			ACCOUNTS PAYABLE	9,696.25	
			FUND TOTAL	9,696.25	9,696.25
401 WATER OPERATING FUND	2013 10	189	10/24/2013		
401-130000			DUE TO/FROM CLEARING		15,842.26
401-213000			ACCOUNTS PAYABLE	15,842.26	
			FUND TOTAL	15,842.26	15,842.26
402 SEWER OPERATING FUND	2013 10	189	10/24/2013		
402-130000			DUE TO/FROM CLEARING		28,324.31
402-213000			ACCOUNTS PAYABLE	28,324.31	
			FUND TOTAL	28,324.31	28,324.31
403 STORM & SURFACE WATER FUND	2013 10	189	10/24/2013		
403-130000			DUE TO/FROM CLEARING		13,524.78
403-213000			ACCOUNTS PAYABLE	13,524.78	
			FUND TOTAL	13,524.78	13,524.78
407 BUILDING & DEVELOPMENT FUND	2013 10	189	10/24/2013		

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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apcshdsb

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
407-130000				DUE TO/FROM CLEARING		4,822.64
407-213000				ACCOUNTS PAYABLE	4,822.64	
				FUND TOTAL	4,822.64	4,822.64
631 CLEARING FUND	2013 10	189	10/24/2013			
631-130000				DUE TO/FROM CLEARING	243,105.09	
631-213000				ACCOUNTS PAYABLE	9,891.58	
635-111100				CASH		252,996.67
				FUND TOTAL	252,996.67	252,996.67
650 AGENCY FUND	2013 10	189	10/24/2013			
650-130000				DUE TO/FROM CLEARING		7,420.13
650-213000				ACCOUNTS PAYABLE	7,420.13	
				FUND TOTAL	7,420.13	7,420.13
901 GENERAL LONG TERM DEBT	2013 10	189	10/24/2013			
901-130000				DUE TO/FROM CLEARING		5,469.77
901-213000				ACCOUNTS PAYABLE	5,469.77	
				FUND TOTAL	5,469.77	5,469.77

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	243,105.09	
402 SEWER OPERATING FUND		28,324.31
401 WATER OPERATING FUND		15,842.26
101 STREET FUND		16,432.45
001 GENERAL FUND		137,313.00
650 AGENCY FUND		7,420.13
407 BUILDING & DEVELOPMENT FUND		4,822.64
104 CIVIC IMPROVEMENT FUND		3,509.50
403 STORM & SURFACE WATER FUND		13,524.78
108 AFFORDABLE HOUSING FUND		750.00
301 CAPITAL CONSTRUCTION FUND		9,696.25
901 GENERAL LONG TERM DEBT		5,469.77
TOTAL	243,105.09	243,105.09

** END OF REPORT - Generated by Linda Steinberg **

RET REL

10/03/2013 09:37 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcshdsb

CASH ACCOUNT: 628 111100 CASH-RETAINAGE
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

108 10/03/2013 PRD 5262 LIDEN LAND DEV & EXC 186554 RETREL-0582 10/01/2013 RT100313 2,711.72
Invoice: RETREL-0582 RET REL YAQUINA/MANITOU REPR
2,711.72 41628860 586000 RETAINAGE RELEASE

CHECK 108 TOTAL: 2,711.72

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,711.72

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 2,711.72

*** GRAND TOTAL *** 2,711.72

10/03/2013 09:37 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2013 10	35								
APP 622-213000						ACCOUNTS PAYABLE		2,711.72	
10/03/2013	RT100313	100313				AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100						CASH-RETAINAGE			2,711.72
10/03/2013	RT100313	100313				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2013/10/35	TOTAL	2,711.72	2,711.72

10/03/2013 09:37
lsteinberg

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|PG 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2013 10	35	10/03/2013			
	622-213000				ACCOUNTS PAYABLE	2,711.72	
	628-111100				CASH-RETAINAGE		2,711.72
					FUND TOTAL	2,711.72	2,711.72

** END OF REPORT - Generated by Linda Steinberg **

TRV ADV

10/09/2013 09:19 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcshdsb

CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

57	10/09/2013	PRTD	7358 MICHAEL TOVAR	186620	TRVLOCT13	10/08/2013	TA100913		100.00	
Invoice: TRVLOCT13						POL/OWLA/FALL CONF TRAING				
				100.00	013	122100	ADV TRAVEL ACCOUNTS RECEIVABLE			
								CHECK	57 TOTAL:	100.00

58	10/09/2013	PRTD	164 SCOTT WEISS	186621	TRVLOCT13	10/08/2013	TA100913		100.00	
Invoice: TRVLOCT13						POL/OWLA/FALL CONF TRAING				
				100.00	013	122100	ADV TRAVEL ACCOUNTS RECEIVABLE			
								CHECK	58 TOTAL:	100.00

NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	200.00
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	200.00

*** GRAND TOTAL *** 200.00

10/09/2013 09:19 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2013 10	115								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			200.00	
10/09/2013	TA100913	100913			AP CASH DISBURSEMENTS JOURNAL				
APP 013-111100					ADV TRAVEL - CASH				200.00
10/09/2013	TA100913	100913			AP CASH DISBURSEMENTS JOURNAL				
					JOURNAL 2013/10/115	TOTAL		200.00	200.00

10/09/2013 09:19 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2013 10	115	10/09/2013			
001-213000				GENERAL - ACCOUNTS PAYABLE	200.00	
013-111100				ADV TRAVEL - CASH		200.00
				FUND TOTAL	200.00	200.00

** END OF REPORT - Generated by Linda Steinberg **

PAYROLL

PAYROLL CHECK RUN: 10 - 21 - 13

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	10/21/2013	028874 - 028980	P/R check run - Direct Deposit	227,650.17
Normal	10/21/2013	106411 - 106413	P/R check run - Regular	6,436.00
Vendor	10/21/2013	106414 - 106425	P/R Vendor check run	72,783.76
EFTPS	10/21/2013		Federal Tax Electronic Transfer	91,424.60
			TOTAL:	398,294.53

Prepared and Reviewed by: Deborah Lee Date 10-17-13
Deborah Lee

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

Karl R. Shaw Date 10-17-2013
Karl R. Shaw, Accounting Manager

ITEMS DISCUSSED

1. CALL TO ORDER / ROLL CALL
2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. STAFF INTENSIVE
 - A. UPDATE ON CODE COMPLIANCE POLICIES, AB 13-134 – PLANNING
 - B. COMPREHENSIVE PLAN AMENDMENTS – PLANNING
 - C. SHORELINE MASTER PROGRAM UPDATE – ADOPTION PROCESS, AB 13-143 – PLANNING
 - D. ORDINANCE NO. 2013-32, INTERIM ZONING REGULATIONS FOR MARIJUANA-RELATED USES, AB 13-136 – PLANNING
4. COUNCIL DISCUSSION
 - A. ORDINANCE NO. 2013-13, RELATING TO OFF-LEASH REQUIREMENTS, AB 13-092 – COUNCIL
 - E. COST ALLOCATION OPTIONS, AB 13-022 – FINANCE
 - F. ECONOMIC DEVELOPMENT FORUM FOLLOW-UP/BRIEFING – EXECUTIVE
5. CITY MANAGER'S REPORT
6. COMMITTEE REPORTS
7. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
8. FOR THE GOOD OF THE ORDER
9. ADJOURNMENT

1. CALL TO ORDER / ROLL CALL 7:00:42 PM

Mayor Pro Tem Blair called the meeting to order at 7:00 PM with Councilmembers Blossom, Hytopoulos, Lester, Ward, Scales, and Mayor Bonkowski in attendance. Records Management Coordinator Kelly Jahraus monitored the recording of the meeting and prepared the minutes.

2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:01:11 PM

Councilmembers recognized guests representing the BIMPRD and requested Item 4A under Council discussion be moved to the top of the agenda.

Mayor Pro-Tem Blair briefly described for the audience how a study session meeting differs from a business meeting, especially regarding the public comment periods.

MOTION: *I move we approve the agenda as modified.*

WARD/LESTER – *The motion carried unanimously, 7-0.*

3. STAFF INTENSIVE 7:21:32 PM

A. UPDATE ON CODE COMPLIANCE POLICIES, AB 13-134 – PLANNING

Planning Director Cook addressed the Council and presented information on the City's current code compliance policies and procedures for Council discussion. Planning Director Cook also took the opportunity to introduce Greg Vause, the City's new Code Enforcement Officer. Mr. Vause comes to Bainbridge from the City of Federal Way. Brief discussion took place on a cooperative enforcement approach, three-tiered system, warning letters and how fines are imposed. Planning Director Cook explained frequently there is the impression that enforcement is not occurring when in fact a compliance timeline has been established; technical studies, after-the-fact permits, and site visits are taking place.

B. COMPREHENSIVE PLAN AMENDMENTS – PLANNING 7:34:34 PM

Summary Memorandum of the 2013 CPA Review Process

Planning Director Cook provided introductory remarks and an overview of amendments submitted this year. The City reviews and processes Comprehensive Plan Amendments (CPA) every three years; 2013 is an amendment year. Seven Comprehensive Plan Amendments were received this year: four City-initiated amendments and three private applications. Two of the private applications have been withdrawn, leaving five amendments for the City Council to review. Mayor Bonkowski would like to review anything the Planning Commission changed or did not change since their recommendation was made in June 2013.

Special Projects Planner Sutton provided Council a summary of each amendment aided by a map slide on the overhead.

Ordinance No. 2013-19, City Land Use Map Corrections – CPA18573, AB 13-138

This is a City-initiated amendment to correct three errors on the Land Use Map of the Comprehensive Plan; they are adjacent parcels near Lynwood Center. This amendment requests to change the Land Use Map of the Comprehensive Plan to make these three corrections. City staff researched past official comp plan and zoning maps to confirm that these are in fact errors.

Councilmember Hytopoulos stated that for the sake of transparency, the public should see the errors on the map given the controversial nature of shoreline designation

Ordinance No. 2013-20, Business/Industrial District Name Change – CPA18572, AB 13-139 7:44:10 PM

This is a City-initiated amendment to change the “Light Manufacturing” designation to “Business/ Industrial” in the Comprehensive Plan and on the Land Use Map of the Comprehensive Plan, to be consistent with the Land Use Code Update project that was completed in 2011. This applies to the map designation/ district name only, and not “light manufacturing” as a type of use.

Ordinance No. 2013-17, Non-Motorized Transportation Plan – CPA18420, AB 13-140 7:45:23 PM

The Comprehensive Plan Amendment application has been submitted by the City’s Non-Motorized Transportation Advisory Committee (NMTAC), and requests several policy and map amendments to the Non-Motorized Transportation Plan (NMTP), a sub-element of the Transportation Element.

7:47:58 PM Don Willott, member of the NMTAC, offered public comment. He read a letter written by Alyse Nelson, another committee member unable to attend the meeting.

7:52:51 PM Ross Hathaway, president of Squeaky Wheels, stated they support this amendment and especially encourages the Sound to Olympics Trail. Mr. Hathaway added that he hopes the CIP can be accelerated so these amendments can be implemented.

7:55:15 PM Bob Conoley gave comment regarding special designation for Rolling Bay and Island Center. A dozen residents are interested in a special planning area but have no particular agenda.

7:59:55 PM ***MOTION: I move that the City Council schedule first reading of Ordinances 2013-19, 2013-20 and 2013-17 forwarded to November 13, 2013 business meeting for first readings.***
 BONKOWSKI/LESTER – The motion carried unanimously, 7-0.

8:00:59 PM Planning Director Cook responded to Mr. Conoley’s public comment. Special designation would require boundary changes. In order to change boundaries of a special planning area, a community-based process needs to take place.

Planning Director Cook stated the decision to add it to the PCD work plan is entirely up to Council; however, it is a time intensive process as done by code. Changing boundaries of a special planning area requires cross-City involvement as well as a consultant and needs to be balanced with other work plan items that may have to be postponed.

Planning Director Cook recapped next steps, which will be to meet with petitioners and return to Council with a scope of work and a resolution. Mayor Pro-Tem Blair stated that the intent would be to have it considered as part of the 2014 work plan. Council would like to have this discussion in the 4th quarter of this year. City Manager Schulze added that after talking to community members, staff could return to Council with follow-up that later in the year. (2013)

C. SHORELINE MASTER PROGRAM UPDATE – ADOPTION PROCESS, AB 13-143 – PLANNING

8:12:44 PM

Planning Director Cook briefed Council on the DOE documents, recapping that there were 112 comments from the community. Staff provided DOE with responses, which the DOE was pleased with; the City is now waiting on DOE to provide a conditional approval letter. Staff is in regular contact with Barbara Nightingale of the DOE. Once the conditional letter is received, staff recommends a public hearing and first reading on October 23 (but predicated on when the conditional letter is received), next step would be for Council to review and deliberate on suggested and required amendments from DOE (estimated date November 13). Planning Director Cook stated this is an aggressive schedule and is seeking guidance and approval from Council.

8:19:18 PM **MOTION:** *I move that we ask staff to draft a letter to DOE encouraging them to return their feedback as soon as possible so we can complete the adoption process this year.*
SCALES/HYTOPOULOS – *The motion carried 4-3 with Councilmembers Ward, Bonkowski and Blossom dissenting.*

8:21:01 PM **MOTION:** *I move that the City Council approve the adoption process as outlined in the staff memorandum.*
LESTER/SCALES – *The motion carried unanimously, 7-0.*

D. ORDINANCE NO. 2013-32, INTERIM ZONING REGULATIONS FOR MARIJUANA-RELATED USES, AB 13-107 – PLANNING 8:21:40 PM

Planning Director Cook opened a lengthy discussion on interim zoning regulations as outlined in a staff memo. Staff seeks policy direction.

Council posed questions regarding zoning restrictions, flexibility, public process, timeline, and enforcement. Also discussed was an interim vs. moratorium action item; per Interim City Attorney Haney, the City can adopt a moratorium on certain provisions.

8:47:57 PM Councilmember Ward commented that a moratorium might not be a good move until we “get our arms around it.”

8:34:49 PM Councilmember Scales stated we need a process and schedule to attend to major policy issues that we have not dealt with before.

9:42:04 PM Councilmember Scales wants to take more cautious approach, saying we are talking about timing and should look at everything as a whole because this is brand new to the island and many issues will pop up. We need to talk to the community and other jurisdictions.

9:02:13 PM Councilmember Blossom stated there needs to be a discussion on federal law that she believes is not regulated very well.

9:05:31 PM Councilmember Hytopoulos commented about underlying policy issues, but said she does not hear anything that compels her to pull this ordinance into an I-502 discussion. She also asked if we construct a moratorium, could it be phased out if the City has a change of mind.

8:51:37 PM Andrew Kohl, owner of the non-profit organization Organic Greens gave public comment and answered questions about the difference between medical marijuana and recreational marijuana given his belief that Council may be confused about the two.

9:12:05 PM Citizen Mary _____ offered public comment. She stated she has done a petition and is coming from a very convinced place that marijuana is a good thing for the community.

9:19:15 PM Robert Dashiell stated there needs to be considerable discussion on where “grow” areas will be located.

9:19:53 PM Arlene Buetow stated she was surprised that Rolling Bay is listed as the one area on the island that that could accommodate the 1000 feet perimeter specifying no license shall be granted near a school; she cited the Island Music Guild where there are classes for children.

9:21:02 PM Klass Hesselink, Central Ward, referring to the I-502 law stating very clearly there will be security systems in place.

9:22:38 PM Zahra Akhgar giving comments that the federal government does drop in on dispensaries. She is concerned about misinformation and lack of understanding about I-502; it does not apply to medical cannabis law. Ms Akhgar is the co-owner of Organic Greens with her husband, Andrew Kohl.

SPECIAL/REGULAR CITY COUNCIL STUDY SESSION
OCTOBER 2, 2013

9:25:37 PM Angie_____, a registered nurse, she worked in oncology. She used to have a prejudice against marijuana but in the medical field has seen patients thrive and get their life back. Asking Council to be brave.

9:27:41 PM Council discussion on topic.

9:43:56 PM **MOTION:** To establish a 6-month moratorium on zoning regulations for marijuana related uses.
BLOSSOM/SCALES – The motion failed 5-2 (Councilmembers Blossom and Scales dissenting.)

9:45:24 PM **MOTION:** To establish a moratorium on growing marijuana but allow marijuana retail, manufacturing and community gardens in the business industrial zoning district.
BONKOWSKI/LESTER – The motion carried 6-1 with Councilmember Blossom dissenting.

4. COUNCIL DISCUSSION

A. ORDINANCE NO. 2013-13, RELATING TO OFF-LEASH DOG REQUIREMENTS, AB 13-092 – COUNCIL

7:04:51 PM

Mayor Pro-Tem Blair introduced the item; along with Councilmembers Ward and Blossom, they have met as a sub-committee. Primary concern was to make sure they agreed on some of the definitions, one of them being “at large.” Councilmember Ward stated the ordinance is largely complete; there were just a few minor, loose ends and the committee will meet the week of October 7 and then report to Council for discussion and approval. He stated the regulations are in the Council packet.

Councilmember Ward said that the ordinance needs to be broadened because it is largely focused on dogs; which means in theory, it exempts other animals, e.g. goats, horses, potbelly pigs.

Bainbridge Island Metro Park & Recreation District Commissioners Kirk Robinson and Jay Kinney addressed Council stating they have made an effort to let the school district know about changes and to invite them to participate in a work group.

7:17:33 PM Councilmember Ward responded to Councilmember Hytopoulos’ comment that we need to have what amounts to a public hearing on this ordinance.

Mayor Pro-Tem Blair said the sub-committee would continue to meet and will come back to Council and community with a re-draft and will be sure it is well publicized.

Gloria Sayler made comment regarding her dog that is very sweet and friendly but as a dog owner, she always has her pet leashed stating even the nicest dog is excitable when running across a squirrel or another dog.

E. COST ALLOCATION OPTIONS, AB 13-022 – FINANCE

Item was pulled due to time restraints.

F. ECONOMIC DEVELOPMENT FORUM FOLLOW-UP/BRIEFING – EXECUTIVE 9:51:02 PM

City Manager Schulze reported that he has not received a summary back from the consultants but did say there was good input from community.

5. CITY MANAGER’S REPORT

9:54:03 PM City Manager Schulze reported his attendance at the ICMA conference in Boston and that interviews for the Public Works Director position will occur on October 17.

6. COMMITTEE REPORTS

9:56:25 PM Councilmember Blossom attended the Board of Health meeting on Tuesday, October 1 regarding health insurance enrollment. She stated most jurisdictions would be providing links on their web pages for community members. City Manager Schulze said this is something we can do as well but will need to check with the IT staff as we transition to a new web site.

9:57:24 PM Mayor Pro-Tem Blair reported the sub-committees of the committees and commissions continue to meet, particularly on public art. Regarding Kitsap Public Transit, Bainbridge Island resident and professional engineer Don Bennett made a presentation to the Kitsap Transit Passenger Only Fast Ferry sub-committee on wake research.

7. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS 9:58:27 PM

Mayor Pro-Tem Blair reminded Council there would be a presentation for the Best City Project (Winslow Way Reconstruction.) Of note is that there will be a joint meeting with the Ethics Board. Two more comprehensive plan updates will be discussed; the police department update and Vincent Road. We will be looking at capital facilities, water and sewer rates, county and state investment pool and first reading of the property tax.

Deputy City Manager Smith stated that there would be three opportunities in October and November to comment on the CIP in response to Councilmember Lester's request for more time on this subject.

8. FOR THE GOOD OF THE ORDER 10:04:17 PM

Councilmember Lester announced:

- City Council candidate forum (October 3)
- First Friday Art Walk
- Bainbridge Farmers Market continues until November 16
- Bainbridge Improv
- Lynwood Market continues until October 13

Mayor Pro-Tem Blair added that we are looking at how commission appointments are made. Mayor Bonkowski and Mayor Pro Tem Blair met with City Manager Schulze and they determined that the mayor and the commission and committee liaison will do the interviews and then, as a Council, will hold a full discussion.

9. ADJOURNMENT 10:08:31 PM

The meeting adjourned at 10:08 PM.

Steven Bonkowski, Mayor

Kelly Jahraus
Records Management Coordinator

ITEMS DISCUSSED

1. EXECUTIVE SESSION: PROPERTY DISPOSITION (RCW 42.30.110(1)(C))
2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. NEW BUSINESS
 - C. UTILITY TRADE COMMISSION HEARING REGARDING PSE'S 20-YEAR RELIANCE ON COAL [ADDED]
 - D. LETTER OF SUPPORT FOR WSDOT'S 2013 FEDERAL TRANSIT ADMINISTRATION PASSENGER FERRY GRANT APPLICATION, AB 13-150 – PUBLIC WORKS [ADDED]
 - A. ORDINANCE NO. 2013-33, Q3 2013 BUDGET ADJUSTMENTS, AB 13-024 – FINANCE
 - B. HEAD-OF-THE-BAY BOUNDARY LINE ADJUSTMENT, AB 13-146 – EXECUTIVE
6. CONSENT AGENDA
 - A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
 - B. SPECIAL/REGULAR BUSINESS MEETING MINUTES, SEPTEMBER 18, 2013
 - C. REGULAR BUSINESS MEETING MINUTES, SEPTEMBER 25, 2013
 - D. KITSAP COUNTRY TRAFFIC SAFETY TASK FORCE MEMORANDUM OF UNDERSTANDING, AB 13-142 – POLICE
10. CITY MANAGER'S REPORT
11. COMMITTEE REPORTS
12. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
7. RESOLUTIONS: RESOLUTION NO. 2013-18, STRAWBERRY PLANT PARK PROPERTY RENAMING, AB 13-141 – EXECUTIVE
8. RECESS FOR JOINT MEETING WITH ETHICS BOARD
9. RECONVENE MEETING
 - COMMITTEE REPORTS
10. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
11. FOR THE GOOD OF THE ORDER
12. ADJOURNMENT

1. EXECUTIVE SESSION: PROPERTY DISPOSITION (RCW 42.30.110(1)(C)) 6:30:06 PM

At 6:30 PM, Mayor Pro Tem Blair recessed the meeting to executive session with Councilmembers Blossom, Lester and Ward present to discuss property disposition. The door to Council Chambers was posted and the recording system was turned off.

2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE 7:00:04 PM

At 6:59 PM, Mayor Pro Tem Blair reconvened the meeting with aforementioned Councilmembers present. No action was taken during executive session. Councilmember Hytopoulos arrived at 6:54 PM. Councilmember Scales arrived at 7:20 PM. Mayor Bonkowski was absent and excused. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes. Everyone stood for the Pledge of Allegiance.

3. ADDITIONS AND DELETIONS TO THE AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:00:53 PM

Councilmember Lester requested the Head of the Bay Boundary Line Adjustment item be removed from the agenda. Councilmember Hytopoulos added a new business item regarding testifying on behalf of the City at the Utility Trade Commission meeting tomorrow. Mayor Pro Tem Blair asked that a letter in support of WSDOT's 2013 FTA passenger grant application be added to new business.

MOTION: *I move we approve the agenda as modified as long as you can keep track of the modifications.*
WARD/LESTER – Motion carried unanimously, 5-0.

There were no conflicts of interest disclosed.

4. PUBLIC COMMENT 7:03:11 PM

Dave Henry commented on the value of creating community on the internet.

5. NEW BUSINESS

**C. UTILITY TRADE COMMISSION HEARING REGARDING PSE'S 20-YEAR RELIANCE ON COAL
[ADDED] 7:08:39 PM**

Councilmember Hytopoulos introduced the item. She asked whether she could speak on behalf of the Council at tomorrow's Utility Trade Commission meeting on PSE's projected 20-year reliance on coal to produce electricity in Washington.

7:10:13 PM **MOTION:** *I move to support Councilmember Hytopoulos speaking on behalf of the City Council at tomorrow's hearing.*
LESTER/BLOSSOM – Motion carried unanimously, 5-0.

**D. LETTER OF SUPPORT FOR WSDOT'S 2013 FEDERAL TRANSIT ADMINISTRATION
PASSENGER FERRY GRANT APPLICATION, AB 13-150 – PUBLIC WORKS [ADDED] 7:11:18 PM**

City Manager Schulze explained a draft letter has been prepared for the Mayor's signature showing the Council's support of the WSDOT's 2013 passenger ferry grant application. He indicated the proposed passenger counting system would benefit the island. Mayor Pro Tem Blair pointed out the unusual name could be misleading because it is about counting ferry passengers as opposed to a passenger only ferry.

7:13:02 PM **MOTION:** *I move we approve supporting this and instruct the Mayor to sign the letter.*
WARD/LESTER – Motion carried unanimously, 5-0.

A. ORDINANCE NO. 2013-33, Q3 2013 BUDGET ADJUSTMENTS, AB 13-024 – FINANCE 7:13:43 PM

Finance Director Schroer gave a PowerPoint presentation and explained the quarterly adjustments made to date (contingency reserve spending, Interfund loan repayment, noxious weed control, permitting system, Eagle Harbor Beach Mains). She noted that the City recently received a request from the Kitsap Economic Development Alliance for an additional \$2,500 in funding.

7:19:10 PM **MOTION:** *Then I will move that the City Council forward Ordinance No. 2013-33, relating to the Q3 2013 Budget Amendments including the added KEDA adjustment to second reading on October 23, 2013.*
WARD/BLOSSOM

Councilmember Hytopoulos said she would support as many dollars as possible staying on the island to plan for economic development island style however did not support KEDA's additional funding request. Councilmember Lester asked whether there was a list of what other cities were paying to which Mayor Pro Tem Blair replied she would supply additional information at the October 23, 2013 meeting. She then noted that Councilmember Scales just arrived.

Motion carried unanimously, 6-0.

B. HEAD-OF-THE-BAY BOUNDARY LINE ADJUSTMENT, AB 13-146 – EXECUTIVE

The item was removed from the agenda and will be rescheduled.

6. CONSENT AGENDA 7:22:28 PM

A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL

Accounts Payable ACH Check Number 136 through 137, ACH Transmittal, Void Manual Check Numbers 333908 through 333920, Manual Check Numbers 333970 through 333977 and Regular Run Check Numbers 333978 through 334066 for a total of \$1,140,989.46. Retainage Release Void Check Number 106, Retainage Release Check Number 107 for a total of \$252.22. Payroll Direct Deposit Check Numbers 028766 through 028873, Regular Check Numbers 106392 through 106394, Vendor Check Numbers 106395 through 106409, Miscellaneous Check Number 106410 and Federal Tax Electronic Transfer for a total of \$534,516.46.

B. SPECIAL/REGULAR BUSINESS MEETING MINUTES, SEPTEMBER 18, 2013

C. REGULAR BUSINESS MEETING MINUTES, SEPTEMBER 25, 2013

**D. KITSAP COUNTY TRAFFIC SAFETY TASK FORCE MEMORANDUM OF UNDERSTANDING,
AB 13-142 – POLICE**

Mayor Pro Tem Blair read the following consent agenda items into the record: Accounts Payable Vouchers and Payroll Approval, Special/Regular Study Session Meeting Minutes, September 18, 2013, Regular Business Meeting Minutes, September 25, 2013 and the Kitsap County Traffic Safety Task Force Memorandum of Understanding.

MOTION: *I would move that we approve the consent agenda as you just read it.*
WARD/LESTER – Motion carried unanimously, 6-0.

10. CITY MANAGER'S REPORT 7:24:31 PM

City Manager Schulze reported an insert informing people how to sign up for the City Manager's Report will be included in the next utility bill mailing. He added this was the first utility bill showing the partial rate reduction approved by Council. Councilmember Lester suggested if during the process of on-line payments, we might want to do an automatic reply that directs them to signing up as well for the report.

11. COMMITTEE REPORTS 7:26:37 PM

Councilmember Ward reported that Councilmember Blossom asked him to take over as Council liaison to the Utility Advisory Committee to which he agreed.

12. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS 7:27:14 PM

Mayor Pro Tem Blair reviewed the October 16, 2013 study session agenda. Following brief comments, the Housing Diversity Program language was changed back to Housing Design Demonstration Project. Councilmember Lester suggested adding the Head of the Bay item to next week's agenda and increasing the time allotted for the Capital Facilities Plan discussion. Mayor Pro Tem Blair reviewed the upcoming meeting calendar. Councilmember Blossom thought time should be worked in during December for the swearing in and outgoing Councilmember event. Mayor Pro Tem Blair raised the issue of the Department of Ecology needing to change the October 23 date for the first reading/public hearing with regard to the Shoreline Master Program. City Manager Schulze replied DOE informed the City that they will not be able to have their response back for the October 23 public hearing and suggested rescheduling to October 30. Councilmember Lester wanted to know when further information on traffic impact fees would be scheduled. Councilmember Ward replied Interim Public Works Director Cunningham was working on it however, it was not ready to be scheduled just yet. Council and staff discussed the format of the SMP public hearing. There was consensus that comments at the public hearing be based on the feedback from DOE only and that it be limited to one hour. It was also suggested that comments be limited to one minute which could be pooled for up to three minutes. City Manager Schulze indicated he would find out more information about when the City would be receiving DOE's comments. 7:47:24 PM Councilmember Lester asked for an update on the tree ordinance, cell service/telecommunications ordinance and wondered what the community broadcasting item scheduled for November 20 was. City Manager Schulze replied it was a placeholder for what we were previously referring to as the reinstituted BITV but a broader topic. Councilmember Blossom supported having the tree ordinance come back. Councilmember Ward requested that ten minutes be scheduled on November 6 for a report from the UAC on the City's utilities.

7. RESOLUTIONS: RESOLUTION NO. 2013-18, STRAWBERRY PLANT PARK PROPERTY RENAMING, AB 13-141 – EXECUTIVE 7:49:36 PM

Mayor Pro Tem Blair introduced Jerry Elfendahl. He thanked everyone for what they have done and introduced relatives of Stan Lund. Councilmember Lester read the resolution into the record.

7:54:16 PM **MOTION:** *I move that the City Council approve Resolution No. 2013-18, renaming of property known as Strawberry Plant Property.*
 LESTER/WARD

Mayor Pro Tem Blair restated the motion that Resolution No. 2013-18 renaming the property known as the Strawberry Plant Property to then become the John Nelson Park at Strawberry Cannery Cove which carried unanimously, 6-0.

Jan Lund Buchanan, daughter of Stan Lund, shared stories and fond memories of John Nelson. Jerry Elfendahl presented Ms. Buchanan with a watercolor done by artist Ted Hoppen. He thanked staff for the improvements made at the park over the summer. He hoped one-half of one percent of the \$1.85M could be used to build a handicapped pier at the park. Councilmember Lester presented Ms. Buchanan with a signed resolution.

8. RECESS FOR JOINT MEETING WITH ETHICS BOARD 7:59:14 PM

Mayor Pro Tem Blair indicated Council would be recessing and reconvening to a joint meeting with the Ethics Board. The dais was reconfigured.

Ethics Board members Honick, Willerford, and Yesley joined the Council at the dais. Boardmember Yesley summarized the preliminary discussion points raised in their document which include open meetings of the Ethics Board, their authority and a number of housekeeping items to improve the existing ethics code. He described how complaints against elected officials and committee/commission members are handled and noted how some are concerned with the current process. He explained how the Ethics Board was set up to receive and consider complaints and how it would be severely compromised were it to become a secret process. He indicated the Ethics Board would like to get back their complete range of potential actions and have the authority to move a matter to the City Council if an ethics code violation did occur. He asked that paragraph G, which was

deleted last spring, be reinstated. 8:13:15 PM Councilmember Scales said the issue was not whether a complaint should be deliberated in secret but why was it necessary at the preliminary stage to name the person in the complaint when it has not been determined if the complaint is valid or not. Boardmember Willerford recalled how complainants have been releasing their complaints along with names to the newspaper so whether names are part of the process or not was a moot point. Councilmember Hytopoulos was concerned whether the Ethics Board fully appreciates that this is not about negative publicity but a big deal in a small City to have one's City officially validate even a complaint. She was supportive of returning to a process by which the facts are laid out without officially naming an individual and, if the facts are found to constitute an ethics violation, it goes forward through an appropriate legal process. Mayor Pro Tem Blair commented on the use the word screening versus finding. Councilmember Lester shared how she was struggling with recent complaints and wondered how we can keep this from being a political bullying tactic tool. Boardmember Honick pointed out that public life was a risk all its own. He noted how complainants would be much more careful about what they say because they have to say it in public as well. Mayor Pro Tem Blair asked for clarification regarding the process. Councilmember Scales said anyone can make a false statement about anybody but it does not mean that we should be letting someone use the Ethics Board to further the complaint publicly. Councilmember Hytopoulos thought it was doubly important to provide a buffer and not drag the names of officials in the newspaper. She did not believe that for many people being a named respondent was going to have a chilling effect on filing complaints. Councilmember Blossom indicated that she did not have a chance to respond under the current process so she did not see much of a difference except that her name would not have been out there. Boardmember Honick said the Ethics Board is also at risk of being criticized if they do not conduct themselves in as open of a policy as possible. He noted the Ethics Board tries to hold complainants responsible in public. Councilmember Lester asked whether there is a form of redaction when the complaint is in the process of being determined whether the facts are true. Mayor Pro Tem Blair thought it was one thing to be criticized for doing something and it was something else to be accused of violating an ethical code. Councilmember Blossom asked the Ethics Board what they may take issue with not using names as Councilmember Scales proposed. Councilmember Scales asked why it was so important to have the respondent named in the initial complaint and what would be lost if the respondent was not named. Boardmember Yesley replied if we went back to the old system, the Ethics Board would be receiving a large number of hypothetical cases and spending our time figuring out whether allegations that do not name anyone would constitute a violation. Boardmember Willerford shared an historical point with regard to redacting names since complaints were already being released before the Ethics Board ever saw them. Councilmember Hytopoulos wondered about the City's liability with regard to defamation for publishing findings against someone serving on a committee or commission. Councilmember Blossom wanted to hear the objection to not including names. Boardmember Honick replied the openness serves the community better. Boardmember Willerford replied what was being proposed with regard to not including name was done for three years and it did not work. He added there was also a fundamental unfairness by not allowing for a response. Mayor Pro Tem Blair asked whether someone could write to the Ethics Board with his or her concern and when it is discussed in the meeting, the name is not used. She did not understand the value is of hearing a person's name attached to it when what you are really talking about is the action. Councilmember Scales noted as somebody who has gone through the process, it does not work and it feels bad from the prospective of someone who has allegations made against them. Councilmember Hytopoulos said what adds insult to injury is to provide an official forum to use City resources including our volunteers to harass us. Boardmember Honick said this bears some more thought and additional discussion. Councilmember Lester recommended this topic be a study session item the next time. Boardmember Yesley thought what Council wanted was to have a self-enforcing ethics code, that the Ethics Board does not add anything to that and so that's what you may wind up with. Councilmember Blossom said she has not heard why the name matters. Councilmember Hytopoulos thought this was as much about empathy as it was about good process. She suggested waiting until the new Council comes on board to discuss this further. Councilmember Scales said all we are talking about is whether the official's name should be used in the initial complaint not about gutting the ethics program or meeting in private. Boardmember Honick believed no one here wants to gut the Ethics Board. Mayor Pro Tem Blair said there is no desire to do anything except strengthen the Ethics Board in our City government. She asked what would be lost if someone's name is not revealed as part of the initial process. Boardmember Yesley said if you do not use the names, you only hear one side of the story. Councilmember Scales thought it would be important for the Ethics Board to talk to every person who has been accused. Councilmember Blossom said it was hard to sit through the process and not be able to respond especially not knowing what the outcome was going to be. The joint meeting adjourned at 9:13 PM.

9. RECONVENE MEETING 9:14:00 PM

Mayor Pro Tem Blair reconvened the business meeting at 9:14 PM.

10. FOR THE GOOD OF THE ORDER 9:14:15 PM

Councilmember Lester shared the following local events: SHREK was playing at the BPA, BI Farmer's Market was open through November 16th, BI Fire District annual pancake breakfast and fire truck ride from 8-12 Saturday, public opening of new exhibits at the BI Museum of Art, last weekend of the Lynwood Community Market, and a candidate forum was being held at City Hall on Tuesday hosted by the League of Women Voters.

11. ADJOURNMENT 9:16:09 PM

On a motion by Councilmember Lester, Mayor Pro Tem Blair adjourned the meeting at 9:16 PM.

Steven Bonkowski, Mayor

Rosalind D. Lassoff, City Clerk

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Permitting System Contract Information	Date: October 23, 2013
Agenda Item: Consent Agenda	Bill No.: 13-144
Proposed By: Steve Miller, IT Manager	Referral(s): Doug Schulze, City Manager

BUDGET INFORMATION

Department: Executive	Fund: General	Munis Contract # N/A
Expenditure Req: \$74,108	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☒ Yes ☐ No

REFERRALS/REVIEW

Study Session: October 16, 2013	Recommendation: Forward to October 23, 2013 Consent Agenda.
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

This item supports the purchase and implementation of Paladin SMARTGov software to replace the City's permitting system. The new software includes features such as; public portal, electronic payments, GIS integration, and remote access for building inspectors. Additionally, it is a cloud-hosted (SaaS) solution, and includes a connector to the Kitsap County Assessor data to maintain current parcel information. Implementation can begin prior to the end of the year, and should be completed within 3 to 4 months.

History:

The existing permitting system software (Tidemark) was installed in 2000, is well beyond its lifespan, and is no longer supported by the vendor. Following numerous conversations with peers, and recognizing that Kitsap County, Bremerton, and Port Orchard are all using Paladin products, it made sense to focus on the SMARTGov platform as a replacement.

Budget:

The pricing within the contract is defined in three categories; SaaS Subscription, Smart Connectors, and Professional Services. Smart Connectors and Professional Services represent the cost for software implementation and installation, which will be funded from the 2013 Capital Budget. The SaaS Subscription is the ongoing annual maintenance cost, and will be funded from the Information Technology Software Maintenance budget. The total cost is \$74,108 (\$68,239 + \$5,869 WA ST sales tax). The acquisition and implementation costs are included in the 3rd quarter budget adjustments.

RECOMMENDED ACTION

Motion:

Paladin Data Systems Corporation
Master SaaS Subscription and Professional Services Agreement

THIS MASTER SOFTWARE AS A SERVICE (SaaS) SUBSCRIPTION AND PROFESSIONAL SERVICES AGREEMENT ("AGREEMENT") GOVERNS YOUR ACQUISITION AND USE OF OUR SaaS SUBSCRIPTION AND PROFESSIONAL SERVICES. BY EXECUTING A SALES ORDER THAT REFERENCES THIS AGREEMENT, YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERMS "YOU" OR "YOUR" WILL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SaaS SUBSCRIPTION OR THE PROFESSIONAL SERVICES.

You may not access the SaaS Subscription if You are Our direct competitor, except with Our prior written consent. In addition, You may not access the SaaS Subscription for purposes of monitoring availability, performance or functionality, or for any other benchmarking or competitive purposes.

This Agreement was last updated on August 28, 2013. It is effective between You and Us as of the date of Your acceptance of this Agreement ("**Effective Date**").

1. DEFINITIONS IN addition to the terms defined elsewhere in this Agreement, the following terms have the following meanings:

- 1.1. "**Affiliate**" means any entity which directly or indirectly controls, is controlled by, or is under common control with the subject entity. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.
- 1.2. "**Malicious Code**" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.
- 1.3. "**Non-SMARTGov Applications**" means online applications and offline software products that are provided by entities or individuals other than Us and are clearly identified as such, and that interoperate with the SaaS Subscription.
- 1.4. "**Party or Parties**" means either We, Us, or Our, as well as You or Your individually or collectively.
- 1.5. "**Professional Services**" means the labor or time and materials work that You or Your Affiliates purchase under a Sales Order.
- 1.6. "**SaaS Subscription**" means the software as a service ("**SaaS**") products ordered by You on a Sales Order and made available by Us online via the customer login link and/or other web pages designated by Us, including associated offline components, as described in the User Guide. SaaS Subscription excludes Non-SMARTGov Applications.
- 1.7. "**Sales Order**" means the documents for placing orders, including addenda thereto, that are entered into between You and Us or any of Our Affiliates from time to time, including addenda and supplements. By entering into a Sales Order, an Affiliate agrees to be bound by the terms of this Agreement as if it were an original party. Sales Orders will be deemed incorporated herein by reference.
- 1.8. "**Third Party**" means any entity or individual other than We, Us, or Our, as well as You or Your.
- 1.9. "**User Guide**" means the online user guide for the SaaS Subscription, accessible via login, as updated from time to time.
- 1.10. "**Users**" means individuals who are authorized by You to use the SaaS Subscription, for whom subscriptions have been ordered, and who have been supplied user identifications and passwords by You (or by Us at Your request). Users may include, but are not limited to Your employees, consultants, contractors and agents, and any Third Party with which You transact business.
- 1.11. "**We,**" "**Us**" or "**Our**" means Paladin Data Systems Corporation described in Section 14.1 (Contracting Seller, Notices, Governing Law and Jurisdiction).
- 1.12. "**You**" or "**Your**" means the company or other legal entity for which you are accepting this Agreement and Affiliates of that company or entity.
- 1.13. "**Your Data**" means all electronic data or information owned by Your company or other legal entity and submitted by You to the SaaS Subscription.

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Master SaaS Subscription and Professional Services Agreement

2. SaaS SUBSCRIPTION AND PROFESSIONAL SERVICES

2.1. **Provision of SaaS Subscription.** We will make the SaaS Subscription available to You pursuant to this Agreement and the relevant Sales Order during a subscription term. You agree that Your purchases are not contingent on the delivery of any future functionality or features, and not dependent on any oral or written public comments made by Us regarding future functionality or features.

2.2. **User Subscriptions.** Unless otherwise specified in the Sales Order, (i) SaaS Subscription are purchased as User subscriptions and may be accessed by no more than the specified number of Users, (ii) additional User subscriptions may be added during the subscription term at the same pricing as the pre-existing subscriptions, prorated for the remainder of the subscription term in effect at the time the additional User subscriptions are added, and (iii) the added User subscriptions will terminate on the same date as the pre-existing subscriptions. User subscriptions are for designated Users only and cannot be shared or used by more than one User but may be reassigned to new Users replacing former Users who no longer require ongoing use of the SaaS Subscription.

2.3. **Provision of Professional Services.** We will provide to You the Professional Services specified on the Sales Order. The Professional Services are cost estimates based on time and materials work for Your budgeting and Our resource scheduling purposes. If the estimate is exceeded, We will continue to provide the Professional Services on a time and materials basis if a statement of work or purchase order for continuation of the Professional Services is signed by the Parties.

3. USE OF THE SaaS SUBSCRIPTION

3.1. **Our Responsibilities.** We will: (i) provide Our basic support for the SaaS Subscription to You at no additional charge (ii) use commercially reasonable efforts to make the SaaS Subscription available and (iii) We will provide You access to Your Data via a database extract process that enables You to execute and download a current copy of Your Data on demand.

3.2. **Your Responsibilities.** You will (i) be responsible for Users' compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Your Data and the means by which You acquired Your Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the SaaS Subscription, and notify Us promptly of any such unauthorized access or use, and (iv) use the SaaS Subscription only in accordance with the User Guide and applicable laws and government regulations, (v) validate for correctness all output and reports and (vi) have sole responsibility for downloading and storing back-up files, (vii) You will NOT (a) make the SaaS Subscription available to anyone other than Users, (b) sell, resell, rent or lease the SaaS Subscription to any Third Party, (c) use the SaaS Subscription to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of Third Party privacy rights, (d) use the SaaS Subscription to store or transmit Malicious Code, (e) interfere with or disrupt the integrity or performance of the SaaS Subscription or Third Party data contained therein, or (f) attempt to gain unauthorized access to the SaaS Subscription or their related systems or networks.

4. NON-SMARTGov PROVIDERS

4.1. **Acquisition of SMARTGov Products.** We or a Third Party may from time to time make available to You, Third Party products or services, including but not limited to Non-SMARTGov Applications and implementation, customization and other consulting services. Any acquisition by You of Non-SMARTGov products or services, and any exchange of data between You and any Non-SMARTGov provider, is solely between You and the applicable Non-SMARTGov provider. We do not warrant or support Non-SMARTGov products or services, except as specified in a Sales Order. Subject to Section 4.3 (Integration with Non-SMARTGov Applications), purchase of Non-SMARTGov products is not required to use the SaaS Subscription except for a supported computing device, operating system, web browser and Internet connection.

4.2. **Non-SMARTGov Applications and Your Data.** If You install or enable Non-SMARTGov Applications for use with SaaS Subscription, You acknowledge that We may allow providers of those Non-SMARTGov Applications to access Your Data as required for the interoperability of such Non-SMARTGov Applications with the SaaS Subscription. We will not be responsible for any disclosure, modification or deletion of Your Data resulting from any such access by Non-SMARTGov Application providers. The SaaS Subscription will allow You to restrict such access by restricting Users from installing or enabling such Non-SMARTGov Applications for use with the SaaS Subscription.

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4.3. **Integration with Non-SMARTGov Applications.** The SaaS Subscription may contain features designed to operate with Non-SMARTGov Applications. To use such features, You may be required to obtain access to such Non-SMARTGov Applications from their providers. If the provider of any Non-SMARTGov Application ceases to make the Non-SMARTGov Application available for operation with the corresponding SaaS Subscription features on reasonable terms, We may cease providing such SaaS Subscription features without entitling You to any refund, credit, or other compensation.

5. FEES AND PAYMENT

5.1. **Fees.** You will pay all fees specified in all Sales Orders. Except as otherwise specified herein or in a Sales Order, (i) fees are based on SaaS Subscription and/or Professional Services purchased and not actual usage, (ii) payment obligations are non-cancelable and fees paid are non-refundable, and (iii) the number of User subscriptions purchased cannot be decreased during the subscription term stated on the Sales Order. User subscription fees are based on annual periods that begin on the subscription start date and each annual anniversary; therefore, fees for User subscriptions added in the middle of an annual period will be charged a prorated amount for the remaining subscription term.

(a) If We determine, based on electronic monitoring of Your User subscriptions, the actual number of User subscriptions exceeds the number licensed on a Sales Order, We reserve the right to amend the Sales Order for successive Renewal Terms to increase the number of User subscriptions and the fees.

(b) Professional Service fees do not include travel, lodging or other expenses incurred by Us unless specified on the Sales Order. You will reimburse Us for all travel, lodging, communications, incidentals and other out-of-pocket expenses as they relate to the services rendered by Us to You.

5.2. **Invoicing and Payment.** We will invoice You in advance for SaaS Subscription in accordance with the relevant Sales Order. We will invoice You monthly for Professional Services in accordance with the relevant Sales Order. Unless otherwise stated in the Sales Order, invoiced charges are due net 30 days from the invoice date.

5.3. **Overdue Payments.** If any payments are not received by the due date, then at Our discretion, (a) such overdue payments may accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid, and/or (b) We may condition future subscription renewals and Sales Orders on payment terms shorter than those specified in Section 5.2 (Invoicing and Payment).

5.4. **Suspension of SaaS Subscription or Professional Services.** If any amount owing by You under any agreement is 30 days' overdue, We may, without limiting Our other rights and remedies, accelerate Your unpaid fee obligations so that all such obligations become immediately due and payable, and suspend Our SaaS Subscription or Professional Services to You until such amounts are paid in full.

5.5. **Payment Disputes.** We will not exercise Our rights under Section 5.3 (Overdue Payments) or 5.4 (Suspension of SaaS Subscription or Professional Services) if You are disputing the applicable charges reasonably and in good faith and are cooperating diligently to resolve the dispute.

5.6. **Taxes.** Unless otherwise stated, Our fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "**Taxes**"). You are responsible for paying all Taxes associated with Your purchases hereunder. If We have the legal obligation to pay or collect Taxes for which You are responsible, the appropriate amount will be invoiced to and paid by You, unless You provide Us with a valid tax exemption certificate authorized by the appropriate taxing authority. For clarity, We are solely responsible for taxes assessable based on Our income, property and employees.

6. PROPRIETARY RIGHTS

6.1. **Reservation of Rights in SaaS Subscription.** Subject to the limited rights expressly granted hereunder, We reserve all rights, title and interest in and to the SaaS Subscription, including all related intellectual property and trademark rights. No rights are granted to You other than as expressly set forth herein.

6.2. **Restrictions.** You will not (i) permit any Third Party to access the SaaS Subscription except as permitted herein or in a Sales Order, (ii) create derivative works based on the SaaS Subscription, (iii) copy, frame or mirror any part or content of the SaaS Subscription, other than copying or framing on Your own intranets or otherwise for Your own internal business purposes, (iv) reverse engineer, decompile or

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otherwise attempt to derive source code, or (v) access the SaaS Subscription in order to (a) build a competitive product or service, or (b) copy any features, functions or graphics of the SaaS Subscription.

6.3. **Ownership.** We retain sole and exclusive ownership of, and all right, title and interest in and to the SaaS Subscription, the documentation User Guide, any modifications and all suggestions, ideas, improvements, feedback, evaluation materials, presentations, designs, technology, inventions, know-how, works of authorship, software, specifications, and other materials, information and any other intellectual property made, developed, conceived or reduced to practice by Us (whether alone, or jointly with You) in the performance of this Agreement.

6.4. **Your Applications and Code.** If You, a Third Party acting on Your behalf, or a User creates applications or program code using the SaaS Subscription, You authorize Us to host, copy, transmit, display and adapt such applications and program code, solely as necessary for Us to provide the SaaS Subscription in accordance with this Agreement. Subject to the above, We acquire no right, title or interest from You or Your licensors under this Agreement in or to such applications or program code, including any intellectual property rights therein.

6.5. **Your Data.** Subject to the limited rights granted by You hereunder, We acquire no right, title or interest from You or Your licensors under this Agreement in or to Your Data, including any intellectual property rights therein. You grant to Us a non-exclusive license to use Your Data for the purposes of performing Our obligations under this Agreement.

6.6. **Our Protection of Your Data.** We receive no ownership rights in Your Data. We will maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Your Data. We will not (a) modify Your Data, (b) disclose Your Data except as compelled by law in accordance with Section 7.3 (Compelled Disclosure) or as expressly permitted in writing by You, or (c) access Your Data except to provide the SaaS Subscription or Professional Services and prevent or address service or technical problems, (d) or at Your request in connection with customer support matters.

6.7. **Report Writer Software.** You acknowledge the SaaS Subscription Service utilizes ad hoc report writer software ("**Ad Hoc**") under a license granted to Us by a Third Party, which licenses Us the right to sublicense the use of the Ad Hoc as part of the Service to You. Such sublicense is nonexclusive and solely for Your internal use and You may not further resell, re-license, or grant any other rights to use such sublicense to any Third Party. You further acknowledge the Ad Hoc licensing Third Party retains all right, title, and interest to the Ad Hoc and all documentation related to the Ad Hoc. All confidential or proprietary information of Ad Hoc licensing Third Party is Confidential Information under the terms of this Agreement.

7. CONFIDENTIALITY

7.1. **Definition of Confidential Information.** "**Confidential Information**" means all confidential information disclosed by a Party ("**Disclosing Party**") to the other Party ("**Receiving Party**"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Your Confidential Information will include, but not be limited to Your Data; Our Confidential Information will include, but not be limited to the SaaS Subscription; and Confidential Information of each Party will include the terms and conditions of this Agreement and all Sales Orders, as well as business and marketing plans, technology and technical information, product plans and designs, and business processes disclosed by such Party. However, Confidential Information will not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a Third Party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

7.2. **Protection of Confidential Information.** The Receiving Party (i) will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) (ii) will not use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, and (iii) except as otherwise authorized by the Disclosing Party in writing, will limit access to Confidential Information of the Disclosing Party to its Affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement. Neither party will disclose the terms of this Agreement or any Sales Order to any Third Party other than its Affiliates and their legal counsel and accountants without the other Party's prior written consent.

7.3. **Compelled Disclosure.** If the Receiving Party is required to disclose any Confidential Information of the other by law, regulation or governmental authority, the Receiving Party will provide reasonable notice

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to Disclosing Party of such required disclosure and reasonably cooperate with the Disclosing Party in preventing or limiting such disclosure, or obtaining an appropriate protective order or other remedy. If a protective order or other remedy is not obtained, then the Receiving Party may disclose such Confidential Information as necessary for compliance with the applicable law, regulation or governmental authority. Notwithstanding such disclosure, such information will remain Confidential Information and subject to the requirements of this Section. We expressly acknowledge that You are subject to the Washington Public Records Act (Chapter 42.56 RCW) which contains broad requirements for release of documents and short time periods in which to respond.

8. WARRANTIES AND DISCLAIMERS FOR SaaS SUBSCRIPTION AND PROFESSIONAL SERVICES

8.1. **Our Warranties for SaaS Subscription.** We warrant that (i) We have the legal power to enter into this Agreement, (ii) the SaaS Subscription will perform materially in accordance with the User Guide, (iii) subject to Section 4.3 (Integration with Non-SMARTGov Applications), the functionality of the SaaS Subscription will not be materially decreased during a subscription term, and (iv) We will not transmit Malicious Code to You, provided it is not a breach of this subpart (iv) if You or a User uploads a file containing Malicious Code into the SaaS Subscription and later downloads that file containing Malicious Code. For any breach of a warranty above, Your exclusive remedy will be as provided in Section 13.4 (Termination for Cause) and Section 13.6 (Refund or Payment upon Termination) below.

8.2. **Our Warranties for Professional Services.** We warrant the Professional Services will be performed consistent with generally accepted industry standards.

8.3. **Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EACH PARTY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

9. LIMITATION ON WARRANTIES FOR PROFESSIONAL SERVICES

YOU MUST REPORT ANY DEFICIENCIES IN THE PROFESSIONAL SERVICES TO US IN WRITING WITHIN THIRTY (30) DAYS OF COMPLETION OF THE PROFESSIONAL SERVICES IN ORDER TO RECEIVE WARRANTY REMEDIES. THE WARRANTY HEREIN IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. EXCLUSIVE REMEDY FOR PROFESSIONAL SERVICES

For any breach of the above warranty, Your exclusive remedy, and Our entire liability, will be the re-performance of the Professional Services. If We are unable to re-perform the Professional Services as warranted, You will be entitled to recover the fees paid to Us for the deficient services. IN NO EVENT WILL WE BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING FROM ANY PROFESSIONAL SERVICES PROVIDED HEREUNDER, INCLUDING BUT NOT LIMITED TO CLAIMS FOR LOST PROFITS OR OTHER ECONOMIC DAMAGES.

11. LIMITATION OF LIABILITY

11.1. **Limitation of Liability.** NEITHER PARTY'S LIABILITY WITH RESPECT TO ANY SINGLE INCIDENT ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) WILL EXCEED THE AMOUNT PAID BY YOU IN THE 12 MONTHS PRECEDING THE INCIDENT, PROVIDED THAT IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) EXCEED THE TOTAL AMOUNT PAID BY YOU. THE FOREGOING WILL NOT LIMIT YOUR PAYMENT OBLIGATIONS UNDER SECTION 5 (FEES AND PAYMENT FOR SaaS SUBSCRIPTION).

11.2. **Exclusion of Consequential and Related Damages.** IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY LOST PROFITS OR REVENUES OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER OR PUNITIVE DAMAGES HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Paladin Data Systems Corporation
Master SaaS Subscription and Professional Services Agreement

THE FOREGOING DISCLAIMER WILL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

12. TERM AND TERMINATION FOR PROFESSIONAL SERVICES

Professional Services will commence on the date specified on the Sales Order. Either Party may terminate Professional Services any time by providing the other Party with at least 14 days written notice. Any Professional Services outstanding at the time of termination will continue to be covered by this Agreement as if it had not been terminated.

13. TERM AND TERMINATION FOR SaaS SUBSCRIPTION

13.1. Term of Agreement. This Agreement commences on the date You accept it and continues until all User subscriptions have expired or been terminated.

13.2. Term of Purchased User Subscriptions. User subscriptions purchased by You commence on the start date specified in the applicable Sales Order and continue for the subscription term specified. Except as otherwise specified in the applicable Sales Order, all User subscriptions will automatically renew for additional periods equal to the expiring one year subscription term, unless either Party gives the other notice of non-renewal at least 30 days before the end of the relevant subscription term. The pricing during any such renewal term will be the same as the prior term unless We have given You written notice of a pricing increase at least 180 days before the end of such prior term, in which case the pricing increase will be effective upon renewal and thereafter.

13.3. Stop in SaaS Subscription. Upon 180 days' prior written notice, We may terminate provision of the SaaS Subscription as a hosted offering. We will export and return Your Data to You via digital media at Our expense. We will refund You any prepaid fees covering the remainder of the term of all subscriptions after the effective date of stop in SaaS Subscription.

13.4. Termination for Cause. A Party may terminate this Agreement for cause: (i) upon 30 days written notice to the other Party of a material breach if such breach remains uncured at the expiration of such period, or (ii) if the other Party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors. In addition, We may terminate this Agreement if You fail to make any payment due hereunder within 30 days after receiving written notice from Us that such payment is delinquent.

13.5. Effect of Termination. Upon termination for any reason, (a) all licenses granted will automatically and immediately terminate, and We may immediately disable and discontinue Your access to and use of the SaaS Subscription without further notice to You, (b) You will promptly return to Us all Documentation and all information and materials that You have acquired pertaining to the SaaS Subscription and any other Confidential Information of Ours and (c) within 30 days of the effective date of such termination, We will export all Your Data then-stored in the Service and ship the information to You in a digital format.

13.6. Refund or Payment upon Termination. Upon any termination by You for cause, We will refund You any prepaid fees covering the remainder of the term of all subscriptions after the effective date of termination. Upon any termination by Us for cause, You will pay any unpaid fees covering the remainder of the term of all Sales Orders after the effective date of termination. In no event will any termination relieve You of the obligation to pay any fees payable to Us for the period prior to the effective date of termination.

13.7. Return of Your Data. Within 30 days after the effective date of termination of SaaS Subscription and upon request by You, We will make available to You for download a file of Your Data. After such 30-day period, We will have no obligation to maintain or provide any of Your Data and will thereafter, unless legally prohibited, delete all of Your Data in Our systems or otherwise in Our possession or under Our control.

13.8. Surviving Provisions. Section 5 (Fees and Payment), 6 (Proprietary Rights), 7 (Confidentiality), 8.3 (Disclaimer), 11 (Limitation of Liability), 13.6 (Refund or Payment upon Termination), 13.7 (Return of Your Data), 14 (Contracting Seller, Notices, Governing Law and Jurisdiction) and 15 (General Provisions) will survive any termination or expiration of this Agreement.

14. CONTRACTING SELLER, NOTICES, GOVERNING LAW AND JURISDICTION

14.1. Seller: Paladin Data Systems Corporation, a Washington corporation.

14.2. Address notices to: 19362 Powder Hill Pl. NW, Poulsbo, WA 98370, Attn: Contracts

14.3. Governing law: Washington and controlling United States federal law

14.4. Exclusive court jurisdiction: Kitsap County, Washington

Paladin Data Systems Corporation
Master SaaS Subscription and Professional Services Agreement

14.5. **Manner of Giving Notice.** Except as otherwise specified in this Agreement, all notices, permissions and approvals will be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) the second business day after mailing, (iii) the second business day after sending by confirmed facsimile, or (iv) the first business day after sending by email (provided email will not be sufficient for notices of termination or an indemnifiable claim). Billing-related notices to You will be addressed to the relevant billing contact designated by You. All other notices to You will be addressed to the relevant SaaS Subscription system administrator designated by You.

14.6. **Agreement to Governing Law and Jurisdiction.** Each Party agrees to the applicable governing law above without regard to choice or conflicts of law rules, and to the exclusive jurisdiction of the applicable courts above.

14.7. **Waiver of Jury Trial.** Each Party hereby waives any right to jury trial in connection with any action or litigation in any way arising out of or related to this Agreement.

15. GENERAL PROVISIONS

15.1. **Amendment; No Waiver.** Except as otherwise expressly provided herein, this Agreement may not be amended or modified and the observance of any provision of this Agreement may not be waived except with the written consent of the Parties. No failure by either Party to enforce any rights hereunder will constitute a waiver of such right then or in the future or any other right or remedy hereunder. To the extent the terms and conditions of any Exhibit, attachment, purchase order, invoice, proposal or response to request for proposal, conflict with or are inconsistent with this Agreement, the terms and conditions of this Agreement will control and no such conflicting terms will be deemed as a waiver or amendment of this Agreement.

15.2. **Anti-Corruption.** You have not received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from any of Our employees or agents in connection with this Agreement. Reasonable gifts and entertainment provided in the ordinary course of business do not violate the above restriction. If You learn of any violation of the above restriction, You will use reasonable efforts to promptly notify Us.

15.3. **Assignment; Binding Effect.** This Agreement may not be transferred or assigned by either Party without the express written consent of the other, which will not be unreasonably withheld or delayed, except that either Party may, without the consent of the other Party, assign this Agreement in its entirety to a parent, subsidiary or affiliate of such Party or an acquirer of more than 50% of the assigning Party's outstanding voting capital stock or to a purchaser of all or substantially all of the assigning Party's assets. Notwithstanding the foregoing or any other provision of this Agreement, You may not assign, sublicense, delegate or transfer this Agreement or any of its rights or obligations under this Agreement to any competitor of Ours. Any purported transfer or assignment in contravention of this Section will be null and void. This Agreement will inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

15.4. **Basis of Bargain.** The Parties acknowledge that they have entered into this Agreement in reliance upon the disclaimers of warranties and limitations of liability and damages as set forth in this Agreement, and that such provisions form an essential basis of the bargain between the Parties and do not cause this Agreement, or the remedies available hereunder, to fail of its or their essential purpose.

15.5. **Counterparts.** This Agreement may be executed in any number of English language counterparts or duplicate originals, and each such counterpart or duplicate original will constitute an original instrument, but all such separate counterparts or duplicate originals will constitute one and the same instrument.

15.6. **Entire Agreement.** This Agreement, including the Exhibits attached, constitutes the entire Agreement of the Parties concerning its subject matter and supersedes any and all prior or contemporaneous, written or oral negotiations, correspondence, understandings and agreements between the Parties respecting the subject matter of this Agreement.

15.7. **Export Compliance.** The SaaS Subscription, other technology We make available, and derivatives thereof may be subject to export laws and regulations of the United States and other jurisdictions. Each Party represents that it is not named on any U.S. government denied-party list. You will not permit Users to access or use SaaS Subscription in a U.S.-embargoed country or in violation of any U.S. export law or regulation.

15.8. **Force Majeure.** Except with respect to payment obligations, neither Party will be liable for any failure of performance or equipment due to causes beyond such Party's reasonable control, including but not limited to: acts of God, fire, flood or other catastrophes; any law, order, regulation, direction, action, or

Paladin Data Systems Corporation
Master SaaS Subscription and Professional Services Agreement

request of any governmental entity or agency, or any civil or military authority; national emergencies, insurrections, riots, wars; unavailability of rights-of-way or materials; or strikes, lock-outs, work stoppages, or other labor difficulties.

15.9. **Headings and Interpretation.** Headings and captions are for convenience only and are not to be used in the interpretation of this Agreement. The words “include,” “includes,” and “including” when used in this Agreement will be treated in each case as followed by the words “without limitation.”

15.10. **Relationship of the Parties.** The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.

15.11. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.

15.12. **Insurance and Risk of Loss.** You bear all responsibility for damages to Your equipment and facilities except where caused by the negligent or willful acts of Our employees or agents.



Sales Order

Paladin Data Systems Corporation
19362 Powder Hill Place NE
Poulsbo, WA 98370-8720
Tel: 360-779-2400 1-800-532-8448
Fax: 360-779-2600

Date: October 3, 2013
Order: 1040
Ordered by: Jon Byrd
Required Date: November 3, 2013

To: City of Bainbridge Island
280 Madison Avenue
Bainbridge Island, WA 98110

Telephone: 206-780-8647
Fax:
Contact Person: Steve Miller, Information Technology Manager
Email: Smiller@ci.bainbridge-island.wa.us

Purpose of this Sales Order:

City of Bainbridge Island, WA, is purchasing a subscription for SMARTGov® Software as a Service (SaaS) which comprises the following core modules: permitting, planning, code enforcement, inspections, licensing, recurring inspections, cashiering, public portal, and GIS mapping. This includes the modification of the following five system reports/output documents to Client's specifications: permit, receipt, certificate of occupancy, inspection results, and inspection hardcard.

In addition, this purchase includes SMARTConnectors, professional services for data migration, configuration, training, and travel expenses as identified below.

This SaaS Subscription includes five free "occasional named users" which individually average less than 30% usage during an 8 hour day.

Start date: TBD **SaaS Subscription Term:** 12 months from the SaaS Subscription start date

Sales tax not included.

If tax exempt, please provide a copy of tax exempt certificate.

Qty	Unit of Issue	Description	Unit Cost	Extended Price
Fees for SMARTGov SaaS Subscription				
15	Users ¹	SMARTGov® SaaS (with public portal)	\$1,257	\$25,000
3	Users ¹	SMARTInspection Assistant	\$600	\$1,800
3	Connectors	SMARTConnector SaaS Transaction	\$350	\$1,050
1st Year promotional discount				(\$7,161)
Subtotal for SMARTGov SaaS Subscription fees for year 1				\$14,539
Fees for SMARTConnectors				
1	Site	GIS Connector 2 Base map GIS layers, connection to 5 GIS web services	\$3,500	\$3,500
1	Site	Parcel Connector Create procedure to import parcel data from master parcel source	\$3,500	\$3,500
1	Site	Financial Connector Create procedure to export financial transaction data into one delimited text file	\$3,500	\$Free

1	Site	Merchant Services Connector Create integration from SMARTGov public portal to merchant services vendor's payment gateway	\$3,500	\$3,500
Subtotal for SMARTConnectors				\$10,500

Fees for Professional Services and Expenses

100	Per Hour	Data Migration ² PTWin data migration only	\$160	\$16,000
40	Per Hour	Report Configuration ²	\$160	\$6,400
40	Per Hour	Fee Configuration ²	\$160	\$6,400
40	Per Hour	General Configuration ² Assist with basic configuration of permit types, fees, and inspections	\$160	\$6,400
40	Per Hour	Training Webinar style training or on site	\$200	\$8,000
0	Per Day	Travel expenses ³ (estimate not to exceed)	\$0	\$0
Subtotal for Professional Services and expenses				\$43,200

Total without sales tax \$68,239

SMARTGov SaaS Subscription year 2	\$21,700
SMARTGov SaaS Subscription year 3 and beyond (or the then current fees)	\$21,700

¹ 20 User Subscriptions will be set up in the system and will be subject to monitoring and amendment of the number of User Subscriptions and fees under Section 5.1(a).

² Estimate only. While Paladin makes this estimate in good faith we will not exceed without written confirmation from customer and will notify you as soon as we know that the required work will exceed the original estimate.

³ Travel expenses:

Airfare will be billed according to actual rates; however, PALADIN will purchase coach class tickets.

Lodging will be billed according to the actual rates; however, PALADIN agrees to book government rate lodging if available.

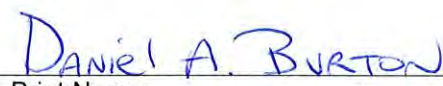
Car rental will be billed according to actual rates; however, PALADIN agrees to rent economy car if available.

Meals and incidental expenses will be billed according to per diem rates as contained in the published GSA per diem rates.

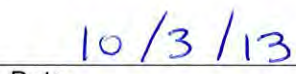
Schedule of Payments	
50% of SMARTGov [®] total (annual SaaS Subscription fees and fees for SMARTGov Connectors). Invoiced upon contract signing.	\$12,519.50
50% of SMARTGov [®] total (annual SaaS Subscription fees and fees for SMARTGov Connectors). Invoiced at start date.	\$12,519.50
100% of SMARTGov [®] SaaS year 2 total due at start date anniversary for renewals.	\$21,700.00
Professional Services and travel expenses to be invoiced monthly as they occur	Monthly

This Paladin Data Systems Corporation Sales Order ("**Sales Order**") is entered into by City of Bainbridge Island, WA ("**CLIENT**") and Paladin Data Systems Corporation ("**PALADIN**" and, together with CLIENT, the "**Parties**" and each a "**Party**") as of the Effective Date. By signing this Sales Order, CLIENT agrees to the terms and conditions contained in this Sales Order and the Master SaaS and Professional Services Agreement, which is incorporated herein by this reference. This Sales Order is effective as of the last date set forth below (the "**Sales Order Effective Date**").

City of Bainbridge Island, WA_____
Signature_____
Print Name_____
Print Title_____
Date**Paladin Data Systems Corporation**

Signature

Print Name

Print Title

Date

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Resolution 2013-16, Authorizing Investment in the State Treasurer's Local Government Investment Pool	Date: October 23, 2013
Agenda Item: Consent Agenda	Bill No.: AB 13-122
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION N/A

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

REFERRALS/REVIEW

Study Session: October 16, 2013	Recommendation: Forward to October 23, 2013 Consent Agenda.
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consideration of Resolution 2013-16, approving continuing participation in the State Treasurer's Local Government Investment Pool.

History:

The City has invested monies with the Local Government Investment Pool (LGIP) for several decades. The State Treasurer's Office has requested an updated investment authorization resolution.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$7-11 billion pooled fund investment portfolio.

Additional information on the Local Government Investment Pool is attached to this agenda bill.

RECOMMENDED ACTION

Motion:



Washington State Treasurer

James L. McIntire

For Local Governments

Left Navigation

Local Government Investment Pool (LGIP)

Overview

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to RCW 43.250.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$7-11 billion pooled fund investment portfolio.

LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The LGIP portfolio is managed in a manner generally consistent with SEC regulated Rule 2a-7 money market funds. LGIP investment guidelines are spelled out in the LGIP Investment Policy. For more information on the LGIP please take a look at our operations manual or please feel free to contact us if you have any questions at 1-800-331-3284.

Local governments that are eligible to join are: cities and towns, counties, special taxing districts, municipal corporations, community and technical colleges, and four-year universities. The LGIP was originally created for smaller entities but today LGIP Participants include:

- All 39 counties
- All cities above a population of 10,000
- 234 cities and towns
- 160 special taxing districts
- 30 community colleges and universities
- 7 State Agencies
- 24 miscellaneous

RESOLUTION NO. 2013-16

A RESOLUTION of the City of Bainbridge Island, Washington, authorizing investment of monies in the State of Washington's Local Government Investment Pool.

WHEREAS, pursuant to Chapter 294, Laws of 1986, the State Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the deposit of money by an authorized governmental entity for purposes of investment by the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the City of Bainbridge Island (City), an authorized entity, to deposit funds available for investment in the LGIP; and

WHEREAS, any deposits made on behalf of the City shall be first duly authorized by the City Council, the "governing body" of the City, in this resolution or a subsequent resolution, and a certified copy of said resolution shall be filed with the State Treasurer's Office; and

WHEREAS, the City Council attests by the signature of its Mayor that it is duly authorized and empowered to enter into this agreement, to direct the deposit of City monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

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

Section 1. The City Council does hereby authorize the deposit and withdrawal of City monies in the LGIP in the manner prescribed by law, rule, and applicable policies and procedures for the LGIP.

Section 2. That the City Council has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Director of Finance and Administrative Services and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

Section 3. That the City Council designates the Director of Finance and Administrative Services, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including designating other individuals to make deposits and withdrawals on behalf of the City.

Section 4. That this designation ends upon termination of the authorized individual's relationship with the City or further action by the City terminating the delegation. It is the responsibility of the City to notify the State Treasurer's Office immediately when any action has been taken to end this delegation.

Section 5. That the Form as incorporated into this resolution or hereafter amended by delegated authority or any other documentation signed or otherwise approved by the authorized individual shall remain in effect should the authorized individual's delegate authority be

terminated or otherwise end. No amendments, changes, or alterations shall be made to the Form or any other documentation until the City passes a new resolution naming a new authorized individual.

Section 6. That the City Council acknowledges that neither the State of Washington nor the State Treasurer guarantees any investment made by the City in the LGIP and it is possible to lose money by investing in the LGIP. Therefore, the City agrees to hold the State of Washington, the State Treasurer, and the LGIP harmless from any investment losses incurred as a result of investment with the LGIP.

PASSED by the City Council this _____ of __, 2013.

APPROVED by the Mayor this _____ of __, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 10, 2013
PASSED BY THE CITY COUNCIL:	_____, 2013
RESOLUTION NUMBER:	2013-16

Attachment: Exhibit A: Local Government Investment Pool Transaction Authorization Form

LOCAL GOVERNMENT INVESTMENT POOL
TRANSACTION AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will replace the previous form.

Name of Entity:	Mailing Address:
Fax Number:	
E-mail Contact:	

Do you wish to have your monthly LGIP statements faxed to the number listed above?

Please note – if you choose to receive statements via fax, you will not receive another copy via U.S. mail.

☐ YES, please fax statements ☐ No, please send statements via U.S. mail

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than that listed).

Bank Name:
Branch Location:
Bank Routing Number:
Account Number:
Account Name:

Persons authorized to make deposits and withdrawals for the entity listed above.

Name	Title	Signature	Telephone Number

By signature below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Signature)</i>	<i>(E-mail Address)</i>	<i>(Telephone number)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER
LOCAL GOVERNMENT INVESTMENT POOL
PO BOX 40200
OLYMPIA, WA 98504-0200
FAX: (360) 902-9044

Date Received: ____ / ____ / ____
Fund Number: _____
<i>(for LGIP use only)</i>

State of Washington)
County of _____) ss.

Signed or attested before me by _____.

Dated this ____ day of _____, 20__.

SEAL OR STAMP

Signature of Notary

Typed or printed name of Notary
Notary Public in and for the State of Wash.
My appointment expires: _____

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Resolution No. 2013-17, Approving an Interlocal Agreement with Association of Washington Cities Employee Benefit Trust	Date: October 23, 2013
Agenda Item: Consent Agenda	Bill No.: AB 13-137
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION N/A

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

REFERRALS/REVIEW

Study Session: October 16, 2013	Recommendation: Forward to October 23, 2013 Consent Agenda.
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consideration of an interlocal agreement with the Association of Washington Cities Employee Benefit Trust Health Care Program.

History:

The City currently participates in health care insurance programs offered by the Association of Washington Cities (AWC). In August 2013, the AWC Trust applied to the State Insurance Commissioner to self-insure certain plans, effective January 2014. In order to continue participating in the City's current health care benefit programs, AWC requires that participants approve the attached resolution and ILA.

Additional information about the changes and the program is provided on the attached AWC Employee Benefit Trust Self-Funded Health Care Program Fact Sheet.

RECOMMENDED ACTION

Motion:



Self-Funded Health Care Program

On August 26, 2013, the State Risk Manager approved the AWC Trust's application to self-insure the medical plans through Group Health and Regence Blue Shield, the Vision Service Plan, and Washington Dental Service plan effective January 1, 2014. The remaining insurance products will continue to be fully-insured. This fact sheet is intended to provide background of the Trust and insight into the Board of Trustee conversation ultimately leading to the decision to self-insure.

Trust history

The AWC Employee Benefit Trust is a Voluntary Employees' Beneficiary Association (VEBA), as defined in IRC 501 (c) (9). The Trust was formed in 1970 by the Association of Washington Cities to offer affordable coverage for its cities and towns with participants in Law Enforcement Officers and Fire Fighters Pension Plan 1 (LEOFF 1). Since that time, the Trust has broadened its insured membership to include all walks of municipal government and their families. Today, the Trust serves 275 participating entities and insures approximately 36,000 employees and family members.

The Trust currently offers medical, dental, vision, employee assistance program, life insurance, long-term disability insurance, and long-term care insurance.

In 1984, the Board of Trustees proved to be true visionaries in the health care industry and adopted an innovative health promotion project (wellness) as a cost containment tool. Today, the award-winning Total Health Management services of the Trust (available to Regence and Group Health medical subscribers) continues to reduce health care costs and improve quality of life for our insured members.

The AWC Trust, one of the first of its kind as a municipal league pool, is nationally recognized for excellence and innovation. Industry respect and long-term, stable relationships with insurance carriers, vendors, and consultants have benefited the pool members with quality health care programs, trust-worthy technical assistance and financial predictability. Customer advocacy and member-driven decisions continue to be the cornerstone of the Trust mission, vision and goals.

Planning retreat priority: self-insurance

As one of the highest priorities emerging from the 2011 Long Range Strategic Planning Retreat, the Trustees dedicated its 2013 meetings to learning about the world of self-insurance; hearing in-depth analysis from benefit, legal and actuarial consultants; and weighing the pros and cons of self-insuring the health care plans.

On July 25, Trustees instructed staff and consultants to proceed with a self-insurance application to the State Risk Manager. Approval was granted on August 26, and the Trust will transition its **Regence/Asuris, Group Health, WDS and VSP** plans to self-insurance effective January 1, 2014.

Self-Insurance means a formal program of advance funding and management of entity financial exposure to a risk of loss that is not transferred through the purchase of an insurance policy or contract.

Cost savings

One of the overriding factors in the decision is the potential for cost savings to members. Self-insurance allows the Trust to eliminate several taxes mandatory for fully insured plans including a 2% state tax and a 2% - 3% new 2014 federal insurer tax. While our retention and stop loss fees were extremely competitive as a fully insured plan, these fees were also lowered with the aid of a competitive self-insurance marketplace. Along with all these cost savings, we'll be able to focus on our own trend line, which has been lower than carriers' trends for many years. This bodes well for not only this year's rate projections, but future year's as well.

continued

The transition to self-insurance will not change the manner in which plans are rated (i.e., the Trust will continue to pool all member claims rather than develop rates based upon individual employer loss experience). However, the discussion of large city claims rating is slated to be discussed by the Board of Trustees in 2014, and being self-insured certainly enables a broader scope of analysis.

With all these factors considered, the Trust's 2014 rate projections are very favorable with 0% increase projected for most plans.

Self-insurance plans		Fully-insured plans	
Regence/Asuris Medical	0%	LEOFF I Medicare Advantage Plan	8%
Group Health Medical	0%	Willamette Dental	0%
WDS Dental	0%	Life & LTD	0%
VSP Vision	0%	EAP	0%

Final rates will be adopted by the Board of Trustees on September 26. Look to our website by end of day on Friday, September 27, for an updated posting.

WellCity rate impact

The WellCity discount is 2% less than the base rate. Ongoing WellCity Award recipients - your current rate will be 2% less than the base rate - which means your rate stays the same. For cities earning the 2013 WellCity Award for the first time, you'll get a 2% discount on the 2014 base rate, meaning your rate this year is actually a 2% savings from your 2013 rate.

Employee impacts

For now, know that the impact to employees and their family members is minimal to none:

- Benefit plan designs remain the same, including the mandated benefit changes under the ACA for 2014
- Employees have access to the same provider networks.
- Claims will be processed by the same carriers.
- It is possible that a new ID card will be generated.

Member employer impacts

Impact to employers is equally minimal:

- Members will still be part of the Trust's large pool, which will now be self-insured.
- The monthly bill will still be generated by NWA and due at the same time as current (by the 10th of the month).
- The most notable change for employers will be the council-adoption by resolution of an Interlocal Agreement between the jurisdiction and the AWC Trust.

Interlocal Agreement

RCW 48.62 authorizes local government entities to self-insure for health care benefits, and delegates rule-making authority and oversight to the Washington State Risk Manager. Chapter 200-110 Washington Administrative Code sets forth that members of the health care program (pool) must be a signatory to the health care program's Interlocal Agreement, and the Interlocal Agreement must be adopted by the local governing body by resolution.

In order for the Trust to meet the state deadlines, member jurisdictions must provide the adopted resolution and Interlocal Agreement no later than **November 15, 2013**.

AWC Employee Benefit Trust Health Care Program reserve funding

Self-insured health care programs must establish reserves necessary to fund the termination costs of the program and to insulate the program against unusual severity or frequency of claims. The Board of Trustees have pledged reserve funds pursuant to actuarially established amounts to satisfy this requirement.

Health Care Program 2014 financials at a glance	
Beginning program deposits/assets ¹	\$15,420,000
Projected employer contributions	\$174,672,167
Projected employee contributions	\$19,408,091
Other projected revenues	\$308,400
Total projected revenues	\$194,388,586
Projected claims payments	\$179,155,972
Projected operational expenses ²	\$12,334,777
Projected Stop Loss Insurance Policy	\$813,875
Projected Wellness Program expenses	\$1,775,561
Total projected annual expenses	\$194,080,186
Projected year-end program assets/reserves	\$15,728,400

¹Projected reserves as of December 31, 2013 are \$75,471,971 of which \$15,420,000 are pledged as beginning health care program assets.

²Includes claims adjudication, broker fee-for-service, actuary, legal, consultants, and operations.

Questions

As always, the Trust is committed to communicating with members. You can expect ongoing communications in upcoming **For Your Health** e-newsletters. If you have any questions regarding the Trust's decision to self-insure, the new rate projections, or the Interlocal Agreement feel free to contact an AWC Trust staff member at 1-800-562-8981 or benefitinfo@awcnet.org.

RESOLUTION NO. 2013-17

A RESOLUTION of the City of Bainbridge Island, Washington authorizing the City Manager to approve an Interlocal Agreement with the Association of Washington Cities Employee Benefit Trust

WHEREAS, the Association of Washington Cities Employee Benefit Trust (the “Trust”) is an entity to which contributions by cities and towns and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust (“Participating Cities and Towns,” and “Participating Non-City Entities”) and their employees can be paid and through which the Board of Trustees of the Trust (“Trustees”) provides one or more insured health and welfare benefit plans or programs to Participating Cities and Towns’ and Non-City Entities’ employees, their dependents and other beneficiaries (“Beneficiaries”), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code, providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and Participating Cities and Towns and Non-City Entities have determined that it is in the best interest of Participating Cities and Towns and Non-City Entities to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which other insured health and welfare benefit program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, the Association of Washington Cities Employee Benefit Trust Interlocal Agreement (the “Interlocal Agreement”) attached hereto creates a joint self-insured health and welfare benefit program (the “Health Care Program”) to be administered by the Trustees for the purposes of providing self-insured health benefits to Beneficiaries; and

WHEREAS, WAC 200-110-030 requires every local government entity participating in a joint self-insurance health and welfare benefit program to adopt such program by resolution; and

WHEREAS, Chapter 48.62 requires Health Care Program assets to be managed consistent with existing authority over use of municipal funds in RCW 35.39.030. The Trust will manage Health

Care Program reserves in compliance with Chapter 48.62 RCW; RCW 35.39.030, and the Health Care Program Investment Policy; and

WHEREAS, all premium contributions for use in the Health Care Program are deposited into a designated account within the Trust, the Health Care Program Account (the “HCP Account”), and the HCP Account represents a pool of funds that is independent of all other Trust or AWC funds; and

WHEREAS, the Trust intends to manage the HCP Account assets in compliance with federal and state laws and the Interlocal Agreement; and

WHEREAS, the City of Bainbridge Island believes it is in the best interest of the Health Care Program to allow the Trust to manage the HCP Account;

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

Section 1. That the Interlocal Agreement creating the Health Care Program is hereby adopted.

Section 2. That by adopting such Agreement, the City of Bainbridge Island acknowledges that it shall be subject to assessments as required by the Health Care Program.

PASSED by the City Council this __ day of _____, 2013.

APPROVED by the Mayor this __ day of _____, 2013.

By: _____
Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

By: _____
Rosalind D. Lassoff, CMC
City Clerk

FILED WITH THE CITY CLERK: October 10, 2013
PASSED BY THE CITY COUNCIL: _____, 2013
RESOLUTION NO. 2013-17

ASSOCIATION OF WASHINGTON CITIES EMPLOYEE BENEFIT TRUST HEALTH CARE PROGRAM INTERLOCAL AGREEMENT
--

This Agreement is made and entered into in the State of Washington by and among the Association of Washington Cities Employee Benefit Trust (the “Trust”) and cities and towns, and non-city entities organized and existing under the Constitution or laws of the State of Washington and who are members of the Trust (“Participating Cities and Towns,” or “Participating Non-City Entities”), all of whom are signatories to this Agreement.

RECITALS

WHEREAS, the Trust is an entity to which contributions by Participating Cities and Towns and Non-City Entities (defined below) and Participating Employees (defined below) are paid and through which the Board of Trustees provides one or more insured health and welfare benefit plans or programs to Participating Employees, their covered dependents and other beneficiaries (“Beneficiaries”), on whose behalf the contributions were paid; and

WHEREAS, the Trust qualifies as a voluntary employee beneficiary association within the meaning of Section 501(c)(9) of the Internal Revenue Code (“VEBA”), providing for the payment of life, sick, accident or other benefits to Beneficiaries; and

WHEREAS, the Trust and the Participating Cities and Towns have determined that it is in the best interest of Participating Cities and Towns to jointly self-insure certain health benefit plans and programs for Beneficiaries through a designated account within the Trust, while at the same time having the Trust continue as the entity to which health and welfare benefit plan or program contributions are paid and through which insured health and welfare benefit plans and programs are provided to Beneficiaries; and

WHEREAS, it appears economically feasible and practical for the parties to this Agreement (defined below) to do so; and

WHEREAS, Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, jointly self-insure health benefit plans and programs, and/or jointly hire risk management services for such plans or programs by any one or more of certain specified methods; and

WHEREAS, each local government entity that is a signatory hereto, as required by WAC 200-110-030, acts upon the authority of a resolution adopting this Agreement and the Health Care Program (defined below) created herein;

NOW, THEREFORE, for and in consideration of all of the mutual benefits, covenants and agreements contained herein, the parties hereto agree as follows:

ARTICLE 1

DEFINITIONS

The following are definitions of terms used in the Agreement. Unless indicated otherwise, other terms are defined where they are first used. Defined terms are capitalized when used in the defined context.

- 1.1 **Agreement** means this Interlocal Agreement entered into under the authority of Chapter 39.34 RCW and as required by RCW 48.62.031(2) between the Trust and Participating Employers.
- 1.2 **Association of Washington Cities** or **AWC** means the Association of Washington Cities, a not-for-profit membership association established pursuant to the laws of the state of Washington for the purpose of providing various services to and on behalf of its member cities.
- 1.3 **Association of Washington Cities Employee Benefit Trust** or the **Trust** means the trust and all property and money held by such entity, including all contract rights and records, established for the sole purpose of providing life, sick accident or other health and welfare benefits to Participating Employees, their covered dependents and other beneficiaries, and which is approved by the Internal Revenue Service as a VEBA.
- 1.4 **Employee Benefits Advisory Committee** or **EBAC** means the committee defined in Article V of the Trust Agreement that may be delegated responsibility by the Board of Trustees, including but not limited to: overseeing the operations of the Health Care Program, analyzing and developing annual premium levels and benefit coverage changes for recommendation to the Board of Trustees and performing other duties necessary to ensure that the needs of Participating Employers are met and the long-term financial health of the Health Care Program is maintained.
- 1.5 **Health Care Program** means the joint self-insurance program offering self-insured health benefit options through the HCP Account.
- 1.6 **HCP Account** means a designated account within the Trust and created by this Agreement, the Trust Agreement and Trust Health Care Program policies all under the authority of Chapter 48.62 RCW to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries and further described in Article 6.
- 1.7 **Non-City Entity** means any public agency, public corporation, intergovernmental agency or political subdivision, within the state of Washington that meets the requirements of Article IX, Section 1(c)(ii) and (iii) of the Trust Agreement for participation in the Health Care Program.
- 1.8 **Participating City** means any city or town within the state of Washington that meets the requirements of Article IX, Section 1(a) or Section 1(b) of the Trust Agreement.

- 1.9 **Participating Employee** means any individual employed by a Participating Employer and for whom the Participating Employer makes contributions to the Trust, and any individual who may have been so employed but is subsequently laid off, terminated, or retired.
- 1.10 **Participating Employer** means a Participating City or Non-City Entity that is also a party to this Agreement.
- 1.11 **Resolution** means the resolution adopted by each Participating City or Non-City Entity that authorizes the Health Care Program.
- 1.12 **State Risk Manager** or **Risk Manager** means the risk manager of the Risk Management Division within the Department of Enterprise Services.
- 1.13 **Stop Loss Insurance** or **Reinsurance** means a promise by an insurance company that it will cover losses of the Health Care Program over and above an agreed-upon individual or aggregated amount, which definition shall be modified by any changes to the definition of stop loss insurance in WAC 200-110-020.
- 1.14 **Third-Party Administrator** means the independent association, agency, entity or enterprise which, through a contractual agreement, provides one or more of the following ongoing services to the Health Care Program: pool management or administration services, claims administration services, risk management services, or services for the design, implementation, or termination of an individual or joint self-insurance program.
- 1.15 **Trust Agreement** means the Trust Agreement Governing the Trust amended and restated July 1, 2013, and any subsequent amendments thereto.
- 1.16 **Trustees** or **Board of Trustees** means the following individuals and their successors, who together, govern the Trust and the Health Care Program:
- 1.16.1 the AWC President and the AWC Vice President;
- 1.16.2 the EBAC Chair and the EBAC Vice Chair; and
- 1.16.3 an individual elected pursuant to the procedures in Article III, Section 5 of the Trust Agreement to serve as the trustee from one of the following regions:
- (a) North East Region (known as the “North East Region Trustee”);
- (b) North West Region (known as the “North West Region Trustee”);
- (c) South East Region (known as the “South East Region Trustee”); and
- (d) South West Region (known as the “South West Region Trustee”).

Individuals from Non-City Entities are not eligible to serve as Trustees.

ARTICLE 2

PURPOSE

This Agreement is entered into for the purpose of authorizing the Health Care Program created by the Trust to provide self-insured health benefits to Participating Employees, their covered dependents and other beneficiaries. The Health Care Program shall comply with the statutory provisions found in Chapters 48.62 and 39.34 RCW and the regulatory requirements contained in WAC 200-110 applicable to joint self-insurance programs.

ARTICLE 3

PARTIES

Each party to this Agreement certifies that it intends to participate in the Health Care Program. Participating Employers are signatories of this Agreement to become effective on a date to be mutually determined (the "Effective Date") and with such other Participating Cities and Non-City Entities as may later be added to and become signatories to this Agreement.

ARTICLE 4

DURATION OF AGREEMENT

- 4.1 This Agreement shall become effective on the Effective Date.
- 4.2 This Agreement shall have perpetual duration unless terminated as hereinafter provided.

ARTICLE 5

MEMBERSHIP COMPOSITION

The Health Care Program shall be open to Participating Cities and Non-City Entities. Participation in the Health Care Program is voluntary and not a requirement of AWC membership. The Board of Trustees shall provide for the reasonable admission of new Participating Cities and Non-City Entities.

ARTICLE 6

HCP ACCOUNT

- 6.1 All premium contributions by Participating Employers, Non-City Entities and Participating Employees for use in the Health Care Program are deposited into the HCP Account.
- 6.2 The HCP Account represents a pool of funds that is independent of all other Trust or AWC funds and independent of all other Participating Employer and Non-City Entity funds. The funds deposited into the HCP Account are held, managed and expended only for the Health Care Program and reasonable expenses, consistent with applicable state

and federal statutes and rules governing joint self-insurance programs and self-insurance programs generally.

- 6.3 The HCP Account is subject to audit by the State Auditor's Office.

ARTICLE 7

TRUSTEE POWERS RELATED TO HEALTH CARE PROGRAM

The Board of Trustees is provided with the powers and functions established under RCW 48.62.031 to accomplish the following:

- 7.1 Promote the economical and efficient means by which health benefits coverage is made available to Participating Employers and Non-City Entities and provided to Participating Employees, their covered dependents and other beneficiaries;
- 7.2 Protect the financial integrity of the Health Care Program through purchase of Stop Loss Insurance or Reinsurance in such form and amount as needed;
- 7.3 Contract for or otherwise provide risk management and loss control services;
- 7.4 Contract for or otherwise provide legal counsel for the defense of claims and other legal services;
- 7.5 Consult with the state insurance commissioner and the State Risk Manager;
- 7.6 Obligate the Participating Employers and Non-City Entities to pledge revenues or contribute money to secure the obligations or pay the expenses of the Health Care Program, including the establishment of a reserve or fund for coverage; and
- 7.7 Exercise all other powers and perform all other functions reasonably necessary to carry out the purposes of the Health Care Program, Chapter 48.62 RCW and Chapter 200-110 WAC.

ARTICLE 8

ORGANIZATION OF HEALTH CARE PROGRAM

- 8.1 The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Trustees or any delegates review and analyze Health Care Program-related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW.
- 8.2 The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110 WAC.

ARTICLE 9

RESPONSIBILITIES OF THE TRUSTEES

- 9.1 The Board of Trustees shall discharge its responsibilities under this Agreement as follows:
 - 9.1.1 Provide for the efficient management and operation of the Health Care Program;
 - 9.1.2 Provide for health benefit coverage options for Participating Employees, their covered dependents and other beneficiaries;
 - 9.1.3 Determine the level of Stop Loss Insurance or Reinsurance coverage for claims expenses above the amounts deemed appropriate for self-insurance;
 - 9.1.4 Ensure that the Health Care Program meets required state and federal statutes and rules;
 - 9.1.5 Contract with vendors required to meet the responsibilities established by the Trust Agreement, Health Care Program policies, and applicable state and federal statutes and rules;
 - 9.1.6 Maintain the balance between meeting the Health Care Program needs of Participating Employers and the long-term financial integrity of the Health Care Program;
 - 9.1.7 Prepare an annual financial report on the operations of the Health Care Program; and
 - 9.1.8 Provide for other services deemed appropriate by the Board of Trustees to meet the purposes of this Agreement.
- 9.2 The Board of Trustees may delegate the responsibilities described in this Article 9 to the EBAC or other delegates at its complete discretion.

ARTICLE 10

RESPONSIBILITIES OF THE PARTICIPATING EMPLOYERS

In order to participate in the Health Care Program, Participating Employers shall:

- 10.1 Be a Participating City or Non-City Entity in good standing and comply with the requirements of admission or qualification as established by the Board of Trustees;
- 10.2 Adopt this Agreement by Resolution, agreeing to its terms and provisions;
- 10.3 Submit the Resolution and Agreement to the Trust;

- 10.4 Read the terms, conditions and representations set forth in the application agreement related to participation in the Health Care Program;
- 10.5 Designate an employee of the Participating Employer to be a contact person for all matters relating to the Participating Employer's participation in the Health Care Program;
- 10.6 Pay premiums for the Health Care Program to the Third-Party Administrator no later than the tenth day of the month in which the premium is due;
- 10.7 By formal action of the legislative body of the Participating Employer, approve policies and procedures necessary to secure protected health information ("PHI") in accordance with Chapter 70.02 RCW and the Health Insurance Portability and Accountability Act ("HIPAA") privacy and security rules, codified at 45 C.F.R. Parts 160-164;
- 10.8 Provide the Health Care Program with such information or assistance as is necessary for the Health Care Program to meet its responsibilities under this Agreement; and
- 10.9 Cooperate with and assist the Health Care Program and any insurer of Stop Loss Insurance or Reinsurance, in all matters relating to the administration and operation of the Health Care Program and all matters relating to this Agreement.
- 10.10 Comply with all bylaws, rules, regulations and policies adopted by the Board of Trustees relating to the Health Care Program.

ARTICLE 11

RESERVE FUND INVESTMENT

All reserve fund investments from the HCP Account shall be made in a manner that is consistent with RCW 48.62.111, Chapter 39.59 RCW, WAC 200-110-090 and the Health Care Program Investment Policy.

ARTICLE 12

FINANCIAL RECORDS

- 12.1 The Board of Trustees shall develop estimated revenue and expenditures to establish a budget for each fiscal year covering January 1 through December 31 annually. Actual Health Care Program revenues and expenditures shall be monitored monthly by the Board of Trustees and reported at its quarterly meetings.
- 12.2 The accounting records of the Health Care Program are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Health Care Program also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. Once reviewed and approved by the

Office of the State Auditor the year-end financial report is transmitted to the Office of the State Risk Manager.

- 12.3 Financial records of the Health Care Program shall be subject to audit by the Office of the State Auditor. Year-end financial reports and audit results shall be made available to interested parties. The Health Care Program shall provide financial information as required by state statute and rule to the Office of the State Risk Manager.

ARTICLE 13

PARTICIPATING EMPLOYER TERMINATION AND WITHDRAWAL

- 13.1 A Participating Employer must remain in good standing with the Trust and adhere to the requirements of this Agreement. In the event that a Participating Employer fails to be a Participating City or Non-City Entity in good standing, participation in the Health Care Program shall automatically terminate without notice as shall all health and welfare benefits provided through the Health Care Program.
- 13.2 The Board of Trustees may take action to terminate membership or deny membership in the Health Care Program where it determines that such termination or denial is in the best interest of the Health Care Program
- 13.3 When a Participating Employer's eligibility in the Health Care Program is affected due to merger or annexation, the affected Participating Employer may petition the Board of Trustees to remain in the Health Care Program.
- 13.4 A Participating Employer may only withdraw its participation in the Health Care Program at the end of the calendar year and must provide written notice to the Trust at least thirty-one (31) days in advance of the end of the calendar year (December 31st).
- 13.5 In the event of withdrawal or non-renewal, the Health Care Program will cover any of the Participating Employer's remaining outstanding Health Care Program claims expenses incurred prior to the Participating Employer's withdrawal from or non-renewal in the Health Care Program.
- 13.6 No Participating Employer, because of withdrawal or any other reason, has any right or interest in the HCP Account because of its nature as a rate stabilization fund. In the event any Participating Employer withdraws from the Health Care Program, its Participating Employees, their covered dependents and other beneficiaries and any Consolidated Omnibus Budget Reconciliation Act of 1985 as amended (COBRA) participants and contract personnel and dependents approved by the Board of Trustees, shall forfeit all right and interest to the HCP Account.

ARTICLE 14

TERMINATION OF HEALTH CARE PROGRAM

- 14.1 In the event the Health Care Program is terminated, the Board of Trustees shall distribute the remaining funds in the HCP Account to the Trust or any successor association authorized by Chapter 39.34 RCW for like purposes for use in any program with similar purposes.
- 14.2 Upon termination, this Agreement and the HCP Account shall continue for the purpose of paying remaining outstanding claims and expenses and fulfilling all other functions necessary to complete the business of the Health Care Program.

ARTICLE 15

MEETINGS, NOTICES AND COMMUNICATIONS

- 15.1 The Board of Trustees and the EBAC, if any responsibilities for Trust management have been delegated thereto, shall provide notice of their regular and special meetings and hold their meetings in accordance with Chapter 42.30, RCW Open Public Meetings Act.
- 15.2 Communications with Participating Employers may occur using mail, email or posting on the Health Care Program website. The website shall be partitioned to provide information for the general public and information specific to Participating Employers and their employees.
- 15.3 Communications may come directly from the Health Care Program, through the Third-Party Administrator or through another vendor on behalf of the Health Care Program.

ARTICLE 16

AMENDMENTS TO INTERLOCAL AGREEMENT

- 16.1 The Board of Trustees shall review and analyze any proposed amendment to this Agreement. An amendment may be proposed for review by any party to this Agreement.
- 16.2 The Board of Trustees upon its discretion may take action by resolution on any amendment at any regular meeting of the Board of Trustees.

ARTICLE 17

PROHIBITION ON ASSIGNMENT

- 17.1 No Participating Employer may assign any right or claim of interest it may have under this Agreement.

- 17.2 No creditor, assignee or third-party beneficiary of any employer shall have the right, claim or title to any party, share, interest, premium or asset of the Trust, HCP Account or the Health Care Program.

ARTICLE 18

HEALTH CLAIM DISPUTES AND APPEALS

In the event that a dispute arises over a health claim, the procedures, adjudication requirements and administrative remedies shall be found in the Health Care Program's plan document applicable to the Health Care Program covering the claimant.

ARTICLE 19

PLAN ADMINISTRATION DISPUTES AND APPEALS

- 19.1 In the event that a dispute arises between a Participating Employer and the Health Care Program, the Participating Employer shall document the circumstances causing the dispute and submit a written request for review of the disputed circumstances to the Board of Trustees. Upon review of such information, the Board of Trustees shall attempt to resolve the dispute.
- 19.2 If the Board of Trustees' resolution to the dispute is deemed unsatisfactory, then alternative dispute resolution through mediation or binding arbitration may be necessary.

ARTICLE 20

ENFORCEMENT OF TERMS OF AGREEMENT

- 20.1 The Board of Trustees may enforce the terms of this Agreement.
- 20.2 In the event legal action is initiated to enforce any term or provision of this Agreement against any present or previous Participating Employer, the prevailing party shall receive such reimbursement of costs as the court deems reasonable for attorneys' fees and costs related to the relevant legal action.

ARTICLE 21

DEFAULT

- 21.1 If any Participating Employer fails to perform any term or condition of this Agreement and such failure continues for a period of sixty (60) days after the Board of Trustees has given the Participating Employer written notice describing such failure, the Participating Employer shall be considered in default.
- 21.2 Upon default, the Board of Trustees may immediately cancel the Participating Employer's participation in the Health Care Program without additional notice or exercise some other remedy otherwise provided by law.

- 21.3 The rights and remedies of the Board of Trustees are cumulative in nature and pursuit of any particular remedy shall not be deemed an election of remedies or a waiver of any other remedies available hereunder or otherwise available by law.

ARTICLE 22

NO WAIVERS

No waiver or forbearance of a breach of any covenant, term, or condition of this Agreement shall be construed to be a waiver or forbearance of any other or subsequent breach of the same or of any other covenant, term or condition, and the acceptance of any performance hereunder, or the payment of any sum of money after the same has become due or at a time when any other default exists hereunder, shall not constitute a waiver or right to demand payment of all sums owing or a waiver of any other default then or thereafter existing.

ARTICLE 23

CONTRACT MANAGEMENT

The Health Care Program shall designate a person to whom the State Risk Manager shall forward legal process served upon the Risk Manager; **The AWC Chief Executive Officer** (designee or successor). **The Health Care Program Director** shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

ARTICLE 24

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

ARTICLE 25

COUNTERPART COPIES

This Agreement may be signed in counterpart or duplicate copies and any signed counterpart or duplicate copy shall be equivalent to a signed original for all purposes.

ARTICLE 26

HEADINGS

The Article and Section headings in this Agreement are inserted for convenience only and are not intended to be used in the interpretation of the contents of the Articles and Sections they introduce.

ARTICLE 27

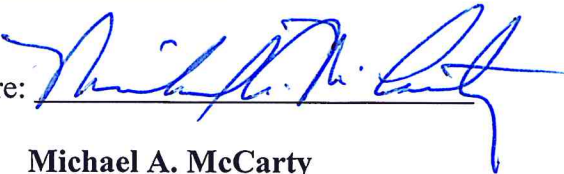
AGREEMENT COMPLETE

This Agreement and the documents referenced herein contains all the terms and conditions agreed to by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.

[Signature page follows]

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement.

Association of Washington Cities
Employee Benefit Trust

Signature: 

Name: **Michael A. McCarty**

Title: Chief Executive Officer

Date: August 30, 2013

Participating Employer

Signature: _____

Name (print): _____

Title: _____

Date: _____

Effective Date: January 1, 2014

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-33, Q3 2013 Budget Adjustments	Date: October 23, 2013
Agenda Item: Consent Agenda	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: October 9, 2013	Recommendation: Forward to October 23, 2013, Business Meeting
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

To provide an ordinance, as required by State law, to reflect proposed budget adjustments for the third quarter of 2013 for Council approval.

History:

City staff incorporates budget adjustments as well as other maintenance type activities necessitated by system maintenance throughout the year. Each quarter, staff provides a detail of those activities for Council approval. Staff will continue to update the 2013 Budget as necessary for maintenance, department requests, and Council action(s).

RECOMMENDED ACTION

Motion:

ORDINANCE NO. 2013-33

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. 2012-18 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.

Steven Bonkowski, Mayor

ATTEST / AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 4, 2013
PASSED BY THE CITY COUNCIL:	_____, 2013
PUBLISHED:	_____, 2013
EFFECTIVE DATE:	_____, 2013
ORDINANCE NO:	2013-33

2013 BUDGET AMENDMENTS

presented to City Council October 23, 2013

approved on ____ __, 2013

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation
Streets - SSWM Interfund Loan Repayment	This item provides appropriation authority to repay an interfund loan, with interest, between the Streets Fund and the Surface and Stormwater Management Fund, in accordance with Resolution 2014-12.	SSWM Fund / General Government	1,385,000	Increase. Source: SSWM Fund
Streets - SSWM Interfund Loan Repayment	In association with the interfund loan repayment, this item provides appropriation authority for an interfund transfer between the General Fund and the SSWM Fund.	General Fund / Finance	1,385,000	Increase. Source: General Fund
Noxious Weed Interlocal Agreement	This item transfers appropriation authority from the Public Works Department to the Planning and Community Development Department for an interlocal agreement to support Kitsap Weed Board activities to control noxious weeds on Bainbridge Island. This item, originally budgeted in Public Works, moved to the Planning Department in alignment with staffing.	From: General Fund / Public Works To: General Fund / Planning and Community Development	10,000	Transfer
Permitting System	This item provides additional appropriation authority to support the purchase and implementation of software for a new permitting system. The existing software is over 13 years old and is no longer supported by the vendor.	General Fund / IT	60,000	Increase Source: General Fund
Rockaway Beach Road Stabilization	This item provides additional funding to complete the project construction.	Capital Construction / Public Works	252,000	Increase Source: General Fund (Contingency Fund)
Eagle Harbor Beach Mains	This item provides additional funding to complete the engineering services and final design of Eagle Harbor Beach Mains in 2013.	Sewer/Public Works	65,000	Increase Source: Sewer Fund