



**SPECIAL/REGULAR CITY COUNCIL STUDY SESSION
WEDNESDAY, NOVEMBER 6, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

- 1. EXECUTIVE SESSION:** Review the Performance of an Employee (RCW 42.30.110(g); Current Litigation (RCW 42.30.110(1)(i)); and Evaluate Qualification of Applicant for Public Employment (RCW 42.30.110(1)(g))
6:00 PM
- 2. CALL TO ORDER / ROLL CALL**
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. PRESENTATION**
7:10 PM
Subject: Report on the City's Utilities – 15 min.
Discussion Leader: Utility Advisory Committee
Discussion Goal: Information.
- 5. PUBLIC HEARING**
7:25 PM
A. Subject: Ordinance No. 2013-26, 2014-2019 Capital Facilities Plan, AB 13-145 – 10 min.
Discussion Leader: Executive
Discussion Goal: Conduct public hearing. Consider approval.
- 6. STAFF INTENSIVE**
A. Subject: Update on Storm and Surface Water Management (SSWM), AB 13-153– 20 min.
Discussion Leader: Public Works
Discussion Goal: Information.

B. Subject: Regional Stormwater Monitoring Program Information, AB 13-151 – 10 min.
Discussion Leader: Public Works
Discussion Goal: Consider scheduling on November 13, 2013 consent agenda.

C. Subject: Local Agency Standard Consulting Agreement(s) with HDR Inc. for the Wing Point Way Non-Motorized Improvements Project Design Information, AB 13-086 – 10 min.
Discussion Leader: Public Works
Discussion Goal: Consider scheduling on November 13, 2013 consent agenda.

D. Subject: Ordinance No. 2013-25, Housing Design Demonstration Project Revisions, AB 09-010 – 10 min.
Discussion Leader: Planning
Discussion Goal: Conduct first reading. Consider scheduling public hearing for November 25, 2013.



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.

E. Subject: Update on Vincent Road Property, AB 13-092 – 15 min.

Discussion Leader: Planning

Discussion Goal: Information.

F. Subject: 2014 Budget Adjustments Discussion, AB 13-150 – 30 min.

Discussion Leader: Finance

Discussion Goal: Information.

7. COUNCIL DISCUSSION

9:10 PM

A. Subject: Lodging Tax Advisory Committee Appointments, AB 13-131 – 10 min.

Discussion Leader: Mayor Bonkowski / Councilmember Blossom

Discussion Goal: Consider approval.

8. CITY MANAGER'S REPORT

9:20 PM

9. COMMITTEE REPORTS

9:25 PM

10. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS

9:30 PM

11. FOR THE GOOD OF THE ORDER

9:35 PM

12. ADJOURNMENT

9:40 PM



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Water Utility Oversight Report 2013

Background: The UAC was tasked with performing oversight activities for the water utility. The process has largely involved reviewing City reports, meeting with staff and seeking additional details and clarifications.

Based on the findings of the GHD Utility Business Advisor (UBA) Report dated August 2011, the UAC recommended the City retain the COBI water systems conditioned upon oversight performed by the UAC to monitor the Water Utility. In response to the benchmarking performed by the UBA, water utility operating expenses declined from the peak of peaked at \$1.7M in 2009, to \$.9M in 2012. These reductions have made it possible for Council to approve multiple rate reductions since 2011.

Our scope did not include any operational oversight. As such, we were unable to determine whether the reduction in expenses has any long term impact on operations and maintenance. Consequently, we are unable to comment as to whether current practices are sustainable. In addition, the scope of the UACs oversight activities have been constrained by limited access to information, the type of information available, and staff availability. We have noted two primary weaknesses:

- 1) The utility does not appear to have written policy and procedure manuals which ensure processes are consistently executed over time.
- 2) In many cases we were unable to understand or reconcile various financial calculations because supporting documentation was not available to the committee. Or what information was provided was not in a format that could be readily analyzed or understood.

These issues were discussed with the City Manager and the staff on June 10, 2013.

Conclusion: In the end, the UAC's process of oversight largely focused on the financial information being provided to Council and the UAC. It is our conclusion that routine reports are not sufficient to provide Council with the information necessary to make informed decisions or provide a gauge of actual performance.

Comments: In order to perform more effective oversight, we suggest the following:

1. Staff develops policy and procedure manuals for the water utility.
2. Staff makes available more detailed and effective supporting documentation.
3. Utility issues brought to Council for their consideration should be first presented to the UAC to facilitate Council's evaluation.

Submitted this day by the Utility Advisory Committee.

As adopted by unanimous consent of the Utility Advisory Committee at its' Sept 30, 2013 meeting.

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: November 6, 2013
Agenda Item: Public Hearing	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

Business Meeting: October 23, 2013			Recommendation: Schedule public hearing for November 6, 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.

RECOMMENDED ACTION

I move that the City Council approve Ordinance No. 2013-26, Adopting the 2014-2019 Six-Year Capital Facilities Plan.

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 hereby adopted.

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 24, 2013 is adopted by reference.

Section 5. The six-year Capital Facilities Plan of the Bainbridge Island Metropolitan Park & Recreation District to be adopted on November 7, 2013 is adopted by reference.

Section 6. The Strategic Plan 2013-2022 of the Bainbridge Island Fire Department adopted on October 16, 2013 is adopted by reference.

Section 7. The six-year Capital Facilities Plan of the Kitsap County Sewer District No. 7 for the years 2013-2018 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 November, 2013.

APPROVED by the Mayor this ____day of November, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind Lassoff, City Clerk

FILED WITH THE CITY CLERK:	October 16, 2013
PASSED BY THE CITY COUNCIL:	November ____, 2013
PUBLISHED:	November ____, 2013
EFFECTIVE DATE:	November ____, 2013
ORDINANCE NUMBER:	2013-26



CITY OF BAINBRIDGE ISLAND

2014-2019 CAPITAL FACILITIES PLAN UPDATE

October 10, 2013

City Council

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- E. Kitsap County Sewer District 7 Response
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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
Lovgren Pit Property	17.00	Ac	Owned	Transferring to Park District
Miller Road Property	2.00	Ac	Owned	Proposed surplus property
Head of the Bay (Myer's Pit) Property	6.00	Ac	Owned	Proposed surplus property
Vincent Road Landfill	34.15	Ac	Owned	Public Works Facility/open space
Manitou Beach 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
Ft. Ward Estates	1.61	Ac	Owned	Open space
Lost Valley Trail	8.06	Ac +	Owned	Open space
Blossom - Sullivan Road	3.32	Ac	Owned	Transferring to Park District
Unocal Site	1.03	Ac	Owned	Park
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	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 No. 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: NRPA 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 Bainbridge Island Metropolitan 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

	NRPA	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 No. 98-30 and Resolution No. 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)

System	# Connections	Capacity		Storage
		(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, 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 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.



2014 – 2019

Capital Improvement

Project Plan List

Proposed Draft

as of

November 1, 2013

2014 - 2019 Capital Improvement Plan List DRAFT

Comprehensive Plan

PLAN CATEGORIES

		PLAN CONSISTENCY CODES
M	Major maintenance, repair, renovation or replacement of an existing facility does not add additional capacity.	GC Generally Consistent with Comp Plan
E	New facilities or improvements to existing facilities that provide added capacity to serve the existing population.	SC Specifically Consistent with Comp Plan
N	New facilities or improvement to existing facilities that are built primarily to provide added capacity to serve future population or employment growth.	F Flagged; may not be consistent with Comp Plan
U	Unclassified	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 — Country Club Road Overlay	STRTS	Toe Jam Hill	Seawall	Raise roadway to address drainage		2014		M
Annual Program 2015 Road Preservation	STRTS	Various – TBD		Patching, Chip Sealing, Overlay		2015		M
Annual Program 2016 Road Preservation	STRTS	Various – TBD		Patching, Chip Sealing, Overlay		2016		M
Annual Program 2017 Road Preservation	STRTS	Various – TBD		Patching, Chip Sealing, Overlay		2017		M
Annual Program 2018 Road Preservation	STRTS	Various – TBD		Patching, Chip Sealing, Overlay		2018		M
Annual Program 2019 Road Preservation	STRTS	Various – TBD		Patching, Chip Sealing, Overlay	Y	2019		M
Reconstruction Projects								
Fort Ward Hill Reconstruc. (Phase II)	STRTS	Bolero	Top of the hill	Restore embankments and roadway		2014		M
Madison Avenue Overlay	STRTS/SWTR	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	Femcliff	Park	Overlay; Water and Sewer main replacement as needed; Storm drainage as needed; in conjunction with Non-motorized project.	Y	2016 (constr)	Y	M/E
Knetchel Way	ST/SSWM	Madison	Erickson	Surface repairs, overlay	Y	2014		M/E
20 Year CIP: see next page								

*** NOTE: From Proposed Road Reconstruction List

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

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

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

Transportation Tax Supported

Project Title	Fund	From	To	Description of Work	Added for 2014-2019 CIP	Proposed Year	Comp. Plan Designation
20 Year CFP:							
Annual Programs							
Road Preserv. – Arterials & Collectors	STRTS	Various – TBD		Activities to maintain/improve PCI		Annual	M
Road Preserv. – Local Access	STRTS	Various – TBD		Activities to maintain/improve PCI		Annual	M
Roadside Safety Repairs	STRTS	Various – TBD		Guardrails, Shoulders, Clear zones, etc.		Annual	M
Reconstruction Projects							
Local Access Road Reconstruction	STRTS	Various – TBD		Reconstruction		Annual - beginning in 2016	M
Manitou Beach Road Stabilization	STRTS	Falk	Skiff	Rebuild Bulkhead		x	M
Old Mill Reconstruction	STRTS	Blakely	Blakely Hill	Reconstruction		x	M
Country Club Road Stabilization	STRTS	Shoreline frontage		Seawall Improvements.		x	M
Halls Hill Road Reconstruction and Intersection Improvement	STRTS	Blakely Hill	Rockaway Bluff	Reconstruction of roadway and drainage		x	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

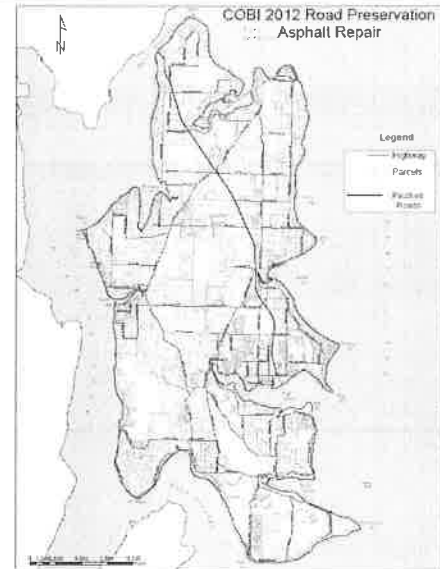
N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

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						
Knetchel Way	Madison to Ericksen				Y			Y		100						
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 Stabilization	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																
										2,337	612	624	637	649	662	29,524

City of Bainbridge Island — Capital Project Summary

2014 Annual Roads Program

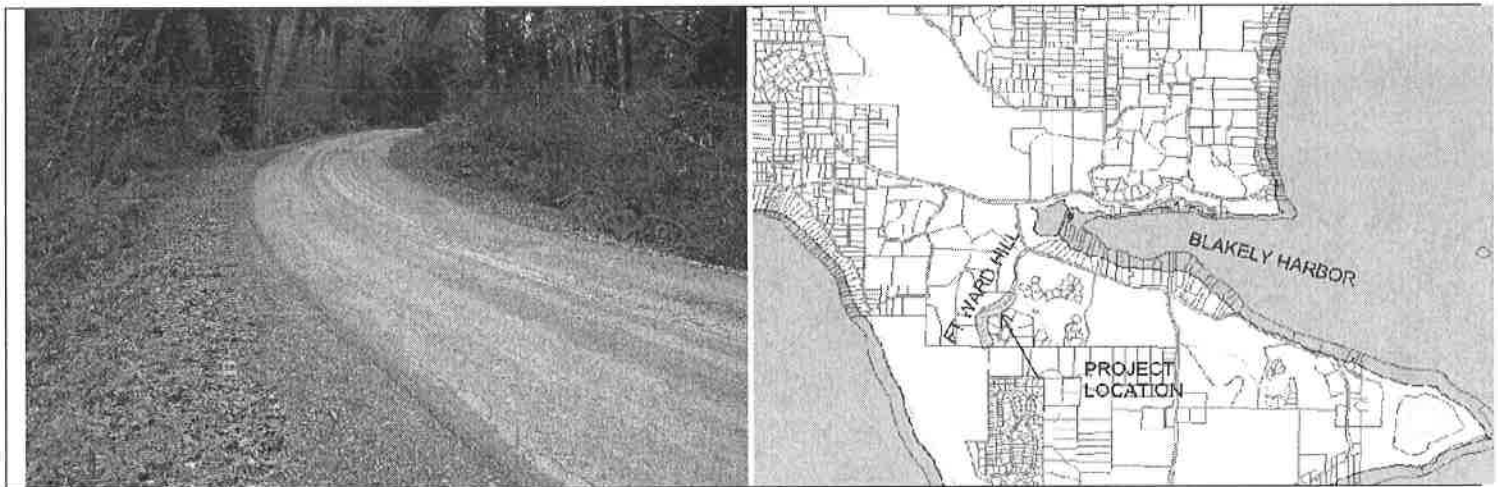


DESCRIPTION	The Annual Roads Preservation Program consists of a combination of 1) grinding & patching roadways and/or 2) chip sealing. Grinding & patching the roadways is a maintenance operation and chip sealing adds a coating of asphalt oil and fine crushed rock over the existing pavement to preserve 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)

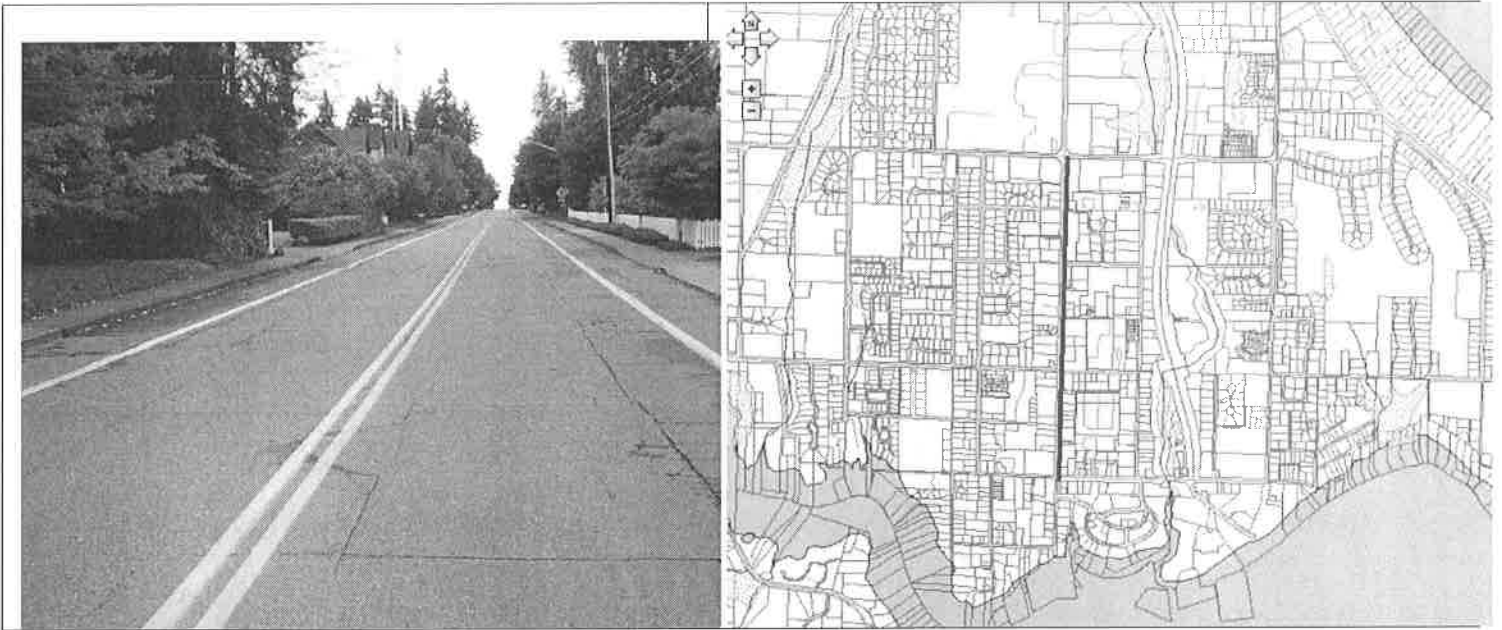


DESCRIPTION	Reconstruction of approximately 1,500 LF of roadway. Improvements consist of repair & paving of two 10' travel lanes with 5' paved shoulders, approximately 700 LF of guardrail, new rockeries, new storm drain systems and two new drainage culvert replacements.
BENEFIT	Preservation, safety enhancement, & 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)



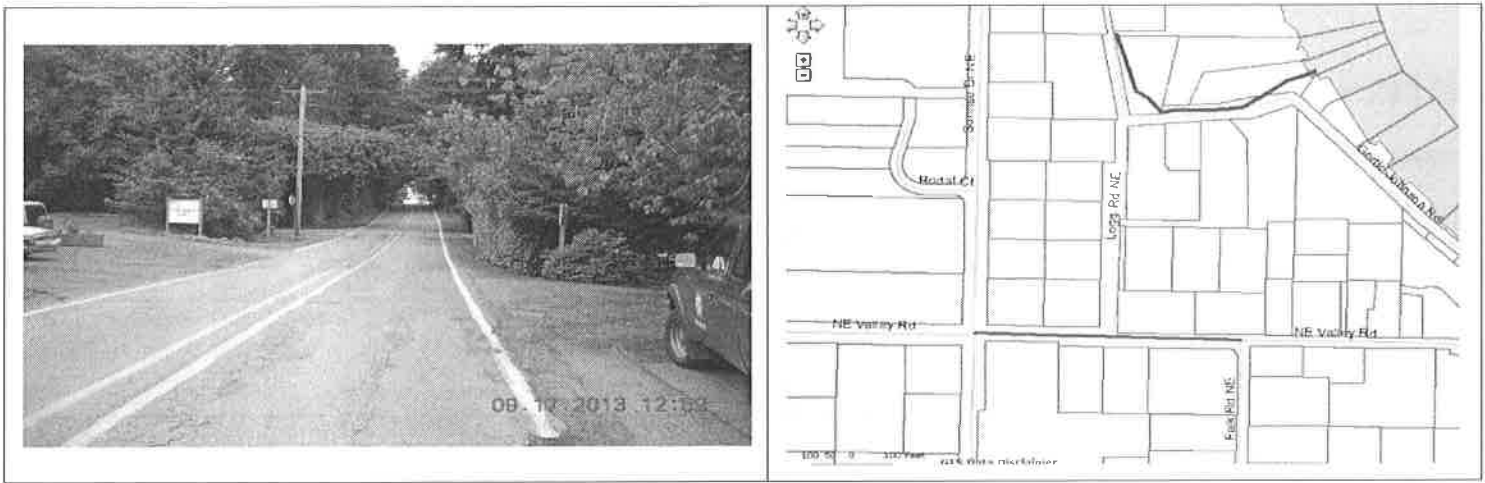
DESCRIPTION	The project will provide for pavement restoration of Madison Avenue, approximately 0.6 miles, from north of Winslow Way to High School Road. Pavement restoration work may include pavement repair excavation, asphalt for pavement repair (including patching, full width traffic lane restoration, 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)



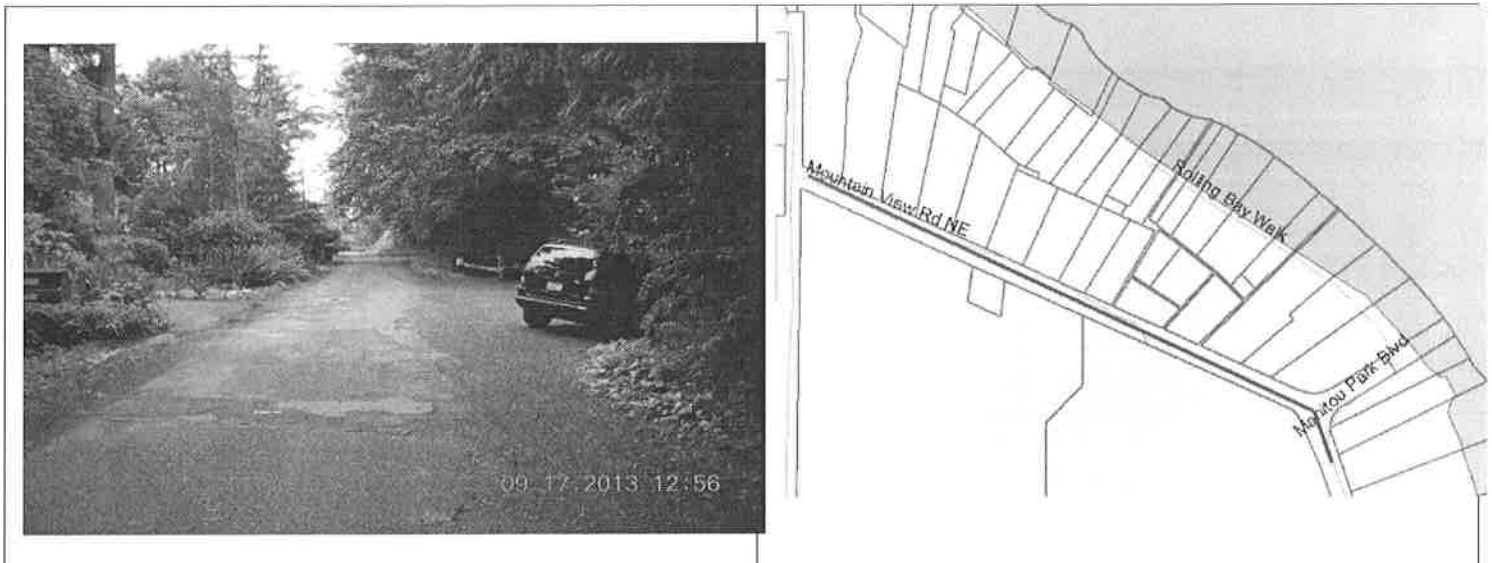
DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Valley, and storm drainage improvements to Logg, and Gertie Johnson Roads. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note that the majority of the cost is 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)



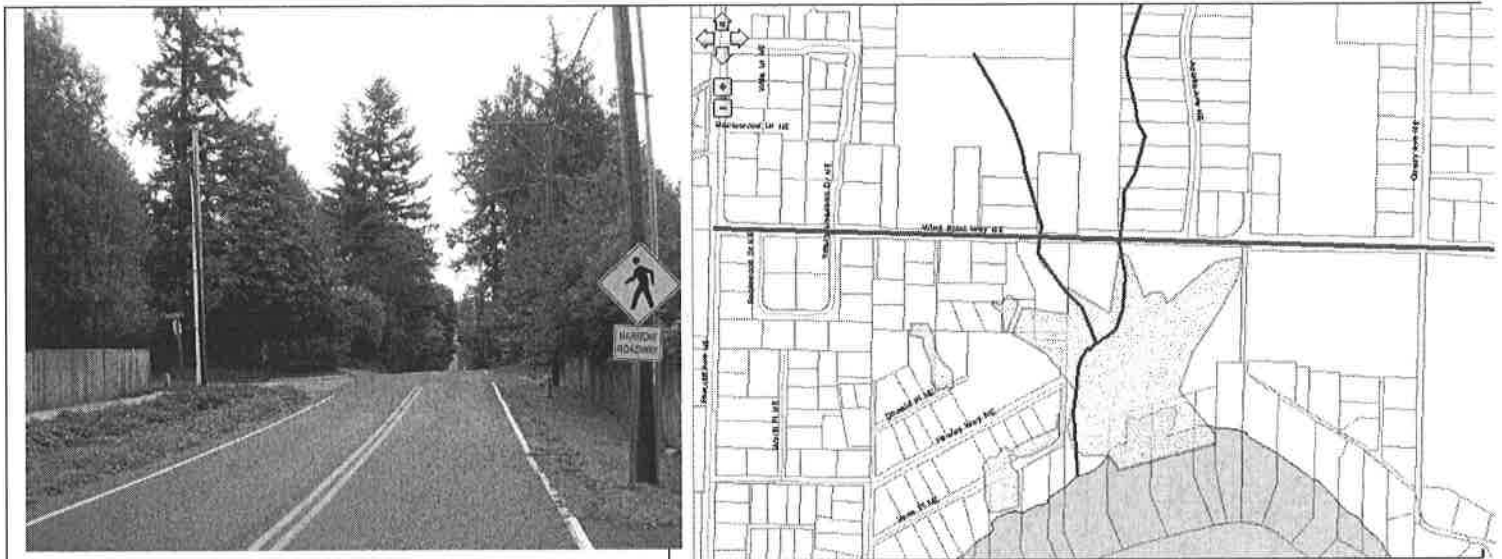
DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Mountain View. Work includes upgrading the inlet condition at the outfall to address a capacity deficiency. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note 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	456					
ROW	0	100	75			
Construction	0		1539			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	123	100	283			
SSWM Fund	5		TBD			
Water	10		TBD			
Sewer	15		TBD			
Grant	303		1331			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

Knetchel Way Surfacing and Drainage Repairs Special Project

(From Madison to Ericksen)



DESCRIPTION	This local access roadway is in poor condition. Proposed work includes approximately 280 feet of curb and gutter infill and associated catch basins and tight line drainage improvements. Also included is the installation of a new catch basin and drain pipe at a flatter area. Surfacing repairs include extensive patching and thin asphalt overlay. An estimate has not been completed but the construction cost is thought to be on the order of \$100K. Sidewalk infill may be added for an additional \$20K. The design would be completed in house. Thin asphalt overlays are relatively new to the local industry and this could be a pilot project for the City. Thin overlays may be preferred to chip seals for low volume curb and gutter streets in urban zoned areas.
BENEFIT	Preservation
SCHEDULE	Design and Construction in one year.
CATEGORY	M/E, GC, Tier 1(Current Deficiency), Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	120					
Sub-total	\$120	0	0	0	0	0
FUND SOURCES (1,000's)						
Street Fund	100					
Storm Drain Fund	20					
Water						
Sewer						
STP Grant						
Sub-total	\$120	0	0	0	0	0

Section Two

2014 – 2019 Capital Improvement Project Plan List

Non-Motorized Transportation – Tax Supported

NON-MOTORIZED TRANSPORTATION TAX SUPPORTED

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

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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

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

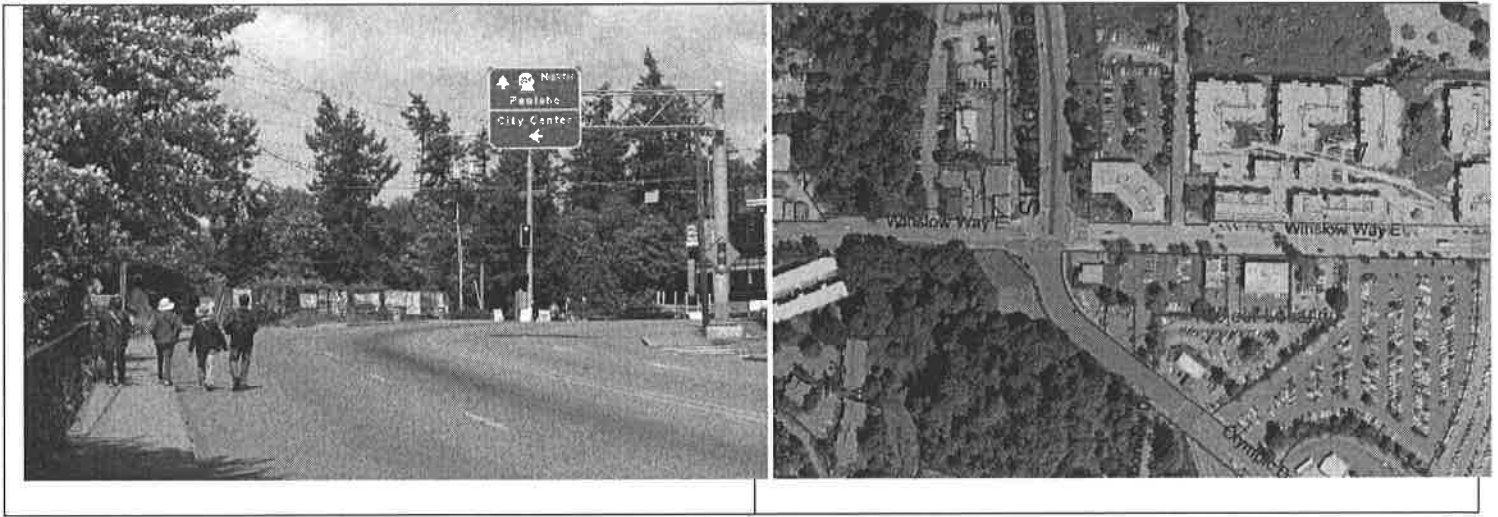
N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

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

Project	Location	Grant Applied	Grant Awarded	Grant Funds	General Comp	Stirts 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 Construction										644						
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		415	100	1,614				
SR305 Shoulder Improvements	North of Vineyard Lane				Y					124						
Connecting Pathways	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							50	882			
**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					408						
Other Non-Motorized Projects																
C40 - Lynwood Center	Bucklin - Pt. White				Y											505
Wyatt Way NM - Phase 1	Madison to Lovell				Y					200						
Sound to Olympic Trail - Phase 2+	Various				Y					TBD						
C40 - Eagle Harbor - Phase 1	Past Bucklin to McDonald				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
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										1,768	2,233	1,739	957	775	75	3,130

City of Bainbridge Island — Capital Project Summary

SR305 – Olympic Drive Non-Motorized Improvement Project Winslow Way to Harbor Drive



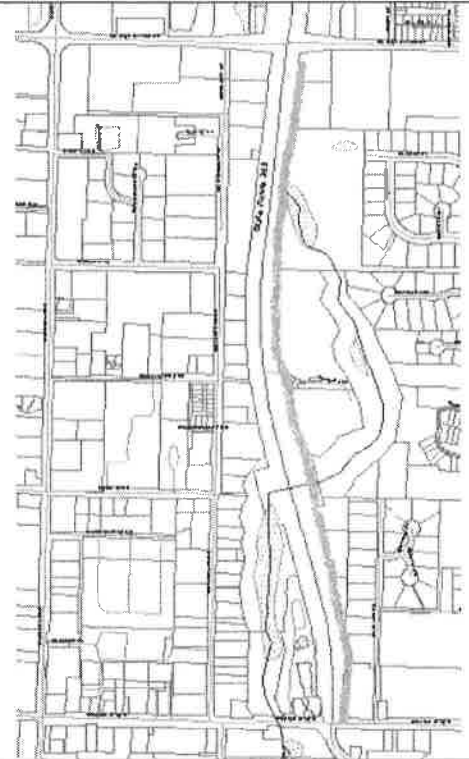
DESCRIPTION	Olympic Drive is a roadway with inadequate pedestrian and bicycle accommodations. This project provides improvements for pedestrian and cyclists along this heavily trafficked roadway.
BENEFIT	Non motorized level of service improvement, safety enhancement
SCHEDULE	Design in late 2013 and early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

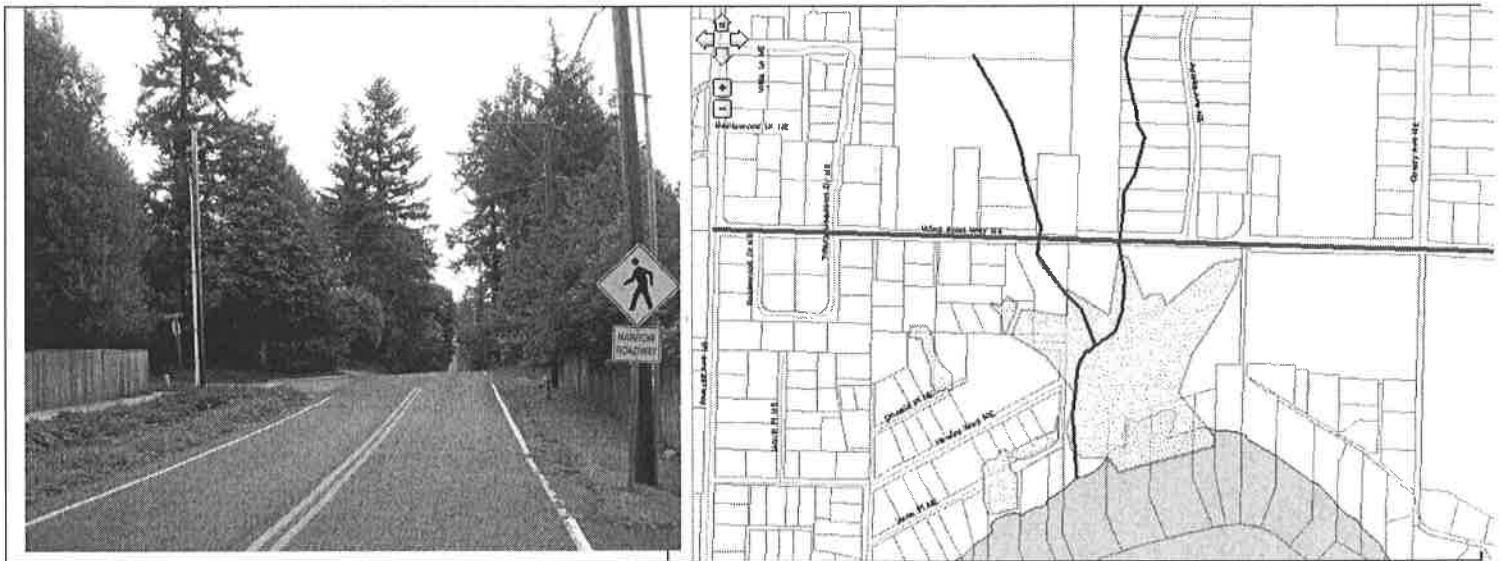


DESCRIPTION	Design of Sound to Olympic trail and study of branch trails. Construction of separated pathway from Winslow Way to the existing Ravine Creek non motorized bridge.
BENEFIT	Non motorized level of service improvement, safety enhancement
SCHEDULE	Design in 2014 and construction in 2015
CATEGORY	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	456					
ROW	0	100	75			
Construction	0		1539			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	123	100	283			
SSWM Fund	5		TBD			
Water	10		TBD			
Sewer	15		TBD			
Grant	303		1331			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0

City of Bainbridge Island — Capital Project Summary

SR305 Shoulder Improvement Project

Vineyard to North

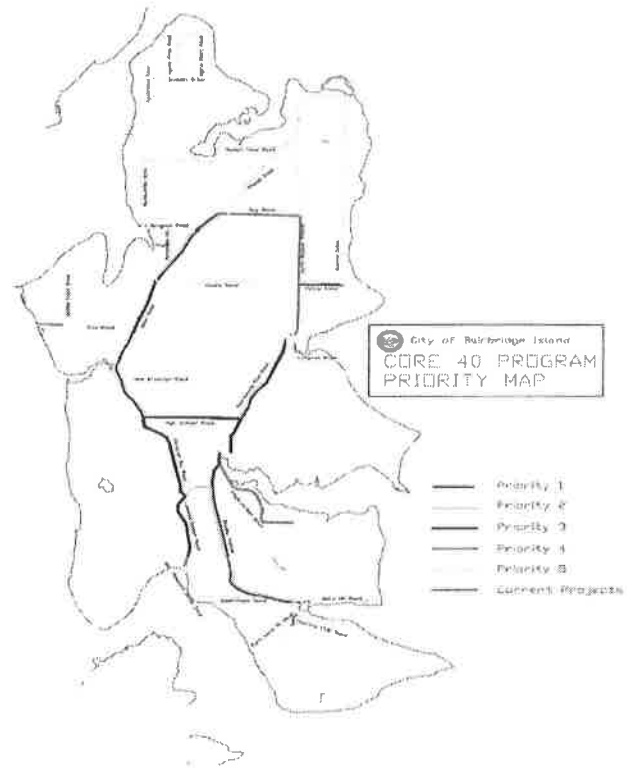
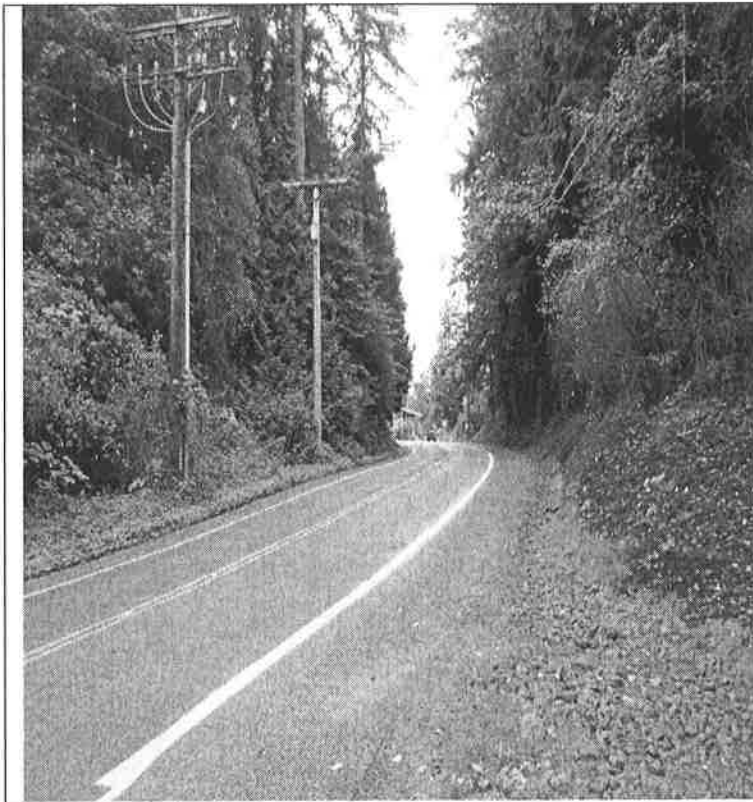


DESCRIPTION	This project addresses existing gap in shoulders on the East side of SR305 north of Vineyard Lane. Other work includes modification to an existing traffic island.
BENEFIT	Non motorized connectivity, Safety enhancement.
SCHEDULE	Design and construct in 2014.
CATEGORY	Deficiency 1B, E/M; SC

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	21					
ROW	0					
Construction	103					
Sub-total	\$124	\$0	\$0	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	124	0				
Grant						
Sub-total	\$124	\$0	\$0	\$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
City 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)**

		Grant Applied	Grant Awarded	Grant Funds	General Comp	Srcts Component	Wtr Component	Swr Component	SSWM Comp	2014	2015	2016	2017	2018	2019	2020 - 2033
Project																
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



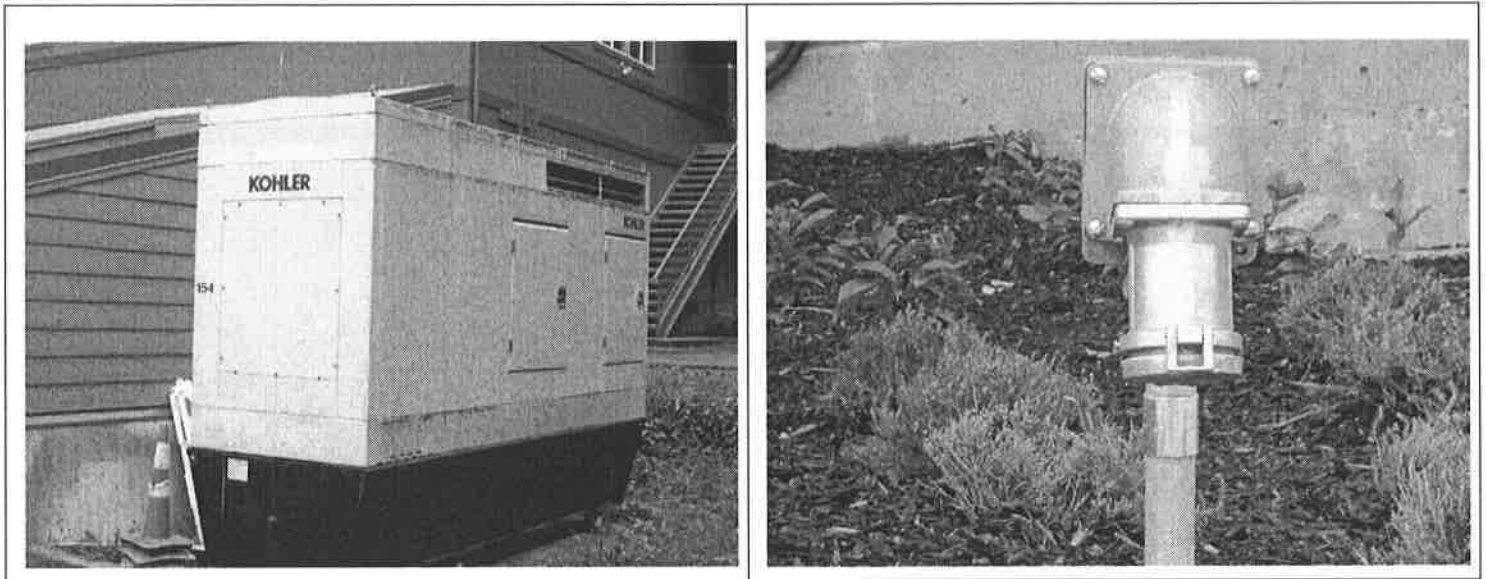
DESCRIPTION	This Waterfront Park trail pedestrian bridge project is based on an assessment report of the bridge prepared by KPFF Consulting Engineers. The bridge is over 40 years old and is in need of upgrades to preserve the structure. The project consists of preservation activities not covered under 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 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						
Pup Trailer STRTS (50) / SSWM (50)		Critical Trailer	Y	2019	Replaces roller compactor 30 yr	E
Van WTR (80) / SWR (20)		Water/Sewer vehicle	Y	2019	Replaces critical 45yr old trailer	E
Light Duty Pick Up GEN/ST/SSWM/WTR/SWR		Engineering pool vehicle	Y	2017	Replaces 16 yr old vehicle w 50K miles	E
Police Vehicles (3) GEN PD		Public Safety Vehicle Replacement	Y	2019	Replaces 20 yr old vehicle w 64K miles	E
Emergency Generator SWR		For OTP Sewer Lift Station	Y	2019	Replace vehicles before 125K miles	E
Shoulder Gravel Conveyor STRTS		New Equipment	Y	2019	Replaces 25 yr old generator	E
Small Sander Attachment STRTS			Y	2019	To improve road shoulder maint efficiency	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

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

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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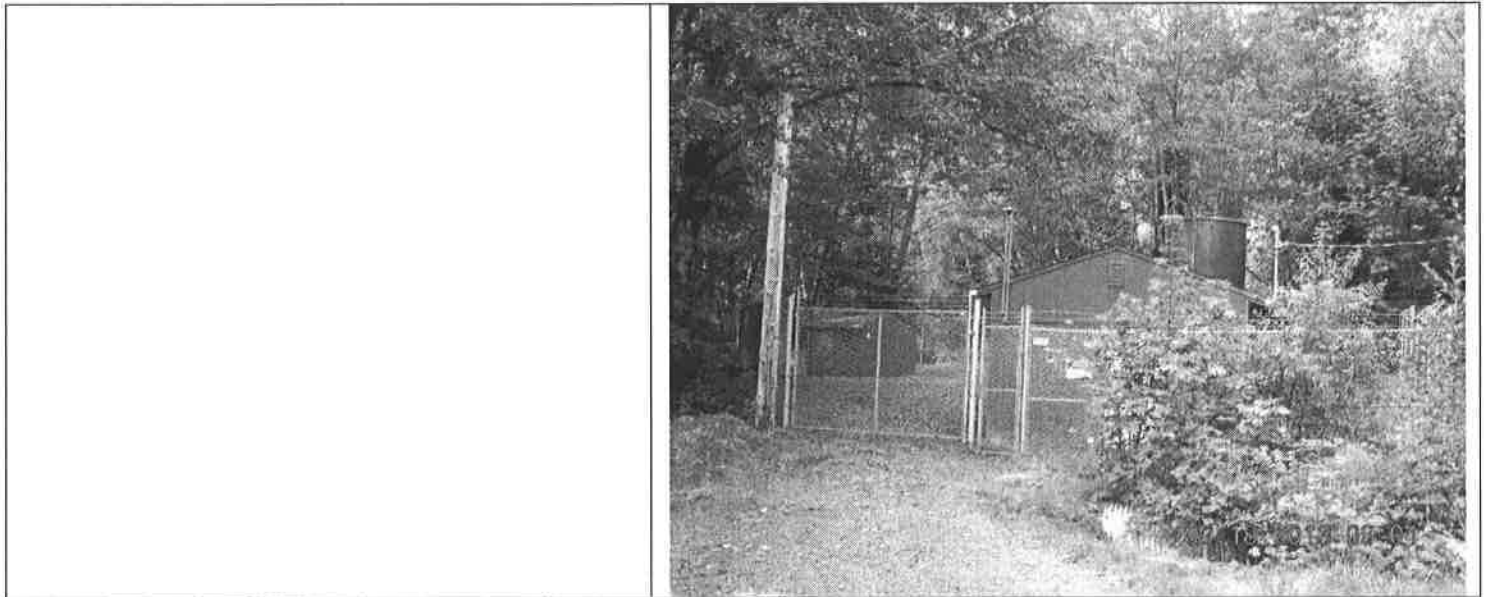
DESCRIPTION	This project addresses water system wide, water system preservation projects. Specific projects are still to be determined. Typical projects will include pipe replacement, water valve replacement/repairs, water meter replacement/repairs, pressure reducing station repairs, etc.
BENEFIT	Improved 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



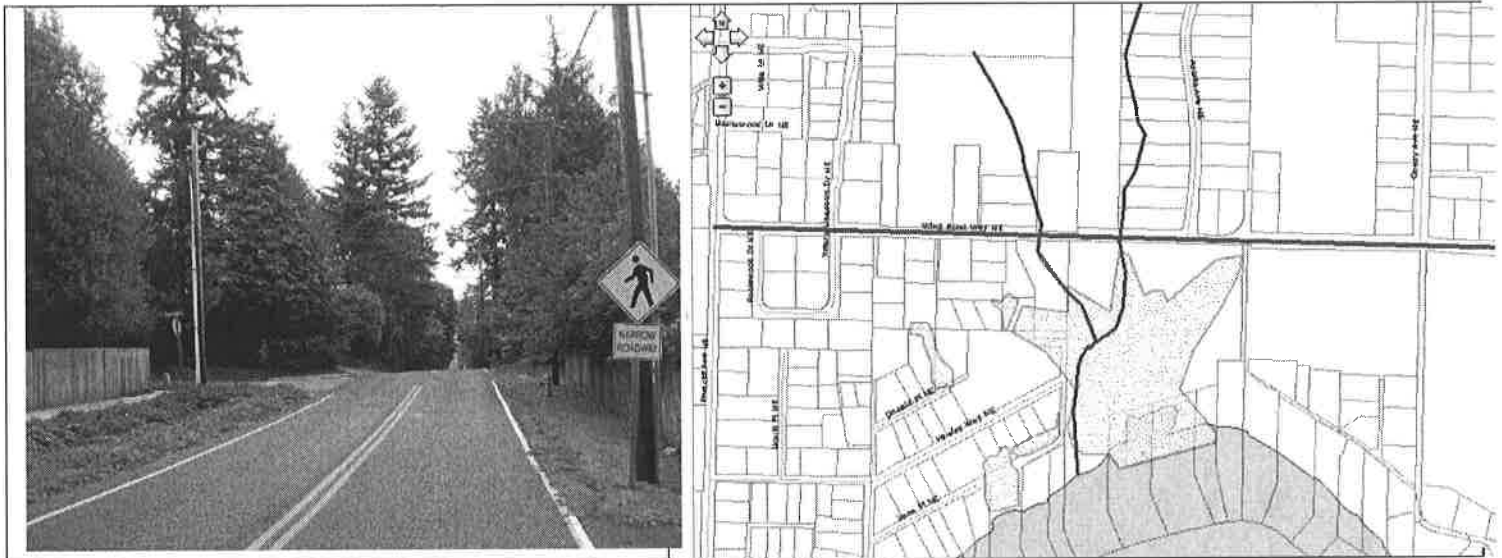
DESCRIPTION	This project will install emergency power generators at the Head of the Bay well field.
BENEFIT	Increased system reliability during power outages.
SCHEDULE	Design and construct one generator in 2014.
CATEGORY	Deficiency 1B,E; SC

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	456					
ROW	0	100	75			
Construction	0		1539			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	123	100	283			
SSWM Fund	5		TBD			
Water	10		TBD			
Sewer	15		TBD			
Grant	303		1331			
Sub-total	\$456	\$100	\$1,614	\$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	Strts 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	15	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								4,556	149	152	155	158	161	2,240

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

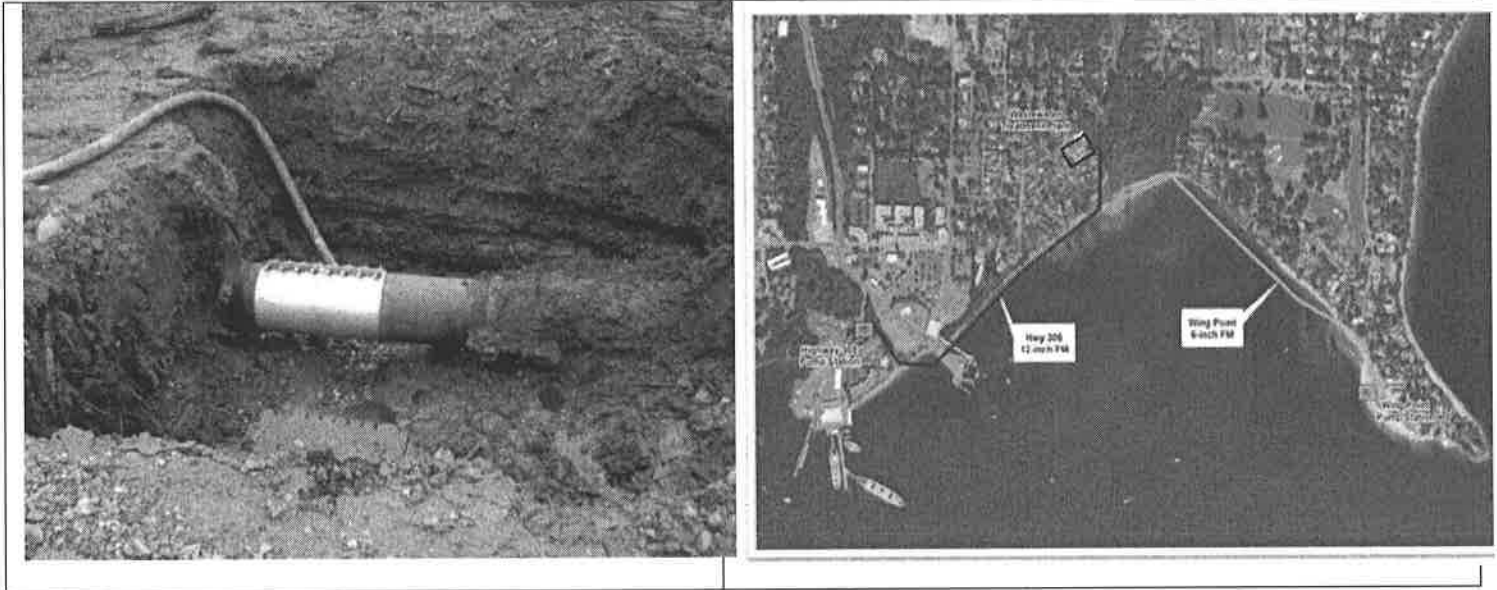
PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	16	15	15	16	16	16
ROW	0					
Construction	130	134	137	139	142	145
Sub-total	\$146	\$149	\$152	\$155	\$158	\$161
FUND SOURCES (1,000's)						
Sewer Fund	146	149	152	155	158	161
Grant						
Sub-total	\$146	\$149	\$152	\$155	\$158	\$161

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



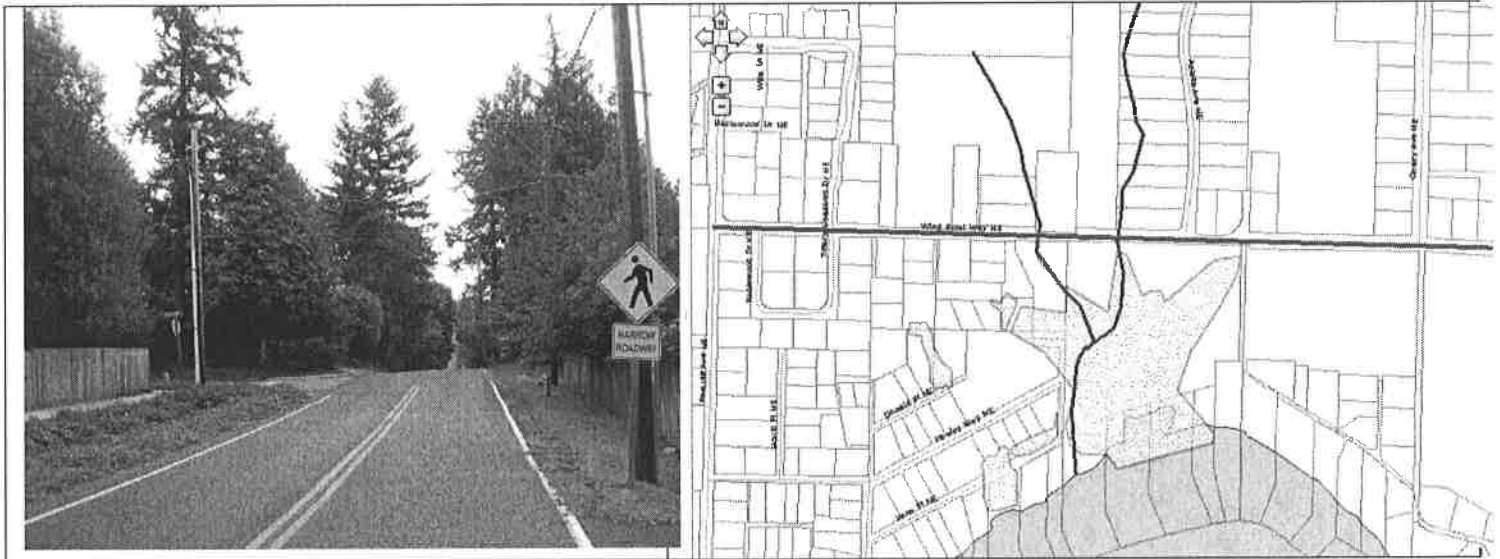
DESCRIPTION	This project provides installation of emergency generator plugs at the City's North Town Woods and Lynwood Center sanitary sewer lift stations. These new plugs will allow direct plug in of the City's portable emergency generators at these two lift stations in case of a power outage. Installation 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	456					
ROW	0	100	75			
Construction	0		1539			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	123	100	283			
SSWM Fund	5		TBD			
Water	10		TBD			
Sewer	15		TBD			
Grant	303		1331			
Sub-total	\$456	\$100	\$1,614	\$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	Sunny Hill to Bolero Drive	Pond retro-fit, outlet structure upgrade	Y	2014	Design & construction	M
Fort Ward Hill Reconstruction	SSWM	PL White Drive	New storm drain systems and two new drainage culvert replacements	Y	2014	Construction	M
Lynwood Center Outfall Improvement	SSWM	PL White Drive	Water quality outfall retrofit and conveyance improvements	Y	2014	Construction	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	Yeomalt	Conveyance system upgrade	Y	2014	Design & Construction	M
Yeomalt Area	SSWM	Madison to Erickson	Conveyance improvements	Moved	2014	Design & Construction	E/N
Kretschel Way	SSWM	Ferncliff to Park	Tight line drainage improvements	Y	2014	Design & Construction	M/E
Wing Point Way (with reconstruction/non-motorized project)	SSWM		Conveyance system construction	Y	2014	Stormwater element of project only;	TBD
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
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.		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	Survey/Design/Permitting	M
Wardwell	SSWM	Wardwell	Culvert Replacement - Fish Passage	Moved	2020-2034	Design & Construction	M
High School Road/Fletcher Bay	SSWM	Sprinkbrook 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
Hall'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

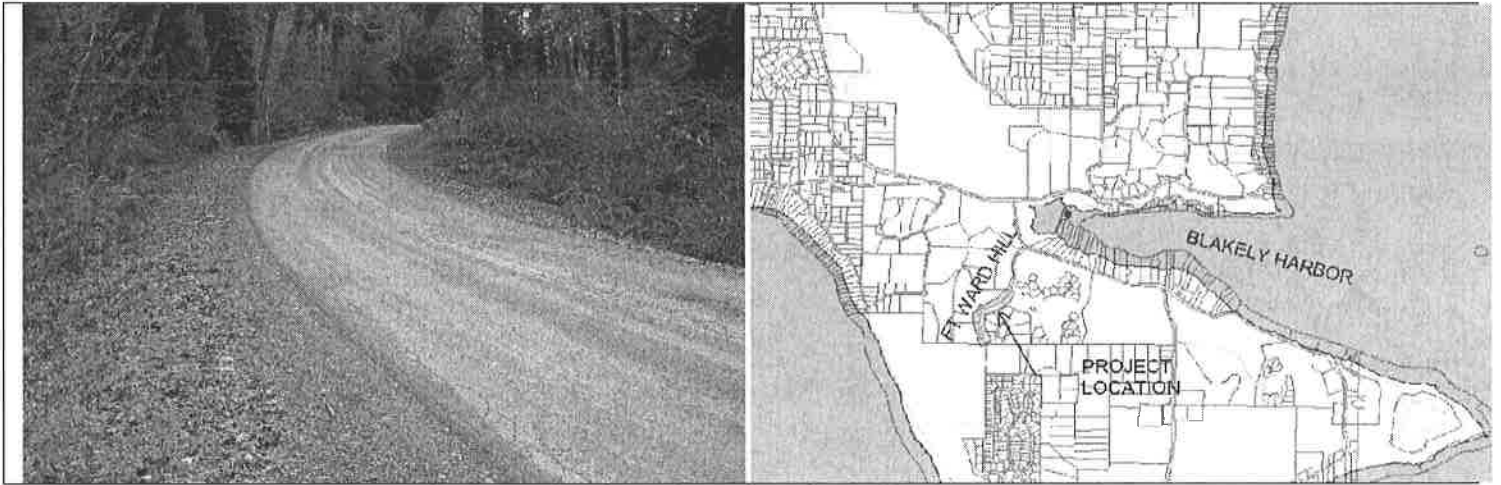
N - New facilities or improvements to existing facilities that are built primarily to provide added capacity to serve future population or employment growth

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						
Knetchel Way				Y				Y	20						
Wing Point Way (with Reconstruction/NM project)				Y	Y	Y	Y	Y	5	TBD					
Blakely Falls Creek								Y		150					
Eagle Harbor Drive								Y				150			
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	Y							TBD
Madison Street Outfall								Y							TBD
Port Orchard Passage TMDL Related Projects															TBD
TOTALS									1032	431	280	435	291	297	5,239

Amounts in thousands

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

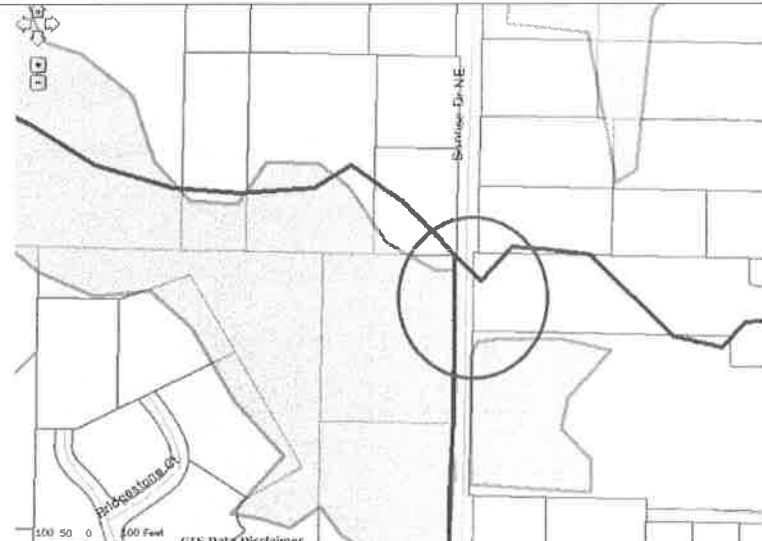


DESCRIPTION	Reconstruction of approximately 1,500 LF of roadway. Improvements consist of repair & paving of two 10' travel lanes with 5' paved shoulders, approximately 700 LF of guardrail, new rockeries, new storm drain systems and two new drainage culvert replacements.
BENEFIT	Preservation, safety enhancement, & 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

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



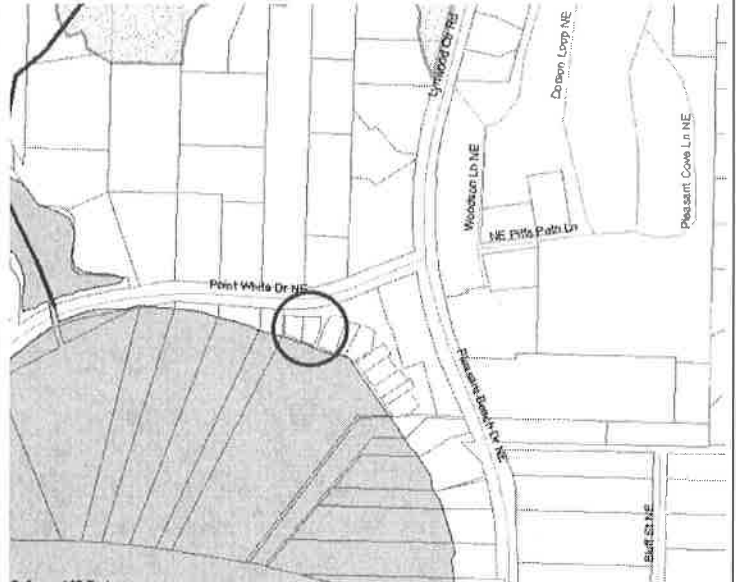
DESCRIPTION	Replacement of a failing culvert with a new fish passage culvert. The design was completed in 2013. Construction has been delayed to 2014 due to higher than anticipated construction costs as better estimate information was developed in design and a funding shortfall in 2013.
BENEFIT	Addresses 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)



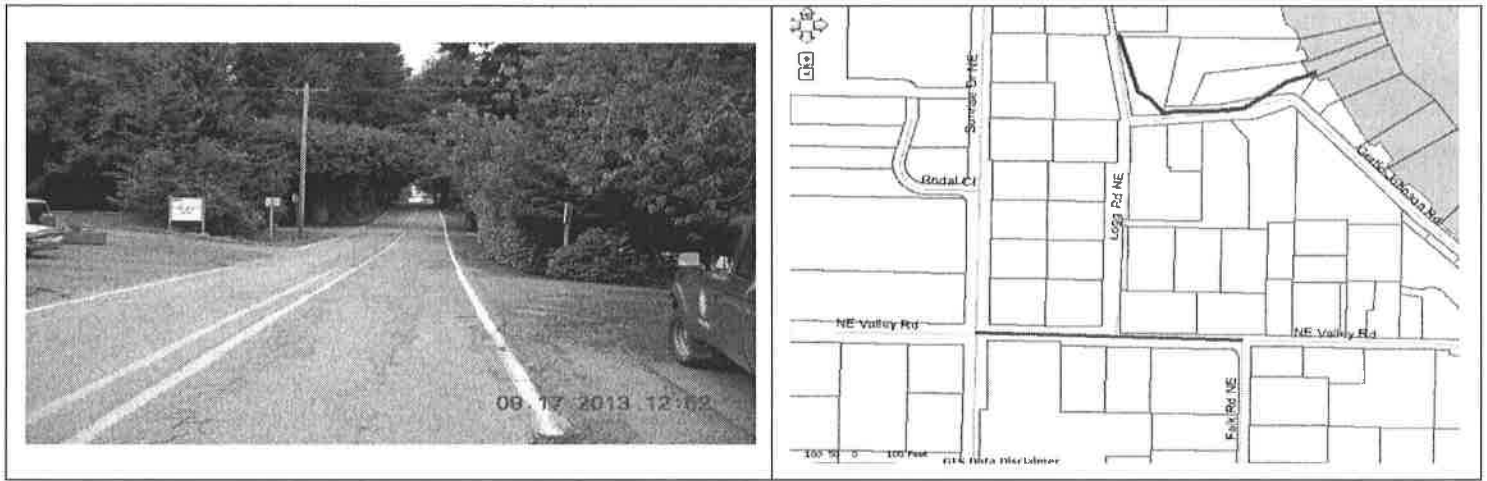
DESCRIPTION	Provides for roadway drainage improvements, upgrading of closed conveyances, and a gate valve at the shoreline outfall to improve water quality. 75% of the project (\$173K) is funded by the DOE Statewide Stormwater Grant Program.
BENEFIT	The project will reduce standing water on Point White 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)

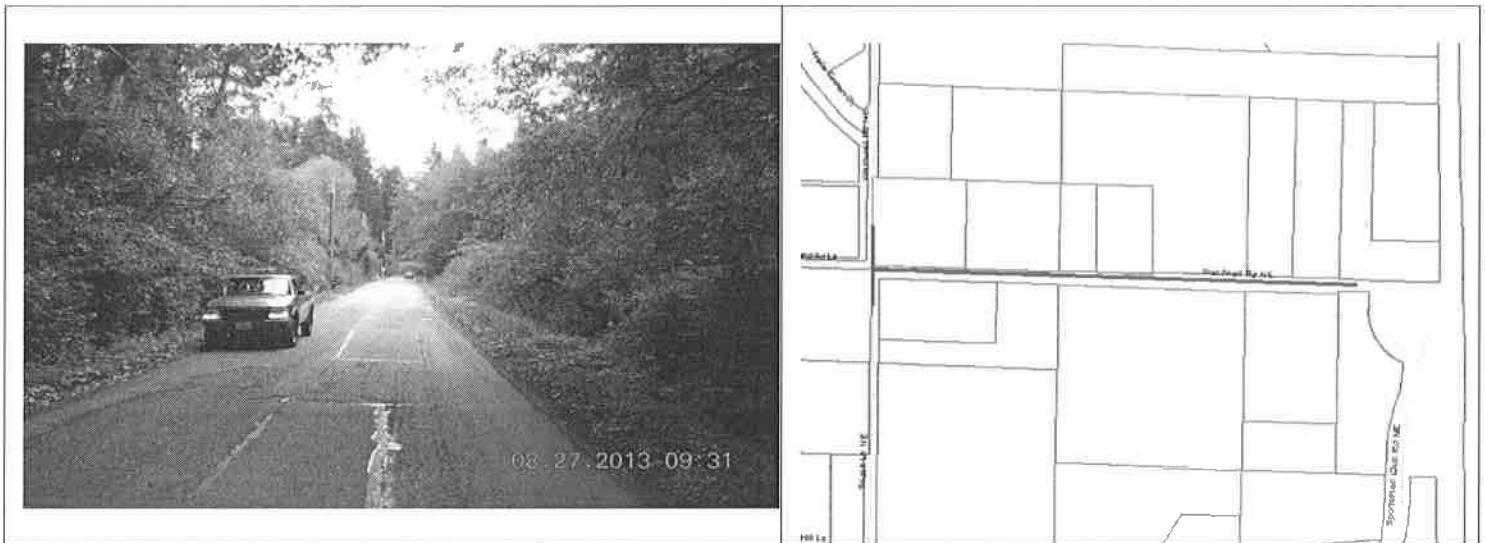


DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Valley, and storm drainage improvements to Logg, and Gertie Johnson Roads. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note that the majority of the cost is 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)

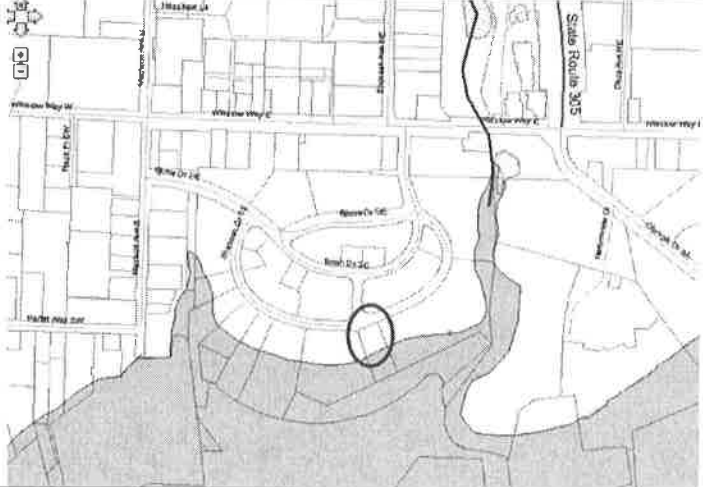


DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements. The City has received a DOE grant for the design of storm water quality improvements and a fish passage culvert at Woodward Creek.
BENEFIT	Provides for surfacing repairs. Currently the roadway lacks conveyances. 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)

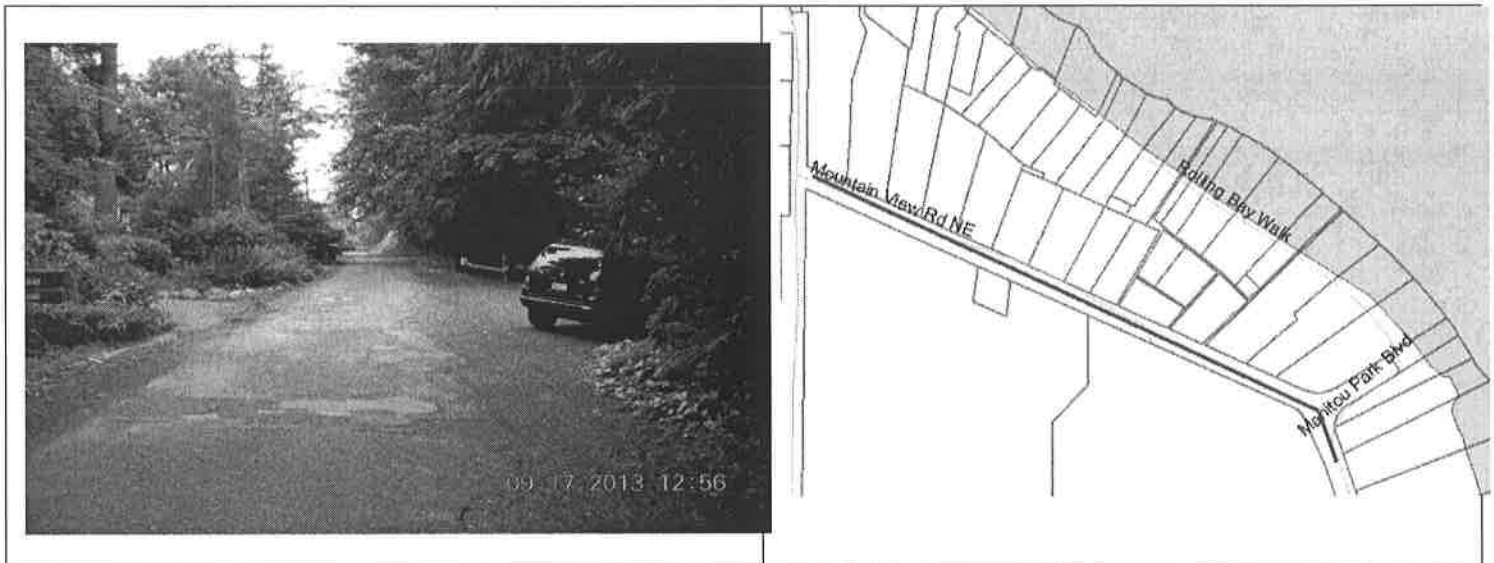
Insert Photo Here	
DESCRIPTION	Provides for a removal of an old deep water outfall and a water quality structure. The Department of Natural Resources has required that the outfall be removed from the aquatic land habitat and conservancy.
BENEFIT	Addresses obligation by the City and provides water quality 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)



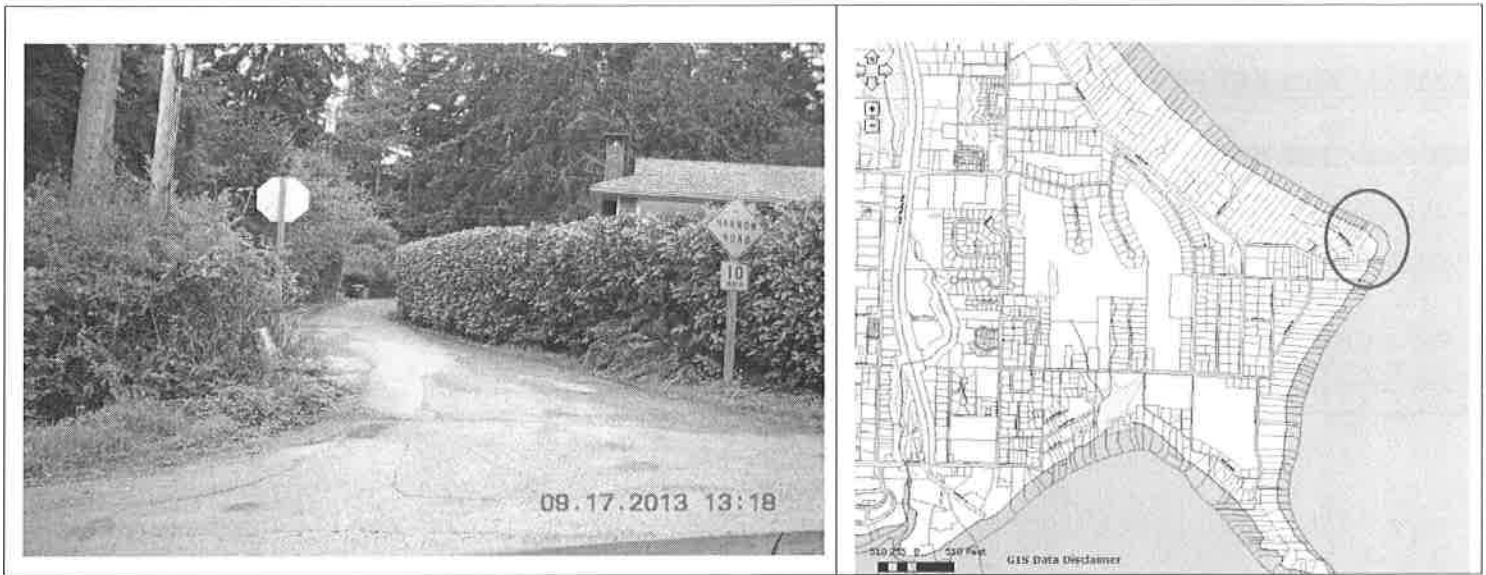
DESCRIPTION	Provides for roadway surfacing reconstruction and storm drainage improvements on Mountain View. Work includes upgrading the inlet condition at the outfall to address a capacity deficiency. This work was identified in the 2012 Area Drainage Study performed by Brown Wheeler Engineering. Note 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

City of Bainbridge Island — Capital Project Summary

Knetchel Way Surfacing and Drainage Repairs Special Project

(From Madison to Ericksen)



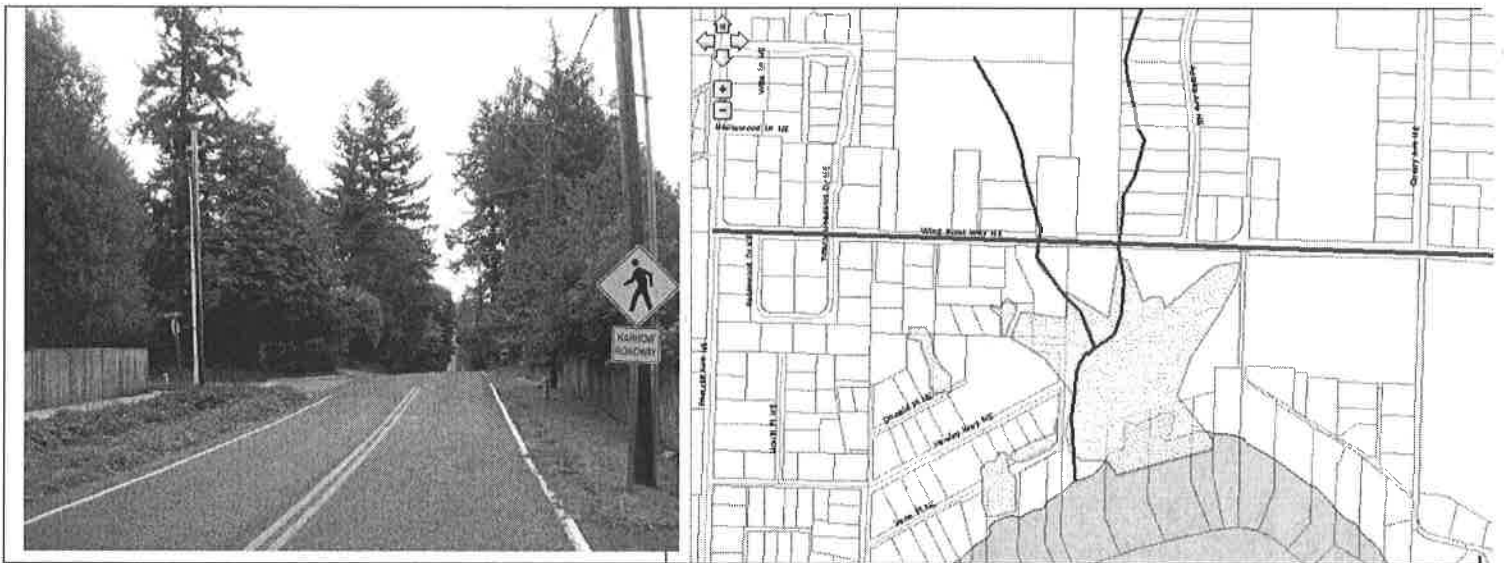
DESCRIPTION	This local access roadway is in poor condition. Proposed work includes approximately 280 feet of curb and gutter infill and associated catch basins and tight line drainage improvements. Also included is the installation of a new catch basin and drain pipe at a flatter area. Surfacing repairs include extensive patching and thin asphalt overlay. An estimate has not been completed but the construction cost is thought to be on the order of \$100K. Sidewalk infill may be added for an additional \$20K. The design would be completed in house. Thin asphalt overlays are relatively new to the local industry and this could be a pilot project for the City. Thin overlays may be preferred to chip seals for low volume curb and gutter streets in urban zoned areas.
BENEFIT	Preservation
SCHEDULE	Design and Construction in one year.
CATEGORY	M/E, GC, Tier 1(Current Deficiency), Priority A.

PROJECT COSTS (1,000's)	2014	2015	2016	2017	2018	2019
Design/permitting	0					
ROW	0					
Construction	120					
Sub-total	\$120	0	0	0	0	0
FUND SOURCES (1,000's)						
Street Fund	100					
Storm Drain Fund	20					
Water						
Sewer						
STP Grant						
Sub-total	\$120	0	0	0	0	0

City of Bainbridge Island — Capital Project Summary

WingPointWayReconstruction

(From Ferncliff to Park)

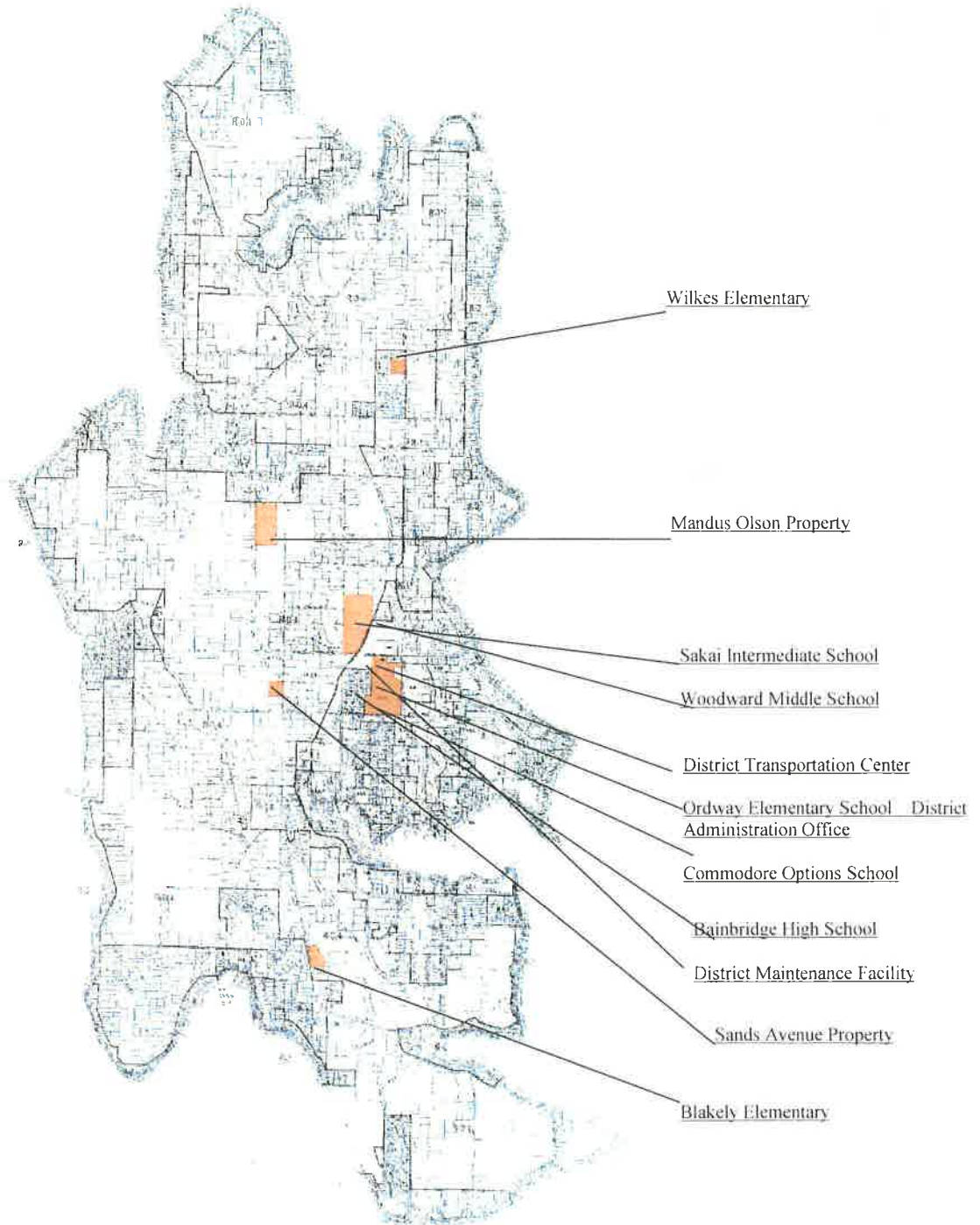


DESCRIPTION	Reconstruct roadway surfacing and drainage. Provide sidewalk, on the downhill side, and shoulders, on the uphill side. Water and sewer utility repairs may be added.
BENEFIT	Preservation, safety enhancement, & non-motorized level of service.
SCHEDULE	The City received grant funding for the 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	456					
ROW	0	100	75			
Construction	0		1539			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0
FUND SOURCES (1,000's)						
Street Fund	123	100	283			
SSWM Fund	5		TBD			
Water	10		TBD			
Sewer	15		TBD			
Grant	303		1331			
Sub-total	\$456	\$100	\$1,614	\$0	\$0	\$0

Six-Year Capital Facilities Plan

2013 - 2019



Presented to the City of Bainbridge Island
October 2013

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Supporting Document: The BISD Facilities Master Plan is available at the website:
www.bainbridge.wednet.edu or in hard copy at the District office

Glossary of Terms

Cohort Survival- The net percentage of a cohort of students enrolled in the first grade in a given school-year who remain in the Bainbridge Island School District until grade twelve.

CFP-Capital Facilities Plan

District-The Bainbridge Island School District

Facilities Master Plan- Document published in 2005 that is a 15-year framework and facility decision-making tool.

FTE (Full-time Equivalent) – State funding is determined by the number of students attending 6 hours per day.

OSPI- Office of the Superintendent of Public Instruction

PCM-Practical Capacity Model

Plan- The 2013-2019 Bainbridge Island School District Capital Facilities Plan

AARG- average annual rate of growth

1 Executive Summary

This Six-Year Capital Facilities Plan (CFP) has been prepared by the Bainbridge Island School District (District). The purpose of the CFP is to provide the City of Bainbridge Island a six-year facility planning document in compliance with the requirements of the Washington State Growth Management Act¹. This document in and of itself is not intended to describe all of the District's planning needs.

In addition to this plan, the Bainbridge Island School District prepared a Facilities Master Plan² in 2005. The Facilities Master Plan was developed to analyze the physical condition and program configuration of all existing District facilities in relationship to their ability to support the District's mission and educational goals. The Facilities Master Plan incorporates current educational and demographic trend data into comprehensive goals for the District facilities. Ultimately, the Facilities Master Plan provides detailed information and the comprehensive support necessary to develop this current CFP.

The CFP has six major components:

- Educational Programs: District Basic Standard
- Capacity Measurement
- Enrollment
- Facility Assessment
- Capital Projects Finance Plan and Timeline
- Impact Fee Analysis

The 2013-2019 CFP continues to address phases outlined within the Master Plan framework. It will guide the District's repair and modernization projects for existing facilities, and it will support the District's decision to provide new capital facilities in the future.

¹ RCW Chapter 36.70A

² The Facilities Master Plan is available at the website: www.bainbridge.wednet.edu or in hard copy at the BISD District Office.

In addition, the District understands this updated CFP will be adopted into the City's Comprehensive Plan. The CFP and the Facilities Master Plan may be reviewed periodically and revised accordingly, based on updated enrollment data, future financial information, and evolving educational needs of students.

2

Educational Programs

Educational Vision

The *District's Strategic Mission, Vision and Guiding Principles* is a long-range planning document for the future of the school district. Under the banner of “strong minds, strong hearts, strong community,” it details the shared vision, mission, core beliefs, and goals for the District’s instructional program, climate, finance, and facilities.

As learning and assessment methodologies continue to change, school districts face a host of choices and challenges when it comes to making decisions on how to best serve students. Educators across the nation are re-examining academic traditions and exploring a variety of approaches to the way pupils are grouped, administered, and taught. Growing use of alternative student assessment methods, team teaching, interdisciplinary instruction, and multi-age classes represents a departure from the traditional instructional practices of the past and consequently requires more flexible facilities. In addition, a national growth of the Small Schools concept underscores the value of relationship-based learning and community clusters that promote a positive learning environment.

This CFP is grounded in the *District's Strategic Mission, Vision and Guiding Principles* and is guided by an understanding of national education research on best practices and highly effective learning environments.

Basic Standard Program

The following definitions outline the basic standard program assumptions for each school as described in the District’s Facilities Master Plan. The core classroom spaces in the basic standard program accommodate flexible and integrated learning opportunities, and are supported by the *District's Strategic Mission, Vision and Guiding Principles*.

ELEMENTARY SCHOOL BASIC STANDARD PROGRAM SPACES

Core Instruction

- General classrooms
- Small group study
- Teacher work area/planning
- Student toilets
- Shared teaching/learning space

Special Education

- Developmental Preschool/Kindergarten
- Occupational/Physical Therapy
- Resource Room

Functional Skills

- Functional Skills classroom
- Office
- Kitchenette
- Toilet

Art/Science/Music/Tech

- Art/Science classroom and storage
- Music classroom and storage
- Computer classroom

Library/Media Center

- Reading room/collection storage
- Class seating/ story area
- Circulation desk
- Workroom/AV production

Physical Education

- Gymnasium
- PE office/ storage
- Community storage
- Emergency supplies

Food Service

- Kitchen with office area
- Food storage

Commons/Cafeteria

- Seating area for 225 students
- Collapsible stage storage
- Community storage
- Table/chair storage

Administration

- Reception/waiting/office manager
- Principal's office
- Conference room

Bainbridge Island School District No. 303
Capital Facilities Plan

- Staff workroom

ELEMENTARY SCHOOL BASIC STANDARD PROGRAM SPACES (continued)

- Storage

Student Services

- Counselor
- Speech/Language Pathologist
- Title 1 Reading
- Itinerant office
- Health room/ office

Faculty/Staff Support

- Staff room

Building Support

- Student toilets
- Staff toilets
- Custodial spaces/receiving/building storage
- Exterior covered play area

ELEMENTARY SCHOOL BASIC STANDARD PROGRAM ASSUMPTIONS

General

- Maximum enrollment is 450 students, grades Pre-K through 4
- Central food preparation is off-site
- Gymnasium will be sized to support community athletic use
- Program will include three (3) kindergarten spaces
- Program will accommodate Developmental Pre-school
- Functional Skills spaces will be provided at the Ordway site only
- Program anticipates interior hallways

Site

Basic standard program suggests a minimum site area of ten (10) acres

INTERMEDIATE SCHOOL BASIC STANDARD PROGRAM SPACES

Core Instruction

- General classrooms
- Small group study
- Teacher work area/planning
- Student toilets
- Shared teaching/learning space
- Science classrooms
- Science Prep

Special Education

- Resource room
- Office
- Time Out
- Storage

Bainbridge Island School District No. 303
Capital Facilities Plan

- Testing

INTERMEDIATE SCHOOL BASIC STANDARD PROGRAM SPACES (continued)

Functional Skills

- Functional Skills classroom
- Office
- Kitchenette
- Toilet

Art/Science/Music/Tech

- Art classroom and storage
- Music classroom, music storage, instrument storage
- Computer lab

Library/Media Center

- Reading room/collection storage
- Class seating
- Circulation desk
- Workroom/AV production
- AV equipment storage

Physical Education

- Gymnasium
- PE office/ storage
- Community storage

Food Service/Commons

- Prep kitchen with office area
- Food storage
- Seating area for 300
- Stage and storage

Administration

- Reception/waiting/office manager
- Principal's office
- Assistant Principal's office
- Conference room
- Staff workroom
- Storage

Student Services

- ELL (English Language Learner)/ Title 1 Reading office and resource area
- Counselor
- Speech/Language Pathologist
- Counseling area small group room
- Health room/ office

Faculty/Staff Support

- Staff lounge

Building Support

- Student toilets
- Staff toilets

Bainbridge Island School District No. 303
Capital Facilities Plan

- Custodial spaces/receiving/building storage
- Exterior covered play area

INTERMEDIATE SCHOOL BASIC STANDARD PROGRAM ASSUMPTIONS

General

- Maximum enrollment is 550 students, grades 5 and 6
- Personalized learning is emphasized
- Two (2) Special Education classes are included
- Functional Skills area is provided to serve up to eight (8) students
- Lunch will be served in three (3) shifts, each accommodating 200 students
- Interior hallways

Site

Basic standard program suggests a minimum site area of twenty (20) acres

MIDDLE SCHOOL BASIC STANDARD PROGRAM SPACES

Core Instruction

- General classrooms
- Small group study
- Teacher work area/planning
- Student toilets
- Shared teaching/learning space
- Science classrooms
- Science Prep

Special Education

- Resource room
- Office
- Time Out
- Storage
- Testing

Functional Skills

- Functional Skills classroom
- Office
- Kitchenette
- Toilet

Art/Science/Music/Tech

- Art classroom and storage
- Music classroom, music storage, instrument storage
- Computer lab

Library/Media Center

- Reading room/collection storage
- Career Center
- Class seating
- Circulation desk
- Workroom/AV production
- AV equipment storage

Bainbridge Island School District No. 303
Capital Facilities Plan

Physical Education

- Gymnasium
- PE office/ storage

MIDDLE SCHOOL BASIC STANDARD PROGRAM SPACES (continued)

- Community storage
- Student lockers/showers/toilets

Food Service/Commons

- Prep Kitchen/ food storage/ office/ toilet
- Seating area for 325
- Stage and table storage

Administration

- Reception/waiting/office manager
- Principal's office
- Assistant Principal's office
- Attendance/ records storage
- Conference room
- Staff workroom
- Storage

Student Services

- ELL (English Language Learner) office and resource area
- Counselor
- Speech/Language Pathologist
- Health room/ office

Faculty/Staff Support

- Staff room/ kitchen/ workroom

Building Support

- Student toilets
- Staff toilets
- Custodial spaces/receiving/building storage
- Exterior covered play area

MIDDLE SCHOOL BASIC STANDARD PROGRAM ASSUMPTIONS

General

- Maximum enrollment is 650 students, grades 7 and 8
- Personalized learning is emphasized
- Two (2) special education classes are included
- Functional Skills area is provided to serve up to eight (8) students
- Central food prep is on-site
- Lunch will be served in two (2) shifts, each accommodating 325 students
- Interior hallways
- A full-size gymnasium is programmed; dividable into two (2) practice courts. With spectator accommodation on each side.

Site

Basic standard program suggests a minimum site area of twenty (20) acres

HIGH SCHOOL BASIC STANDARD PROGRAM SPACES

Core Instruction

- General classrooms

HIGH SCHOOL BASIC STANDARD PROGRAM SPACES (continued)

- Shared instructional area
- Small group / seminar
- Faculty planning

Special Education

- Learning Strategies / special education

Functional Skills

- Functional Skills classroom
- Toilet/ shower/ changing/ laundry

Science

- Physics/Prep
- Chemistry/Prep
- Biology/Prep
- General science/ prep
- Central science/ prep storage

Occupational Ed./Unified Arts

- Art studio/ materials storage/ kiln
- Business Education/ storage
- Journalism/ annual workroom
- Industrial technology lab
- Photography lab/ darkroom
- Home & Family Life/storage
- Clean lab/ storage
- Technology lab/ laser/ storage
- Production
- Foyer/ gallery

Music

- Vocal music classroom
- Office/ storage
- Instrumental music classroom
- Office/ storage
- Practice rooms

(Performance space in Large Group Instruction (LGI) Space or Great Hall)

Large Group Instruction

- Drama classroom
- Large Group Instruction/ Theater/ stage/ support 300-600 seats¹
- Concessions
- Ticket area

Library/Media Center

- Reading room/collection storage

¹

Seating capacity to be determined during educational specification process.

Bainbridge Island School District No. 303
Capital Facilities Plan

- Career Center
- Librarian Workroom/ office
- AV equipment storage
- Copy center
- Media production room

HIGH SCHOOL BASIC STANDARD PROGRAM SPACES (continued)

- Large conference room

Physical Education

- Gymnasium
- Auxiliary Gymnasium
- Weight room
- Movement/ wrestling
- Movement/ gymnastics
- Storage
- Training/ testing classroom
- Health classroom
- PE lockers
- Athletics lockers
- Toilets
- PE office/ storage
- Laundry

Food Service/Commons

- Prep kitchen with office area
- Commons/ cafeteria-600 seats
- Student store/ storage

Administration

- Reception/waiting/office manager
- Principal's office
- Assistant Principal's office
- Attendance/ waiting
- Athletic Director
- Bookkeeper
- Conference room
- Staff workroom/ mailboxes/ storage
- PTSA/ parent area

Student Services

- Reception
- Registrar
- Itinerant
- Conference/ testing
- Counselor
- ASB office
- Workroom/ storage
- Health room/ office

Faculty/Staff Support

- Staff room/ kitchen/ workroom

Bainbridge Island School District No. 303
Capital Facilities Plan

Building Support

- Student toilets
- Staff toilets
- Custodial spaces/receiving/building storage
- Exterior covered area

HIGH SCHOOL BASIC STANDARD PROGRAM ASSUMPTIONS

General

- Maximum enrollment is 1,450 students, grades 9 through 12
- Personalized learning is emphasized
- Increased opportunities for collaboration
- Full-time staff will be assigned to a specific classroom
- Part-time staff may share classrooms
- Lunch will be served in two (2) shifts, each accommodating 600 students (assumes that a partial open campus concept will continue)

Site

Basic standard program suggests a minimum site area of forty (40) acres

OPTIONS SCHOOL BASIC STANDARD PROGRAM SPACES

Core Instruction

- Eagle Harbor High School (EHHS) classroom
- EHHS shared instruction
- Odyssey 7 and 8 learning setting (classrooms)
- Odyssey 7 and 8 shared instruction
- Odyssey 1 through 6 learning setting (classrooms)
- Odyssey 1 through 6 shared instruction
- Home School classrooms
- Flexible classrooms
- Teacher workroom/ prep/ storage

Art/Science/Music/Tech

- Art classroom and storage
- Science classroom
- Science prep/ storage

Music/ Drama

- Music/ Drama classroom
- Office/ storage

Library/Media Center

- Library
- Computer lab

Physical Education

- Gymnasium/ lockers/ office/ storage

Food Service/Commons

- Serving kitchen
- Dining/ commons

Bainbridge Island School District No. 303
Capital Facilities Plan

Administration

- Reception/waiting/office manager
- Principal's office
- Assistant Principal's office
- Attendance/ waiting
- Athletic Director
- Bookkeeper

OPTIONS SCHOOL BASIC STANDARD PROGRAM SPACES (continued)

- Conference room
- Staff workroom/ mailboxes/ storage
- PTSA/ parent area

Student Services

- Reception
- Registrar
- Itinerant
- Health Room/ office

Faculty/Staff Support

- Staff lounge

Building Support

- Student toilets
- Staff toilets
- Custodial spaces/receiving/building storage
- Exterior covered play area

OPTIONS BASIC STANDARD PROGRAM ASSUMPTIONS

General

- Maximum enrollment is 325 students, grades 1 through 12
- Personalized learning is emphasized
- Assumes that the Options school will continue to serve four (4) academic programs represented by:
 - Eagle Harbor High School
 - Odyssey grades 1-6
 - Odyssey grades 7-8
 - Home school program
- Staff will not be assigned to specific classrooms
- Lunch will be served in a common cafeteria but be prepared off site
- Interior hallways
- Community programs are not included in the basic standard program

Site

Basic standard program suggests a minimum site area of ten (10) acres

3

Capacity Measurement

Educational Objectives

The Educational Objectives formed during the Master Plan process in 2005 developed a basic standard model for program delivery on Bainbridge Island. As described in Chapter 2, each facility in the school was comprehensively evaluated to determine whether the existing space was sufficient to meet educational need, District vision, educational trends and enrollment (current and future). Although the State Superintendent of Public Instruction establishes square footage guidelines for matching funds, those guidelines do not consider local program needs. The basic standard model provides the framework to determine capacity for the programmatic needs of the Bainbridge Island School District. Future facility improvements will address deficiencies identified by the Facilities Master Plan.

Methods for Measuring Capacity

Accurately assessing the practical capacity of a middle or senior high school is extremely difficult. Teacher planning periods, specialty areas like food service, laboratories, music rooms, shop classrooms, the Running Start Program, late arrival, early dismissal, and zero periods are just a few examples of the complexities of a secondary school's instructional program.

In the District's earlier Six-Year Capital Plans, capacity was measured using two different models to define the level of service. The Space Allocation Model (SAM) was selected along with the Practical Capacity Model (PCM) because each provided a different picture of how capacity could be derived.

The District now simplifies its calculations for capacity by using only the Practical Capacity Model, which most accurately accounts for the District's capacity needs.

Six categories have been identified at each site to determine school program capacity. They include: core instruction, elective/specialist/physical education, special education, temporary non-classroom, temporary classroom, and support space. Support spaces include a variety of floor areas such as restrooms, hallways, foyers, administration offices, conference rooms, staff rooms, storage, and mechanical spaces. The six categories have been applied to site maps (pages 26-36) and recorded by category to measure program space and capacity (Table 1).

Practical Capacity Model

The Practical Capacity Model is important to use because of the District's vision to provide a basic standard of service that is based on its education objectives. Capacity within this model has been determined through current and historical class size along with a grade appropriate utilization formula¹. Spaces have been audited, color coded and labeled according to program (Figures 1-5). A formula of permanent space multiplied by class size, multiplied by the utilization factor equals permanent class space capacity ($ps \times cs \times uf = pc$). As set out in Table 1, the PCM is a measurement that focuses on current educational trends, programmatic needs and state and federal mandates. A formula for temporary space has been created in the same fashion that includes temporary space multiplied by class size, multiplied by a utilization factor equals temporary class size capacity ($ts \times cs \times uf = tc$).

Applying this model, the District currently has permanent program capacity to house 4168² students and temporary classroom capacity to house 240 students. This capacity is based on the basic standard program as described in Chapter 2 and detailed in the Facilities Master Plan.

Definition of and Use of Temporary Classrooms

Within this plan, temporary spaces are defined as spaces that do not meet adjacency, program, or long-term plan requirements as set forth by the District's Master Plan. These spaces, which include portables, are used for a limited amount of time.

¹ See the capacity inventory listed in Table 1.

² See the capacity inventory listed in Table 1.

Temporary classrooms may be used as interim or transitional facilities:

- To prevent overbuilding or overcrowding of permanent school facilities.
- To cover the gap between the time of demand for increased capacity and completion of permanent school facilities to meet that demand.
- To meet unique program requirements.
- To provide temporary housing for classes displaced as a result of construction activities.
- Office of Superintendent of Public Instruction does not recognize temporary classrooms in calculation of permanent capacity.

The information within this CFP projects that the District will use temporary classrooms to accommodate interim classroom needs for the next six years. The use of temporary housing, its impact on permanent facilities, life cycle and operational costs, and the interrelationships between temporary classrooms, emerging technologies, and educational restructuring will continue to be examined. Due to the fact that temporary facilities do not address permanent capacity, short and long term goals are outlined within the Facilities Master Plan to help each school site maximize permanent capacity potential.

As student enrollment fluctuates, temporary classrooms provide the flexibility to accommodate immediate and interim classroom needs. The use and need for temporary classrooms will continue to be balanced against instructional program needs.

Class Size

Core Instruction and Elective Permanent Classroom Formulas

The configuration of schools in the District includes three elementary schools grades K-4; one intermediate school grades 5-6; one middle school grades 7-8; one high school grades 9-12; and an options school grades K-12.

The working assumption in the 2005 District Master Plan established class sizes should be limited to the following numbers:

Elementary Schools Grades K-4

<u>Grades</u>	<u>Class Size Limit</u>
K	20 students
1	22 students
2	22 students
3	23 students
4	23 students

The number used to measure capacity for grades K-4 is **22**, which is the average of class size limits.

Intermediate Programs Grades 5-6

<u>Grades</u>	<u>Class Size Limit</u>
5	25 students
6	25 students

The number used to measure capacity for grades 5-6 is **25**, which is the average of class size limits.

Secondary Programs 7-12

At the secondary level, capacity is determined by curriculum area. Class sizes for each area shall be limited to:

<u>Curriculum Areas:</u>
Core Instruction
Lab Science
Science
Language Arts/Comp. Block
Language Arts/Literature
Mathematics
Social Studies

Class size for core instruction: 26

Utilization of classrooms is 83.3%, therefore the basic standard for core instruction class size is

21.6

<u>Curriculum Areas:</u>	<u>Limits</u>
Electives/Specialists	
Art	26
Business Education	26
Foreign Language	26

Bainbridge Island School District No. 303
Capital Facilities Plan

Home & Family Life	26
Music	35
Technology	26
Production	24
Drafting	26
Photography	26

Average class size for elective instruction: 26.7

Utilization of classrooms is 83.3%, therefore the basic standard for
Electives/specialists instruction class size is 22.2

Physical Education 35
Utilization of classrooms is 83.3%, therefore the basic standard for
Physical Education instruction class size is 29.1

	<u>Curriculum Areas:</u>	<u>Limits</u>
Special Education		8

Utilization of classrooms is 83.3%, therefore the basic standard for
Special Education instruction class size is 6.7

The number used to measure capacity for grades 7-12 is determined by taking the basic standard class size limits for core, elective and PE instruction based on 83.3% utilization (5 of 6 periods a day the class is in use). The core number of 21.6, the elective number of 22.2, the physical education number of 29.1 and the Special Education number of 6.7 are the four basic standard class sizes used to measure capacity.

Capacity and Program Needs

The building capacity that is reflected in this CFP has been updated to reflect current programmatic needs as identified and described in the Facilities Master Plan. Class sizes are based on “best practice” models and meet the Bainbridge Island School District education objectives.

Actual class sizes can be affected by reduced state funding. The School District continues to monitor expected improvements to state educational funding as an outcome of the Supreme Court’s ruling identified as the McCleary Decision.

4 Enrollment

The most recent revised demographic study was prepared in May 2012 by William L. (Les) Kendrick, Educational Data Solutions, LLC. The study incorporated cohort survival, regional growth, Bainbridge Island live births, new and existing home sales, and Average Annual Rate of Growth (AARG). Studies demonstrate relative trends and provide a comprehensive picture of present and future enrollment numbers. The demographic analysis and report aligns the Bainbridge Island enrollment trends with the birth and population trends occurring in Kitsap County.

Three forecasts over the period 2012-2021 were presented; high, medium and low. The medium range forecast was recommended. The study suggested that student enrollment in the next 10 years was likely to remain flat or slightly decline. Several variables can affect these trends such as, an increasing number of commuters to downtown Seattle and growth in local industry. The short commute to Seattle from Bainbridge Island, coupled with increasing traffic flow into the city, makes Bainbridge an appealing satellite community. In fact, student enrollment for the current school year is 114 FTE higher than anticipated.

King County K-12 enrollment and K-12 enrollment in Seattle is expected to grow dramatically over the next decade due to larger birth cohorts entering the schools and increased population growth overall. Considering Seattle's projections, Bainbridge Island may experience increased enrollment as families with children choose to reside on the island and commute to Seattle for work. Should this happen the District could see its enrollment grow in the coming decade from the 3700 mark of the last few years to a number that is closer to the 4100-4200 students that were seen during the last enrollment boom of the 1990's. Much of this initial growth would be seen at the elementary level and eventually roll up into the secondary grades. For this to happen, however, there will need to be either a substantial turnover in existing homes, or a substantial amount of new home development that is attractive to families with children.

In conclusion and in support of the BISD long range planning, the District will continue to monitor enrollment trends closely and maintain school configuration options that best accomplish the district's economic and demographic limitations.

5

Facility Assessment

In addition to program evaluation, during the 2005 Master Plan process all District facilities had a physical assessment that summarized the condition of all primary site and building components. Current building codes, the Bainbridge Island Municipal Code, and other recent school district building surveys formed the basis of this evaluation. Understanding the need to continue to evaluate building conditions, the District is currently in the process of updating the 2005 Master Plan.

Based on the 2005 Facilities Master Plan analysis, two of the elementary school buildings (Blakely and Ordway) must address improvements to meet current codes and a majority of sites lack sufficient accommodations for interdisciplinary learning, student services, team teaching, school gatherings, and community use.

With the exception of Sakai Intermediate School, Woodward Middle School, Wilkes Elementary School and the 2009 facility improvements at the high school campus, none of the buildings satisfy the requirements of the current building codes. Additionally, most buildings are simply worn out in terms of basic infrastructure such as the septic systems, ventilating systems, windows, finishes, plumbing, power and communications. If infrastructure issues are addressed, local agencies would likely require that entire facilities be brought to a condition that is consistent with current building codes.

In a continued effort to improve the status of our existing facilities, the District will bring specific bond requests to the community in the future. The District will address the basic infrastructure improvements as identified in the Facilities Master Plan as voters approve future bond requests.

6

Capital Projects Finance Plan and Timeline

Current Financing

The 2005 Facilities Master Plan identified long-term District needs, provided a response to findings from an in-depth facility assessment, prioritized immediate needs based on health/life safety and core academic shortcomings, and suggested a proposed implementation plan for the next fifteen years.

Voters supported the second phase of the Facility Master Plan in November of 2009. This \$42 million bond addresses 25% of health/life safety and infrastructure issues across the school district, energy improvements throughout the District and the replacement of Wilkes Elementary School. The District six-year finance plan in Table 2 summarizes projects identified in the recent bond.

Additional Revenue Sources

The District continues to pursue all possible grants for additional capital improvements.

Future Facility Improvements

The current implementation schedule as identified in the 2005 Master Plan reflects work associated with Phase II of the Master Plan approved by voters in November 2009. The estimated Six-Year Finance Plan (Table 2) identifies each project evaluated for Phase II inclusion. A district-wide facility analysis is currently being prepared for Board consideration and review in 2014. All future bond requests are subject to Board direction and approval. No decisions for future bond requests have been determined.

7

Impact Fee Analysis

The Growth Management Act provides that impact fees may be collected and spent only for public facilities that are addressed by a capital facilities element of a comprehensive land use plan. The capital facilities plan must identify: (a) deficiencies in public facilities serving existing development and the means by which those existing deficiencies will be eliminated within a reasonable period of time; (b) additional demands placed on existing public facilities by new development; and (c) additional public facility improvement required to serve new development. RCW 82.02.050.

Impact fees are not expected to be utilized in Phase II or Phase III of the Facilities Master Plan.

BISD Program Space and Use

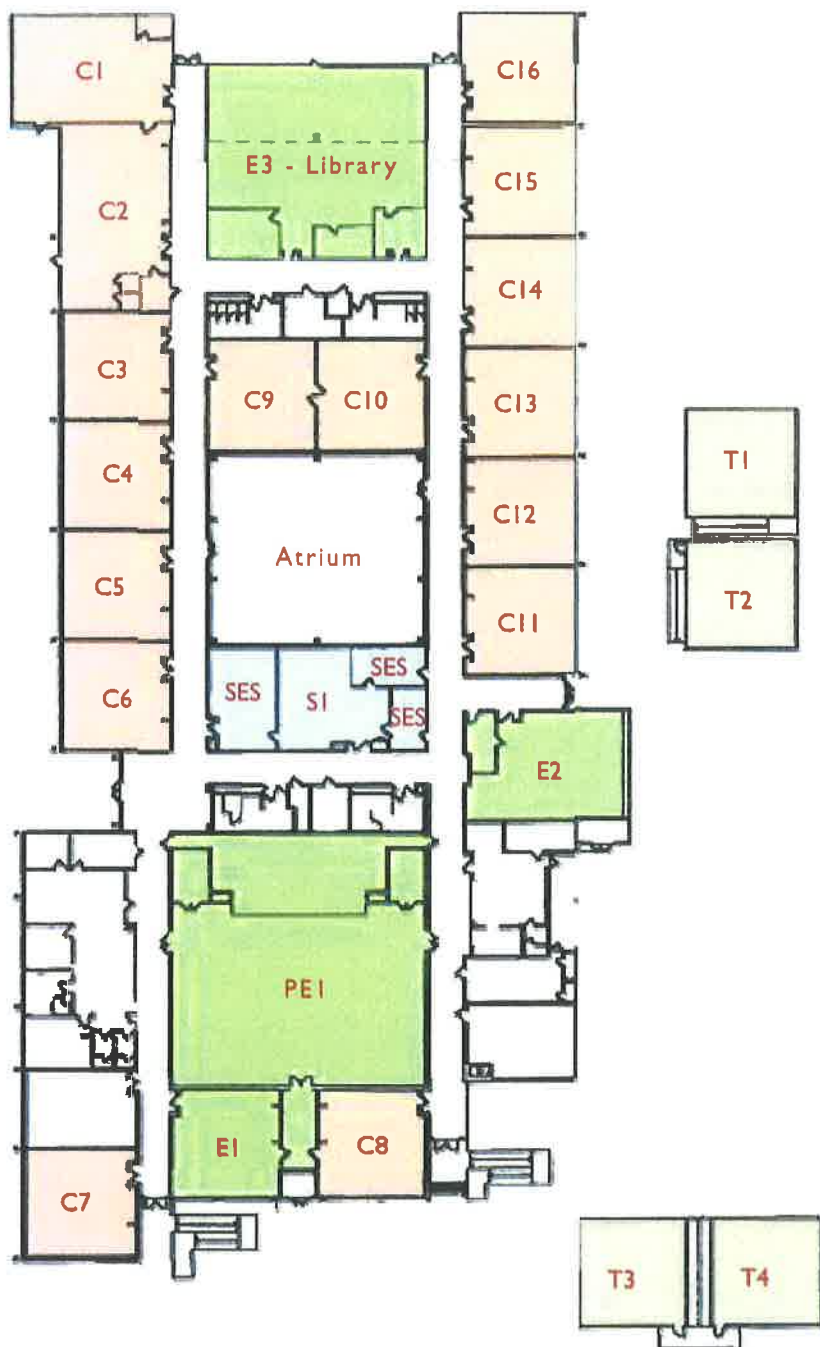
School	Number of Core Instruction Permanent Classrooms	Number of Permanent Special Education Classrooms	Elective and Specialist Stations/PE	Permanent ancillary space used for Programs (District, BYS)	Total Permanent Capacity with Special Education	Number of Temporary Classrooms etc.)	Temporary ancillary space used for Non Classroom Programs (District use, BYS, Daycare, etc.)	Total Number of Temporary Teaching Stations/ Ancillary	Total Temporary Capacity excluding Special Education	Overall District Building Capacity including Temporary Spaces/Excluding Non Classroom Programs
Blakely Elementary	16	1	3/1		360	4		4	88	448
Ordway Elementary**	15	3	2/1		354	3		6	66	420
Wilkes Elementary	19	1	3/1		426					426
Elementary Sub Total	50	5	11		1140	7		10	154	1294
Sakai Intermediate	22	2	5/2		566					566
Woodward Middle	21	3	6/2		669	4		2	86	755
Interm./Middle Sub Total	43	5	14		1235	4		6	86	1321
Bainbridge High	51	6	9/3		1472					1472
High School Subtotal	51	6	12		1472					1472
Home School	3		*		66					66
Odyssey 1-6	3				75					75
Odyssey 7-8	2				50					50
Eagle Harbor High	6				130					130
Optional Pgm Subtotal	14				321					321
District Total	143	16	37		4,168	11		5	240	4408

Color code	KEY	Program
Peach		Core instruction
Green		Elective/ Specialist/PE
Blue		Special Education
Yellow		Non-school
Grey		Temporary
White		Ancillary Non-School/Support

Capacity formulas

- Elementary capacity is calculated by number of classrooms and student class size average of 22
- Intermediate capacity is calculated by number of classrooms and student class size average of 25
- Capacity for grade 7-12 is calculated by an average classroom size of 26 (21.6 utilization factor) for core classrooms and 26.7 (22.2 utilization factor) for elective classrooms and 35 (29.1 utilization factor) for PE
- Capacity for special education classrooms is calculated based on an average of 8 students per class
- *Commodore Options shares PE, Art, Commons and Library spaces
- **Ordway provides space for the elementary Integrated Learning Center

BAINBRIDGE ISLAND SCHOOL DISTRICT NO. 303 ESTIMATED SIX YEAR FINANCE PLAN										
Funding Sources	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	6 Year Total
Beginning Cash & Investments	\$5,400,982	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400,982
Capital Levy (Technology)	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$9,150,000
Capital Bond *	\$7,000,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$7,000,000
Grants/Misc. Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and Other Income	\$47,500	\$47,500	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$95,000
Total Revenue	\$13,973,482	\$1,572,500	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$1,525,000	\$21,645,982
Interest Earnings are dependent on actual project completion dates and interest rates.										
Projects/Expenditures:	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Project Total
Existing Commitments	\$ 660,104	\$ 416,318	\$ 208,159	TBD	TBD	TBD	TBD	TBD	TBD	\$ 1,284,582
Blakely	\$ 376,295	\$ 166,043	\$ 581,151	TBD	TBD	TBD	TBD	TBD	TBD	\$ 1,123,489
Ordway	\$ 557,112	\$ 550,884	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 1,107,996
Wilkes Replacement	\$ 1,481,422	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,481,422
Sakai	\$ 87,022	\$ 87,022	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 174,044
Woodward	\$ 554,477	\$ 554,477	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 1,108,954
Commodore	\$ 388,213	\$ 387,013	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 775,226
BHS	\$ 1,190,924	\$ 1,190,924	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 2,381,847
Transportation	\$ 702,952		TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 702,952
District Office	\$ 1,066	\$ -	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 1,066
District Wide Security	\$ 197,047	\$ 197,047								\$ 394,094
Energy Conservation	\$ 444,406	\$ 444,406	TBD	TBD	TBD	TBD	TBD	TBD	TBD	\$ 888,811
District-wide Essential Renovations	\$ 357,166	\$ 357,166	\$ 357,167							\$ 1,071,499
Technology	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000	\$ 9,150,000
Total CP Project Exp (not including Technology)	\$ 0	\$ 4,351,300	\$ 1,146,477							
Phase III Master Plan-TBD										
TOTAL EXPENDITURE FORECAST 2013-2019										\$ 21,645,982
* Financial forecasts relate to projects identified in the 2005 Master Plan. All future bond requests are subject to Board direction and approval. No decisions for future bond requests have been determined.										



BLAKELY ELEMENTARY SCHOOL

CORE INSTRUCTION (C)

SPECIAL EDUCATION (S)

SPECIAL EDUCATION SUPPORT (SES)

ELECTIVE/ SPECIALIST (E)
PE

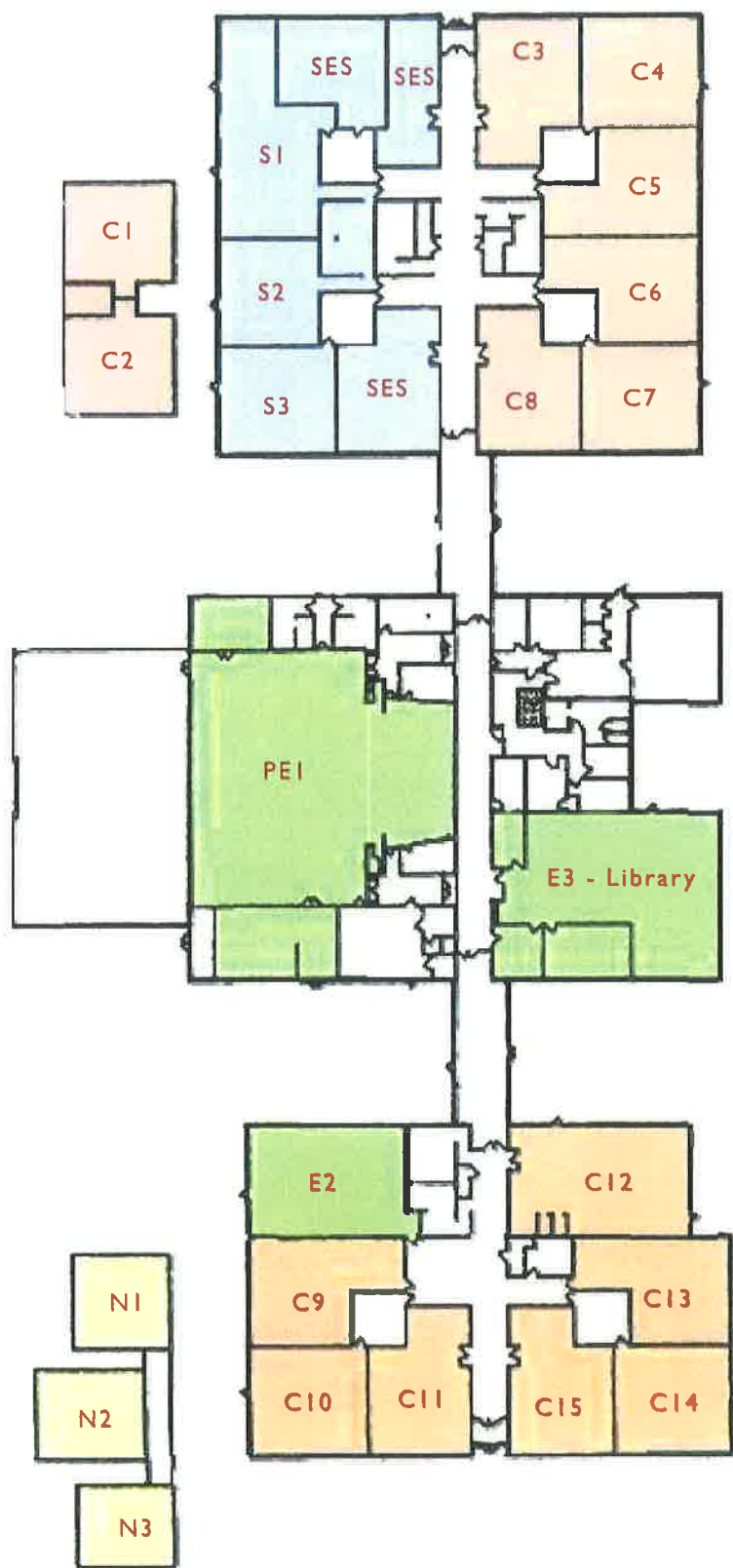
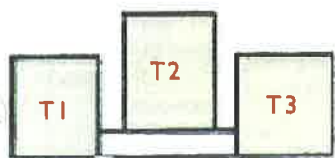
TEMP NON-CLASSROOM (N)

TEMP CLASSROOM (T)

SUPPORT

- Restrooms
- Hallways/ Foyers
- Administration
- Conference Rooms
- Staff Rooms
- Storage
- Mechanical Spaces

Figure 1



ORDWAY ELEMENTARY SCHOOL

CORE INSTRUCTION (C)

SPECIAL EDUCATION (S)

SPECIAL EDUCATION SUPPORT (SES)

ELECTIVE/ SPECIALIST (E)

PE

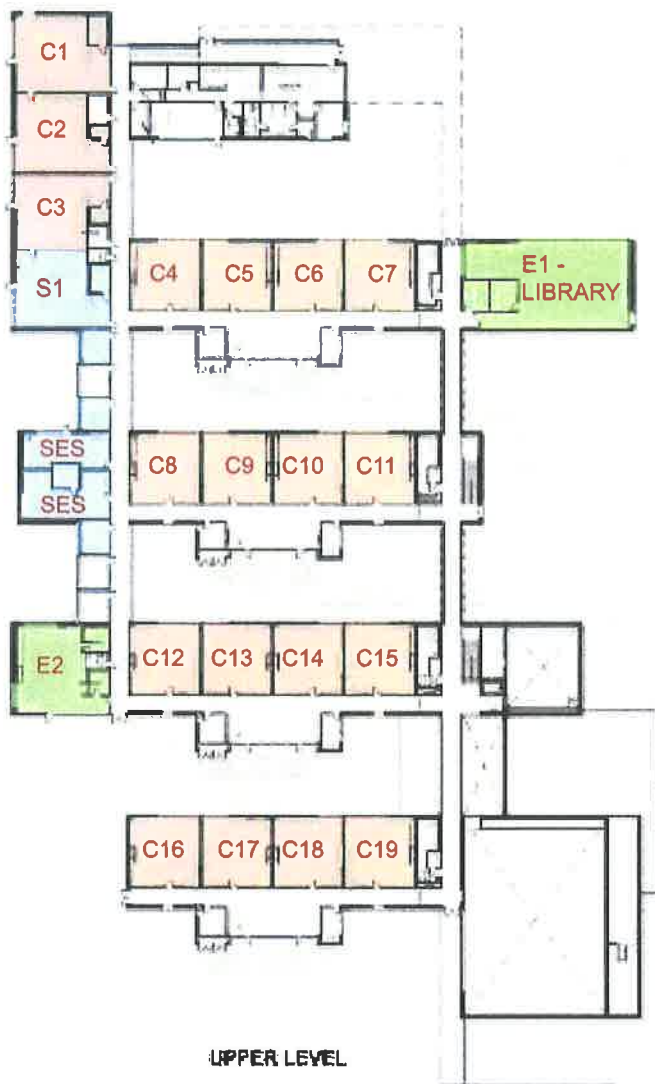
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TEMP CLASSROOM (T)

SUPPORT

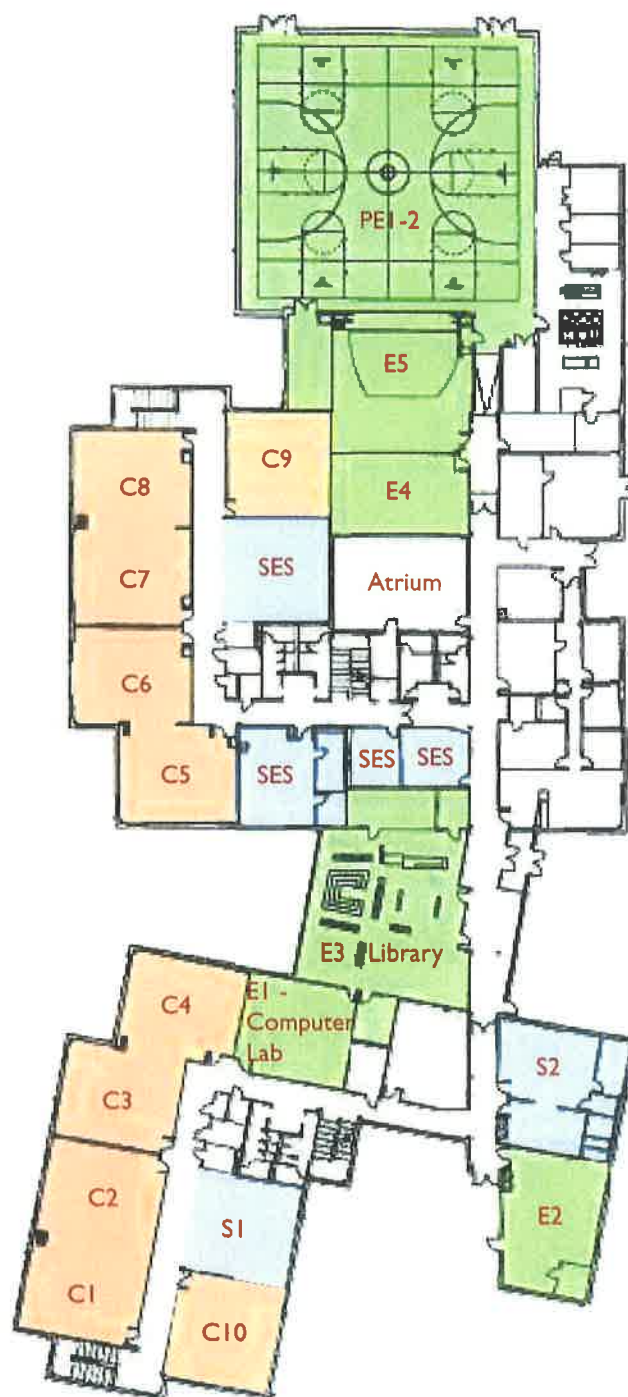
- Restrooms
- Hallways/ Foyers
- Administration
- Conference Rooms
- Staff Rooms
- Storage
- Mechanical Spaces

Figure 1



WILKES ELEMENTARY SCHOOL

- Core Instruction (C)
- Special Education (S)
- Special Education Support (SES)
- Elective/Specialist (E)
- PE
- Temp Non-Classroom (N)
- Temp Classroom (T)
- Support
 - Restrooms
 - Hallways/Foyers
 - Administration
 - Conference Rooms
 - Staff Rooms
 - Storage
 - Mechanical Spaces



SAKAI INTERMEDIATE SCHOOL Floor 1

CORE INSTRUCTION (C)

SPECIAL EDUCATION (S)
SPECIAL EDUCATION SUPPORT (SES)

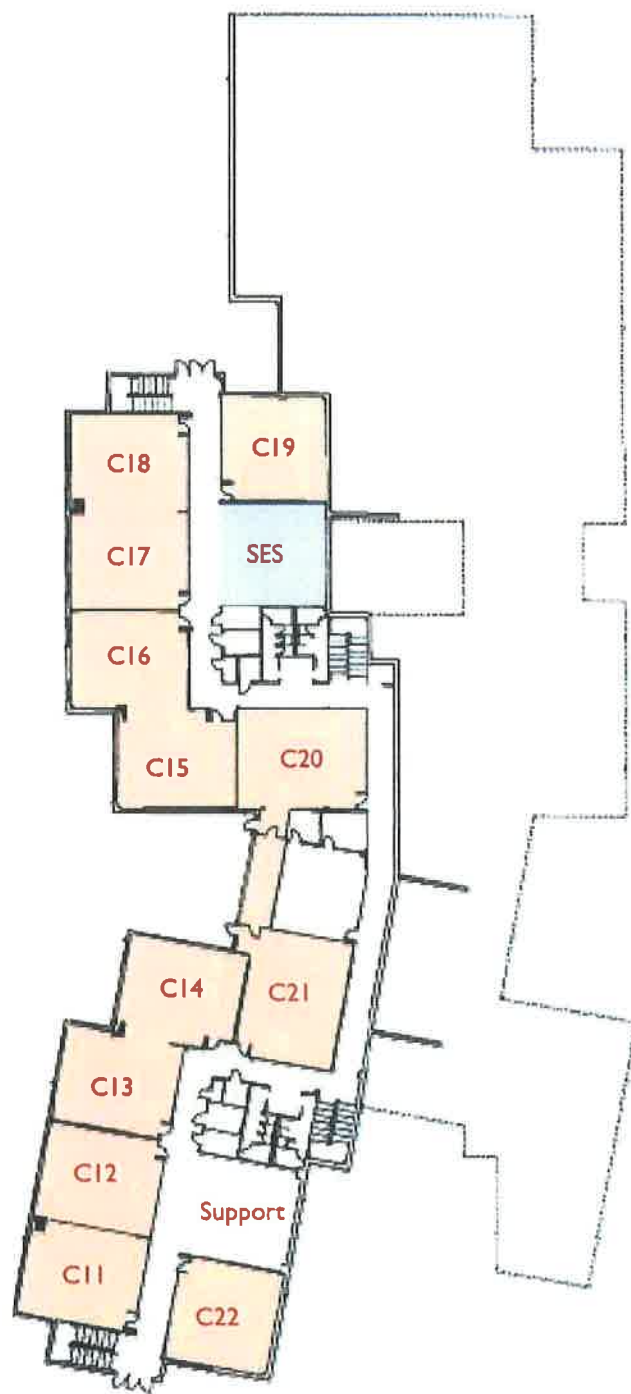
ELECTIVE/ SPECIALIST (E)
PE

TEMP NON-CLASSROOM (N)

TEMP CLASSROOM (T)

SUPPORT

Restrooms
Hallways/ Foyers
Administration
Conference Rooms
Staff Rooms
Storage
Mechanical Spaces



- SAKAI INTERMEDIATE SCHOOL
Floor 2
- CORE INSTRUCTION (C)
 - SPECIAL EDUCATION (S)
SPECIAL EDUCATION SUPPORT (SES)
 - ELECTIVE/ SPECIALIST (E)
PE
 - TEMP NON-CLASSROOM (N)
 - TEMP CLASSROOM (T)
 - SUPPORT
 - Restrooms
 - Hallways/ Foyers
 - Administration
 - Conference Rooms
 - Staff Rooms
 - Storage
 - Mechanical Spaces

Figure 2

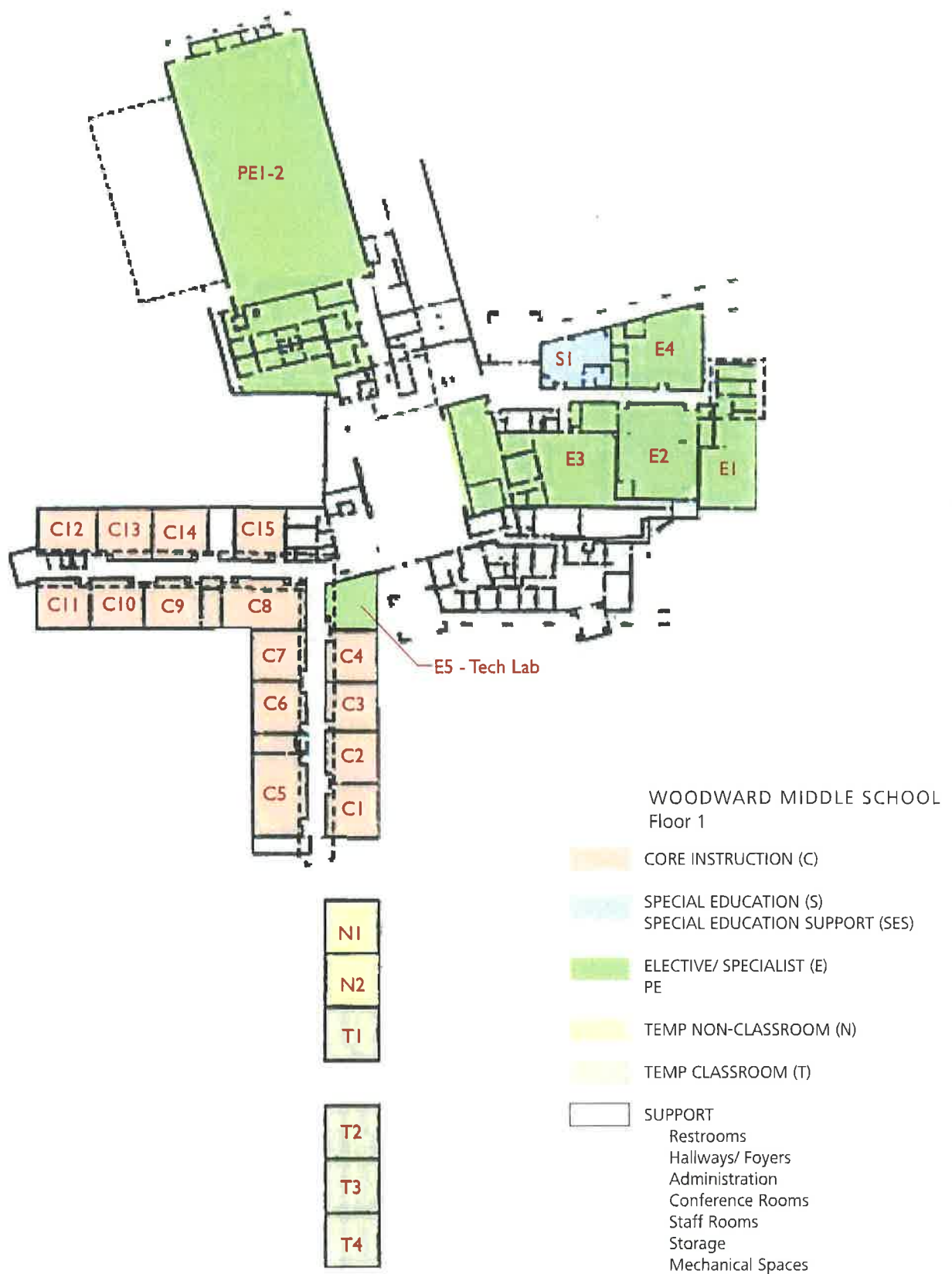
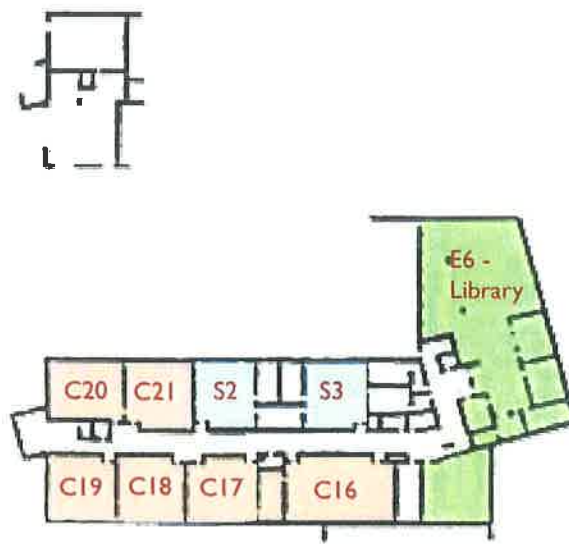


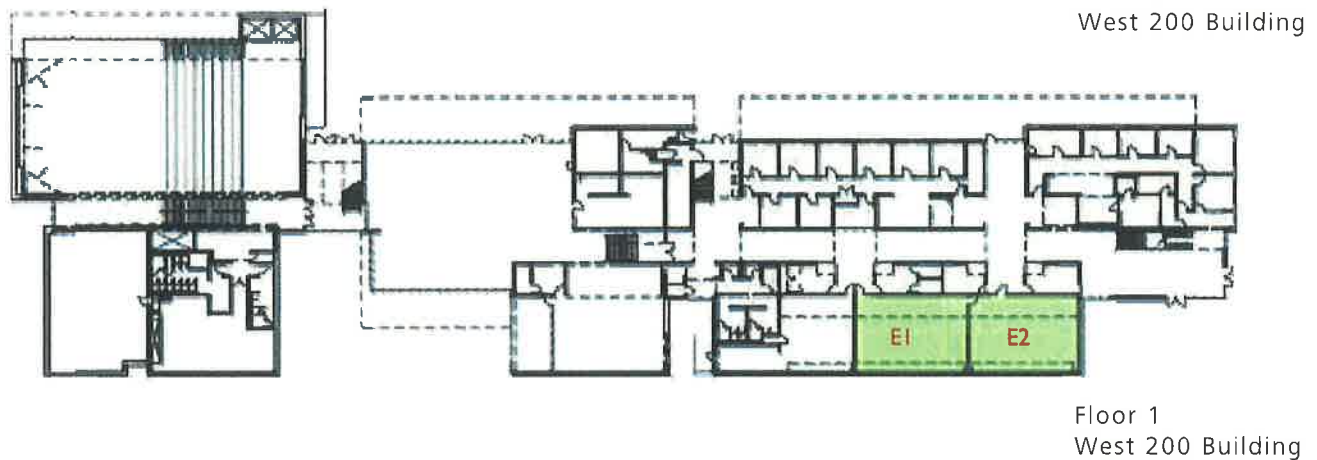
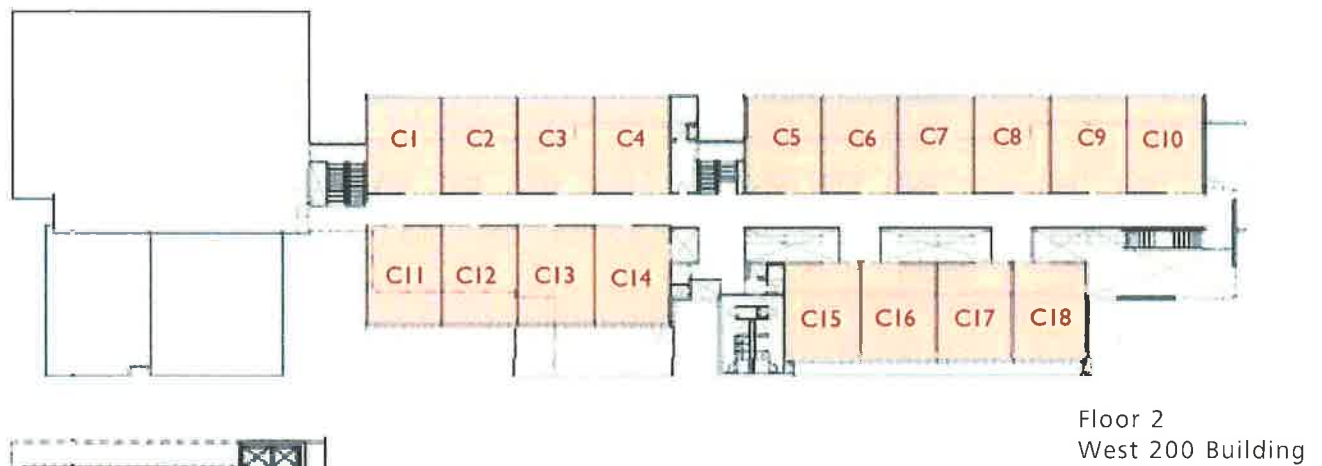
Figure 3



WOODWARD MIDDLE SCHOOL
Floor 0

- CORE INSTRUCTION (C)
- SPECIAL EDUCATION (S)
- SPECIAL EDUCATION SUPPORT (SES)
- ELECTIVE/ SPECIALIST (E)
PE
- TEMP NON-CLASSROOM (N)
- TEMP CLASSROOM (T)
- SUPPORT
 - Restrooms
 - Hallways/ Foyers
 - Administration
 - Conference Rooms
 - Staff Rooms
 - Storage
 - Mechanical Spaces

Figure 3



BAINBRIDGE HIGH SCHOOL Floor 1 West

- CORE INSTRUCTION (C)
- SPECIAL EDUCATION (S)
SPECIAL EDUCATION SUPPORT (SES)
- ELECTIVE/ SPECIALIST (E)
PE
- TEMP NON-CLASSROOM (N)

- TEMP CLASSROOM (T)
- SUPPORT
Restrooms
Hallways/ Foyers
Administration
Conference Rooms
Staff Rooms
Storage
Mechanical Spaces

Figure 4



Floor 1
East 400/500 Building



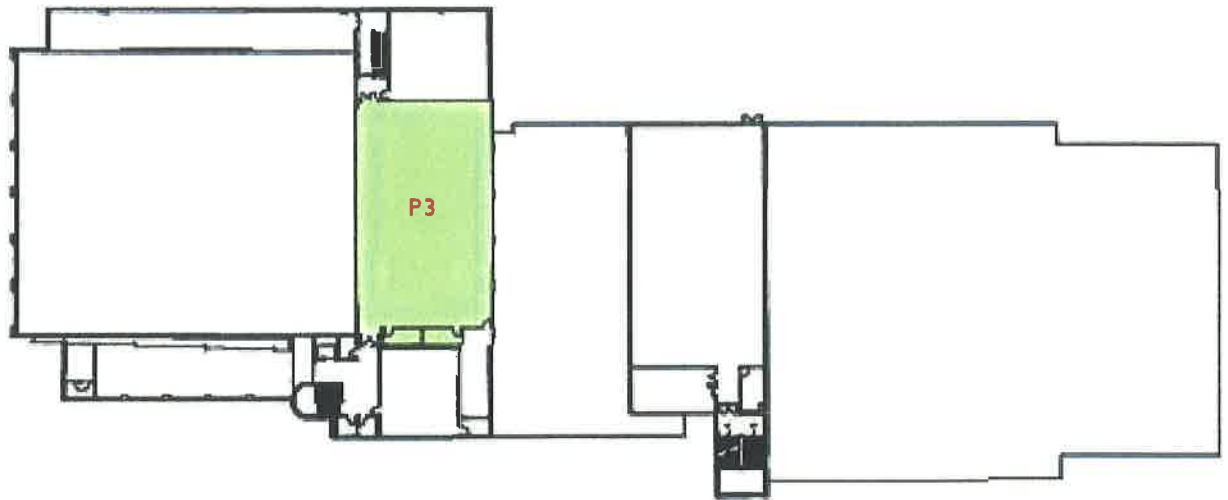
Floor 1
East 300 Building

support

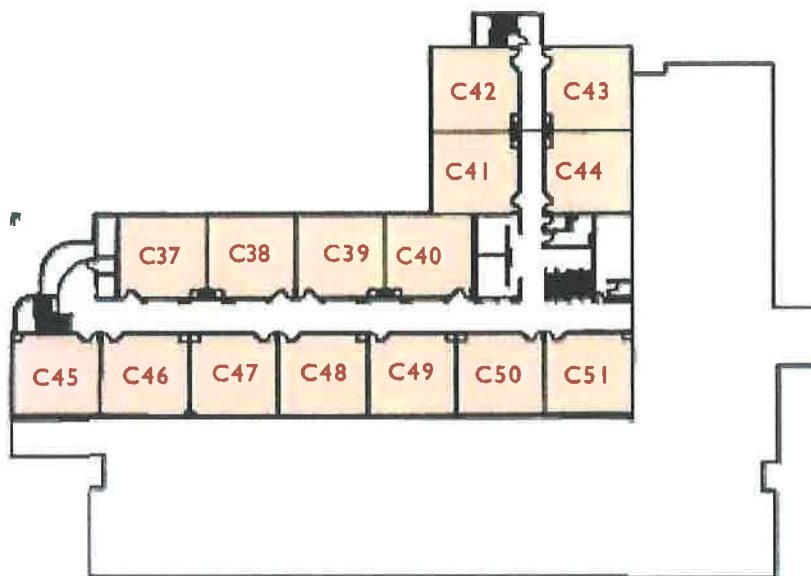
BAINBRIDGE HIGH SCHOOL Floor 1 East

- CORE INSTRUCTION (C)
- SPECIAL EDUCATION (S)
- SPECIAL EDUCATION SUPPORT (SES)
- ELECTIVE/ SPECIALIST (E)
- PE
- COMPUTER LAB (CL)
- TEMP NON-CLASSROOM (N)
- TEMP CLASSROOM (T)
- SUPPORT
 - Restrooms
 - Hallways/ Foyers
 - Administration
 - Conference Rooms
 - Staff Rooms
 - Storage
 - Mechanical Spaces

Figure 4



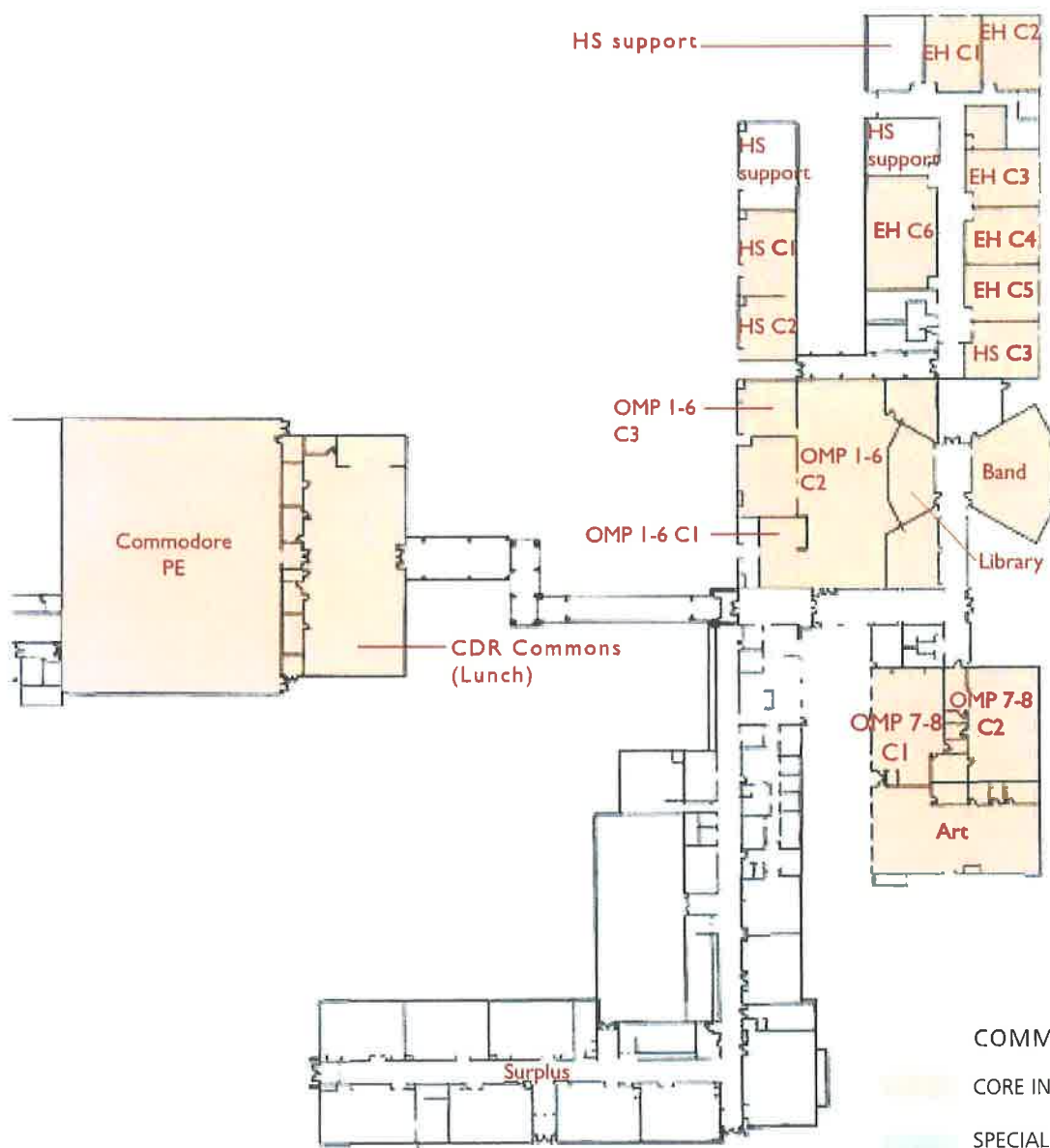
Floor 2
East 400 Building



Floor 2
East 300 Building

BAINBRIDGE HIGH SCHOOL Floor 2 East

- CORE INSTRUCTION (C)
- SPECIAL EDUCATION (S)
SPECIAL EDUCATION SUPPORT (SES)
- ELECTIVE/ SPECIALIST (E)
PE
- TEMP NON-CLASSROOM (N)
- TEMP CLASSROOM (T)
- SUPPORT
 - Restrooms
 - Hallways/ Foyers
 - Administration
 - Conference Rooms
 - Staff Rooms
 - Storage
 - Mechanical Spaces



COMMODORE OPTIONS SCHOOL

CORE INSTRUCTION (C)

SPECIAL EDUCATION (S)
SPECIAL EDUCATION SUPPORT (SES)

ELECTIVE/ SPECIALIST (E)
PE

TEMP NON-CLASSROOM (N)

TEMP CLASSROOM (T)

SUPPORT
Restrooms
Hallways/ Foyers
Administration
Conference Rooms
Staff Rooms
Storage
Mechanical Spaces

Figure 5



BAINBRIDGE ISLAND FIRE DEPARTMENT

Redefining Our Future



STRATEGIC PLAN
UPDATE

2013 – 2022



Acronym Key

ALS	Advanced Life Support
BIAA	Bainbridge Island Ambulance Association
BIFD	Bainbridge Island Fire Department
BLS	Basic Life Support
CERT	Community Emergency Response Team
COBI	City of Bainbridge Island
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FIT	Fire Investigation Team
IGWG	Intergovernmental Working Group
IFSAC	International Fire Service Accreditation Congress
MYN	Map Your Neighborhood
NFPA	National Fire Protection Association
P&Ps	Policies and Procedures
SOG	Standard Operating Guidelines (<i>Now called Policies and Procedures</i>)
WAC	Washington Administrative Code
WSRB	Washington Surveying & Rating Bureau

Action Item Status Key

Accomplished — *Action item has been completed.*

Awaiting Funding — *Action item will be completed when proper funding is in place.*

Deleted — *Action item has been moved to another section or removed.*

Ongoing — *Action item with no completion date.*

In Process — *Action item is not yet complete.*



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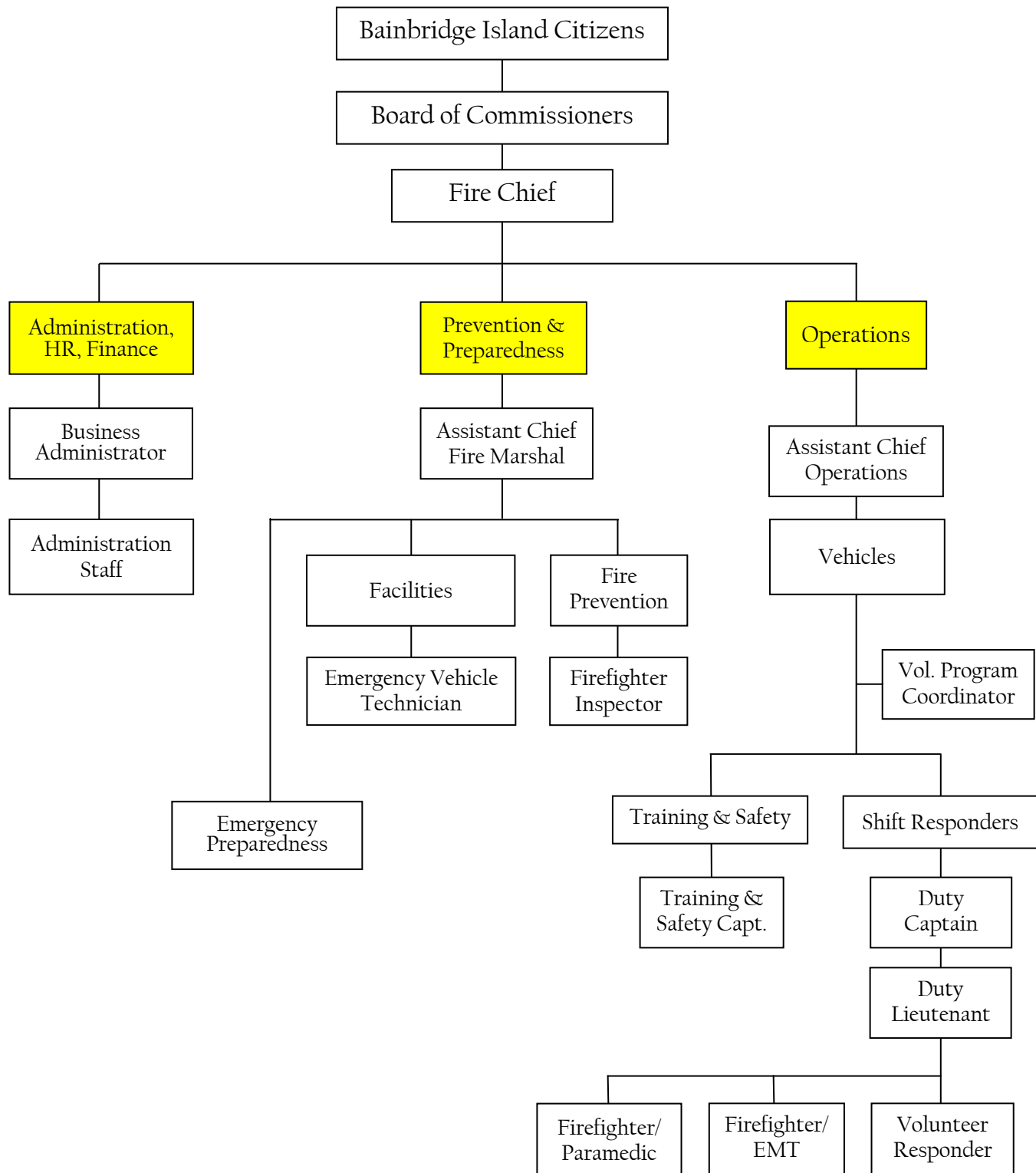


A Note about the Update

This document does not contain a detailed Department history or background within each of the Areas of Focus. We encourage you to refer to the 2010-2019 Strategic Plan document to find this information. A copy of the 2010-2019 Strategic Plan document is available on the Department's website at www.BIFD.org. This update is intended to identify current conditions and changes in Strategic Priorities.



General Organizational Structure





In 2007, the Bainbridge Island Fire Department embarked on the challenging process of creating a strategic plan to guide us through the next decade. After two years of research, analysis, community input, and review, the Board of Commissioners adopted the Strategic Plan 2010-2019. At that time, the Board determined that the Strategic Plan would be a living document, revised regularly, to reflect the needs of the changing environment.

Our primary goal in the Strategic Plan is to adopt a service delivery model that maximizes utilization of available resources. This ensures the Department is prepared and operationally ready to respond to any emergency. With this in mind, as internal and external environments change and affect service delivery and response goals, we will reanalyze and revise the plan periodically.

Since the adoption of the Strategic Plan 2010-2019, the Department has made significant changes that have affected service delivery goals positively, despite the economy's substantial decline. In this update, our focus is to balance meeting and sustaining service level expectations with diminished

financial resources. Continuing the progress we have made is imperative, as is accomplishing this within the financial limitations placed on us by current economic conditions.

Our ongoing implementation and updating of the Strategic Plan involves examining financial information, performing statistical analysis, and reviewing the specific action items included within the adopted Strategic Plan. For the Strategic Plan Update 2013-2022, the Strategic Planning Committee, comprising members from all levels of the organization, considered and analyzed data in order to develop and bring forward recommendations to the public and the Board of Commissioners. Once again, we designed these recommendations to strengthen the Department's ability to meet our service delivery goals while remaining mindful of the fiscal environment.

In addition to our Strategic Planning Committee, a Citizens Focus Group was created to allow a diverse representation of community members the opportunity to provide feedback on possible recommendations and help guide the Department's future goals. With nearly five hours of dedicated education, the Focus Group provided relevant feedback to the Strategic Planning Committee that helped guide the Strategic Goals and Action Items contained in this updated Strategic Plan.

The Strategic Planning Committee finalized the draft Strategic Plan Update 2013-2022 and brought the document to the Board of Commissioners for review, revision, and ultimately formal adoption. As with our initial Strategic Plan, this will continue to be a living document. As we move forward executing the Strategic Plan, we will monitor the changing environment and update the Plan as needed.

As your Fire Department, we take our responsibilities seriously. We continually strive to provide the best emergency response care, emergency preparedness services, fire prevention, and public education possible while maintaining our fiduciary responsibilities to you as a citizen and taxpayer. We welcome your feedback at any time through our website, email, phone, or in person at one of our stations. Thank you for allowing us to serve you and for supporting us as we strive to continually improve our performance.

Hank Teran
Fire Chief



Executive Summary

This Executive Summary of the Strategic Plan Update 2013-2022 highlights the major accomplishments and significant challenges associated with the Strategic Priorities in the original Strategic Plan 2010-2019. This summary also outlines new Strategic Priorities that have been developed after the implementation of the original plan. Detailed information for each Area of Focus is provided in the pages that follow the Summary.

Service Levels

The primary strategic priority for this Area of Focus was to determine the current baseline service level needed relative to aspects of national standards and to create a plan to incrementally improve compliance with those standards. This goal has largely been accomplished, although additional analysis will be undertaken once complete response data is available. To enhance the original strategic priority, the Department has initiated actions toward developing a Standards of Cover document to assist in analysis and help further define service levels, acceptable risk, associated performance measures, and methods to incrementally decrease risk.

Personnel

To fulfill the goal of meeting response service levels as outlined in the original Strategic Plan, the objective of fully staffing all three stations remains the Department's top priority. Planned personnel additions through 2011, including the staffing of Station 22 and adding a sixth paramedic, were completed. However, since 2010, the Department has experienced an unprecedented decrease in projected funding levels due to the recent economic downturn. This has limited our ability to implement all the personnel additions in the original timeframe. Unfortunately, with declining revenue, sustaining a level of funding that would support additional staff will be challenging. The Department places a paramount importance on maintaining staffing levels that are sustainable in the long term. Therefore, the staffing of Fire Station 23 and other positions beyond our current level of service has been delayed. We retain these positions as identified goals within the Personnel Area of Focus and intend to fill them as soon as financially feasible. As vacancies occur, we will work to implement those portions of the Strategic Plan that have minimal fiscal impact while allowing us to continue advancement of the Plan.

Facilities & Equipment

Several facility upgrades have been implemented since the original Strategic Plan in an effort to meet the goals of extending the service life of Station 21 and determining the viability of Station 22 as it currently stands. Several areas of critical needs have been identified, specifically the lack of usable office space and sleeping quarters at Station 21 and possible seismic and septic issues at Station 22. Now that we have identified some of our general needs, it is time to focus on necessary improvements. The Department recommends that in 2013, an outside agency conduct a formal needs assessment or a capital facilities plan that includes the short- and long-term needs of each of our facilities along with cost estimates to meet those needs. The Department will consider several funding options, including funding the needed improvements through joint efforts with other public or private entities and using alternative funding mechanisms. Given the nature of the critical facility needs, it is prudent for the Department to proceed on course assuming there will be no outside agency involvement while continuing to consider options throughout the process.

Funding Streams

The recent economic downturn has had a significant impact on the ability of Bainbridge Island Fire Department to meet all funding needs as identified in the original Strategic Plan. Given the current number of economic uncertainties, the following funding priorities have been identified:

- Maintaining current service levels is a priority. Potential funding options must, at a minimum, sustain current operational service levels, including personnel and equipment.
- Any significant increase in expenses, such as the addition of personnel, should be aligned with conservative revenue projections to ensure that service levels are not at risk due to loss of funding.



Funding Streams (continued)

With these considerations in mind, the Board of Commissioners is considering the timeframe for voter-approved funding options that will either ensure sustainability of current service levels or will allow for the next incremental step in the full staffing model to be accomplished. In either scenario, volunteer extended standby hours and increased resident program participation will remain a vital component of service-level delivery.

Training & Safety

The Department remains committed to providing the necessary training, equipment, and other resources to ensure the highest level of competency and safety for all its members. Updates to the Department's training protocols are ongoing in an effort to meet the newly adopted WAC 296-305, to be implemented in January, 2014. Facility upgrades, such as the vehicle exhaust system installations, have further addressed safety concerns of our members. In addition, a new priority of supporting firefighter health and wellness through Department-sponsored programs has begun.

Prevention & Preparedness

The Prevention & Preparedness (formerly Community Relations) section has been significantly modified. It now includes the items historically considered "Pub Ed" and is expanded to include the Department's partnership with the City of Bainbridge Island in emergency preparedness and communication, including social media. This section also includes prevention programs established by the Fire Marshal's Office. New strategic priorities for this update include:

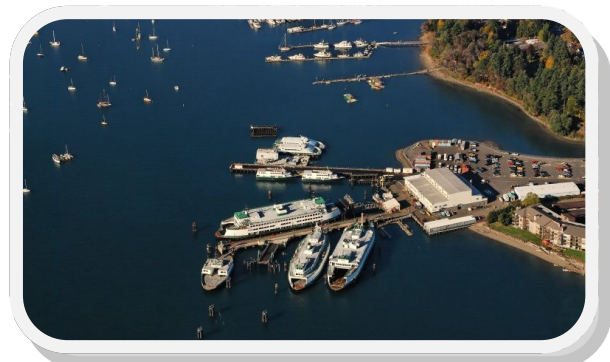
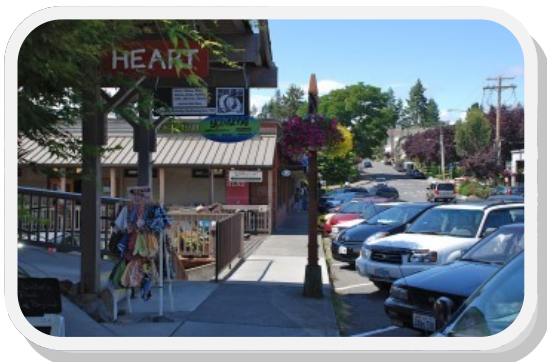
- Enhancing community emergency preparedness.
- Developing and delivering fire and life safety programs to enhance awareness and safety.
- Establishing new avenues for communication with the public.
- Implementing codes and standards for building design and construction.

Washington Surveying & Rating Bureau (WSRB)

The Department will continue to look for ways to improve Bainbridge Island's WSRB rating. Several actions identified in the original Strategic Plan as crucial to improving the Department's rating have been accomplished, including the full-time staffing of Station 22 and adding company-level officers to each shift. Further actions, such as staffing Station 23 and increasing volunteer staffing, remain high priorities toward improving future WSRB ratings. Recent changes in the WSRB grading schedule will be evaluated for their effect on the Island and on the Department.

Interagency Cooperation

The Department remains neutral regarding consolidation with neighboring fire districts while continuing to aggressively seek opportunities to collaborate with other agencies where financial savings and efficiencies can be achieved. For example, along with North Kitsap Fire & Rescue and Poulsbo Fire Department, the Department shares over \$100,000 in expenses for facilities management maintenance, shared equipment, promotional testing, and Quarterly training.





Demographics

The following is adopted from Bainbridge Island School District Enrollment Trends and Projections, by William L. Kendrick, April 2012. His forecasts relied on data from local planning agencies, like the Washington State Department of Health, the Puget Sound Regional Council, and the Office of Financial Management for the State of Washington. (By permission of the author.)

Population growth on Bainbridge Island and in the county has been slowing over the past decade. The population on Bainbridge Island grew by 2.8% annually between the 1990 and 2000 Census, resulting in a gain of 4,459 residents. Between the 2000 and 2010 Census, the annual growth rate was 1.3% with a gain of 2,720 residents. Looking forward, the best estimates suggest that population growth in the next decade will be lower than it was in the past decade.

The data indicate that population in the next decade will grow at an annual rate that is .4% less than the annual rate of the past decade, about .9%. However, a marked increase is projected in the population that is over 60 years old, and a modest increase in the number of residents that are 25-39.

Bainbridge Island was the only city in the county, other than Bremerton, that saw more new housing growth in the past decade than in the one before it. According to Census data, Bainbridge Island added 2,069 housing units between 2000 and 2010, compared to 1,899 that were added between 1990 and 2000.

Looking forward, the best estimates suggest that the number of new homes built in the next decade will be lower than the trends of the past decade. According to the New Home Trends database there are just over 600 new housing units, both single-family and multi-family, that are either currently for sale or proposed for future construction and sale on Bainbridge Island.

Annual Bainbridge Island Population Trend 2012-2021

	Low Forecast	Medium Forecast	High Forecast
Population Growth	0.4%	0.9%	1.3%
New Housing Units	600	1000	1400





2010 Service Levels 1 Strategic Priority: Determine the current baseline service level with relation to the relative aspects of NFPA 1710 and 1720 and create a plan to incrementally improve/increase the Department's level of compliance — 10 percent every 3 years.

As part of preparing the 2010-2019 Strategic Plan, the Department updated its Delivery of Defined Fire Department Services policy. This policy establishes service-level goals for EMS and fire suppression services. As soon as data is available, we will conduct a full analysis of compliance with this strategic priority. Preliminary analysis shows increases in compliance in most areas. In particular, two specific service-level improvements deserve mentioning prior to a full reporting of the three-year results being available:

- Average BLS response times decreased by more than one minute in Station 22's response area. This is a direct result of the staffing of Station 22.
- Turnout time average, or the amount of time it takes between personnel being notified of an emergency and donning their protective gear and starting towards the emergency in the apparatus, decreased by more than one minute for the first arriving engine at structure fires Island-wide. This may be due to a number of factors, including increased awareness, higher levels of training, and technology upgrades.

Although the Department increased staffing in 2010, we will continue to need volunteer extended standby participation in addition to moving forward with the original staffing recommendations for operations personnel to increase compliance with the goal of providing 10 personnel on scene within 10 minutes. Also, additional hiring of personnel as originally projected in the Strategic Plan will only occur as the financial situation allows.

The Department will continue to strive to reach the level of service goals. Reports show incremental increases are possible within all first due response areas.



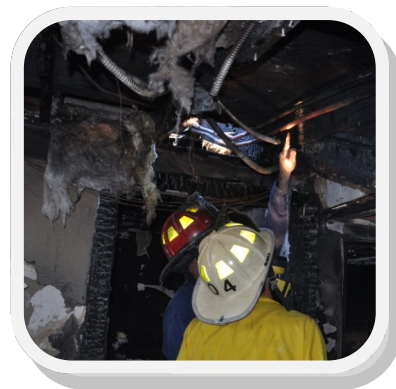
2010 Service Levels 1 Action Items

Action Item SLI-1: Identify service-level SOG baseline compliance levels with 2008 statistical information available.
Status: Accomplished

Action Item SLI-2: Approve the recommended service-level SOG.
Status: Accomplished

Action Item SLI-3: Provide a 2009 annual report based on the revised Service Level SOG. Review compliance levels and report increases and/or decreases to the Board of Commissioners.
Status: Accomplished

2010 Service Levels Strategic Priority: Advocate for improved fire and life safety guidelines by the City of Bainbridge Island. *(Moved to Prevention & Preparedness)*





Service Levels

2013 Service Levels 1 Action Item

Action Item SL1-1: Compile and present annual service-level performance reports.

Status: Ongoing

2013 Service Levels 2 Strategic Priority: Develop a Standards of Cover document to better analyze and define service levels, acceptable risk, associated performance measures, and methods to incrementally decrease risk.

A best practice among fire departments is to prepare a Standards of Cover (SOC) document. The Center for Public Safety Excellence defines the SOC document as written procedures that determine the distribution and concentration of the fixed and mobile resources of an organization. The purpose for preparing such a document is to ensure the Department has a safe and effective response force for fire suppression, emergency medical services, and special response situations. In addition, the SOC communicates the risks in our community, how prepared we are to respond to those risks, and what we need to do to improve our performance. The level of detail and analysis required to complete a Standards of Cover document allows the Department to take a critical look at acceptable risk in the community and ensure adopted service levels and performance measures match that risk.

2013 Service Levels 2 Action Item

Action Item SL2-1: The Department will evaluate the viability of preparing a Standards of Cover document.

Status: In Process

2013 Service Levels 3 Strategic Priority: Monitor staffing plans of neighboring jurisdictions to determine impacts on the Department.

As seen in the table below, nearly 30 percent of the Department's emergency responses, on average, occur concurrently with other emergency responses. When Department staffing is dedicated to one or more responses, additional 9-1-1 calls may require the response of a neighboring district, such as North Kitsap Fire and Rescue or Poulsbo Fire Department.

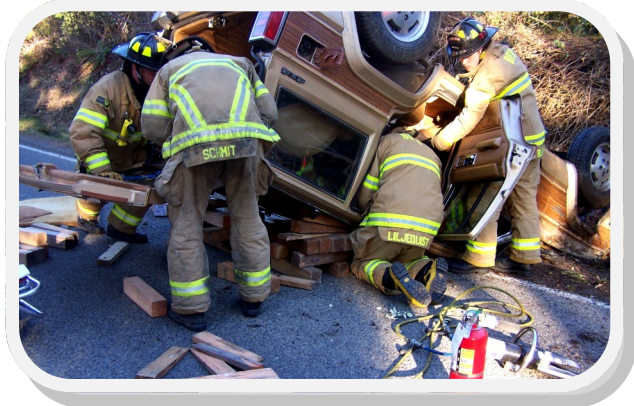
BIFD Concurrent Call Statistics

YEAR	CONCURRENT CALLS
2008	33%
2009	26%
2010	30%
2011	28%

2013 Service Level 3 Action Item

Action Item SL3-1: Continue to participate in Tri-district and countywide meetings, as needed, to remain aware of service-level or response changes within neighboring jurisdictions.

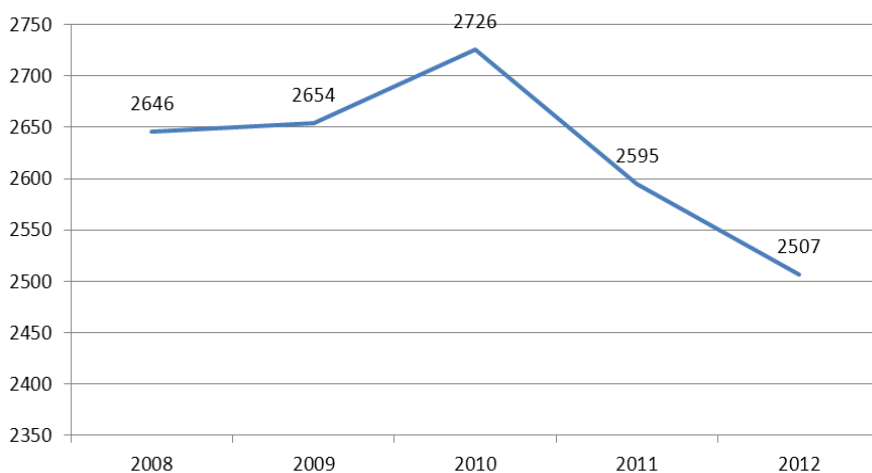
Status: Ongoing



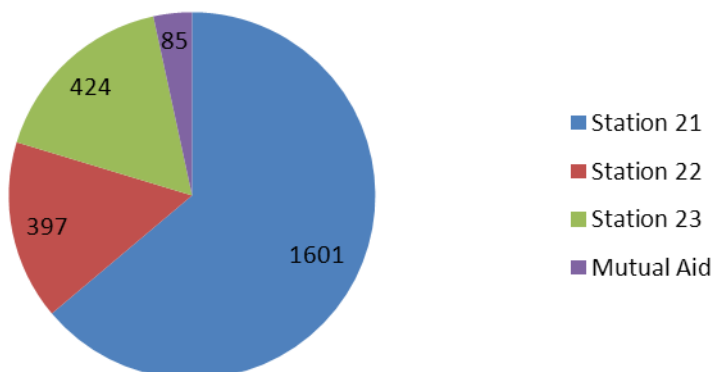


Emergency call volumes on Bainbridge Island have doubled over the past two decades rising from 1,330 emergency calls in 1990 to current levels today. The Fire Department continues to monitor short-term trends in call volume as is illustrated in five year overview from 2008-2012.

Emergency Call Volume 2008-2012



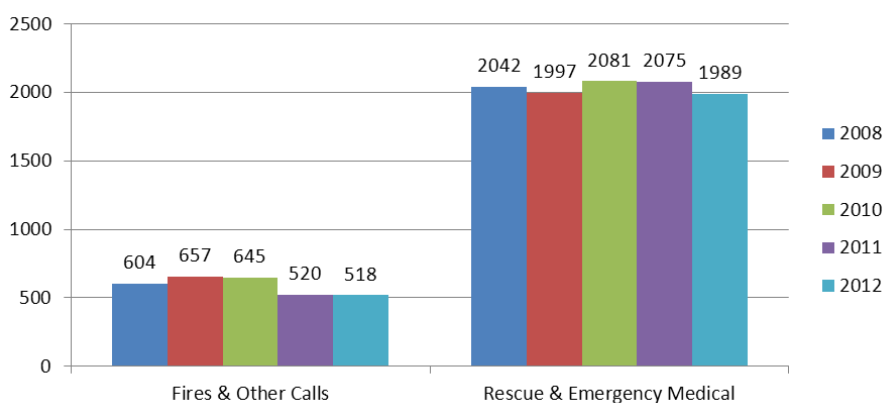
Emergency Service Zone Responses 2012



Call distribution has remained consistent over the past several years. Station 21, which covers the central part of the Island including Winslow, comprises almost two-thirds of the annual call volume. Stations 22 & 23, covering the south and north end regions of the Island, respectively, each cover the remaining one-third of the calls for service.

In general, calls for emergency medical service (EMS) comprise 75-80% of the annual call volume. This trend is expected to continue, with EMS calls being the majority of calls for service.

Call Volume by Type 2008-2012





Personnel

2010 Personnel 1 Strategic Priority: Develop a staffing model that would allow for a responding apparatus to have two or more people as frequently as possible. Create a staffing plan that addresses the strategic objectives with minimum impact to the budget and maximizes use of the volunteer corps and the Ambulance Association. Maintain the positive working relationship with BIAA, using the assumption that they will handle 95 percent of BLS transports. Improve the volunteer program through providing opportunities, recruiting, and retention.

The Department has achieved many of its goals since adopting the initial 2010-2019 Strategic Plan. In the initial plan, we identified personnel needs over the 2010-2019 period. This includes both emergency response and administrative members. These projected personnel increases would do the following:

- Improve service delivery Island-wide.
- Increase depth of command and reduce span of control to acceptable levels.
- Increase safety by ensuring that responding apparatus have a minimum of two personnel.
- Aid in meeting incremental response time goals over the Strategic Plan term.
- Provide additional administrative support.



The Department continues to consider each of these projected benefits and goals as priorities. However, we have experienced an unprecedented decrease in funding levels. This has limited our ability to implement all of the personnel additions in the timeframe originally intended. We completed planned personnel additions through 2011. Then, with declining revenue due to the decline in housing values, we recognized that with the current funding level, we could not add additional staff. Since we place a paramount importance on maintaining long-term sustainable staffing levels, we have temporarily delayed hiring beyond our current level of service until we could ask the voters for more funding.

Even with the financial downturn and hiring limitations, levels of service to the community have significantly improved as a result of the funding increases from the 2009 EMS levy. Since the adoption of the 2010-2019 Strategic Plan,

the Department hired personnel to staff Station 22. These members aid in meeting service level goals within that response area as well as Island-wide. Lieutenant positions were created to provide a supervisory-level position at Station 22. Also, we hired additional firefighter/EMTs to provide for the approved minimum staffing levels at Stations 21 and 22 — four and two, respectively. Moreover, we improved emergency medical responses with increased staffing. We hired a lateral firefighter/paramedic to fill a vacant position. In addition, a sixth paramedic completed training in 2011. There are now two firefighter/paramedics assigned to each shift. This allows for two paramedics on duty when at full staffing. Because of the extended transport times to Seattle and Bremerton, paramedic full-staffing days provide greater service delivery during concurrent emergency responses. At those times, a second ALS response unit is available to respond immediately without relying on mutual aid. Future paramedic staffing will be continually reviewed to ensure proper levels of service.





The Department instituted the volunteer extended standby program in the beginning of 2009. Our efforts to recruit and retain volunteer members have been bolstered by federal funding, which enabled us to see an increase in volunteer extended standby hours. This program allowed us to boost volunteer participation, give response credit to on-duty volunteers, and bolster the number of in-station responders. We also expanded volunteer recruitment to include members of other communities. These off-Island volunteers provide additional response personnel during their standby periods. This enhances the service levels available to the community. Since the beginning of 2010, volunteers have served over 28,000 hours of extended standby. Permitting off-Island residents to participate in the volunteer firefighter program has not only increased our extended standby hours, it has also allowed us to improve the diversity of the volunteer firefighter program. Bainbridge Island Fire Department was recognized at the 2011 Fire Rescue International Conference where we received the Tony Pini Award for diversity efforts in our volunteer program.



We have taken steps to improve retention and allow more flexibility for volunteers. We established two new groups in Operations (EMS-only and Tender-only), improved access to training, and started the Home Response Program, whereby volunteers can receive credit for being available to respond from home.



The expectations for volunteer members and the hiring of additional career staff have impacted the amount of time needed for training records management. The State mandates the auditing of training records for attendance and compliance with State regulations. However, with budget constraints, it will be necessary to meet this demand without increasing the administrative budget. We will review the administrative duties to identify efficiencies that will allow us to transfer resources to meet these needs.

The Department's volunteer resident program is a valuable resource that supplements staffing with volunteer firefighters in exchange for housing and utilities. The current program requires participants to work ten 12-hour shifts per month. However, we will investigate changing the requirement to a 24-hour shift cycle. This change would provide participants with the necessary opportunities for on-duty training to meet expectations and improve shift continuity.

The Department's current staffing model includes using the Bainbridge Island Ambulance Association for transporting patients. In 2013, the Board of Commissioners created a working group consisting of BIAA and Department members with the intent of updating the current contract to provide optimal service delivery to the Island.



Due to the economic downturn and decrease in revenues, additional funding is necessary to sustain current resources before staffing Station 23 and implementing other service-level improvements. The funding projection model shows that we may need to delay adding other positions detailed within the plan, including a Medical Services Officer, a Training Lieutenant, and a Public Education/Community Outreach position, to ensure sustainable service delivery levels. We retain these positions as identified goals within this section and should fill them as soon as financially feasible. Should any opportunities arise prior to additional voter-approved funding, we will work to implement additional portions of the Strategic Plan that have minimal fiscal impact, while allowing us to continue advancement of the Plan.



Personnel

2010 Personnel 1 Action Item

Action Item PI-1: Adopt recommendations and cost out the necessary funding required for implementation of personnel recommendations. Identify a funding stream to support implementation of personnel recommendations.

Status: In Process (See Status of Personnel Recommendations table on page 12.)

2013 Personnel 1 Action Items

Action Item PI-2: Determine additional funding priorities to allow for sustainability of current service levels as well as hiring personnel to staff Station 23, and other service-level improvements.

Status: In Process

Action Item PI-3: Review and enhance the volunteer resident program.

Status: In Process

Action Item PI-4: Review volunteer responder programs and seek ways to further enhance volunteer participation.

Status: Ongoing

Action Item PI-5: Continue to foster positive labor-management relations.

Status: Ongoing

Action Item PI-6: Continue to support the medical services provided by the Department, specifically ALS services, through continued support and utilization of the Medic One program for training and continuing education.

Status: Ongoing

Action Item PI-7: Continue to analyze and identify personnel needs within program areas to identify and resolve deficiencies where financially feasible.

Status: Ongoing

Action Item PI-8: Create detailed succession planning programs, including plans for applicable training programs, to ensure opportunities exist for internal advancement.

Status: Ongoing

Action Item PI-9: Review work programs for administrative positions and revise as needed.

Status: Ongoing

Action Item PI-10: Review the staffing projections and associated financial projections to determine when the delayed hiring of staff positions (Training Lt., MSO, etc.) can be filled without risking sustainability of then-current service levels.

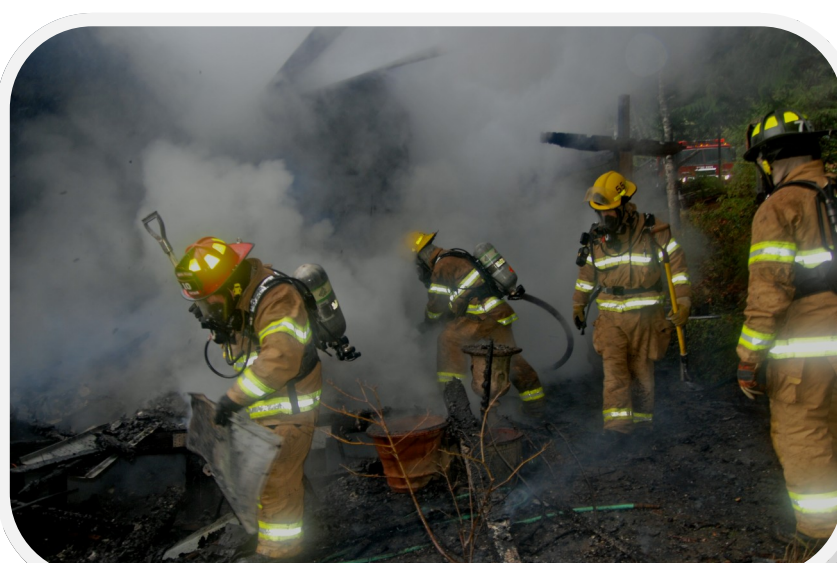
Status: In Process





Status of Personnel Recommendations

Staffing model with 2+ responders on apparatus	Accomplished
Maximize usage of volunteers and BIAA	Ongoing
Maintain BIAA relationship	Ongoing
Recruit and retain volunteers	Ongoing
Staff Station 22, hire 1 Firefighter/Paramedic - 2010	Accomplished
Hire Medical Service Officer - 2012	Awaiting Funding
Staff St. 23, hire St. 21 Lts., replace Capts. w/ Battalion Chiefs - 2013	Awaiting Funding
Assess firefighter/paramedic staffing	Ongoing
Assess administrative support for Training - fill as needed	Ongoing
Training Captain to Battalion Chief - 2012	Awaiting Funding
Lieutenant assigned to Training - 2013	Awaiting Funding
Assess administrative support for Fire Prevention - fill as needed	Ongoing
Assess the need for a Plan reviewer/Inspector	Accomplished
FIT member on each shift	Ongoing
Hire Public Information Officer -2013	Awaiting Funding
Review Administrative Division staffing structure	Ongoing
Consolidate Assistant Chief job descriptions	Accomplished
Analyze Administrative Division support needs	Ongoing





Facilities & Equipment

2010 Facilities & Equipment 1 Strategic Priority: Execute the apparatus replacement plan and identify emerging technologies to help the Department meet determined service levels.

In the past, the Department has completed a 20-year vehicle replacement schedule including estimated replacement costs. A more thorough replacement plan will be developed and updated annually to coincide with adoption of the upcoming years' budget.

2010 Facilities & Equipment 2 Strategic Priority: Extend the service life for Station 21 within its existing shell for 10 years. Perform a study to determine whether to rebuild, remodel, and/or relocate Station 22. Create a plan to maintain the facility so there is no decrease in the projected lifespan of Station 23.

The Fire Department has continued to work each year to make our stations as safe and functional as possible. Over the past few years, in addition to selling the old Day Road Station 23, we have:

- Installed a vehicle exhaust system at each station (90 percent grant funded) and completely replaced the HVAC system at Station 23 to improve energy efficiency.
- Improved ADA compliance at Station 21.
- Continued to extend building life spans through ongoing maintenance via our one-third-time facilities manager.

Despite these efforts, we must move forward on addressing critical areas of need—specifically, the lack of useable office space and sleeping quarters at Station 21 and possible seismic and septic issues at Station 22. The Subcommittee discussed several funding options, including funding the needed improvements through joint efforts with other public or private entities and utilizing alternative funding mechanisms. While we have identified some of our general needs, it is clear to the Strategic Planning Facilities Subcommittee that we must include outside resources to clearly define our needs. The Subcommittee therefore recommends that in 2013, a formal facility assessment be conducted and a facilities plan be developed that includes the short- and long-term needs of each of our facilities and cost estimates to meet those needs.





2010 Facilities & Equipment 2 Action Items

Action Item FE2-1: Authorize surplus and sale of Old Station 23 on Day Road. Proceeds of the sale should be reserved for planning and execution of proposed improvements for Stations 22 and 23.

Status: Accomplished

Action Item FE2-2: Authorize planning efforts with an architectural firm to begin conceptual design and costing for rebuilding Station 22. Determine funding mechanism.

Status: Accomplished

Action Item FE2-3: Authorize planning efforts with an architectural firm to review existing Station 23 improvement plans and costing for the project. Determine funding mechanism based on cost estimates.

Status: In Process

Action Item FE2-4: Begin discussions to include facility maintenance needs in short- and long-range financial planning. The Planning Group recommends that the Board of Commissioners create a plan for allocating expense funds to the Capital Fund for facility maintenance needs.

Status: In Process



2013 Facilities & Equipment 2 Action Items

Action Item FE2-5: The Department will hire an outside agency to create a capital facilities plan that identifies the long-term needs of each of our facilities and associated cost estimates.

Status: In Process

Action Item FE2-6: The Department will investigate the potential of a shared facility with the Bainbridge Island Police Department at the existing Station 21 location. The potential "Public Safety Building" will be evaluated as part of the capital facilities plan.

Status: In Process



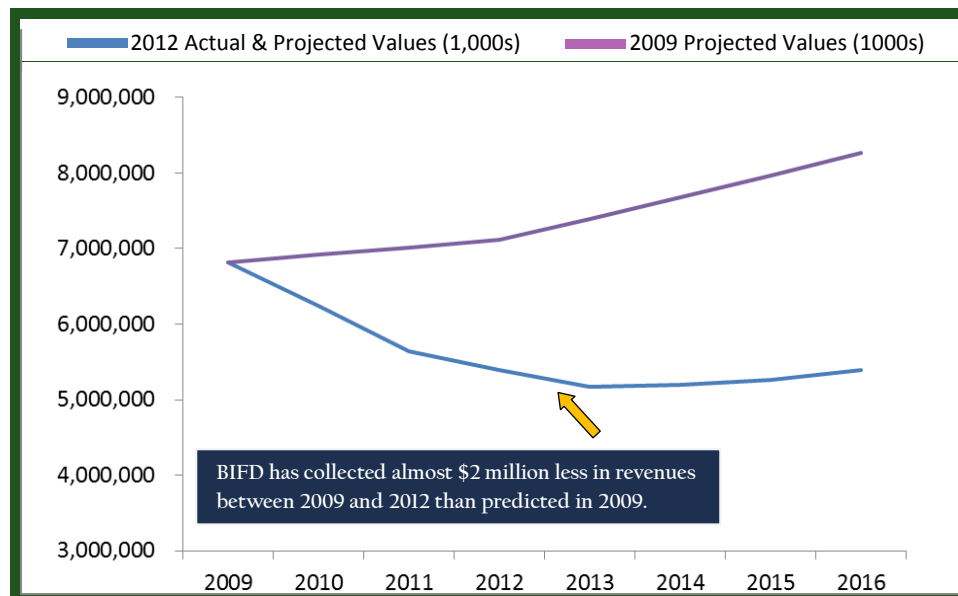


Funding Streams

2010 Funding Streams I Strategic Priority: Review funding options and make recommendations based on funding

In 2009, the Department recognized the benefit of using both general and emergency medical services (EMS) levies to fund emergency response operations. In addition, we determined that our best means for financing facility construction funding would be through voted-bonds. We based our plans in 2009 on historical trends regarding expenses and revenues. At that time, we were optimistic that our revenue streams would continue to grow along with assessed values on Bainbridge Island. Instead, Bainbridge Island has had a dramatic reduction in assessed values since 2009. This caused a significant decrease in our planned revenues. In fact, since the downturn in 2009, our actual revenues were almost \$2 million less than our projected revenues. Predicting future revenue streams continues to be a challenge. However, the Puget Sound area is starting to see growth in assessed values.

Assessed Values Projections



In 2009, the Board of Commissioners determined that the Department would submit an operational funding request to the voters every five years (2009, 2014, 2019, etc.). However, in 2013, the Board agreed to be more flexible regarding this practice of requesting voter supported funding at 5-year intervals. Any and all future funding strategies should support sustainability and/or be designed to make incremental increases to staffing in accordance with the goals of the original Strategic Plan. In addition, as discussed in the Facilities & Equipment section, the Department will hire an outside agency to conduct a formal needs assessment and create a capital facilities plan that identifies the long-term needs of each of our facilities and the associated capital estimates. Subsequently, the Department will ask the public for funding by 2017 for capital improvements. With the current level of economic uncertainties, the Strategic Planning Committee based its recommendations on the following considerations:

- Maintaining current service levels is a priority. Potential funding options must, at a minimum, sustain current operational service levels, including personnel and equipment.
- Any significant increase in expenses, as with the addition of personnel, should be aligned with conservative revenue projections to ensure that service levels are not at risk due to a reduction in funding.



Incrementally hiring personnel as funding is approved will ensure sustainability of current service levels through the next subsequent voter-approved revenue increase. Increases in career responder staffing levels, volunteer stand-by hours, and resident program participation will all be necessary to meet incremental service improvement goals identified in the original Strategic Plan.

2010 Funding Streams 1 Action Items

Action Item FSI-1: Following Board approval of the Strategic Plan, finalize the amount necessary to provide adequate general operations funding for a minimum of four years.

Status: Accomplished

Action Item FSI-2: Begin meeting with community groups to communicate the necessity of an EMS levy.

Status: Accomplished

Action Item FSI-3: Continue quarterly education mailings and begin communicating upcoming funding measures.

Status: Deleted

Action Item FSI-4: Request the assistance of Local 4034 and the Bainbridge Island Volunteer Firefighters Association for community education efforts.

Status: Ongoing

Action Item FSI-5: Finalize the Station 22 facility plan and begin the permitting process. Finalize the capital improvement costs projected for Stations 21 and 23 and begin any applicable permitting processes.

Status: Awaiting Funding

2013 Funding Streams 1 Action Items

Action Item FSI-6: Upon Board direction, the Department will prepare for a levy increase in 2014.

Status: In Process

Action Item FSI-7: Create a working group in 2014 to explore and assess alternative funding for capital improvement projects.

Status: In Process

Action Item FSI-8: The Board of Commissioners should adopt a long-term philosophy, in writing, for capital acquisitions and related funding. Detail the use of voted-bond funding for facility construction and an apparatus replacement fund for projected apparatus needs.

Status: In Process





Training & Safety

2010 Training & Safety 1 Strategic Priority: Evaluate training SOGs against current industry standards and revise SOGs as necessary to ensure compliance. Create a periodic review

Since the adoption of the Strategic Plan, training SOGs have been updated as needed to support changes in operational program goals and expectation levels. A major revision to WAC 296-305 has been adopted by the State with a mandatory implementation date of January 1, 2014. This has created the catalyst to move forward with a comprehensive SOG revision project and will result in the review and update of all guidelines through a systematic approach as set forth by the Fire Chief.



2010 Training & Safety 1 Action Items

Action Item TSI-1: Audit and revise as needed each of the relevant technical rescue policies and SOGs.

Status: In Process

Action Item TSI-2: Update SOGs known to be non-compliant with the current edition of WAC 296-305.

Status: Deleted (*See Action Item TSI-3*)

Action Item TSI-3: Upon promulgation, audit and revise as needed each of the Department's training policies and SOGs with the updated WAC 296-305 safety standards.

Status: In Process

Action Item TSI-4: Adopt IFSAC Firefighter I as the minimum level of training required for all members qualified as interior structural firefighters and incorporate into applicable SOGs.

Status: In Process

Action Item TSI-5: Develop and adopt a plan for training all incumbent interior structural firefighters to the NFPA Firefighter I level. The plan should utilize the historical process in place with the Washington State Fire Marshal's Office, where possible.

Status: Accomplished

Action Item TSI-6: Train all new interior structural firefighters to the IFSAC Firefighter I certification level.

Status: Accomplished

Action Item TSI-7: Evaluate the cost/benefit of meeting the minimum training requirements established by the WSRB.

Status: Ongoing

Action Item TSI-8: Establish a periodic review process that systematically audits training policies and SOGs against the applicable industry standards.

Status: Accomplished





2010 Training & Safety 2 Strategic Priority: Meet WAC training requirements for all personnel.

The focus of this Strategic Priority was ensuring that training programs met State standards but were also structured with enough flexibility to meet the diverse needs of the membership. As a result of the action items, the Department has implemented a competency-based training model and has implemented web-based training and records access for the membership. A three-year live fire training plan has been created and will be implemented in 2013. This plan will allow us to meet the new live fire training requirement in the updated WAC.



2010 Training & Safety 2 Action Items

Action Item TS2-1: Finalize an implementation plan for creating the Operations Division groups.

Status: Accomplished

Action Item TS2-2: Perform training compliance audit by 1/15/2010.

Status: Accomplished

Action Item TS2-3: Implement competency-based training delivery model by 12/31/2009.

Status: Accomplished

Action Item TS2-4: Provide administrative support to assist with implementation of the computer-based delivery system.

Status: Ongoing

Action Item TS2-5: Perform first performance drill by end of first quarter 2010 for all members.

Status: Accomplished

Action Item TS2-6: Evaluate reporting structure of volunteers and the Training Division's role regarding compliance and delivery by 10/1/2009.

Status: Accomplished

Action Item TS2-7: Implement changes of the Training Division evaluation by 12/31/2009.

Status: Accomplished

2013 Training & Safety 2 Action Items

Action Item TS2-8: Provide bi-annual training requirement compliance reports to the Board of Commissioners.

Status: Begin in 2014



Training & Safety

2010 Training & Safety 3 Strategic Priority: Meet WAC safety requirements for all personnel. Maintain thereafter and incorporate standards/guidelines in NFPA 1500 as applicable. Continue to foster a culture of safety.

The main focus of this Strategic Priority involves updates to safety programs and guidelines consistent with the planned update to WAC 296-305. SOGs have been prioritized and are in the process of being reviewed and updated to adhere to best practices consistent with the updated WAC and current NFPA standards.

Over the past two years, significant steps have been taken to improve the culture of safety at the Department. Safety representatives have been appointed to each shift, and safety meetings occur monthly. Additionally a monthly safety drill component is conducted as part of a Department-wide exercise for all responders. A \$100,000 grant was secured that allowed for vehicle exhaust systems to be installed at all three stations, creating a safer working environment for members and the public.



2010 Training & Safety 3 Action Items

Action Item TS3-1: Audit, and revise as needed, each of the relevant safety programs to ensure they are effectively implemented and adhered to.

Status: Accomplished

Action Item TS3-2: Evaluate the Department's degree of supervisory accountability to ensure it effectively meets expectations.

Status: Ongoing

Action Item TS3-3: Update any SOGs known to be non-compliant with the current edition of WAC 296-305.

Status: In Process

Action Item TS3-4: Upon adoption and distribution, audit and revise as needed each of the Department's workplace safety program policies and SOGs against the updated WAC 296-305 safety standards.

Status: In Process

Action Item TS3-5: Upon promulgation, audit and revise as needed each of the Department's operational policies and SOGs against the updated WAC 296-305 safety standards.

Status: In Process

Action Item TS3-6: Develop and adopt an implementation plan for complying with any WAC 296-305 requirements the Department is unable to comply with immediately.

Status: In Process

Action Item TS3-7: Establish a periodic review process that systematically audits workplace safety policies and SOGs against the applicable industry standards.

Status: In Process



2010 Training & Safety 4 Strategic Priority: Develop and implement an officer development program.

The Department has made improvements to its officer development program. One of the accomplishments has been the development of the Tri-North Officers Group. This group is composed of North Kitsap Fire & Rescue, the Poulsbo Fire Department, and the Bainbridge Island Fire Department fire officers. Its purpose is to improve the working relationships among the departments and provide quality outside training that a single department would not otherwise be able to provide. The BIFD officers have also completed a required three-day Hazmat ICS course. Even with these accomplishments, the challenge for the officers to keep up with ever-increasing responsibilities is great. Development of a specific training plan for the chief officers is expected in 2013.

2010 Training & Safety 4 Action Items

Action Item TS4-1: Continue to conduct quarterly officer meeting/development sessions with mandatory attendance to provide ongoing training related to fire department operations. The Department continues to hold monthly officer meetings for all officers, which include officer training.

Status: Ongoing

Action Item TS4-2: Audit and revise as needed each of the existing fire officer job descriptions to ensure their prescribed duties, responsibilities, and eligibility requirements accurately reflect the Department's expectations and relevant standards.

Status: Ongoing

Action Item TS4-3: Where absent, create job descriptions for existing positions as well as for future positions forecasted in the Department's long-range Strategic Plan.

Status: Deleted

Action Item TS4-4: Audit and revise as needed the eligibility requirements for qualification as an acting Captain.

Status: Accomplished

Action Item TS4-5: Develop, adopt, and implement an acting Captain task book so that firefighters are provided with a roadmap for attaining qualifications as an acting Captain.

Status: Deleted

Action Item TS4-6: Develop, adopt, and implement a process to objectively validate the attainment of acting Captain eligibility requirements.

Status: Accomplished

Action Item TS4-7: Audit members to determine and document what IFSAC certification they have obtained.

Status: Accomplished

Action Item TS4-8: For those members who seek fire officer advancement, develop individualized plans for obtaining prerequisite IFSAC certifications such as Firefighter I and Firefighter II.

Status: Ongoing

Action Item TS4-9: Develop and adopt the eligibility requirements for qualification as a Company Officer (Lieutenant).

Status: Accomplished

Action Item TS4-10: Develop, adopt, and implement a Company Officer task book so that firefighters are provided with a roadmap for attaining Company Officer qualifications.

Status: Deleted

Action Item TS4-11: Develop, adopt, and implement a process to objectively validate the attainment of Company Officer eligibility requirements.

Status: Accomplished



Training & Safety

2010 Training & Safety 4 Action Items (continued)

Action Item TS4-12: Develop and adopt the eligibility requirements for qualification as a Chief Officer.

Status: Accomplished

Action Item TS4-13: Develop, adopt, and implement a Chief Officer task book so that Company Officers are provided with a roadmap for attaining Chief Officer qualifications.

Status: Deleted

Action Item TS4-14: Develop, adopt, and implement a process to objectively validate the attainment of Chief Officer eligibility requirements.

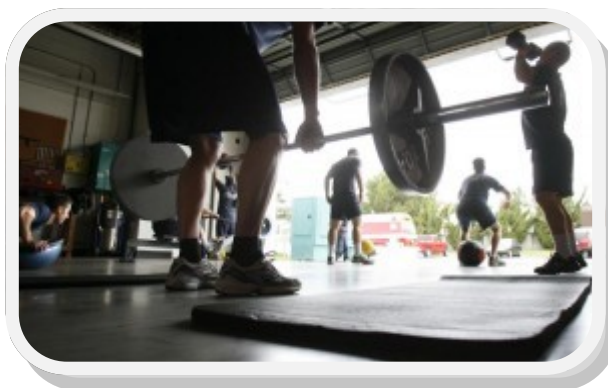
Status: Accomplished

Action Item TS4-15: Develop, adopt, and implement a program to support fire officer succession planning.

Status: Ongoing

2013 Training & Safety 5 Strategic Priority: Support firefighter health and wellness through programs aimed at physical, mental, and emotional health.

Proactive health and wellness programs promote the improved physical, mental, and emotional health of firefighters. Statistics have shown that such programs may significantly aid in lowering employers' health care costs, overtime costs, and any potential costs associated with on-the-job injuries and/or disabilities. For the employer, absenteeism, sick leave, and short-and-long term disability costs are significant and place potential strain on the Department's operational abilities. Health and wellness programs focus on educating the employees on improving their health and avoiding injuries and illness through physical activity, proper nutrition, and mental and emotional health outlets.



2013 Training & Safety 5 Action Items

Action Item TS5-1: Adopt a health and wellness program for personnel that includes:

- Physical fitness training programs and equipment
- Ongoing medical and wellness evaluations
- Back-to-work guidelines and procedures
- Related P&Ps
- Budgetary support
- Continued post critical incident support programs

Status: In Process

Action Item TS5-2: Continue development and support of new on-shift Peer Fitness Trainers for all members.

Status: Ongoing



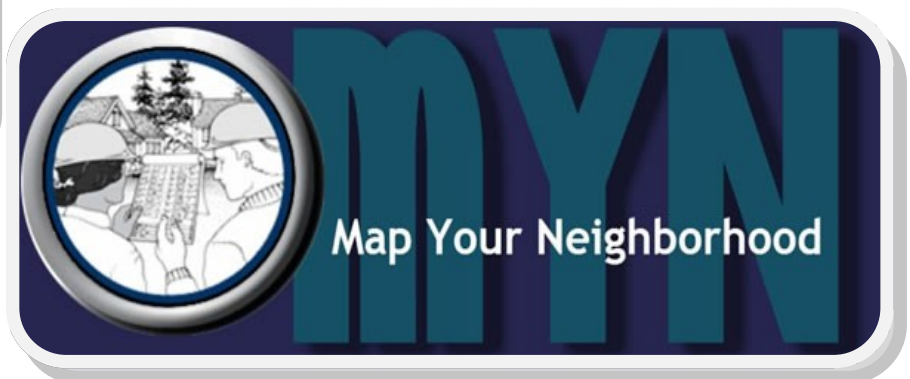
This section has been significantly modified. It now includes items historically considered as “Pub Ed” such as school programs and CPR classes, as well as the Department’s partnership with the City Of Bainbridge Island in emergency preparedness. In addition it includes the fire prevention programs established by the Fire Marshal’s Office as well as public communication utilizing social media. Due to significant modifications to this section, all Prevention & Preparedness priorities have been identified as 2013 Strategic Priorities.

2013 Prevention & Preparedness 1 Strategic Priority: Enhance community emergency preparedness. The Department will work with the City of Bainbridge Island and other community groups to improve the level of community awareness and preparation for natural and man-made disasters.¹

The Department is currently under contract with the City of Bainbridge Island until 2015 to provide emergency preparedness training and Emergency Operations Center (EOC) enhancements. We will seek to renew this contract in 2015 and expand the scope of work to improve emergency preparedness Island-wide. To further this priority, we provide ongoing EOC training to City of Bainbridge Island staff. We also have sought mutually beneficial opportunities to improve disaster response capabilities. In addition, we relocated the EOC from the City of Bainbridge Island’s City Hall to Fire Station 21.

We have been providing, and will continue to provide, oversight and local guidance for the Map Your Neighborhood program (MYN). The MYN is a State-wide disaster preparedness program that empowers neighborhoods to prepare for emergencies and disaster situations. The program helps save lives, reduces the severity of injuries and trauma, and reduces property damage. In addition, working together as a team and contributing as an individual develops stronger communities and improves the quality of life on Bainbridge Island.

We have also participated in the Kitsap County Community Emergency Response Team (CERT) Program. These CERTs are formed by members of a neighborhood or workplace who want to be better prepared for the hazards that threaten their communities. Initially, CERT programs were developed to assist communities in taking care of themselves in the aftermath of a major disaster when first responders are overwhelmed or unable to respond because of communication or transportation difficulties. As the CERT concept has taken hold across the country, however, CERTs have become much more than originally envisioned. CERTs have proven themselves an active and vital part of their communities’ preparedness and response capabilities. For example, CERTs have been used in other areas to assist with evacuations and traffic control and promote community awareness of potential hazards and preparedness measures.



¹Formerly: Work to create an Island-wide Community Emergency Resource Teams (CERT) network. The plan should detail rate of CERTs to be created annually. Align the plan with COBI, and ensure plan is relevant to the level of projected effectiveness.



Prevention & Preparedness

2013 Prevention & Preparedness 1 Action Items

Action Item PPI-1: Continue to seek mutually beneficial opportunities to improve disaster response capabilities.
Status: Ongoing

Action Item PPI-2: Continue to provide oversight and guidance for the Map Your Neighborhood program.
Status: Ongoing

Action Item PPI-3: Continue to participate in the Kitsap County CERT Program.
Status: Ongoing

2013 Prevention & Preparedness 2 Strategic Priority: Develop and deliver fire and life safety programs that enhance community awareness and safety.²

The Department will continue to provide fire and life safety education to the public as part of an expanded prevention and preparedness program. We will explore new delivery methods and programs to keep abreast of trends in education and to address emerging needs of the community. We will also investigate alternative funding streams to help offset increased spending. These include grants and community involvement as well as cost reimbursement for selected programs.

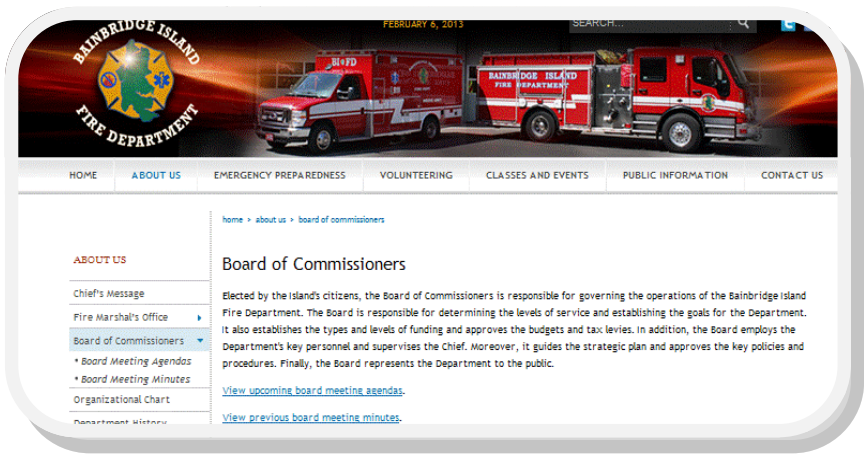
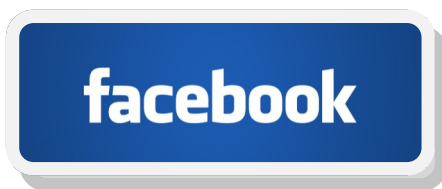
2013 Prevention & Preparedness 2 Action Item

Action Item PP2-1: Continue efforts to foster improved community relations through public outreach programs and events, and life safety education.
Status: Ongoing

2013 Prevention & Preparedness 3 Strategic Priority: Establish communication paths to disseminate Department information using available media tools.³

The Department will establish mass communication tools using current technology to communicate with the citizens. Additionally, we will seek out public/private partnerships that will enhance our ability to deliver our message to the community. Examples of this include relationships with Rotary, Sustainable Bainbridge, and other community-based organizations.

Our website has been redesigned to include approved Board of Commissioner meeting minutes, annual budgets, and other information. We have also created social media accounts to communicate up-to-date news information as well as upcoming events and programs.



²Formerly: Using Department members, specifically special service volunteers, to promote an environment that is focused on community education and involvement by interested members.

³Formerly: Establish a routine of media communications with the public.



2013 Prevention & Preparedness 3 Action Items

Action Item PP3-1: Investigate current methods of public communications that have replaced or added more value than the traditional print media, including social media such as Facebook and Twitter and other emerging technology.

Status: Ongoing

Action Item PP3-2: Utilize our website to post meeting minutes and community events as staffing allows.

Status: Ongoing

Action Item PP3-3: Investigate the use of existing private businesses, such as Sustainable Bainbridge, Rotary, and Bainbridge Island Radio, as alternative means of delivering information to the public.

Status: Ongoing

2013 Prevention & Preparedness 4 Strategic Priority: Review and rewrite Mission Statement for the Department.

The Department has completed this priority. Upon adoption of the Strategic Plan, the Board also adopted a new Mission Statement, as recommended. The Mission Statement for the Department is:

Safeguarding lives, property, and the environment through prevention, education, and emergency response.

2013 Prevention & Preparedness 5 Strategic Priority: Increase life safety and reduce property loss through the application and administration of codes and standards for the design and construction of buildings.

The Department works with the community and the City of Bainbridge Island to promote life safety and reduced property loss through the administration of the International Fire Code. Through the Fire Marshal's Office, we will advocate for the increased use of residential and commercial fire sprinklers in new and existing buildings. We will work with the City's Planning Department to adopt ordinances designed to protect homes in the wildland/urban interface and to educate the citizens to help them create defensible areas around their homes. Additionally, using company-level inspections to augment the work of the Inspector will allow a greater presence in the business community. These inspections will increase awareness and education for the responders as well as reduce the threat of property loss for the business owner.

2013 Prevention & Preparedness 5 Action Items

Action Item PP5-1: Work with the City of Bainbridge Island to adopt the latest editions of the International Fire Code.

Status: Ongoing

Action Item PP5-2: Participate in the design and implementation of COBI's Consolidated Tree Ordinance.

Status: Ongoing

2013 Prevention & Preparedness 6 Strategic Priority: Advocate for improved fire and life safety guidelines by the City of Bainbridge Island. (Moved from Service Levels.)

The Department continues to participate in the code review and adoption process. In 2009, the Department assisted City Council and city staff with research and development of a new and more restrictive citywide fireworks ordinance. The next State-wide code adoption process began in 2012 with an anticipated adoption in mid-2013. The Department will update the fire code provisions in the Bainbridge Island Municipal Code in conjunction with the State-wide adoption process in 2013.

2013 Prevention & Preparedness 6 Action Item

Action Item PP6-1: Continue to advocate for improved fire and life safety guidelines by the City of Bainbridge Island.

Status: Ongoing



Washington Surveying & Rating Bureau

2013 Washington Surveying & Rating Bureau I Strategic Priority: Prepare for a rerate in 2014 and improve rating from a 6 to a 5. Maintain or improve rating beyond 2014.

In 2007, the Department underwent a review by the WSRB that resulted in an improved insurance rating of 6. Using this information, the Department highlighted areas of improvement and began to address them. The following items have been completed or improved since the last reclassification rating in 2007:

- Added company-level officers to each shift.
- Achieved full-time staffing of Station 22.
- Provided additional paid staffing.
- Made improvements to Island water distribution.
- Improved the career and volunteer program training and expectations.

Pursuing the following programs and objectives will assist in improving a future WSRB rating:

- Full-time staffing of Station 23.
- Increased staffing for engines.
- Continued “in-station” volunteer standby hours.
- Increased fire inspections and pre-fire plans.
- Training program improvements including documentation and officer training.
- Improvements to municipal water supplies.

2013 Washington State Rating Bureau I Action Items

Action Item W1-1: Review the four WSRB grading sections and identify those areas where improvements can be made.
Status: Begin in 2015

Action Item W1-2: Continue to support funding for the fire hydrant inspection and mapping programs.
Status: Ongoing

Action Item W1-3: Continue to support other programs and staffing recommendations aimed at improving the WSRB rating.
Status: Ongoing





2013 Interagency Cooperation I Strategic Priority: Remain neutral and aware regarding consolidation. Continue to pursue resource sharing and efficiency opportunities.

2013 Interagency Cooperation I Action Item

Action Item ICI-1 : The Department will continue to actively seek opportunities to enter into agreements where shared resources or joint purchasing will reduce expenses.

Status: Ongoing

The Department continues to remain neutral and aware in regards to consolidation. In August 2011, a report was developed to look at the feasibility of a merger of the Poulsbo Fire Department and North Kitsap Fire and Rescue. The Bainbridge Island Fire Department was not evaluated and thus was not an active participant in the feasibility study.

In 2012, after careful review of the report, Poulsbo Fire and North Kitsap Fire and Rescue decided against a merger of the two agencies. The financial opportunities anticipated by a merger could not be realized at that time, and the two agencies decided to remain separate.

The Department has aggressively sought opportunities with neighboring fire districts and other agencies where financial savings and efficiencies can be realized without a merger commitment or discussion. As a result of these efforts, a number of significant processes/programs have been implemented, including the following:

Tri-District* Commissioner Meetings: The fire district elected officials meet bimonthly to discuss possible efficiencies and to support the concept of mutual cooperation among the three fire districts.

Interagency Cooperation: The Department will continue to participate in the City's Intergovernmental Working Group (IGWG). The IGWG is comprised of the Island's taxing districts and is intended to investigate creative ways of sharing resources and thereby providing potential cost savings to the taxpayers.

Equipment: High-cost, low-use equipment, such as respiratory mask testing equipment, is shared by the three fire districts.

Promotional Testing: Jointly hosted promotional testing reduces the costs associated with facility rental and evaluators. Since 2010, a shared promotional test for Lieutenant has been conducted.

Facilities Maintenance: In 2011, a contract was agreed upon to share the cost of a full-time facilities maintenance employee.

Quarterly Training: The districts train together quarterly, reducing training costs while building stronger mutual aid efficiencies.

Fire Investigation: The Department and the Bainbridge Island Police Department continue to train and respond jointly for fire investigations, thus reducing the monetary burden of having one district financially responsible.





STATION LOCATIONS

Fire Station 21 - Headquarters

8895 Madison Avenue, NE
Bainbridge Island, WA 98110
(206) 842-7686

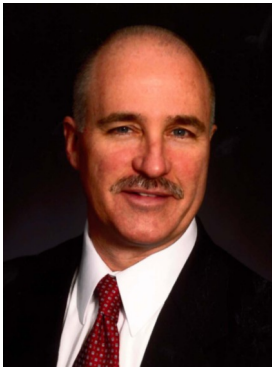
Fire Station 22

7934 NE Bucklin Hill Road
Bainbridge Island, WA 98110
(206) 842-7686

Fire Station 23

12985 Phelps Road
Bainbridge Island, WA 98110
(206) 842-7686

COMMISSIONERS



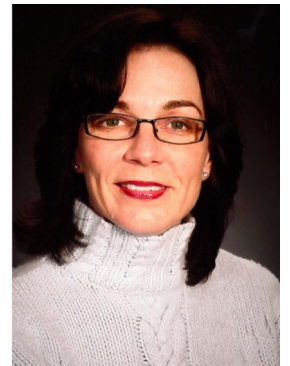
Scott Isenman
Position 1

Paul Bang-Knudsen
Position 2



Dan Morrow
Position 3
Chair

Maureen Halligan
Position 4



Tim Carey
Position 5



We appreciate the opportunity to share this Strategic Plan Update with you. If you have any questions about this document or about Bainbridge Island Fire Department, please contact us at (206) 842-7686 or visit our website at: www.bifd.org



KITSAP COUNTY SEWER DISTRICT #7 CAPITAL IMPROVEMENT PROJECT PLAN

2013

District History

Kitsap County Sewer District #7 (KCSD#7) comprises the site of the former Fort Ward/Bainbridge Island Naval Listening Station. The federal government surplused the former base in the late 1950's, transferred some of the land to Washington State for use as a park, and sold the rest to private developers. Most of the property couldn't pass percolation tests and therefore could not support septic systems, but the old military system was still in existence, so the developers formed a sewer district under state law so they could legally subdivide and sell the land as residential building lots. Between 1960 and 1963, 272 lots were approved in the five Fort Ward Plats. KCSD #7, which was turned over to local citizens in the 1960s, was responsible for operation and maintenance of the existing sewer system, which consisted of clay pipes that drained untreated sewage into Rich Passage.

In 1985, the Washington State Department of Ecology approved a two-tiered plan that allowed KCSD#7 to temporarily treat sewage at primary treatment levels while planning for a secondary treatment plant. Primary treatment system involved several community septic tanks to capture solids. Wastewater was still discharged into Rich Passage.

The district secured \$1.3 million in grants and \$1.7 million in Centennial Clean Water Fund loans to build a secondary treatment plant, which was completed in 1995, on time and on budget. In order to be as environmentally friendly as possible, the plant uses ultraviolet light, instead of chlorine, as the final treatment step. Existing vacant lots were assessed for their share to be paid off over 20 years.

A private contractor – who also runs other small plants in Kitsap and Jefferson Counties – runs day-to-day operations.

In 2004, the district adopted a new Comprehensive Plan & Engineering Report to upgrade the existing plant to both increase capacity and provide for a backup aeration basin. Funding for the upgrade came from a combination of Connection Fees paid by the City as part of the Interlocal Agreement and a loan from the Public Works Trust Fund.

Today, approximately 250 properties within the district boundaries are connected to the KCSD#7 plant. In addition, through an Interlocal Agreement with the City of Bainbridge Island, the district provides treatment for approximately 250 properties outside district boundaries.

In 2012, the district was shortlisted for a Public Works Trust Fund (PWTF) loan to build a backup concrete sludge tank. However, the 2013 State Legislature defunded the PWTF, so the district is currently researching funding alternatives.

2013-2018 Kitsap County Sewer District No. 7 Capital Improvement Project Plan (as amended October 2013).		2013	2014	2015	2016	2017	2018	6-yr. Total
Projects:	Priority							
Concrete Digester (1)	High	120,000	370,000	-	-	-	-	490,000
Yard Paving	Low	-	20,000	120,000	-	-	-	140,000
Water System	Medium	-	70,000	-	-	-	-	70,000
District Office	Low	-	-	-	-	100,000	-	100,000
Total Project		120,000	460,000	120,000	-	-	-	800,000
Funding Sources (2):								
LID Accounts		0	0	0	0	0	0	0
Connection Charges		0		0	0	0	0	
All Other Sources		120,000	460,000	120,000	-	100,000	-	800,000
Total Funding		120,000	460,000	120,000	-	100,000	-	800,000
(1) This 2012-2014 Capital Improvement Project list was developed because of a sudden hole in a digester, and the resulting release of sludge onto the plant site and adjacent property. The district has concluded that neither of the District's two steel digester tanks are as reliable as other plant components. The District needs to build at least one concrete tank to replace the failed tank.								
(2) The Washington State Legislature defunded the Public Works Trust Fund in 2013; the Concrete Digester, for example, was shortlisted for a PWTF loan but now the project is on hold pending other funding.								

Capacity Analysis

There have been two major changes in the source and storage facilities on the North Bainbridge Water System since the last WSP. First is the addition of Reservoir #5 at the main tank farm on Madison Avenue; and second is the addition of Well #10.

Another change from the last analysis done in 1999 is the method of the analysis. The previous analysis was done prior to the Design Manual and used the "sizing guidelines" method.

The Madison Avenue Tank Farm, and the 383 overflow (OF) elevation, was established in 1948. It is based upon a service pressure of 20 psi. At the current time, there are two booster stations that provide more than 30 psi to most of the high elevation homes and a handful of home that utilize individual booster pumps. The storage spreadsheet shows no usable storage that can provide 30 psi, however because this pressure zone was established prior to the 30 psi standard, this is acceptable. KPUD is working toward expanding the boosted zone to eventually bring 30 psi to all of their customers.

The system's capacity has been analyzed looking at the current 2010 capacity, as well as the projected capacity in 2016 and 2030. See the spreadsheet printouts included in Appendix A. These spreadsheets are a snapshot of the system capacity today. The actual Excel spreadsheet is designed to be a living document that can be updated at any time by the KPUD staff. If water demands change or source capacities change the impact on the system can be analyzed within minutes.

In the current configuration, there are 1741 connections with enough active sources to serve 2500 or more if the ESB sources are brought on line. There is enough storage (with the active current sources) to serve 2655 connections. Looking forward to 2030, we anticipate 2219 connections, so capacity is not an issue at this time.

Capital Improvement Projects - Six Year Planning Period

Proposed CIP (Capital Improvement Projects) for the North Bainbridge system include:

2011 - Kitsap PUD is working with the Bainbridge Island School District to install new water main to provide 1500 gpm fireflow to Wilkes Elementary School. Work will be done in the summer and fall of 2011 and is primarily funded by the School District, so it is not included in the budget spreadsheet.

2012 – Extension of the boosted zone east on Winthers Road. This will bring a low pressure area up to current 30 psi standard.

2014 – Replacement of the 4" AC in Valley Road with 8" Ductile Iron Pipe. This will increase fire flow to the Rolling Bay area.

2015 – Addition of a 2" transmission main from well #6 to well #3. This will allow the well #6 water to be treated at the new treatment facility.

More information on these projects, including the projected cost, is included in Part A of this document and in spreadsheet format, under WSP Capital Improvements.

Capital Improvement Projects - Future Projects

Kitsap PUD is working to extend the coverage of the Madison Boosted Zone, to eventually include all lots above the 305 elevation. This will make 380,000 gallons of their total storage available at 30 psi to all of their customers.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Stormwater Program Analysis Update	Date: November 6, 2013
Agenda Item: Staff Intensive	Bill No. AB 13-153
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Department/Fund: N/A		
Expenditure Req: N/A	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:

Update City Council on the status of the Stormwater Program Analysis goal.

Background:

With the hiring of the new Public Works Director Barry Loveless beginning December 2, 2013, Interim Public Works Director John's Cunningham's appointment is coming to a close.

Prior to John's departure, he would like to update the City Council on the Stormwater Program Analysis being one of the items on the current work plan which is incomplete. The primary reason this item was not started is due to the current workload delivering the 2013 capital improvements construction projects along with managing current professional service contracts such as the General Sewer Plan Update and day-to-day activities.

See attached memorandum dated October 31, 2013 offering future considerations for the program analysis effort.

RECOMMENDED ACTION

Informational Only.

City of Bainbridge Island PUBLIC WORKS DEPARTMENT



MEMORANDUM

TO: Doug Schulze, City Manager
City Council

FROM: John Cunningham, P.E.
Interim Public Works Director

DATE: October 31, 2013

RE: SSWM Program Review Status

As my appointment as Interim Public Works Director here at the City of Bainbridge Island begins to come to an end, one of the items you had specifically asked me to work on remains uncompleted and in reality, really not very far along. This is the review of the City's Storm and Surface Water Management Program.

I had really hoped to be able to at least get this SSWM review started while I was here. Unfortunately, while I have gathered quite a bit of information related to completion of this review, in addition to the day to day activities associated with managing the City's Public Works Department, there have been a number of other high profile, important issues that made it difficult for me to get to the SSWM review. These items included, but are not limited to the following:

- Ongoing Water Utility discussions occupied time when I arrived
- My arrival required some transition time
- Rockaway Beach Road and Eagle Harbor Beach Mains required significant time and resources
- The General Sewer Plan Update process emerged as a time-sensitive and time consuming issue
- Discussion about cost allocation emerged as a Council priority
- Traffic Study Requirement revisions emerged as a work topic
- Traffic Impact Fees emerged as a work item
- Waterfront Park Master Plan unexpectedly required my involvement

Despite the fact that in 2013 we have not been able to begin the SSWM Program review, I know this item remains a high priority item on the City's workplan. There is a lot of community and Council interest in completing this high priority goal. The need and the desire to complete this review remains. In my opinion, this review should include, but not necessarily be limited to, the following items:

- Review of current Water Resources program content and level of service
- Review of the SSWM program content and level of service (the SSWM program is an element of the City's broader Water Resources program)
- Review of the new NPDES permit: what activities are required of the City, what activities are discretionary, what impacts are expected due to the new permit and what gaps exist in current

City programs that need to be closed in order for the City to be able to meet these permit requirements

- Review of current budgets and direct charge practices
- Capital planning for the existing system and upcoming requirements
- Rate analysis to align with selected operating and capital plans and programs
- Review of available funding sources
- Review of program funding options and allocations
- City's overall cost allocation methodology decision affects on the SSWM fund
- Review of SSWM utility enabling legislation (both state and local)
- Comparison of COBI's SSWM utility program with other NPDES Phase 2 permittee programs
- Determine desired level of service for SSWM program programs, services, tasks

Our recent discussions have indicated that completion of this SSWM Program review will be a high priority for COBI staff during the first quarter of 2014 with the intent of completing this review in time for its results to inform the development of the 2015/2016 biennial operating budget and the 2015-2020 CIP.

This being the case, however, there are some SSWM Fund financial related items which need to be addressed prior to the 2014 budget year.

In late 2012, the City Council approved the decision to reduce the SSWM rate charged to the Streets Fund from 30% to 0%. This decision came after the City's biennial budget for 2013-2014 was approved. As a result, the approved biennial budget included roughly \$500,000 in revenue payments from the Street Fund to the SSWM fund that would not now occur during 2013-2014.

As currently configured, the 2014 SSWM fund will receive operating revenue that roughly covers the currently projected 2014 program operating expenditures. This revenue is not sufficient to support other costs (such as debt service, capital expenses, etc.). Table 1 provides an overview of SSWM financial performance in 2013 and 2014.

Table 1:

	2013	2014
Beginning Cash Balance	\$1,211,272	\$1,101,027
<u>Revenue</u>		
SSWM Fees	\$2,051,093	\$2,086,339
Grant Revenue & Interest	<u>\$133,180</u>	<u>\$470,000</u>
Subtotal	\$2,184,273	\$2,556,339
<u>Expenses</u>		
Operating Expenses	-\$1,950,067	-\$2,070,297
Capital Expenses	-\$290,500	-\$1,130,000
Debt Service	<u>-\$53,951</u>	<u>-\$53,697</u>
Subtotal	-\$2,294,518	-\$3,253,994
Ending Cash Balance	\$1,101,027	\$403,372

Clearly, the SSWM utility displays a structural imbalance that must be addressed before completion of the upcoming SSWM program review. One key outcome of the comprehensive review of SSWM will be to establish annual operations and capital plans that are fully supported by the utility's rate structure. This will result in future annual budgets that reflect revenues sufficient to meet planned program expenditures.

In the near term, however, there is a need to adjust the 2014 budget to maintain minimum policy reserves, to meet cash flow requirements, and to reconcile the actual SSWM funds revenue/expenditure performance with the 2012 decision to eliminate payment by the Streets Fund to the SSWM utility.

The SSWM fund reserve requirement is, by City policy, set as one percent of the utility system's fixed assets and an estimated forty-five days of operating expenses. For 2014, this means that the SSWM reserve total should be approximately \$330,000. In addition, the timing of the receipt of SSWM fees is very periodic (fees are paid twice a year, via property tax billings). This creates additional cash flow requirements, particularly in the first two quarters of the year. To meet reserve targets and maintain appropriate cash levels, in 2014 the SSWM fund will require a budget expenditure reduction of roughly \$300,000.

To accomplish this, City staff recommend two main adjustments to the 2014 Endorsed Budget:

- Eliminate funding for the vacant SSWM Tech position (\$70,000)
- Reduce the remaining SSWM Operating Budget by 15% (\$216,000)

The combined impact from these two adjustments will be to reduce the 2014 SSWM fund budgeted operating expenses by roughly \$300,000. As shown in Table 2, this will allow the SSWM fund to maintain policy reserve targets and sufficient operating cash flow, while preserving the currently planned 2014 capital projects list.

Table 2:

	2014
Beginning Cash Balance	\$1,101,027
 <u>Revenue</u>	
SSWM Fees	\$2,086,339
Grant Revenue & Interest	<u>\$470,000</u>
Subtotal	\$2,556,339
 <u>Expenses</u>	
Operating Expenses	-\$1,784,355
Capital Expenses	-\$1,130,000
Debt Service	<u>-\$53,697</u>
Subtotal	-\$2,968,052
 Ending Cash Balance	 \$689,314

These budget adjustments will provide a temporary one year solution to the fund's structural imbalance. But the need remains for a thorough review to develop a plan for operations, capital plans, funding sources, funding allocations and rates beyond 2014. It is my recommendation that the City form an

intradepartmental team to work together to complete this SSWM program review. My recommendation is that this team include representatives from at least the following work groups:

- City Manager office
- Finance Department
- Public Works Engineering
- Public Works O&M
- Public Works Water Resources

cc: Morgan Smith
Ellen Schroer

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Regional Stormwater Monitoring Program (RSMP)	Date: November 6, 2013
Agenda Item: Staff Intensive	Bill No.: 13-154
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION: Proposed Public Works Future Stormwater Budget(s):

2014	2015	2016	2017
\$16,103.00	\$16,103.00	\$16,103.00	\$16,103.00

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item: Consider placement of the Regional Stormwater Monitoring Program selected option on the November 13, 2013 City Council consent agenda.

Background: The new Regional Stormwater Monitoring Program (RSMP) will be implemented with Western Washington NPDES Municipal Stormwater permittee contributions after 2013. The RSMP is based on recommendations from an independent stakeholder committee that outlined an overall strategy for a stormwater assessment and monitoring program for Puget Sound (SWAMPPS) with specific recommendations for NPDES Municipal Stormwater Permit monitoring. The Regional Stormwater Monitoring Program consists of the following key activities:

- Status and Trends Monitoring, NPDES Permit Condition S8.B
- Effectiveness Studies, NPDES Permit Condition S8.C.
- Source Identification & Diagnostic Monitoring Repository, NPDES Condition S8.D
- Administration of Pooled Funds

To meet these NPDES permit requirements, all permittees must choose to either “opt-in or opt-out” of the RSMP program. Permittees must notify their Ecology Permit Manager in writing by December 1, 2013 as to which option they choose. At the same time, permittees choosing to participate in the RSMP also need to inform Ecology if they wish to enter into a formal cost sharing interagency agreement. The cost sharing agreement is not required by the permit; however, Ecology will only invoice those permittees with signed agreements. For the City of Bainbridge, the cost sharing agreement for opting-in to the RSMP is \$16,103.00 annually for the term of the permit and is currently included in the 2014 budget. See attached Interagency Agreement

Staff recommends opting-in to the RSMP and executing the Interagency Agreement (IAA).

RECOMMENDED ACTION

I move that the City Council opt-in to the Regional Stormwater Monitoring Program and forward the Regional Stormwater Monitoring Program Funding Interagency Agreement to the November 13, 2013 City Council consent agenda.



IAA No.

**INTERAGENCY AGREEMENT (IAA) FOR
FUNDING THE REGIONAL STORMWATER MONITORING PROGRAM
BETWEEN
THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY
AND
CITY OF BAINBRIDGE ISLAND**

THIS INTERAGENCY AGREEMENT is made and entered into by and between the STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY, hereinafter referred to as "ECOLOGY," and the CITY OF BAINBRIDGE ISLAND hereinafter referred to as the "CITY" pursuant to the authority granted by Chapter 39.34 RCW.

IT IS THE PURPOSE OF THIS AGREEMENT to provide a share of the funding required to conduct a Regional Stormwater Monitoring Program (RSMP) as defined in the Western Washington Phase II Municipal Stormwater National Pollutant Discharge Elimination System (NPDES) Permit sections S8.B1, S8.C and S8.D, and in **Attachment A – Scope of Work**. The project is being jointly funded by all of the permittees who choose to participate in the RSMP.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1) STATEMENT OF WORK

Ecology agrees to manage the funds, participate in an oversight committee, solicit requests for proposals, conduct an open and transparent process to rank applications, and enter into contracts with other entities to perform the activities described in **Attachment A – Scope of Work**, attached hereto by reference.

2) PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this IAA shall commence on the date on which both parties have signed this Agreement, or date of execution, whichever comes later, and be completed by June 30, 2019, unless extended longer or terminated sooner as provided herein.

3) PAYMENT

CITY agrees to pay Ecology the total sum of 16,103.00 dollars as its share for accomplishing the work required by this Agreement. This sum shall be paid in a first payment of \$16,103.00 and in annual installments of 16,103.00 dollars.

This includes the sum of 5,709.00 dollars annually as "CITY" share for **Sub Fund 2: S8B Status and Trends Monitoring** in Puget Sound receiving waters; 9,512.00 dollars annually as "CITY" share for **Sub Fund 3: S8C Regional Effectiveness Studies**; and 882.00 dollars annually as "CITY" share for **Sub Fund 4: S8D Source Identification Information Repository (SIDIR)**.

4) BILLING PROCEDURE

Each invoice will reference the Agreement number. An invoice for the first payment will be mailed between June 15, 2014 and thereafter will be mailed between June 15 and July 1 of each year of the Agreement to the following address:

Melva Hill
City of Bainbridge Island
280 Madison Avenue N.
Bainbridge Island, WA 98110

Annual payments will be due to Ecology on or before August 15 of each year of the Agreement. Payments will be mailed to one of the following:

USPS address:

Or

UPS or FedX address:

Department of Ecology
Cashiering Section
Regional Stormwater Monitoring Program
P.O. Box 47611
Olympia, WA 98504-7611

Department of Ecology
Cashiering Section
Regional Stormwater Monitoring Program
300 Desmond Drive
Olympia, WA 98503

5) COST TRACKING AND ACCOUNTING:

Ecology will separately track the budgets for status and trends monitoring in Puget Sound receiving waters; regional effectiveness studies; and SIDIR. Excess funds remaining for any one of these three activities will not be allocated towards either of the others.

6) COST OVERRUNS:

Neither Ecology nor [Jurisdiction] will be responsible for cost overruns. The total project cost estimate for which [Jurisdiction]'s share has been determined includes a 10% contingency. If the project budget is determined insufficient to accomplish Attachment A – Scope of Work then the parties will agree which reductions or other adjustments to Attachment A – Scope of Work will be made.

7) EXCESS FUNDS:

If after the completion date of this project, excess funds remain in Ecology's project account, Ecology will refund a pro-rated refunded amount to [Jurisdiction], based on the same rate payments were made, no later than six months following the completion date of the agreement.

8) AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

9) GOVERNANCE AND PRECEDENCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable Federal and State of Washington statutes, regulations and rules.
- b. Mutually agreed written amendments to this Contract.
- c. Statement of Work and Budget.
- d. Any other provisions of the Agreement, including materials incorporated by reference.

10) INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

11) RECORDS MAINTENANCE

All records supporting every request for payment shall be maintained by Ecology in a manner which will provide an audit trail to the expenditures for which state support is provided. Original source documents shall be maintained by Ecology and made available to [Jurisdiction] or a duly authorized representative upon request.

12) RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by Ecology. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

13) 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.

14) TERMINATION

CITY agrees to be bound to the terms and conditions of this agreement until July 31, 2018, or the expiration date of the Municipal Stormwater Permit, whichever is later.

15) TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

16) WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement

unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

17) AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The ECOLOGY Representative is:	The City of Bainbridge Island Representative is:
Name: Terrie Fields/WQP Address: PO Box 47611 Olympia, WA 98504 – 7611 Phone: 360.407.7494 Email: TFIE461@ecy.wa.gov Fax: 360.407.6426	Name: Melva Hill Address: 280 Madison Avenue N. Bainbridge Island, WA 98110 Phone: 206.842.2016 Email: mhill@bainbridgewa.gov Fax: 206.780.3710

18) ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

**State of Washington
Department of Ecology**

**City of Bainbridge Island
Public Works Department**

Signature Date

Signature Date

Print Name

Douglas Schulze

Title

City Manager

Approved as to form:

Attorney General's Office

APPENDIX A

STATEMENT OF WORK AND BUDGET

Attachment A – Scope of Work (SOW)

Purpose: The Regional Stormwater Monitoring Program (RSMP) is the cumulative regional monitoring effort collectively funded by the Phase I and II Municipal Stormwater Permittees. The purpose of this SOW is to define and describe the RSMP activities and products that will be delivered to permittees and the public by Ecology and contractors from September 2013 through June 2019. The RSMP is divided into three main program components: S8.B Status and Trends, S8.C Effectiveness Studies, and S8.D Source Identification Information Repository.

The anticipated timeline and estimated maximum costs for each program component are presented in Tables 1-3 below. Because the RSMP is being jointly funded by all of the permittees who choose to participate, the final budgets for Tasks 0-3 will be known after all permittees have notified Ecology as to their decision to opt in or out of each component of the RSMP. Permittees are required to notify Ecology of their decisions by December 1, 2013. Check [Ecology's RSMP website](#) for updated information.

S8.B Status and Trends

Table 1. Tasks, Timeline and Estimated Costs* for RSMP Status and Trends Monitoring

Task	Implemented by	Anticipated Timeline	Estimated Maximum Costs
0. Program administration	Ecology	Begins in October 2013 with Phase I permittees decisions	\$171,000 (about 5% of the total costs)
1. Puget lowland small streams monitoring and assessment	Contractors, including permittees	Ramp-up in 2014, conduct monitoring in 2015	\$2,515,000
2.1 Marine nearshore sediment monitoring and assessment	Contractors, including permittees	Ramp-up in 2014, conduct monitoring in summer 2016	\$220,000
2.2 Marine nearshore bacteria monitoring and assessment	Contractors, including permittees	Ramp-up in 2014, conduct monitoring October 2015 through September 2016	\$67,000
2.3 Marine nearshore mussel contaminant monitoring and assessment	Contractors, including permittees	Ramp-up in 2014, conduct monitoring in winter 2015-2016	\$619,000
TOTAL RSMP Status and Trends Monitoring Effort*	\$3,592,000* over four years		

* Final budget will be known in January 2014.

Task 0. Program Administration, Requests for Proposals, and Contracting

1. Develop a budget for status and trends monitoring based on collective decisions by permittees to opt in or out of the RSMP. The budget will be reviewed by the stakeholder oversight committee
2. Track costs associated with all RSMP fund-sharing program components
3. Participate in a project management oversight process
 - a. Manage process to facilitate adaptive management to contracts, monitoring, databases and communication materials (websites, reports, etc)
 - b. Inform and receive external stakeholder group recommendations
4. Facilitate an open process to determine who will conduct each of the tasks listed below for status and trends monitoring in small streams in Puget Lowlands and in urban marine nearshore areas of Puget Sound. Contractors may include permittees and/or other stakeholders.
5. Ensure contractors are qualified to conduct RSMP tasks according to approved Quality Assurance Project Plans (QAPPs)
6. Write, enter into, and manage agreements for data collection, management, analysis, and reporting
7. Provide project management oversight to ensure that quality data and products are produced, and data are entered into appropriate databases within the timeframes specified in the QAPPs
 - a. Facilitate a process to inform permittees and stakeholders of project needs, schedule changes, or other unforeseen circumstances
 - b. Coordinate interlaboratory comparison studies
8. Coordinate an annual review and reporting of results and information generated by the RSMP. In addition to the data interpretation tasks listed below:
 - a. Summarize and distribute findings
 - b. Cross-walk with information published by other key monitoring programs in western Washington
 - c. Recommend new standard methods and protocols to be developed

Task 1. Status and Trends Monitoring in Small Streams in Puget Sound Lowlands

1. Status and trends monitoring for small streams
 - a. Prepare to manage data
 - i. Work out agreement with King County to store data in Puget Sound Stream Benthos database.
 - ii. Create EIM account for water quality, sediment chemistry, and periphyton data
 - iii. Confirm that data management tools are available to handle all RSMP data and that all data will be quality controlled, stored and accessible to the public
 - b. Confirm sites and prepare for sampling in 2015. Up to 100 sites will be selected for sampling. The number of sites sampled will depend upon the final RSMP budget.

- i. Use the site list in the Draft [Quality Assurance Project Plan \(QAPP\)](#). The QAPP is expected to be finalized in 2014. The lists of Master Sample Sites for Puget Lowland streams inside and outside the UGAs have been generated, sorted by county, and are available on [Ecology's RSMP website](#).
 - ii. Confirm sites and prepare for sampling to begin by January 2015.
 1. For each site that is not accessible or is documented according to the QAPP as otherwise unsuitable, the next sequential site on the list of will be assessed for suitability. Proceed down the lists until required number of sites is found.
 2. Up to 100 sites will be assessed (up to 50 within the UGA, and up to 50 outside the UGA), plus up to 10 reference locations.
 3. The RSMP will not sample sites that are sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2.
 4. The RSMP will not re-sample sites that are monitored as part of Ecology's state EMAP program in 2013. The RSMP will use data collected for Ecology's 10 reference locations.
 - iii. Procure sample collection equipment necessary to produce data according to the QAPP.
 - iv. Procure accredited laboratories for analysis.
 - v. Procure staff for seasonal field work.
 - c. Prepare to manage small stream status and trends monitoring data
 - i. Confirm that data management tools are available to handle all data and that all data will be quality controlled, stored and accessible to the public
 - ii. Ensure data quality is evaluated and report all data to the required databases according to the QAPP
2. Conduct status and trends monitoring. Sampling protocols and procedures detailed in the [Draft Quality Assurance Project Plan \(QAPP\)](#) are from previously-approved QAPPs and may be adaptively managed:
 - a. Collect and report monthly water quality index (WQI) and instantaneous flow monitoring at the RSMP sites for one year (January through December 2015).
 - i. WQI Parameters: total phosphorus, total nitrogen, turbidity, total suspended solids, specific conductance, pH, chloride, fecal coliform, temperature, and dissolved oxygen.
 - ii. Estimate streamflow following Ecology SOP #EAP024.
 - b. Collect stream benthos and habitat monitoring data at the RSMP sites in summer 2015.
 - i. Benthos parameters: aquatic macroinvertebrates and periphyton.
 - ii. Water quality parameters: chlorophyll a, ammonia, nitrate-nitrite, total suspended solids, hardness, total phosphorus, total perchlorate nitrogen, chloride, and turbidity
 - iii. Habitat monitoring: slope, bearing, habitat unit presence, wetted width, bankfull width, bar width, substrate size, substrate depth, shade, human

influence, riparian vegetation, large woody debris and grain size estimation.

- iv. Sediment chemistry parameters
 - 1. Metals: copper, lead, arsenic, and zinc
 - 2. PAHs: naphthalene, 2-methylnaphthalene, 1-methylnaphthalene, 2-chloronaphthalene, acenaphthylene, acenaphthene, dibenzofuran, fluorene, anthracene, carbazole, phenanthrene, fluoranthene, pyrene, retene, benzo(k)fluoranthene, benzo(a)pyrene, indeno(1,2,3-cd)pyrene, dibenzo(a,h)anthracene, benzo(ghi)perylene, chrysene, benzo(b)fluoranthene, and benzo(a)anthracene
- v. Additional sediment chemistry parameters subject to available funding:
 - 1. Pesticides: 2,4-D, triclopyr, diclobenil, diuron, carbaryl, chlorpyrifos, and imidacloprid
 - 2. Phthalates: Bis(2-ethylhexyl) phthalate, butyl benzyl phthalate, diethyl phthalate, dimethyl phthalate, di-n-butyl phthalate, and di-n-octyl phthalate
 - 3. PBDEs: 47, 49, 66, 71, 99, 100, 138, 153, 154, 183, 184, 191, 209
 - 4. PCBs: all 209 congeners
 - 5. Hormone disrupting chemicals: PPCPs (EPA Method 1694) and hormones and steroids (EPA Method 1698)
- 3. Ensure quality assurance and quality control (QA/QC), data reporting, and data analysis and interpretation are conducted according to the approved QAPP.
 - a. Participate in interlaboratory comparison studies.
 - b. Include results from sites sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2 in data analysis and interpretation.
- 4. Enter the results to EIM and/or other appropriate databases.
 - a. Enter stream benthos data into King County's stream benthos database.
 - b. Enter habitat data into Ecology Status & Trends: Riverine Ecology & Assessment Monitoring (STREAM) database.
- 5. Make recommendations for future status and trends monitoring.

Task 2. Status and Trends Monitoring in Marine Nearshore Areas of Puget Sound

- 1. Marine sediment chemistry monitoring and assessment
 - a. Prepare to manage data.
 - i. Create account and enter data into EIM for sediment chemistry data.
 - b. Confirm sites and prepare for sampling in summer 2016.
 - i. The [draft QAPP](#) for this monitoring is expected to be finalized in 2014.
 - ii. Select and confirm marine nearshore sites
 - 1. Up to 40 sites will be selected for sampling. The list of randomly selected sites is being generated. A new nearshore GIS sampling frame is being developed for the 0 to 1 fathom (-1.8m) depth

zone of the nearshore that is adjacent to Urban Growth Areas (UGAs). The nearshore sediment sample site list will be available at [Ecology's RSMP website](#) in summer 2013.

2. The RSMP will not sample sites that are sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2.
3. For each nearshore sediment sample site that is not accessible or is documented according to the QAPP as otherwise unsuitable, the next sequential site on the list of alternates will be chosen and must be confirmed
- iii. Procure necessary sampling equipment.
- iv. Procure accredited laboratories for analysis.
- v. Procure staff for seasonal field work.
- c. Conduct marine nearshore sediment chemistry sampling during summer 2016 according to the approved QAPP.
 - i. Marine sediment chemistry parameters:
 1. Grainsize and total organic carbon.
 2. Metal and metalloids: arsenic, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver, tin, and zinc.
 3. LPAHs: 1,6,7-trimethylnaphthalene, 1-methylnaphthalene, 1-methylphenanthrene, 2,6-dimethylnaphthalene, 2-methylnaphthalene, 2-methylphenanthrene, acenaphthene, acenaphthylene, anthracene, biphenyl, dibenzothiophene, fluorene, naphthalene, phenanthrene, and retene.
 4. HPAHs: benzo(a)anthracene, benzo(a)pyrene, benzo(b)fluoranthene, benzo(e)pyrene, benzo(g,h,i)perylene, benzo(k)fluoranthene, chrysene, dibenz(a,h)anthracene, fluoranthene, indeno(1,2,3-c,d)pyrene, perylene, and pyrene.
 - ii. Additional marine sediment chemistry parameters subject to available funding:
 1. Phthalates: bis(2-Ethylhexyl) phthalate, butylbenzylphthalate, diethylphthalate, dimethyl phthalate, di-n-butylphthalate, di-n-octyl phthalate.
 2. PBDEs: 47, 49, 66, 71, 99, 100, 138, 153, 154, 183, 184, 191, 209
 3. PCB Congeners: all 209 congeners
- d. Ensure quality assurance and quality control (QA/QC), data reporting, and data analysis and interpretation are conducted according to the approved QAPP.
 - i. Participate in interlaboratory comparison studies.
 - ii. Include results from sites sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2 in data analysis and interpretation.
- e. Enter the results to EIM.
- f. Make recommendations for future status and trends monitoring.

2. Mussel contamination monitoring and assessment

- a. Prepare to manage data
 - i. Create EIM account for mussel contamination data
 - ii. Confirm that data management tools are available to handle all RSMP data and that all data will be quality controlled, stored and accessible to the public
- b. Prepare to conduct monitoring in winter 2015-2016.
 - i. The QAPP for this monitoring is expected to be finalized in 2014 is expected to be based upon either NOAA Mussel Watch protocols or the Ecology-approved QAPP for WDFW's [Mussel Watch Pilot Expansion Study](#).
 - ii. Confirm sites. Up to 40 sites will be selected for sampling.
 - 1. The list of randomly selected sites in nearshore areas adjacent to Urban Growth Area boundaries is being generated according to the same protocols as the sediment chemistry sites (see 1.B.i above) but limited to the shoreline or to grid cells located along the 0 depth contour. The list of mussel and bacteria sampling sites, plus alternates, will be available at [Ecology's RSMP website](#) in summer 2013.
 - 2. The RSMP will not sample sites that are sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2.
 - 3. For each site that is not accessible or is documented according to the QAPP as otherwise unsuitable, the next sequential site on the list of alternates will be chosen and must be confirmed.
 - iii. Develop sampling schedule to facilitate sampling, laboratories and troubleshoot logistics
 - iv. Procure necessary sampling equipment
- c. Coordinate with WDFW, NOAA Mussel Watch and networks of volunteers
 - i. Conduct volunteer trainings and facilitate communication
- d. Conduct mussel tissue sampling at RSMP sites during winter 2015-2016 according to the approved QAPP.
 - i. Mussel habitat sampling parameters: water temperature, salinity, station location, distance between sub-stations at each site, tidal cycle, height above waterline.
 - ii. Mussel biotic measures: %mortality, condition index, lipids, gonadal index and histopathology.
 - iii. Mussel chemistry parameters:
 - 1. PAHs:
 - a. LPAHs: naphthalene, fluorene, acenaphthylene, acenaphthene, anthracene, dibenzothiophene, phenanthrene, and retene
 - b. HPAHs: dibenzoanthracene, benzo[a]anthracene, benzo[b]fluoranthene, benzo[k]fluoranthene,

- benzo[e]perylene, benzo[a]pyrene, benzo[z]pyrene, chrysene, fluoranthene, indeno-pyrene, perylene, and pyrene
- c. Substituted PAHs: dibenzothiophenes(C1-,C2-,C3-), fluorenes((C1-,C2-,C3-), naphthalenes(C1-,C2-,C3-,C4-), phenanthrenes+anthracene(C1-,C2-,C3-,C4-), chrysenes (C1-,C2-,C3-,C4-), and fluoranthene/pyrene (C1-,C2-,C3-,C4-)
- 2. Chlorinated pesticides: 2,4'-DDD, 2,4'-DDE, 2,4'-DDT, 4,4'-DDD, 4,4'-DDE, 4,4'-DDT, alpha-chlordane, trans-chlordane (gamma), trans-nonachlor, cis-nonachlor, nonachlor III, heptachlor, heptachlor epoxide, oxychlordane, alpha-hexachlorohexane, beta-hexachlorocyclohexane, delta-hexachlorocyclohexane, hexachlorobenzene, aldrin, dieldrin, mirex, and endosulfan I
- 3. Metals: arsenic, cadmium, copper, lead, mercury, and zinc
- 4. PBDEs: 28, 47, 49, 66, 85, 99, 100, 153, 154, 155, 183
- 5. PCB congeners:17, 18, 28, 31, 33, 44, 49, 52, 66, 70, 74, 82, 87, 95, 99, 101, 105, 110, 118, 128, 138, 149, 151, 153, 156, 158, 170, 171, 177, 180, 183, 187, 191, 194, 195, 199, 205, 206, 208, 209
- 6. Conventional: total lipids, total solids, δ^{15} nitrogen, and δ^{13} carbon
- e. Ensure quality assurance and quality control (QA/QC), data reporting, and data analysis and interpretation are conducted according to the approved QAPP
 - i. Participate in interlaboratory comparison study
 - ii. Include results from sites sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2 in data analysis and interpretation.
- f. Enter the results to appropriate state and federal databases
 - i. Mussel Watch at NOAA, and WDFW Toxics in Biota database
 - ii. Chemistry data to EIM database
- 3. Bacteria sampling and assessment
 - a. Prepare to manage data
 - i. Create EIM account for bacteria data
 - b. Prepare to conduct monthly monitoring beginning in October 2015. Up to 40 sites will be sampled.
 - i. The QAPP for this monitoring is expected to be approved in 2014. It will be based upon former PSAMP and current BEACH monitoring program protocols.
 - 1. Sites identified and confirmed for mussel contamination monitoring will be sampled for bacteria, if suitable.
 - a. Mussel sites that are not suitable for bacteria sampling due to holding time or other requirements will not be

sampled for bacteria. Additional bacteria sites will not be added

2. Develop sampling schedule to facilitate sampling, laboratories and troubleshoot logistics
 - ii. Develop contracts with local accredited laboratories (near sites)
 - iii. Procure and prepare necessary sampling equipment
 - iv. Procure volunteers and coordinate sampling
 - v. Conduct volunteer trainings
- c. Conduct and coordinate monthly bacteria sampling during October 2015-September 2016 and according to the approved QAPP
 - i. Parameters: fecal coliform by multiple tube fermentation (9221E)
- d. Interpret and report the results as specified in the QAPP
- e. Ensure quality assurance and quality control (QA/QC), data reporting, and data analysis and interpretation are conducted according to the approved QAPP
 - i. Include results from sites sampled by permittees who opt to conduct individual monitoring according to Phase I permit condition S8.B.1.b or Phase II permit condition S8.B.2 in data analysis and interpretation
- f. Enter the results to EIM and notify Ecology's BEACH Program of known water quality violations
- g. Make recommendations for future status and trends monitoring

S8.C Effectiveness Studies

Table 2. Tasks, Timeline and Estimated Costs* for RSMP Effectiveness Studies

Task	Implemented by	Anticipated Timeline	Estimated Maximum Costs
0. Program administration	Ecology	Begins in December 2013 when permittees decide if they will participate; RFP process in 2014	\$350,000 (about 5% of the total costs)
3. Effectiveness studies	Contractors, including permittees	Begin studies in August 2014 after first permittee payments submitted to Ecology	\$7,000,000
TOTAL RSMP Effectiveness Studies Effort*	\$7,350,000* over four years		

* Final budget will be known in January 2014.

Task 0. Program Administration, Requests for Proposals, and Contracting

1. Develop a budget for effectiveness studies based on collective decisions by permittees to opt in or out of the RSMP. The budget will be reviewed by the stakeholder oversight committee.
2. Write, enter into, and manage agreements with contractors for data collection, management, analysis, and reporting
3. Track costs associated with all RSMP fund-sharing program components
4. Participate in a project management oversight process
 - a. Manage process to facilitate adaptive management to contracts, monitoring, databases and communication materials (websites, reports, etc)
 - b. Facilitated process to inform and receive external stakeholder group recommendations
5. Facilitate an open process to determine who will conduct each of the tasks listed below for effectiveness studies in Western Washington
6. Develop detailed scopes of work to ensure contractors are qualified to conduct RSMP tasks according to approved Quality Assurance Project Plans (QAPPs). Ensure robust scientific method and quality control procedures are included
 - a. Identify opportunities to revise or develop Standard Operating Procedures (SOPs) that apply to multiple studies
7. Contract with successful applicants and provide project management oversight to ensure that quality data and other products are produced and entered into appropriate databases within the timeframes specified in the QAPPs
 - a. Facilitate a process to inform permittees and external stakeholders of project needs, schedule changes, or other unforeseen circumstances
8. Coordinate an annual review and reporting of results and information generated by the RSMP or independent monitoring. In addition to the data interpretation tasks listed below:
 - a. Summarize and distribute findings
 - b. Cross-walk with information published by other key monitoring programs in western Washington
 - c. Recommend new standard methods and protocols to be developed

Task 3. Effectiveness Studies

1. Conduct regionally relevant studies on topics that have been recommended through the external stakeholder process and using criteria pursuant to stakeholder group recommendations
 - a. For each study, develop a QAPP that includes, as appropriate: site selection; sampling protocols; quality assurance and control procedures; laboratory analytical methods; data storage; data analysis; reporting methods; peer review requirements; and deadlines for publications
 - b. Studies will be conducted from August 2014 through August 2018
 - i. Some studies may not be completed by the expiration date of the permit; appropriate interim deliverables will be defined
2. Develop standard methods as needed across multiple studies
3. Enter quality-assured data into appropriate databases as required by the approved QAPPs
4. Make results and findings available to the public
5. Recommend future effectiveness studies

S8.D Source Identification Information Repository (SIDIR)

Table 2. Tasks, Timeline and Estimated Costs for SIDIR

Task	Implemented by	Anticipated Timeline	Estimated Maximum Costs
0. Program administration	Ecology	Begins in January 2014 with RFP process	\$32,250 (about 5% of the total RSMP costs)
4. Source Identification Information Repository (SIDIR)	Contractors, including permittees	Begin in August 2014 after first permittee payments are submitted to Ecology	\$645,000
TOTAL RSMP SIDIR effort	\$677,250 over four years		

Task 0. Program Administration, Requests for Proposals, and Contracting

1. Write, enter into, and manage agreements with contractors for subtasks listed in Task 4 below
2. Track costs associated with SIDIR program component
3. Participate in a project management oversight process
 - a. Manage process to facilitate adaptive management to contracts, monitoring, databases and communication materials (websites, reports, etc)
 - b. Facilitated process to inform and receive external stakeholder group recommendations
4. Facilitate an open process to determine who will conduct each of the tasks listed below for creating the SIDIR. Contractors may include permittees and/or other stakeholders
5. Develop detailed scopes of work to ensure contractors will conduct high quality work
6. Contract with successful applicants and provide project management oversight to ensure that quality products are produced and shared within the specified timeframes
 - a. Facilitate a process to inform permittees and external stakeholders of project needs, schedule changes, or other unforeseen circumstances
7. Coordinate an independent annual review and reporting of results and information generated by the RSMP or independent monitoring. In addition to the data interpretation tasks listed below:
 - a. Summarize and distribute findings
 - b. Cross-walk with information published by other key monitoring programs in western Washington
 - c. Recommend new standard methods and protocols to be developed

Task 4. Source Identification Information Repository (SIDIR)

1. Develop a *SIDIR Methods and Approaches* webpage or build on another platform as appropriate:
 - a. Determine what tools for permittees and others are most needed to identify and remove illicit discharges from stormwater
 - b. Identify existing standard operating procedures (SOPs) and protocols for source identification and diagnostic monitoring to include in the repository

- c. Prioritize new standard operating procedures (SOPs) and protocols for source identification and diagnostic monitoring to include in the repository
 - i. Recommend GROSS grant or other funding for development of these tools
 - d. Develop a QAPP library with data quality objectives and report templates
 - 2. Develop a *SIDIR Results and Findings* database and analyze information from permittees:
 - a. Determine data fields and specific information needed to support regional analyses
 - b. Propose permittee reporting approaches to populate the database
 - i. Develop a format that is easy to use and fulfills annual reporting requirements specified in the permits
 - c. Design, develop, and populate the database
 - i. Populate the database with information for 2014 that will be provided by permittees in their March 2015 Annual Reports
 - d. Conduct the first regional analysis and report results before the end of 2016
 - 3. Conduct further analyses with subsequent annual report data and report results in 2017 and 2018 and include with the third report

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance 2013-25 Housing Design Demonstration Project (HDDP) Program Revisions	Date: November 6, 2013
Agenda Item: Ordinances/1 st Reading	Bill No.: 09-010
Proposed By: Planning Director Kathy Cook and Special Project Planner Jennifer Sutton	

BUDGET INFORMATION

Depart/Fund:

Expenditure Req: Budgeted? ☐ Yes ☐ No Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session: October 16, 2013	Recommendation: Forward to first reading on November 6, 2013.	
City Manager ☐ Yes ☐ No ☒ N/A	Legal ☒ Yes ☐ No N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider scheduling Ordinance 2013-25 relating to revisions to the Housing Design Demonstration Project (HDDP) Program to 2nd reading and public hearing on November 25, 2013.

Background:

The Housing Design Demonstration Project program utilizes incentives to promote green building techniques and increasing housing stock diversity and affordability. The program currently applies in the greater Winslow area, and was originally approved in 2009 as a demonstration program, with a sunset date of August 2012. After much discussion in the spring of 2012 about the fate of the program, the City Council approved Ordinance 2012-09 extending the program until the end of 2013, and convening an Ad Hoc Committee to review and make recommendations on the program by spring 2013. The Ad Hoc Committee was comprised of 3 Councilmembers (Lester, Blossom, Ward), Maradel Gale of the Planning Commission, Jim McNett of the Design Review Board, and Bill Luria of the Housing Resources Board. Architect and HRB Board member Charlie Wenzlau also participated in many of the meetings.

The Ad Hoc Committee met 10 times from October 2012 through April 2013, and came up with a number of recommendations. Staff integrated those recommendations into Ordinance 2013-25 (see staff report). The Planning Commission reviewed Ordinance 2013-25 at four study sessions in July and August and conducted a public hearing on September 26. The Planning Commission recommended approval of the ordinance after conducting the public hearing, largely leaving the Ad Hoc Committee recommendations unchanged. The Commission recommended some other changes to the program, notably: to make the program permanent, change the name to the Housing Diversity Program (HDP), apply the program to the Lynwood Center NSC and R-5 zoning districts, to allow Tier 4 (high level green building) HDP projects in the Island Center and Rolling Bay NSC zoning districts, and to cap the HDP density incentive to not be higher than other density incentives already in the BIMC .

RECOMMENDED ACTION

I move that the City Council forward Ordinance 2013-25 relating to revisions to the Housing Design Demonstration Project (HDDP) Program to 2nd reading and public hearing on November 25, 2013.

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: City Council

FROM: Kathy Cook, Planning Director
Jennifer Sutton, Special Projects Planner

DATE: November 6, 2013

RE: Revisions the Housing Design Demonstration Project (HDDP) Program
City Council Study Session and 1st Reading—November 6, 2013

The City Council began their review of Ordinance 2013-25, revising the Housing Design Demonstration Project program, at a study session on October 16, 2013. The Council discussion focused on the Planning Commission recommendation to integrate the Neighborhood Service Center (NSC) and R-5 zoning districts into the program, and how the program as a whole should be evaluated.

Interim City Attorney Jim Haney recommended that the scoring system be integrated into the revised HDP program in Bainbridge Island Municipal Code (BIMC) 2.16.020.Q, as opposed to adopting the scoring system as a separate document by resolution as in the current program. That change has been made in the attached draft ordinance, in subsection BIMC 2.16.020.Q.4 *Evaluation Method*.

Program Evaluation

The Council asked whether or not the current program had met its stated goals, and what should be evaluated prior to making the decision to make the program permanent. The current program generated a significant amount of interest resulting in four approved projects that were required to meet more rigorous standards than the existing development code. The result is the construction of more certified green building residences and the reservation of more affordable units for 50 years than otherwise would be provided through similar development applications (see table below). The current program implements the Comprehensive Plan and the Winslow Master Plan by resulting in the construction of 243 dwelling units in the Winslow Master Plan Study Area, where the Comprehensive Plan focuses 50% of the City's residential growth.

Green Building Certification	# of units
Evergreen Sustainable Development	48
LEED Certified	16
Built Green 5	131
Total	195
Designated Affordable Housing	53

Evaluating the current program is complicated by the fact that the approved projects are still under construction in some manner.

- The southern phase of Ferncliff Village is completed, but the northern phase has yet to begin construction.
- Grow Village has finished building some units, and others are in permitting or under construction.
- Ericksen Urban Cottages is under construction.
- Madrona Townhomes has yet to undergo final subdivision, so construction is not imminent.

Program Evaluation & Traffic Studies

Because the development projects are not fully occupied, with residents using the roads, paths, car sharing, and pea patches that were integrated into the projects, the final impact of these projects cannot be assessed fully. A traffic impact analysis (TIA) was completed for each of the four projects, as outlined in BIMC Chapter 15.40. In recommending approval for the development projects, the City concurred with those analyses, and the assumptions used to draw conclusions. The TIA's submitted for those application complied with City and State traffic modeling standards. The City Council is currently considering modifying how traffic impacts are analyzed when required for development applications. If any changes to these traffic requirements are adopted by the Council, future development applications will be required to meet whatever traffic analysis and modeling requirements are in effect at the time of the land use permit application.

Planning Commission Recommendation

After reviewing the current program and revisions proposed by the Ad Hoc Committee over 5 meetings, the Planning Commission recommended approval of Ordinance 2013-25 to the City Council after a public hearing on September 26th. One of the last recommendations discussed and made by the Planning Commission was to cap the Housing Diversity Program (HDP) density incentives to be no greater than other existing density incentives in the BIMC. Existing density incentives are available for affordable housing, using the transfer of development rights program, open space (R-8, R-14 zones) or for doing a mixed-use development (NSC zones). This recommendation decreases the density incentives for the HDP program compared to the existing program (see table below).

Res. Zone	Current HDDP Density Incentive		PC Density Recommendation	
	Tier 2	Tier 3	Tier 2	Tier 3/4
R-2	2.0	2.5	1.5**	1.5**
R-2.9*	2.0	2.5	2.0	2.5
R-3.5*	2.0	2.5	2.0	2.29
R-4.3*	1.86	2.5	1.86	1.86
R-5	--	--	1.5 **	1.5**
R-8	1.5	2.5	1.5***	1.5***
R-14	1.5	2.5	1.5***	1.5***
NSC	--	--	1.5**** Lynwd.Cntr. only	2.5 (Lynwd. Cntr.)**** 1.5 (RB, Isl. Cntr.)****
*R-8 overlay district bonus **existing bonus from Affordable Housing (AH) *** existing 1.5x bonus for Open Space ****existing NSC bonus for Mixed Use, AH, or TDR's				

Staff recommends that this recommendation be reconsidered, and the current density incentive levels remain in place, as the current recommendations removes a large incentive for projects at the Tier 3 and 4 levels, especially in zones R-2, 3.5, 4.3, 8 and 14. (The NSC and R-5 zones were not previously in the program.) The recommended revisions to the HDP program already eliminate or lessen existing incentives of the program (lot coverage, setbacks for subdivisions) while requiring more green building, sustainable site development and affordability/ housing diversity at all tiers. The requirements to qualify for a Tier 3 or 4 HDP project are steep-- 50% affordable housing or the Living Building Challenge/ Passive House Institute level of green building certification. Without the 2.5 x density bonus as an incentive, these expensive projects will not happen.

Design Review Board

At the October 7th Design Review Board (DRB) meeting, staff briefed the Board on the revisions proposed to the HDP, and how the Board's review responsibilities are recommended to be broadened to include HDP subdivisions. Minutes of that meeting are attached (Attachment B)

City Council Schedule

Ordinance 2013-25 is currently scheduled for 2nd Reading/ Public Hearing on November 25th.

Attachments

- A. Draft Ordinance 2013-25
- B. Design Review Board meeting minutes October 7th
- C. Written Public Comment

ORDINANCE NO. 2013-25

AN ORDINANCE of the City of Bainbridge Island, Washington, updating the Housing Design Demonstration Project program and amending Bainbridge Island Municipal Code Sections 2.14.020, 2.16.020, 18.09.020, 18.09.030, and 18.36.030.

WHEREAS, the City of Bainbridge Island has the authority to adopt zoning provisions pursuant to RCW 36.70A.390; and

WHEREAS, on August 12, 2009, the City Council adopted Ordinance No. 2009-06, establishing a pilot Housing Design Demonstration Project (HDDP) program to allow for the development of a limited number of projects to increase the variety of housing choices available to residents of all economic segments and to encourage sustainable development through the use of development standard incentives; and

WHEREAS, Ordinance No. 2009-06 established a sunset date of August 26, 2012 for the HDDP program; and

WHEREAS, the City Council approved Ordinance No. 2012-09 on July 18, 2012 extending the HDDP program until the end of 2013, to allow time for the City to further evaluate the program; and

WHEREAS, the City Council convened an Ad Hoc Committee made up of a Planning Commissioner, three City Council members, a Design Review Board member, and a representative from the Housing Resources Board to evaluate and make recommendations on the HDDP program; and

WHEREAS, the Ad Hoc Committee met 10 times between October 2012 and April 2013 and produced a variety of recommendations to improve the HDDP program; and

WHEREAS, the Planning Commission conducted study sessions on July 11, 25, and August 8th and 22nd, 2013 to review the recommendations from the HDDP Ad Hoc Committee, and

WHEREAS, the Planning Commission conducted a public hearing on September 26, 2013 and forwarded their recommendation to the City Council; and

WHEREAS, the City Council conducted a public hearing on the proposed changes to the HDDP program on _____, 2013; and

WHEREAS, notice was given on September 18, 2013 to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106;

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

Section 1. Section 2.14.020.B of the Bainbridge Island Municipal Code is amended to read as follows:

2.14.020 Planning commission.

B. Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission that shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city; and
2. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1; and
3. Review and make recommendations on all housing diversity program project applications pursuant to BIMC 2.16.020.Q, including those housing diversity program project applications involving land subdivision, based on a comprehensive review of the project at a public meeting; and
- ~~4~~ 3. Such other advisory duties as may be assigned to it by the city council or the mayor, or as specified in the BIMC.
- ~~5~~ 4. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter.
- ~~6~~ 5. Create the planning commission agenda per director recommendation.

Section 2. Section 2.16.020.F of the Bainbridge Island Municipal Code is amended to read as follows:

2.16.020 General Provisions

F. Design Review Board Review.

1. The design review board shall review and make recommendations on all land use applications as set forth in this section. This design process reflects a collaborative effort between an applicant, the design review board, and the community to better incorporate the vision of the city as outlined in the adopted comprehensive plan and regulations. (See Table 2.16.010-1.)
2. In order to identify potential design issues and opportunities, planning staff shall direct a prospective applicant to meet with the board during the conceptual stages of development formulation. This initial review is ~~optional, but~~ strongly recommended, and shall occur prior to the proposal’s preapplication conference. The applicant shall submit

conceptual drawings and diagrams as well as site information (topographic, existing development, surrounding development, and critical area information). Following this optional, initial review, an applicant may proceed with the design of the project, including development of the site plan and elevations that must be submitted as part of the preapplication materials.

3. Subsequent to submittal of preapplication materials, the board shall review a proposal for conformance with applicable design guidelines. ~~For housing design demonstration projects, the board shall evaluate the criteria outlined in subsection Q.4 of this section in addition to any applicable design guidelines.~~ The board's written recommendations shall be attached to the formal preapplication letter generated by planning staff.
4. Subsequent to submittal of the site plan and design review and/or conditional use permit application, the board shall review a proposal for incorporation of the board's previous comments into the project's design. For all housing diversity program design demonstration projects, including subdivisions, the board shall serve in an advisory and review capacity, in addition to analyzing any applicable design guidelines also evaluate the criteria outlined in subsection Q.4 of this section. At the conclusion of its consideration, the board shall submit to the director a recommendation of approval, approval with modifications, or denial of the application based on compliance with design guidelines. The director shall consider the board recommendation prior to making a decision on the application.
5. A board recommendation is not a decision and there is no city appeal of the recommendation.

Section 3. Section 2.16.020.Q of the Bainbridge Island Municipal Code is amended to read as follows:

2.16.020Q. Housing Diversity Program Design Demonstration Projects—

1. Purpose and Goals

The purpose of this section 2.16.020.Q is to allow the development of ~~a limited number of housing design demonstration projects to~~ that increase the variety of housing choices available to residents across underserved portions of all the socio-economic spectrum, segments and to promote compact, low-impact encouraging sustainable development through the use of development standard incentives where it is most appropriate. Further, its purpose is ~~The goals of this chapter are to encourage high quality and innovation in building design, site development, and 'green' building practices.~~

The goals of this program are to in housing projects by increasing the housing supply and the choice of housing styles available in the

community; by to promoting socio-economic diversity by adding to the stock of income-qualified housing; to encourage development of in housing affordability and choice by encouraging smaller homes, at reasonable prices, in neighborhoods attractive to a and more varied home sizes and mixes of income and age levels; and by promoting high quality design to demonstrate that innovative design and building techniques (conserving water and energy, using sustainably sourced materials, limiting environmental impacts) are compatible with market considerations.

~~An additional goal is to encourage the use of innovative site development practices and green building practices by encouraging the use of conservation design methods and principals such as, low impact development techniques, green building materials, and water and energy conservation, and mitigation that offsets impacts to biodiversity. Two final goals are to help identify any zoning code amendments that are necessary to support the development of innovative housing choices on Bainbridge Island, and to identify effective incentives to encourage green building and low impact development standards. The demonstration projects developed under this chapter shall use innovative design and development techniques to achieve these goals.~~

2. Applicability

This section 2.16.020.Q is applicable to all properties located within the Winslow Study Area of the Winslow Master Plan, ~~and the Winslow Sanitary Sewer System Service Area, the Lynwood Center Neighborhood Service Center (NSC), and R-5 zoning districts. The Rolling Bay and Island Center NSC zoning districts are eligible for Tier 4 housing diversity program projects as described in this section 2.16.020.Q. An application for a housing diversity program design demonstration project may be applied to single-family residential subdivisions, mixed-use/ multifamily and multifamily developments. The maximum density bonus for a housing diversity program project may not exceed existing density bonuses outlined elsewhere in the BIMC, see section 2.16.020.Q.8. Since the purpose is to provide housing projects as demonstrations, the city will accept projects for consideration and approval prior to the sunset date of this ordinance. The city will limit acceptance of Tier 3 density incentive projects outlined in this section to three projects.~~

3. Review and Approval Process

~~Housing diversity program design demonstration~~ project applications shall be reviewed as specified in the same manner as other applications for the same type of underlying land use permit (see BIMC 2.16.030 through 2.16.210), with additional review steps done in the order below as outlined in this subsection.

- a. Conceptual Proposal Review. Applicants proposing a ~~demonstration~~ housing diversity program project shall meet with city staff during the conceptual phase to discuss the goals and evaluation parameters of the proposed project. The conceptual proposal review is an informal discussion between the applicant and city staff regarding a proposed project. There are no required application materials for this stage. Applicants shall contact the Planning Department staff to request a meeting, and the meeting shall be scheduled by staff for no more than three weeks after the request date. The purpose of the conceptual proposal review is to determine if the proposal is eligible to be considered as an application for a housing diversity program ~~design demonstration~~ project and to assist the applicant by identifying (1) requirements for submittal, including types of supplemental materials for application; (2) compliance with applicable city plans, goals, policies, codes, or guidelines and possible revisions to the project that will enhance the proposal with respect to these requirements; (3) areas of Title 18 Zoning and Title 17 Subdivisions where the applicant seeks flexibility; and (4) required plans studies, reports, and /or other materials specific to the proposal that will provide necessary information for staff and the design review board, and to review the project under the criteria outlined in BIMC 2.16.020.Q.4.
- b. Public Participation Program. The applicant is required to participate in one or more community meetings, either through the City's 1) Public Participation Program following the procedures outlined in Resolution Nos. 2010-32 and 2001-11, or 2) an equivalent public meeting that includes participation by city staff, as approved by the director.
- c. Preapplication Conference. The applicant shall apply for a preapplication conference pursuant to BIMC 2.16.020.G. Housing diversity program projects shall be reviewed by both staff and the design review board, pursuant to BIMC 2.16.020.F. The applicant shall submit a ~~HDDP~~ housing diversity program project proposal consistent with the requirements in the Administrative Manual. The applicant shall consider input received during the public meetings and conceptual review with city staff in the crafting the proposal. The proposal will be evaluated pursuant to BIMC 2.16.020.Q.4 by city staff with and the Design Review Board serving in an advisory role, in addition to their review of applicable design guidelines at one meeting. ~~The evaluation factors outlined in BIMC 2.16.020.Q.4 related to housing diversity and innovative building design practice shall be evaluated by the director, and those related to innovative site development practices shall be evaluated by the director and the design review board.~~ The director shall prepare written findings of facts, and applicants will receive preliminary notification from the director whether the proposal will qualify as a housing diversity program ~~design demonstration~~ project, or feedback about how to improve the proposal to qualify. If the applicant changes the proposal in any significant manner

other than a response to feedback from the public meeting, conceptual review, or the preapplication review, an additional preapplication conference may be required.

- d. Application Submittal. An applicant may submit a land use permit application (Subdivision, Site Plan and Design Review, or Conditional Use Permit) for a housing diversity program design-demonstration project after completion of a required conceptual and preapplication review and notification by the city that the proposal qualifies as a housing diversity program design-demonstration project. Upon receipt of an application, the director shall provide notice to the applicant and public in accordance with BIMC 2.16.020.K, and commence the application review process. Housing diversity program projects that require more than one land use permit must utilize the Consolidated Project Review process outlined in BIMC 2.16.170. All housing diversity program project applications, including subdivisions, shall be reviewed by the design review board and the planning commission at public meetings. The design review board and the planning commission shall make recommendations on all housing diversity program projects.
- e. Permit Decision. The decision to approve or deny a housing diversity program design-demonstration project shall be made as part of underlying land use permit approval. The decision shall be based upon the decision criteria of the underlying planning permit, and the decision criteria outlined in BIMC 2.16.020.Q.5. Housing diversity program design-demonstration project approval conditions shall be included in the final permit approval and shall address any ongoing compliance requirements including compliance with approved design plans. The city may require that the applicant record covenants to ensure ongoing compliance or maintenance for required project components.
- f. Building Permit. The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for required certification by a green building rating system, such as Evergreen Sustainable Development, LEED, or BuiltGreen. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.
- g. Living Building Challenge. For projects pursuing the Living Building Challenge standard of the International Living Building Institute, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the Site, Materials, Indoor Quality and Beauty/ Inspiration components of the Living Building Challenge and that

the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

4. Evaluation Method

Each project will be evaluated for innovation and achievement of the goals of BIMC 2.16.020.Q using a number of factors. The evaluation factors are divided into three categories. ~~If a project does not meet a required evaluation factor, the applicant is required to provide a written explanation about why the evaluation factor is not appropriate or cannot be met in this instance.~~ Examples of sustainable development methods do not limit other mechanisms of meeting the evaluation factor. ~~The city council will pass a resolution to adopt a quantitative system to implement this evaluation method.~~ Projects that qualify as housing diversity program projects are eligible to use the flexible development standard incentives outlined in subsections 6 and 7 below. Projects qualifying as a Tier 2, 3, or 4 project are eligible for the residential incentives outlined below and in subsection 8. Tables 2.16.020.Q-1, Q-2, and Q-3 below show how projects are scored to qualify for different Tiers in the Housing Diversity Program. That evaluation method may include a reference to an established third party green building checklist such as the Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen.

Table 2.16.020.Q-1: Housing Diversity Program Project Scoring System

<u>Density Incentives</u>	<u>Requirements to Receive Incentives</u>	
	<u>Green Building & Innovative Site Development</u>	<u>Housing Diversity</u>
<u>Tier 4</u>		
2.5 x Base Density (not to exceed existing avail. bonus density) OR Max. Bonus Mixed-Use FAR	• <u>Living Building Challenge (ILFI) OR Passive House (Passive House Institute US/ International)</u> • <u>36 Points in Innovative Site Development Practices</u>	• <u>Home size not greater than 1600 sq. ft.</u> • <u>10 pts/ 10% of units affordable housing</u>

Table 2.16.020.Q-1: Housing Diversity Program Project Scoring System

<u>Density Incentives</u>	<u>Requirements to Receive Incentives</u>	
	<u>Green Building & Innovative Site Development</u>	<u>Housing Diversity</u>
<u>Tier 3</u>		
2.5 x Base Density (not to exceed existing avail. bonus density) OR Max. Bonus Mixed-Use FAR	• <u>LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development</u> • <u>36 Points in Innovative Site Development Practices</u>	• <u>50% affordable housing</u> • <u>Home size not larger than 1600 sq. ft.</u>
<u>Tier 2</u>		
• <u>1.5 x Base Density (NSC, R-5, R-8 & R-14)</u> • <u>2.0 x Base Density not to exceed R-8 density (R-2, R-2.9, R-3.5, & R-4.3)</u> • <u>Max. Bonus Mixed-Use FAR</u>	• <u>LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development</u> • <u>30 Points in Innovative Site Development Practices</u>	• <u>Home size not greater than 1600 sq. ft.</u> • <u>10% of units affordable housing</u> • <u>2 points in “Unit Size” category</u> • <u>Projects with ≥ 20 units must get 3 points in “Unit Type” category</u>
<u>Tier 1</u>		
NO Density Bonus	• <u>LEED Certification, BuiltGreen 4, or Evergreen Sustainable Development</u> • <u>20 Points in Innovative Site Development Practices</u>	• <u>Home size not greater than 1600 sq. ft.</u> • <u>4 points (Projects with ≤ 20 units) in “Housing Diversity” category</u> • <u>5 points (Projects with ≥ 20 units) in “Housing Diversity” category</u> • <u>Projects with ≥ 20 units must get 2 points in “Unit Type” category</u>

Table 2.16.020.Q-2 Housing Diversity Scoring Method

		<u>Affordable Housing</u> Project includes a number of housing units that are designated affordable for a period of fifty years to the spectrum of income levels as defined by BIMC Sections 18.36.030.16 and 18.21.020.A.	<u>Unit Size</u> Project includes a variety of unit sizes, excluding garages, that provide for a broad mix of income levels and family size. In order to score a point in a unit size range, the project shall provide at least 10% of the total number units in that range. For example, in a 40 unit development, at least 4 units sized between 1001-1200 ft ² would be needed to score points in that range.	<u>Unit Type</u> Unit Type: Project includes a variety of housing unit types (i.e. single-family style, townhouse, flat, age-in-place, ADUs, cottages) or innovative type of housing. In order to score points for different unit types, the project shall provide at least 10% of the total number units of that type. For example, in a 40 unit development of townhomes and duplexes, at least 4 units of townhomes would be needed to score points for having 2 different unit types.																																		
<u>TIER</u>	<u>Total Housing Diversity Points Required</u>	<table><tr><th><u>% of Affordable Units</u></th><th><u>Value</u></th></tr><tr><td>10%</td><td>10</td></tr><tr><td>11-15%</td><td>12</td></tr><tr><td>16-20%</td><td>14</td></tr><tr><td>21-25%</td><td>16</td></tr><tr><td>More than 25%</td><td>20</td></tr></table>	<u>% of Affordable Units</u>	<u>Value</u>	10%	10	11-15%	12	16-20%	14	21-25%	16	More than 25%	20	<table><tr><th><u>Unit Size Range</u></th><th><u>Value</u></th></tr><tr><td>< 800 ft²</td><td>1</td></tr><tr><td>801-1000 ft²</td><td>1</td></tr><tr><td>1001- 1200 ft²</td><td>1</td></tr><tr><td>1201-1400 ft²</td><td>1</td></tr><tr><td>1401-1600 ft²</td><td>1</td></tr></table>	<u>Unit Size Range</u>	<u>Value</u>	< 800 ft ²	1	801-1000 ft ²	1	1001- 1200 ft ²	1	1201-1400 ft ²	1	1401-1600 ft ²	1	<table><tr><th><u>Number of Different Unit Types</u></th><th><u>Value</u></th></tr><tr><td>2</td><td>2</td></tr><tr><td>3</td><td>3</td></tr><tr><td>4</td><td>4</td></tr><tr><td>5</td><td>5</td></tr></table>	<u>Number of Different Unit Types</u>	<u>Value</u>	2	2	3	3	4	4	5	5
<u>% of Affordable Units</u>	<u>Value</u>																																					
10%	10																																					
11-15%	12																																					
16-20%	14																																					
21-25%	16																																					
More than 25%	20																																					
<u>Unit Size Range</u>	<u>Value</u>																																					
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801-1000 ft ²	1																																					
1001- 1200 ft ²	1																																					
1201-1400 ft ²	1																																					
1401-1600 ft ²	1																																					
<u>Number of Different Unit Types</u>	<u>Value</u>																																					
2	2																																					
3	3																																					
4	4																																					
5	5																																					
		<u>Minimum % Required</u>	<u>Size Requirement</u>	<u>Min. Pts. Required</u>	<u>Min. Pts. Required</u>																																	
<u>4</u>	<u>10 pts</u>	<u>10%</u>	<u>Max. Home size 1600 sq. ft.</u>	<u>NA</u>	<u>NA</u>																																	
<u>3</u>	<u>20 pts</u>	<u>50%</u>	<u>Max. Home size 1600 sq. ft.</u>	<u>NA</u>	<u>NA</u>																																	
<u>2</u>	<u>12 pts (projects <20 units)</u> <u>15 pts (projects ≥ 20 units)</u>	<u>10 %</u>	<u>Max. Home size 1600 sq. ft.</u>	<u>2 pts</u>	<u>Projects ≥ 20 units must get 3 pts in “unit type”</u>																																	
<u>1</u>	<u>4 pts (projects <20 units)</u> <u>5 pts (projects ≥ 20 units)</u>	<u>NA</u>	<u>Max. Home size 1600 sq. ft..</u>	<u>NA</u>	<u>Projects ≥ 20 units must get 2 pts in “unit type”</u>																																	

Table 2.16.020.Q-3 Innovative Site Development Scoring Method

TIER	Minimum Site Development Point Requirement	Decreasing Stormwater Quantity		Improving Water Quality		Common Open Space			Transportation	
		The project uses a variety of methods to decrease stormwater quantity by a variety of methods, including LID, rainwater collection or reuse methods. Low Impact development approach to storm water management through small-scale decentralized practices that infiltrate, evaporate and transpire rainwater. Invasive species shall not be incorporated into low impact development plantings.		Project should limit stormwater runoff from pollution generating surfaces, and treat water quality on site. Low maintenance landscaping that integrates a high proportion of native plants or drought-tolerant plants that are climate and site appropriate. Projects should be carefully designed to minimize disruption to existing appropriate vegetation. To support healthy vegetation, the project provides adequate soil volume to sustain root development.		Project provides well-designed common open space, with at least 5 percent of the gross land area, set aside as open space and designed as an integrated part of the project rather than an isolated element. The common open space must be outside of critical areas and their buffers and required roadside buffers. Appropriate community amenities such as playgrounds, composting and neighborhood gardens promoting the production of locally grown food are encouraged. Resident neighborhood community gardens shall be appropriately located for solar exposure, and include water availability, soil amenities, and storage for garden tools. Required growing space for neighborhood gardens is 60 square feet per dwelling unit, not including any existing orchard area. Open space dedicated to the public pursuant to the standards of BMC Sections 17.12.030. A1, A2, A3, A6 & A7 is encouraged.			Project design provides enhanced sensitivity to pedestrian and bicycle travel to promote the people getting around without a car, a reduced carbon footprint, improved health of humans, and lower pollution levels. Project internally preserves existing informal internal connection to external non-motorized facilities, furthering the Non-motorized Transportation Plan (NMTP) and using such solutions as woonerfs, green streets, and natural trails and paths. Project reduces reliance on automobiles and trip counts, and promotes alternative transportation, such as integrating parking and charging facilities for electric cars, or bus shelters.	
4	36	Requirement	Value	Requirement	Value	% of Open Space	Value	Value if Public	Transportation Components	Value
		Project follows WA State DOE 2012 Stormwater Management Manual for Western Washington	4	Treat 91% of total runoff volume with 90% TSS removal (Level 1 Treatment)	2					
3	36	Project integrates cisterns: % of total roof area directed to cisterns:		Treat 95% of total runoff volume with 90% TSS removal (Level 2 Treatment)	4	5-10%	2	4	Project preserves, creates and integrates internal and external non-motorized connections.	2
		20%	1	All Private yard areas < 20% turf	2	11-15%	4	6	Provides walkways, separated paths, or bike lanes within or adjacent to the right-of-way. No points for facilities required by NMTP.	3
		21-40%	2	Project landscaping integrates at least 60% native or drought tolerant plants	2	16-20%	6	8	On-site car sharing program	1 per each car
		41-60%	3	Percentage of total parking spaces that are covered (i.e. parking garage, carport):		21-25%	8	10	Electric vehicle charging stations for 3% of vehicle parking capacity.	3
2	30	Over 61%	4	Percentage of total parking spaces that are covered (i.e. parking garage, carport):		Greater than 25%	10	12	Covered, consolidated bike parking for subdivisions	3
		Number of dwelling units that integrate greywater reuse components into building design:		10%	1	Incorporates neighborhood garden	2			
		11-20%	2	11-20%	2	Preserves tree that qualifies as a "Heritage tree" under City Program. The tree is not otherwise required to be preserved.	2 per tree			
		21-30%	3	21-30%	3					
1	20	31-40%	4	31-40%	4					
		41-50%	5	41-50%	5					
		Over 51%	6	Over 51%	6					

- a. Housing Diversity. Evaluation will review:
- i. Unit Type: The project includes a variety of unit types, for example, single-family, townhomes, flats, duplex, live/work, cottages, age-in-place or accessory dwelling units.
 - ii. Unit Size: The project includes a variety of housing unit sizes that provide for a broad mix of income levels and family size; and
 - iii. Affordable Housing: The project includes housing units that are affordable to the spectrum of income levels as defined in BIMC Chapter 18.21 BIMC, Affordable Housing. Designated affordable housing shall remain affordable for 50 years from the time of final inspection on the affordable unit. The applicant shall record covenants that demonstrate how the unit will remain affordable and be managed for 50 years.
- b. Innovative Site Development. Evaluation will review:
- i. Low Impact Development/Storm Water Quantity. The project reduces the quantity of storm water produced by a development project. Methods could include using a low impact development approach to storm water management through small-scale decentralized practices that infiltrate, evaporate and transpire rainwater; such as (a) using rain gardens and other water-absorbent plant growth media, with drought tolerant native plants, combined with curb cuts and other proven low impact development techniques for rainwater catchment and absorption, to lessen storm water runoff (invasive species shall not be planted; (b) Where there is to be an earthen separation between the street and sidewalk and bioswales, (c) amended soils, reusing greywater within buildings, or directing storm water into cisterns for use on site .
 - ii. Impervious Surfaces Storm Water Quality. The project reduces water quality impacts from impervious surfaces through use of techniques such as covering pollution-generating surfaces like parking spaces, treating water to a higher standard than required under the Chapters 15.20 and 15.21 BIMC and using “green roofs”(a) porous asphalt, paver blocks or large aggregate pervious concrete for parking and highly used bicycle and pedestrian areas; (b) lattice blocks (or similar products) that permit grass growth for fire lanes and overflow parking; (c) crushed stone or brick for lightly used pedestrian paths; and (d) recycled asphalt and recycled concrete in the base course of pervious and/or impervious surfaces.
 - iii. Landscaping. The project uses low maintenance landscaping that integrates a high proportion of native plants or drought-tolerant plants that are climate appropriate. The project limits the amount of “lawn” in private yards in favor of common open space. Projects are encouraged to use cisterns to collect rainwater for irrigation or garden use.

- iv. Common Open Space. The project provides connected common open space area set aside as active open space and designed and integrated into the project. The open space could include active elements such as a neighborhood garden/ pea patch and composting facilities, or a playground. Critical areas and their buffers and required roadside buffers do not contribute to “common open space” under the housing diversity project program.
- v. Transportation. The project (a) uses a design that provides enhanced sensitivity to pedestrian travel; (b) internally preserves existing informal, internal connection to external trail(s), or creates new connections where appropriate, to implement the Non-motorized Transportation Plan (NMTP); (c) reduces reliance on automobiles and trip counts, and promotes alternative transportation and public transit, (d) minimizes the visual dominance of automobiles throughout the project, or (e) the project accommodates needs of alternative vehicles through techniques such as parking and charging facilities for electric cars, locating rechargeable electric vehicle (EV) parking in a conspicuous and preferred location close to a main building entrance, ~~using parking spaces designed for sub-compact vehicles, such as smart™ cars, and~~ integrating a parking space for a vehicle sharing program, such as zipcar™.
- ~~vi. Composting: The project designates an area where residents can compost their food and yard waste. The compost area may be located in active open space areas.~~
- ~~vii. Biodiversity: The development addresses biodiversity issues by incorporating development impact offsets as outlined in the policies of the Environmental Element of the Comprehensive Plan.~~
- c. Innovative Building Design. The project is constructed under a green building certification program that requires third-party verification such as the Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, Passive House Institute US/ International, LEED or the BuiltGreen Program of the Master Builder’s of King and Snohomish Counties. Evaluation will review:
 - ~~Alternative Energy: The project utilizes, at least in part, alternative power and heat technologies including, but not limited to solar, passive solar, wind, and geothermal.~~
 - ~~Energy Efficiency: The project exceeds base energy efficiencies required by the Building Code by integrating energy efficient building design and appliances.~~
 - ~~Water Efficiency: The project uses water efficiently by integrating low-flow water fixtures and/or water re-use systems (i.e. greywater for toilets, landscaping).~~

~~Green Building Materials: The project utilizes sustainable or ‘green’ building materials internally and externally.~~

~~Accessibility: The project design incorporates access for residents of all ages and mobility inside and outside the home.~~

5. Approval Criteria

In addition to decision criteria required by the underlying planning permit or approval, an application for a housing diversity design demonstration project may be approved if the following criteria are met:

- a. The applicant clearly demonstrates evaluation factors listed in BIMC 2.16.020.Q.4 as shown in the housing diversity program project scoring system as evaluated by ~~the design review board and the planning department~~;
- b. The applicant has demonstrated how relief from specific development standards, including setback reductions, lot coverage and/or design guidelines, is needed to achieve the desired innovative design and the goals of this chapter;
- ~~c. The project is harmonious in design and appearance with the intended character and quality of development in the immediate vicinity of the subject property, and with the physical characteristics of the subject property;~~
- ~~d.~~ The project does not adversely impact existing public service levels for surrounding properties;
- ~~e.~~ The project complies with all other portions of the BIMC, except as modified through this housing diversity design demonstration project process;
- ~~f.~~ If a project will be phased, each phase of a proposed project must contain adequate infrastructure, open space, recreational facilities, landscaping and all other conditions of the project to stand alone if no other subsequent phases are developed; and
- ~~g.~~ The applicant is meeting required housing diversity standards.

6. Development Standard Incentives: Development Projects in the Mixed-Use Town Center

The applicant may request that development standards from Titles 17 and 18 be modified as part of a housing diversity program design demonstration project. The city will review the request to modify development standards through the project review process outlined in BIMC 2.16.020.Q.3 ~~and considered in relation to all required decision criteria~~. Requirements of Title 16 may not be modified. The following development standards may be modified.

- a. Minimum lot dimensions and size. Reductions in lot size or dimensions are subject to approval by Kitsap County Health District.
- b. Maximum lot coverage. Maximum lot coverage can be increased by 5% for Tier 1 projects, and 10% for Tier 2 project. For example, for a Tier 1 project in the Madison Overlay District, the 35% lot coverage limit may be increased to 40%. Increases in maximum lot coverage will be evaluated pursuant to the innovative site development evaluation criteria in BIMC 2.16.020.Q.4.
- c. Open Space. For MUTC demonstration projects developed under BIMC Title 17 Flexible Lot Subdivision, the prescriptive open space requirements in BIMC 17.12.030.A do not apply, and open space incorporated into the project shall be evaluated pursuant to the evaluation criteria in 2.16.020.Q.4. Instead, the project shall integrate at least 50 square feet of open space per unit. The open space shall be located along a public or private street or driveway, or public walkway.
- d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require 1 parking space for homes under 800 square feet; 1.5 parking spaces for homes between 800-1,250 square feet. This reduction may not be combined with any other reductions to result in less than 1 space per unit, and additional guest parking may be required pursuant to BIMC Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing diversity program, then the development shall integrate at least 1 guest parking space for every 5 dwelling units.
- e. ~~Commercial Parking: A reduction in commercial parking requirements may be granted for live work project proposals that contain integrated living and working space, or other commercial components primarily serving an immediate neighborhood. Proposed reductions shall be reviewed pursuant to provisions for other uses and special cases in BIMC Table 18.15.020-1.~~
- f. Setbacks. Unless required for public safety purposes, such as sight distance, required BIMC Title 18 in any district other than the Mixed-Use Town Center or the High School Road zoning district may be reduced as described below. ~~Additional vegetative landscaping screen may be required by director when reducing setbacks.~~ The section does not supersede lesser setback requirements in the MUTC/HS Road District Zones, as outlined in BIMC 18.12.020-3.

Zoning Setback Reductions

- i. Front setback within project: 10 feet
- ii. Rear setback within project: minimum of 5 feet
- iii. Side setback within project: minimum of 5 feet

Subdivision Setback Reductions

- i. All interior subdivision setbacks: 0 feet
- ii. Building to exterior subdivision boundary: 5 feet
- iii. Building to right-of-way or on-site private access: 10 feet

~~f. Roadside Buffers. A reduction in required roadside buffers will consider existing vegetation and the buffering provided by surrounding properties.~~

~~hf. Building Height. Existing bonus height may be achieved as outlined below.~~
Buildings within the Mixed-Use Town Center or High School Road districts may achieve a maximum building height not to exceed the optional height outlined in BIMC Table 18.12.020-3.

7. Development Standard Incentives: Development Projects in Residential Zones

The applicant may request that development standards from Titles 17 and 18 be modified as part of a housing diversity program project. The city will review the request to modify development standards through the project review process outlined in BIMC 2.16.020.Q.3. Requirements of Title 16 may not be modified. The following development standards may be modified.

a. Minimum lot dimensions and size. Reductions in lot size or dimensions are subject to approval by Kitsap County Health District.

b. Maximum lot coverage. Maximum lot coverage can be increased by 5% for Tier 1 projects, and 10% for Tier 2 projects. For example, for Tier 1 projects in the R-4.3 District, the 25% lot coverage limit may be increased to 30%.

c. Open Space. For residentially zoned projects developed under BIMC Title 17 Flexible Lot Subdivision, the prescriptive open space requirements in BIMC 17.12.030.A do not apply. Instead, the project shall integrate at least 400 square feet of open space per unit. The open space shall be located along a public or private street or driveway, or public walkway. This common consolidated open space would be in addition to any protected critical areas or buffers.

d. Residential Parking. The parking requirements outlined in BIMC 18.15.020 may be modified to require 1 parking space for homes under 800 square feet; 1.5 parking spaces for homes between 800-1,200 square feet. This reduction may not be combined with any other reductions to result in less than 1 space per unit, and additional guest parking may be required pursuant to BIMC Table 18.15.020-1. A limited number of parking spaces may be designed to accommodate alternative fuel or sub-compact vehicles such as smart™ cars, with parking stall dimensional standards reduced from the standards outlined in BIMC 18.15.020.J. The applicants are encouraged to work with neighboring property owners to ensure street parking is not overburdened. If the project is requesting a reduction in required parking through the housing

diversity project program, then the development shall integrate at least 1 guest parking space for every 5 dwelling units.

- e. Setbacks. Unless required for public safety purposes, such as sight distance, zoning and subdivision setbacks required by BIMC Title 18 may be reduced as described below. Additional vegetative landscaping screen may be required by the director when reducing setbacks.

Zoning Setback Reductions

- i. Front setback to on-site access: 10 feet

Subdivision Setback Reductions

- i. All interior subdivision setbacks: 0 feet
 ii. Building to on-site access: 10 feet

7.8. Density Bonus Incentives

An increase in residential base density may be permitted as outlined in Table 2.16.020.Q-4 below. The city council adopted Resolution No. 2009-25 containing a quantitative evaluation method that links maximum residential bonus density to varying levels of green building and affordable housing provided, as outlined in Table 2.16.020.Q-1 below. The maximum density bonus for a housing diversity program project may not exceed existing density bonuses outlined elsewhere in the BIMC.

Table 2.16.020.Q-4: Housing Diversity Program Project Density Bonuses

<u>Tier 4</u>
• <u>2.5 x Base Density (not to exceed existing avail. bonus density)</u> • <u>Max. Bonus Mixed-Use FAR (all residential)</u>
<u>Tier 3</u>
• <u>2.5 x Base Density (not to exceed existing avail. bonus density)</u> • <u>OR Max. Bonus Mixed-Use FAR (all residential)</u>
<u>Tier 2</u>
• <u>1.5 x Base Density (NSC, R-5, R-8 & R-14)</u> • <u>2.0 x Base Density not to exceed R-8 density (R-2, R-2.9, R-3.5, & R-4.3)</u> • <u>Max. Bonus Mixed-Use FAR (all residential)</u>
<u>Tier 1</u>
• <u>NO Density Bonus</u>

Table 2.16.020.Q-1: Housing Design Demonstration Project Density Bonuses

Incentives			
In addition to Flexible Development Standards in BIMC 2.16.020.Q.6			
Requirements to Receive Incentives			
		Innovative Site Development (BIMC 2.16.020.Q.4.b) and Innovative Building Design Practices/ Green Building (BIMC 2.16.020.Q.4.c)	Housing Diversity Requirement (BIMC 2.16.020.Q.4.a and 18.21)
TIER 3			
Green	2.5 x Base Density OR Max. Bonus Mixed-Use FAR	Living Building Challenge: Net zero energy and water documentation; Qualifies in all six performance areas with required 16 pre-requisites: site (3), energy (1), materials (5), water (2), indoor quality (3), and beauty and inspiration (2).	NA
Housing	2.5 x Base Density OR Max. Bonus Mixed-Use FAR	LEED Silver, BuiltGreen 4, or Evergreen Sustainable Development AND Achieve Minimum Required Points in Innovative Site Development Practices	50% affordable housing AND Home size not larger than 1600 sq. ft.
TIER 2			
Green	1.5 x Base Density OR Max. Bonus Mixed-Use FAR	LEED Platinum or Gold, or Built Green 5 - For projects pursuing LEED, applicant must check off within the LEED checklist a minimum threshold for 20-30% water use reduction - For projects pursuing Built Green, applicant must achieve 20-30% water use reduction - For projects pursuing LEED or Built Green, applicant shall seek to achieve within the checklist a minimum threshold for 25-30% improved energy performance AND Achieve Minimum Required Points in Innovative Site Development Practices	Home size not greater than 1600 sq. ft. AND 4 points in Housing Diversity category
	1.5 x Base Density	LEED Silver or Built Green 4	Home size not

Table 2.16.020.Q 1: Housing Design Demonstration Project Density Bonuses

Incentives In addition to Flexible Development Standards in BIMC 2.16.020.Q.6		Requirements to Receive Incentives	
		Innovative Site Development (BIMC 2.16.020.Q.4.b) and Innovative Building Design Practices/ Green Building (BIMC 2.16.020.Q.4.c)	Housing Diversity Requirement (BIMC 2.16.020.Q.4.a and 18.21)
Housing	(Zones R-8 & R-14) OR 2.0 x Base Density not to exceed R-8 density (Zones R-2, R-2.9, R-3.5, & R-4.3) OR Max. Bonus Mixed-Use FAR	- For projects pursuing LEED, applicant must check off within the LEED checklist a minimum threshold for 20-30% water use reduction - For projects pursuing Built Green, applicant must achieve 20-30% water use reduction - For projects pursuing LEED or Built Green, applicant shall seek to achieve within the checklist a minimum threshold for 20-25% improved energy performance AND Achieve Minimum Required Points in Innovative Site Development Practices	greater than 1600 sq. ft. AND 10 pts. of affordable housing subcategory AND 17 pts. total in Housing Diversity category
TIER 1			
Green	NO Density Bonus	LEED Certification	NA
Housing	NO Density Bonus	NA	Home size not greater than 1,600 sq. ft. AND 7points in Housing Diversity category

8. Evaluation Scoring System

For the purposes of implementing this section 2.16.020.Q, city council has adopted an evaluation scoring system in resolution 2009-25 dated November 9, 2009. Evaluation of applications for housing design demonstration programs shall be evaluated pursuant to that scoring matrix as applied to this section 2.16.020.Q, and in case of inconsistency between the provisions of that resolution

~~and this section, the provisions of the resolution shall govern. Resolution 2009-25 contains definitions that are to be used only for purposes of the evaluation scoring matrix, and in case of inconsistency between those definitions and the definitions in BIMC 18.36, the provisions in the resolution shall govern, but only as they apply to evaluations for applications for housing design demonstration programs.~~

9. Housing Diversity Program Demonstration Project Visit

In order to learn from the innovative design practices used, all ~~demonstration~~ projects completed under this section 2.16.020.Q shall allow city staff to conduct occasional site tours. City staff will make a request of the property owner prior to conducting a tour and will not access the properties for tours more than once every three months. The site tours will be limited to the exterior and common grounds of the property, and conducted during regular business hours. Visits will be coordinated through the staff and property owner, and the owner will receive written notice no less than two weeks in advance of each visit. Any additional access to private property or at alternative times shall be at the permission and cooperation of the individual homeowner only.

10. Demonstration Period

~~This section 2.16.020.Q and related provisions of BIMC Title 2, Title 17, and Title 18 shall expire on August 26, 2012.~~

Section 4. Section 2.16.040.E of the Bainbridge Island Municipal Code is amended to read as follows:

E. Decision Criteria

The director and planning commission shall base their respective recommendations or decisions on site plan and design review applications on the following criteria:

1. The site plan and design is in conformance with applicable code provisions and development standards of the applicable zoning district, unless a standard has been modified as a housing diversity program ~~design demonstration~~ project pursuant to BIMC 2.16.020.Q;
2. The locations of the buildings and structures, open spaces, landscaping, pedestrian, bicycle and vehicular circulation systems are adequate, safe, efficient and in conformance with the nonmotorized transportation plan;
3. The Kitsap County Health District has determined that the site plan and design meets the following decision criteria:
 - a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system.

- b. If the health district recommends approval of the application with respect to those items in subsection a, the health district shall so advise the director.
 - c. If the health district recommends disapproval of the application, it shall provide a written explanation to the director.
- 4. The city engineer has determined that the site plan and design meets the following decision criteria:
 - a. The site plan and design conforms to regulations concerning drainage in BIMC 15.20 and 15.21; and
 - b. The site plan and design will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and
 - c. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and
 - d. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and
 - e. If the site will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the site, and the applicable service(s) can be made available at the site; and
 - f. The site plan and design conforms to the “City of Bainbridge Island Engineering Design and Development Standards Manual,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of Title 18.
- 5. The site plan and design is consistent with all applicable design guidelines in Title 18 of this code, unless strict adherence to a guideline has been modified as a housing diversity program ~~design demonstration~~ project pursuant to BIMC 2.16.020.Q;
- 6. No harmful or unhealthful conditions are likely to result from the proposed site plan;
- 7. The site plan and design is in conformance with the comprehensive plan and other applicable adopted community plans;
- 8. Any property subject to site plan and design review that contains a critical area or buffer, as defined in BIMC 16.20, conforms to all requirements of that chapter;
- 9. Any property subject to site plan and design review that is within shoreline jurisdiction, as defined in BIMC 16.12, conforms to all requirements of that chapter;

10. If the applicant is providing privately owned open space and is requesting credit against dedications for park and recreation facilities required by BIMC 17.20.020.C, the requirements of BIMC 17.20.020.D have been met;
11. The site plan and design have been prepared consistent with the purpose of the site design review process and open space goals;
12. For applications in the B/I zoning district, the site plan and development proposal include means to integrate and re-use on-site storm water as site amenities.

Section 5. Section 2.16.110.D of the Bainbridge Island Municipal Code is amended to read as follows:

D. Decision Criteria

1. A conditional use may be approved or approved with conditions if:
 - a. The conditional use is harmonious and compatible in design, character and appearance with the intended character and quality of development in the vicinity of the subject property and with the physical characteristics of the subject property provided, that in the case of a housing diversity program ~~design demonstration~~ project any differences in design, character or appearance that are in furtherance of the purpose and decision criteria of BIMC 2.16.020.Q shall not result in denial of a conditional use permit for the project; and
 - b. The conditional use will be served by adequate public facilities including roads, water, fire protection, sewage disposal facilities and storm drainage facilities; and
 - c. The conditional use will not be materially detrimental to uses or property in the vicinity of the subject property; and
 - d. The conditional use is in accord with the comprehensive plan and other applicable adopted community plans, including the nonmotorized transportation plan; and
 - e. The conditional use complies with all other provisions of BIMC, unless a provision has been modified as a housing diversity program ~~design demonstration~~ project pursuant to BIMC 2.16.020.Q; and; and
 - f. All necessary measures have been taken to eliminate or reduce to the greatest extent possible the impacts that the proposed use may have on the immediate vicinity of the subject property; and
 - g. Noise levels shall be in compliance with BIMC 16.16.020 and 16.16.040.A.
 - h. The vehicular, pedestrian, and bicycle circulation meets all applicable city standards, unless the city engineer has modified the requirements of BIMC 18.15.030.B.4 and B.5, allows alternate driveway and parking area surfaces, and confirmed that those surfaces meet city requirements for handling surface water and pollutants in accordance with BIMC 15.20 and 15.21; and

- i. The city engineer has determined that the conditional use meets the following decision criteria:
 - i. The conditional use conforms to regulations concerning drainage in BIMC 15.20 and 15.21; and
 - ii. The conditional use will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and
 - iii. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and
 - iv. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and
 - v. If the conditional use will rely on public water or sewer services, there is capacity to in the water or sewer system (as applicable) to serve the conditional use, and the applicable service(s) can be made available at the site; and
 - vi. The conditional use conforms to the “City of Bainbridge Island Engineering Design and Development Standards Manual,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of Title 17.
 - j. If a major conditional use is processed as a housing diversity program ~~design demonstration~~ project pursuant to BIMC 2.16.020.Q, the above criteria will be considered in conjunction with the purpose, goals, policies, and decision criteria of BIMC 2.16.020.Q.
2. If no reasonable conditions can be imposed that ensure the application meets the decision criteria of this chapter, then the application shall be denied.

Section 6. Section 2.16.125.H of the Bainbridge Island Municipal Code is amended to read as follows:

H. Decision Criteria for Preliminary Long Subdivisions

The hearing examiner’s decision shall include findings of fact that the application meets all the requirements of the following subsections:

1. The preliminary long subdivision may be approved or approved with modification if:
 - a. The applicable subdivision development standards of BIMC Titles 17 and 18 are satisfied; and
 - b. The preliminary long subdivision makes appropriate provisions for the public health, safety and general and public use and interest, including those items listed in RCW 58.17.110; and
 - c. The preliminary long subdivision has been prepared consistent with the requirements of the flexible lot design process, unless a flexible lot

standard has been modified as part of a housing diversity program design demonstration project pursuant to BIMC 2.16.020.Q; and

- d. Any portion of a long subdivision that contains a critical area, as defined in BIMC 16.20 conforms to all requirements of that chapter; and
 - e. Any portion of a long subdivision within shoreline jurisdiction, as defined in BIMC 16.12 conforms to all requirements of that chapter; and
 - f. The city engineer's recommendation contains determinations that the following decision criteria are met and such determinations are supported by substantial evidence within the record.
 - i. The long subdivision conforms to regulations concerning drainage in BIMC 15.20 and 15.21; and
 - ii. The long subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and
 - iii. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and
 - iv. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and
 - v. If the long subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the long subdivision, and the applicable service(s) can be made available at the site; and
 - vi. The long subdivision conforms to the "City of Bainbridge Island Engineering Design and Development Standards Manual," unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of Title 17.
 - g. The subdivision conforms to the requirements of this chapter and the standards in the "City of Bainbridge Island Design and Construction Standards and Specifications," unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of Title 17; and
 - h. The proposal complies with all applicable provisions of this code, unless the provisions have been modified as part of a housing diversity program design demonstration project pursuant to 2.16.020.Q; Chapters 58.17 and 36.70A RCW, and all other applicable provisions of state and federal laws and regulations; and
 - i. The proposal is in accord with the city's comprehensive plan.
2. A proposed subdivision shall not be approved unless written findings are made that the public use and interest will be served by the platting of such subdivision.

Section 7. Section 18.09.020 of the Bainbridge Island Municipal Code is amended as shown in Exhibit A.

Section 8. Section 18.09.030 of the Bainbridge Island Municipal Code is amended to read as follows:

18.09.030 Use Specific Standards

I. Accessory Uses

5. Accessory Dwelling Unit

- a. An Accessory Dwelling Unit may be created within, or detached from, any Single-family Dwelling, whether existing or new, as a subordinate use, where permitted (“P”) by this chapter.
- b. In the shoreline jurisdiction, an Accessory Dwelling Unit may be created within, or detached from, any Single-family Dwelling, whether existing or new, as a subordinate use, where conditional (“C”) pursuant to this chapter. See BIMC 16.12 for shoreline conditional use process.
- c. Only one Accessory Dwelling Unit may be created per parcel.
- d. No variances shall be granted for an Accessory Dwelling Unit.
- e. One off-street parking space shall be provided in addition to off-street parking that is required for the primary dwelling.
- f. Accessory Dwelling Units shall be designed to maintain the appearance of the primary dwelling as a Single-family Dwelling containing 800 sq. ft. of floor area or less. If a separate outside entrance is necessary for an Accessory Dwelling Unit located within the primary dwelling, that entrance must be located either on the rear or side of the building.
- g. If an accessory dwelling unit is constructed in conjunction with a garage, the square footage of the garage shall not count towards the 800 square-foot limitation.
- h. An accessory dwelling unit not attached to the single-family dwelling may not contain any accessory use other than a garage.
- i. No recreational vehicle shall be an accessory dwelling unit.
- j. When stairs utilized for the ADU are enclosed within the exterior vertical walls of the building, they shall count towards the floor area of the ADU.
- k. The ADU shall share a single driveway with the primary dwelling.
- l. School impact fees and qualified exemptions from those fees as provided in BIMC 15.28 shall apply.
- m. All other applicable standards including, but not limited to, lot coverage, setbacks, parking requirements, and health district or city requirements for water, sewer, and/or septic must be met.
- n. In the Mixed Use Town Center, new accessory dwelling units are only permitted as part of a housing diversity program project single-family subdivision approved pursuant to BIMC 2.16.020.Q.

Section 9. Section 18.12.020-3 of the Bainbridge Island Municipal Code is amended as shown in Exhibit B.

Section 10. Section 18.36.030 of the Bainbridge Island Municipal Code is amended to read as follows:

18.36.030 Definitions

Age-in-place: A dwelling qualifies as an age-in-place unit , a specific unit type under the housing diversity program (BIMC 2.16.020.Q), if it qualifies as a “Accessible Dwelling Unit” pursuant to the Building Code , and furthers the ability to live in one's own home and community safely, independently, and comfortably, regardless of age or ability level.

Cottage: A dwelling unit qualifies as a cottage – a specific unit type under the housing diversity program (BIMC Section 2.16.020.Q) – if it has all of the following elements:

1. Maximum Unit Size: 1,200 square feet floor area
2. 2nd floor area no more than 50% of the 1st floor area
3. Pitched roofs with a minimum 4:12 roof pitch
4. Maximum Building Height: 20 feet with a roof pitch less than 6:12. See *Building Height* BIMC Section 18.12.050.C. Maximum ridge height is 25 feet.
5. Front Porch at least 80 square feet in size, and face a street or common open space.
6. Garages must be detached. Shared carport building with other units or surface parking is allowed.

Neighborhood Community Garden: An area set aside within a development that can be used as a viable growing space for residents of the neighborhood. The area shall have solar exposure, water availability, a tool storage area, and be easily accessible to residents. Preservation of an existing orchard does not count towards the area of a designated neighborhood community garden under the housing diversity program (BIMC 2.16.020.Q).

Section 11. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

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

APPROVED BY THE MAYOR ____ XX day of XXX, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: XXXX, 2013

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER:

2013-25

DRAFT

Table 18.09.020 Use Table

“P” = Permitted Use
 “C” = Conditional Use
 Blank = Prohibited Use
 “CA” = Conditional Accessory Use
 “T” = Temporary Use

“A” = Accessory Use

Additional Use restrictions for BIMC 16.12 and 16.20 may apply to shoreline or critical area properties

ZONING DISTRICT USE CATEGORY/ TYPE	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR 1 & 2	NSC	B/I	WD-I	USE SPECIFIC STANARDS 18.09.030
											CC	MA	EA	GATE	FRY					
ACCESSORY USES																				
Accessory Agricultural Education	A	A	A	A	A	A	A										A			I-1
Accessory Agricultural Retail, Minor	A	A	A	A	A	A	A										A			I-2
Accessory Agricultural Retail, Major	CA	CA	CA	CA	CA	CA	CA										CA			I-3
Accessory Agricultural Special Event	A	A	A	A	A	A	A										A			I-4
Accessory Agricultural Tourism	A	A	A	A	A	A	A										A			
Accessory Composting Bin	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Accessory Dwelling Unit (outside shoreline jurisdiction)	A	A	A	A	A	A	A		A	A	A	A	A	A	A	A	A			I-5
Accessory Dwelling Unit (within shoreline jurisdiction)	CA	CA	CA	CA	CA	CA	CA		CA	CA							CA			I-5
Accessory Agricultural Processing and Livestock and Poultry Slaughtering	A	A	A	A	A	A	A										A		A	I-6
Accessory On-site Treatment and Storage Facilities for Hazardous Wastes																	A	A	A	I-7
Accessory Outdoor Storage																	A	A	A	I-8

ZONING DISTRICT DIMENSIONAL STANDARD	Winslow Mixed Use Town Center					HSR I and II	NSC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
MAXIMUM FAR (Floor Area Ratio) [1]									
Basic Maximum									
Commercial and Other Non-Residential Uses	0.6	0.4	0.3	0.15	0.1	0.3	No Max; Limited by Other Standards		
Residential	0.4	0.4	0.3	0.5	0.4	0.3	No FAR limit: R-2 Standards Apply		
Mixed Use [2]	1.0	0.5	0.5	0.5	0.5	0.3	No Max; Limited by Other Standards		
Maximum With Bonus									
Commercial and Other Non-Residential Uses	1.0	0.6	0.6	0.3	0.2	0.6	Bonus Densities Require Compliance with Section 18.12.030.D	N/A	N/A
								Bonus densities require compliance with BIMC 18.12.030.E	
Residential	1.0	0.6	0.6	1.0	1.1	0.6		N/A	N/A
								Bonus densities require compliance with BIMC 18.12.030.E	
Mixed Use [2]	1.5	1.0	1.0	1.0	1.3 (1.5 pursuant to note [3])	1.0		N/A	N/A
								Bonus densities require compliance with BIMC 18.12.030.E	

EXHIBIT B

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NSC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
[1] If the existing FAR for a developed property as of May 21, 1998 is higher than the base FAR for that district, then the existing FAR will be considered the base FAR for that developed property. Total FAR may not be exceeded. [2] In mixed use development, the established FAR in the residential and commercial components shall not be exceeded. For the residential FAR Bonus provisions for qualifying Housing Diversity Program project, refer to the bonus density provisions in BIMC 2.16.020.Q.8. [3] In mixed use development in the ferry terminal district, an additional 0.2 FAR is permitted in accordance with BIMC 18.12.030.E.7. The additional FAR may be applied to either the residential or commercial component of the mixed use development. [4] When property adjoins a single-family residential zone, building setback shall be in accordance with the landscape ordinance perimeter landscaping requirements. [5] When property adjoins a lower density residential zone, except in the ferry terminal district, north of Winslow Way, for the first 30 feet of the building from the property line of an adjoining lower density residential zone, the building height shall be the building height of the adjoining lower density residential zone. Optional building height allowed in the adjoining lower density residential district through a conditional use permit may be requested for projects within the Mixed Use Town Center and High School Road zones through the site plan review process. For building height requirements in the ferry terminal district, north of Winslow Way, reference BIMC 18.12.030.C. [6] The bonus height is only available for the entire building if parking is located under more than 50% of the building footprint. If parking is located under 50% or less of the building footprint, the bonus may only be used for a portion of the building footprint twice as large as the area with parking located beneath.									

EXHIBIT B



**CITY OF BAINBRIDGE ISLAND
MINUTES
DESIGN REVIEW BOARD**



**Regular Meeting
Monday, October 7, 2013**

DESIGN REVIEW BOARD MEMBERS PRESENT
Russ Hamlet, Chair, Alan Grainger, Vice Chair
Jim McNett, Jason Gibson, Mark Levine, Adrian Sawyer

CITY STAFF PRESENT
Jennifer Sutton
Kathy Cook

PROJECT REPRESENTATIVES PRESENT

MEMBERS OF THE PUBLIC PRESENT
John Green

ITEMS DISCUSSED
Design Review Board – Old and New Business
HDP (formerly HDDP) update
Design Review Board Submittal Requirements

MEETING MINUTES:

HDP UPDATE (JENNIFER SUTTON, KATHY COOK)

1. 2:01 Call to Order
2. HDP (Housing Diversity Projects) update discussed.
 - a. Changes to the program were discussed with Jennifer Sutton and Kathy Cook.
 - b. HDDP used to be only Winslow Core. Planning Commission suggested adding the program in the R-5 zones and all NSC Zones.

*Design Review Board Minutes
October 7, 2013*

Attachment B

3. DRB questioned a few key aspects of the program
 - a. Is the affordability aspect of the HDP truly working? Has this been analyzed?
 - b. The DRB feels that the certification aspect of the HDP (LEED, BuiltGreen, etc.) is questionable. These certifications typically happen at project completion. What is in place to ensure projects follow through with certification after they have already received the benefits or bonuses of the HDP program?
 - c. There are presently some inconsistencies in the language of the update regarding affordable housing. These inconsistencies read as potentially confusing for the applicant.
 - d. The DRB suggests that the affordable housing bonuses better represent the 'spectrum' of affordability.
 - e. The DRB suggests that every HDP project be subject to review by the Design Review Board.
 - f. Existing front yard setback requirements should be maintained in the Mixed Use Town Center. In lieu of offering a setback reduction as an HDP incentive.
 - g. 2.5x Density instead of the proposed 1.5x as incentive to make affordable housing an attractive option for developers

NEW DESIGN REVIEW BOARD SUBMITTAL REQUIREMENTS (KATHY COOK)

4. Discussion was had about the status of the previously submitted and revised DRB Submittal Requirements
5. Kathy assured the DRB that planners are handing out the new requirements as suggested to each applicant.
6. Discussion about whether or not the DRB should respond to submitted comment letters.
7. Discussion about a 'point person' from the DRB to be assigned to each submitted project
 - a. This point person would lead the discussion with City staff about the project being reviewed, and in general be the board's liaison regarding the relevant project.
8. Discussion about DRB submittal requirements will continue at the next scheduled meeting Oct. 21st.

NEXT MEETING

- Regular meeting – Monday, October 21, 2013

ADJOURNMENT

With no further business, the meeting was adjourned.

Prepared by:

Jason Gibson, DRB



Russ Hamlet, Chair DRB

August 22, 2013

Memorandum

To: CoBI Planning Commissioners
c/o Jennifer Sutton, CoBI Special Project Planner
jsutton@bainbridgewa.gov

From: Jeb Thornburg, Architect
jebt@beingindigo.com

RE: HDDP Ordinance Update/Applicability to NSC Zones

Planning Staff and Commissioners:

My name is Jeb Thornburg and I have lived on Bainbridge Island for 20 years. I have been the owner of a Bainbridge Island based architectural practice for over 14 years, and have been an active supporter of the HDDP Ordinance from its inception.

From a professional planning perspective, as well as from the perspective of an island citizen, I believe the HDDP objectives to provide the best opportunity for sustainable and affordable housing stock to be built in our community is commendable and in practice, showing signs of success during its first 3-year tenure.

I have been an observer and participant in the public planning process for years in many jurisdictions and I am well aware that change of any nature is inherently challenging and often met with resistance, for that I commend your diligence in seeing through such an innovative planning program.

In specific I am writing to you now concerning the HDDP update and its potential applicability to the Neighborhood Service Center (NSC) Zoning Classification.

I understand from reviewing the DRAFT revisions to the HDDP/(HDP) Ordinance that there is proposed language included to allow Tier 4 (ONLY) of the HDP to be applicable to NSC Zoned parcels.

I support this, but further, would encourage you to consider supporting the applicability of ALL Tiers of the HDP Ordinance to the NSC Study Areas. This would be consistent with the application of the HDP's applicability to the Winslow Study Area.

I believe inherent to the HDP's Ordinance's Tiered System is a thoughtful and flexible structure that allows for the marketplace to have a broad enough toolbox from which to work to creatively address a variety of situations to further the broader Comp Plan Objectives of creating vibrant village hubs. ***To limit the applicability to only Tier 4 in the NSCs is to do a disservice to a carefully crafted system that has already been tested, and has fostered a variety of desired housing outcomes at a variety of densities.***

The Tiered system is self-regulating by design. Limiting the Tiers, actually limits the possibility for diverse outcomes that it is designed to foster.

If the spirit of the Island Comp Plan and Zoning District Mapping is to create the opportunity for thriving village centers in the NSC sub-hubs, a degree of flexibility needs to be built into the system, to address a variety of situations.

August 22, 2013

Memorandum

In specific, as both a student and professional practitioner of planning I would point out that thriving and vibrant neighborhood "village hubs" consistently include a mix of both commerce AND higher density housing stock at a variety of price points.

While none of us can foresee every possible variant of how the HDP will play out, I think it important for the Planning Commission to consider its most important role in the process; to be thoughtful stewards of the Community Created Comp Plan Objectives and to provide the OPPORTUNITY for the (NSC) village hubs to thrive.

There are innumerable market facets beyond the HDP Ordinance that will shape development in the NSCs, and chief among them, is the availability of sewer and water services. I mention this, as I do not believe that applicability of all Tiers of the HDP versus just a single Tier will trigger a flood of density. On the contrary, I believe applicability of all Tiers will be a more successful first step in motivating the marketplace to try to solve a variety of problems that have previously been hurdles to the NSC's developing into the Comp Plan Vision. Specifically, and as you know, no public water or sewer services exist in either the Island Center or Rolling Bay NSC areas; whereas, there are such utility services in the Lynwood Center NSC area. Such utilities are nearly compulsory for density of any measure beyond R-2.

Lastly, while the Rolling Bay and Island Center Study Areas are limited to just the specific NSC parcels, a broader group of parcels of multiple zoning classifications and densities were grouped within the Lynwood Center district to create a Study Area more similar to the Winslow Study area. (see fig 3 attached).

This Study Area is bounded to the West and North by Schel-Chelb estuary and its drainage basin, on the East by the current Pleasant Beach Village Development, and to the South by the former Serenity House site, and the Pleasant Beach Shoreline. The variety of parcels within these existing natural and man made boundaries have already been established as playing an important and integral role in creating the desired village hub outcome.

I think it is critical that the applicability of the HDP be to the entire Study Area in order to be consistent with the Comp Plan Vision.

Within the Lynwood Study Area there are a variety of unique parcels that each have the opportunity to play a different role in the district's success, at a variety of densities, and with a variety of outcomes, each critical in creating community vibrancy. I strongly urge you to have the long-range vision to support ALL Tiers of the HDP for all parcels in the NSC Study areas, as that will truly further the Comp Plan Goals.

I thank you both for your commitment to this effort and for your consideration.

Sincerely,

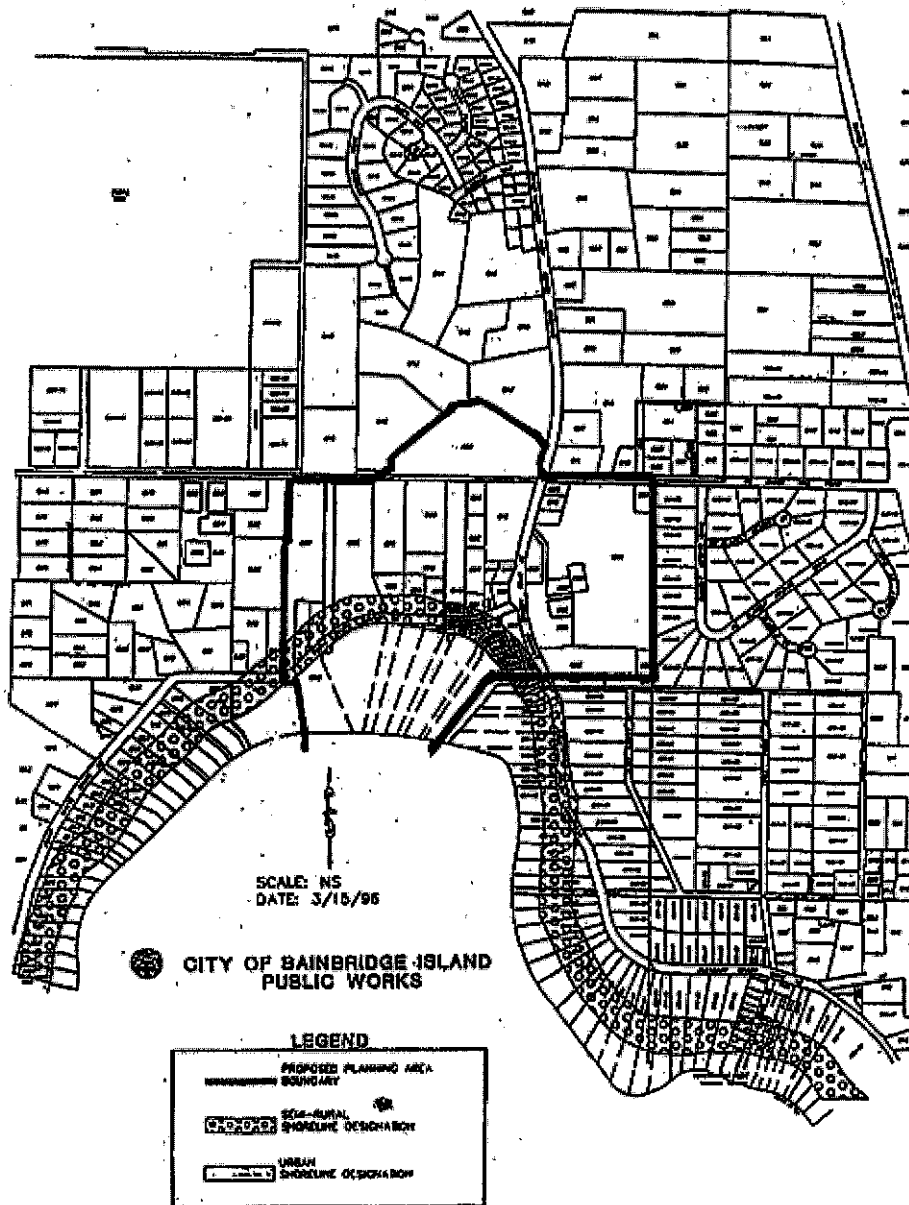
Jeb Thornburg

August 22, 2013

Memorandum

Figure 3

LYNWOOD CENTER
SPECIAL PLANNING AREA
PROPOSED PLANNING AREA BOUNDARY



December, 2004

Land Use Element

From: Robert Dashiell
To: PCD
Subject: Public Comments on Ordinance 2013-25, Revisions to the Housing Design Demonstration Project (HDDP)
Date: Wednesday, September 25, 2013 2:57:08 PM

Planning: Please pass to Planning Commission members.

Members of the Planning Commission,

I am submitting public comment for the subject Public Hearing because I am unable to attend the meeting in person.

I have five specific points I wish to convey to the Commission for their considerations.

Point 1.

In the big picture, I don't believe anyone can say the HDDP program has yet been a success or has even been a positive for the community.

No HDDP project has yet to be even half completed.

No affordable housing has been added to Bainbridge Island that would not have been added without the HDDP. Ferncliff Village is the only project that has affordable housing, and that was going to be affordable housing with or without the HDDP. All HDDP added was the ability to put in the next more controversial part of the plan ... the rental apartments. I have talked to individuals living in Ferncliff Village, and they are pleased. I have talked to individuals in the surrounding community ... they are not nearly as pleased because of the look of the project and the fact the project has turned out to be considerably less visually pleasing than the original pitch to the public presented.

The Grow Ave. project has interesting environmental aspects, but there is nothing that has been done there that I believe couldn't have been done without HDDP. And the big visual impacts with three story condo buildings parallel to Wyatt are yet to break ground. And of course, the project concept has changed considerably since the initial concept was presented to the public, and it's still in some transition. That is probably driven by project profit ... usually referred to as changing or evolving market conditions. The original planning statements were that HDDP did not add density to the total building acreage ... so what did HDDP do for this project site that could not have been done without an HDDP program?

Ketchel and Erickson ... 3 story small houses, appear to be lacking character, none affordable. Is there any real public positive having this cluster development, other than it's fairly close together housing infill?

So ... **I would recommend the HDDP name not change** until some point of time in the future when the public, Planning Commission, and City Council can judge if these projects are really a civic positive. HDDP is worth continuing on for a while to see some actual final results, but it's too early to codify the concept as permanent.

Point 2.

Para. 6 a. (Page 9) and Para.7a, (Page 10): Minimum lot dimensions and size. Reductions in lot size or dimensions are subject to approval by Kitsap County Health District.

Comment: I don't believe the Health District has any approval say about lot sizes that are serviced by public sewer (and water). True or false?

Point 3.

Para 6 b. (Page 9) and Para 7b, (Page 10): Maximum lot coverage.

Comment: First, I think lot coverage means the big picture lot (or lots) that set the project boundaries. I find this confusing, because there are a series of small lots created when these projects are planned, and the lot coverage applies not to the newly created lots. but to the area of the original project. And to add to the confusion, why even have a lot coverage number? Hard surface roads are excluded ... parking lots excluded ... the 'coverage' is only for a footprint of built structures. A project could be 35% building footprint and 65% blacktop and cement and meet the 35% lot coverage requirement.

I think the City Planning staff and the Planning Commission need to better understand **why** there is a maximum lot coverage percentage, and if the Municipal Code as written is doing whatever maximum lot coverage was intended to accomplish.

Point 4.

Para 18.09.030 Accessory Dwelling Units

Comment. If an ADU can be incorporated in an HDDP house, how many square feet can the house be?

I believe this could be gamed by developers to build a house that they will say is a house and an ADU, say 1600 s.f + 800 s.f. = 2400 s.f.?

Essentially, it's creating an apartment in a house. Guess that's OK, but I think a separated housing unit should be titled Accessory Dwelling Unit, and an inclusive apartment type unit should have some other nomenclature.

Point 5.

Affordability should be based on Kitsap County, not King County. Bainbridge Island is part of the Bremerton HUD district. PLanning has said HRB is required to use the Bremerton (Kitsap County) affordability calculations.

Kitsap County had the third highest rate in the state of Washington ... it's largely a federal supported area, and the income levels are quite substantial.

This has been a point of discussion for years ... I thought it had finally been settled with the HUD legal district that Bainbridge is currently located in. If the island eventually incorporates with King County, then the Seattle baseline would then be appropriate.

Affordable housing gets more expensive the higher the income level of the calculated area ... if

you want the projects to provide affordable housing, select the income area that creates housing at the more affordable income level so houses don't cost quite as much.

.....

Final point is a legal one, and some may consider it a bit out there.

City Council appointed an ad- hoc committee that apparently met 10 times. I never once saw an HDDP meeting scheduled on the City's website, and I don't believe I missed those postings. If the ad-hoc committee took any public comment, which I suspect they likely may have from either developers or HRB or housing advocates or any past Council members, then Washington State court decisions make such ad-hoc committee meeting subject to the Open Public Meetings Act, and if they were not posted on the City's website, they would have failed the public notice requirement.

Given what is going on in this City, I think this should be reviewed by the City Attorney. In Lakewood, an ordinance (more controversial ... strip club locations) that was drafted with background recommendations from an ad-hoc committee was voided by the court because the ad-hoc committee took public testimony but failed to conduct their meetings under OPMA rules. That was a new ordinance and this is an ordinance revision, but I think it would serve the Planning Commission well to get a legal opinion since the Commission is now in a decision and recommendation phase for this ordinance to go to the full council.

Respectfully,

Robert Dashiell
6370 NE Tolo Road
206-855-8112

Sharon Gilpin
Ft. Ward
Bainbridge Island WA 98110
Sharon@sounddsl.com

October 15, 2013

HDP – Help Developers Prosper

Why would I say such a thing?

Because the HDP is supposed to be an 'experimental' program with 3 projects, later revised to 4 projects and these 'experimental' projects are to be analyzed in the words of the original Ordinance 2009-06 5D to see whether there is *"undue burden on water quality or drainage basin"* and whether *"streets and pedestrian walkways are adequate to accommodate anticipated traffic."*

None of this has been done. None. Why? Well, the projects are only now being built.

The original ordinance also specifies that *'after construction the Applicant must show proof of meeting the Living Building Challenge Evaluation. And whether the project is served by adequate public facilities – sewage, storm water runoff.'*

These projects are all being built in Winslow – that too – was part of the original intent of the HDDP.

NOW – the Staff has brought forward this Ordinance. This proposed Ordinance would expand HDP reach into all neighborhood serving uses centers and put it in the Comprehensive Plan as part of our community permanently.

What's the big rush?

Who Pays For Infrastructure Improvements

This summer the City upgraded the water main on Madison. Who paid for it? The taxpayers of Bainbridge Island. Who benefited from it – the developer of the Grow Avenue High Density Project – Asani and its investors among others.

Soon we'll need to 'fix' the traffic at Wyatt and Madison and who will pay for that? Us. Why? We don't have a traffic mitigation fund up and running yet. This is not smart planning. This is not sustainable development. And this places the burden of paying for development on taxpayers.

New development should be paying for itself.

Neighborhood Service Centers

Island Center and Rolling Bay neighborhood serving centers have NO SEWERS. They have limited road space. They are generally neighborhoods of all single family residences.

The EPA has declared Bainbridge Island a Sole Source Aquifer. No water quality studies have been done to show how the Fletcher Bay Aquifer is being drawn down by the intense development at the Winslow HDDP sites. Why not? Because the Director of Planning never, ever mandates that new development conduct Environmental Impact Statements.

So, we have almost no idea where we are on our water and other infrastructure.

This is not sustainable development.

So, who's rushing to get this done and why?

Solution

There is no downside to implementing the mandated studies after these developments are completed. There is no downside to waiting to see how traffic mitigation fees can be collected before developments are vested. There is no downside to accessing the cost of infrastructure upgrades in the Neighborhood Service Centers.

This Ordinance should be honestly evaluated in a couple of years and then the community can have the discussion about more.

Thank you.

Sharon Gilpin

Jennifer Sutton

From: Roz Lassoff on behalf of CityClerk
Sent: Wednesday, October 16, 2013 12:39 PM
To: Anne Blair; Bob Scales; David Ward; Debbi Lester; Kirsten Hytopoulos; Sarah Blossom; Steve Bonkowski
Cc: Kathy Cook; Jennifer Sutton
Subject: FW: HDDP Program

From: Pam Churchill [<mailto:corgiluna@comcast.net>]
Sent: Wednesday, October 16, 2013 12:21 PM
To: PCD
Cc: CityClerk
Subject: HDDP Program

To the attention of: Department of Planning and Community Development and the Bainbridge City Council in relation to the **HDDP Program**.

I am a 25 year resident adjacent to Lynwood Center and just received a letter special delivery from my neighbor who received it at his P.O.Box due to a problem with the mailing, informing me of your meetings to consider the future of the HDDP Program. I spoke with Jennifer Sutton and she was very helpful in clarifying the process of the study and recommendations in regard to this policy. **I have strong concerns about adding HDDP to the Lynwood Center Neighborhood Service Center. We have absorbed the majority of the Service Center increased density as outlined in the Comprehensive Plan and I don't think it is advisable to add yet another dimension by allowing HDDP in Lynwood Center!** This was considered a few years back and I think we need to keep the HDDP in Winslow if it is continued at all.

Thank you,
Pam Churchill
corgiluna@comcast.net

Jennifer Sutton

From: PCD
Sent: Monday, October 28, 2013 11:50 AM
To: Jennifer Sutton; Kathy Cook
Subject: FW: Island Center NSC

From: Gary F. Loverich [<mailto:nwocean@live.com>]
Sent: Mon 10/28/2013 8:22 AM
To: PCD
Subject: Island Center NSC

Ms. Sutton,

When considering the NSA at Island Center I have no immediate objections, but would like to point out the major characteristic that makes Island Center unique from the other two NSA designated areas. Any NSA planning taking place at Island Center needs to address the fact that Miller Road/Fletcher Bay road is a major north/south arterial on the Island and is already heavily used. Although it is possible to bypass Island Center when traveling in the North/South direction both Sportsman Club road and High School road run by adjacent schools which slow traffic and serve to funnel traffic to the Island Center area. In addition the Island parks (Battle Point, Grand Forest, Gazzam Lake, Mandus Olsen, IC Community Center and Fort Ward) are accessed by the Miller/Fletcher Bay corridor. There will be a point in time where our increased population and/or increased business will cause more congestion on the roadways adjacent to Island Center. Even the well planned NSC at Lynwood has caused increased traffic past Island Center. I believe this present and future traffic congestion warrants special attention to the Island Center NSC.

I have suggested in the past that the city plan to surround the Island Center NSC and R2 area east of Miller Road with two roads, the west side (the existing Miller Road) one way south only and a new road to the east (R-0.4) one way north only. This requires that the city purchase a right of way for the proposed eastern road. Although this would not necessarily reduce traffic along the Miller/Fletcher Bay corridor, it would provide access and enhancement to the Island Center businesses and future NSA expansion (which is bound to happen). A surrounding road way as I have proposed would make the Island Center community more welcoming and less like a business corridor similar to highway 99 in Seattle.

Thank you for your consideration

Gary Loverich
8775 Fletcher Bay Rd.
206 842 5767

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Update on Vincent Road Property	Date: November 6, 2013
Agenda Item: Staff Intensive	Bill No.: AB 13-152
Proposed By: Planning Director Katharine Cook / Planner Kelly Tayara	

BUDGET INFORMATION

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

REFERRALS/REVIEW

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

Action Item:

Presentation of the results of a community meeting regarding potential use of the City-owned 34-acre property located at 6400 Don Palmer Avenue, the site of a former County landfill.

History:

The City is considering possible public use of the property, and the Comprehensive Plan requires that development of the property include a public planning process. The City Council directed staff to explore the public's interest, and a community meeting was held on October 2, 2013 to solicit public input and provide the public with an opportunity to discuss the site. The attached memo describes the community meeting presentation, provides a summary of community comment to date, and provides preliminary findings regarding redevelopment of the site.

Schedule/Next Activities:

Provide staff with direction for any further activities.

RECOMMENDED ACTION

Consider information and discuss next steps.

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: City Council

FROM: Kathy Cook, Planning Director
Kelly Tayara, Planner

DATE: October 30, 2013

RE: Use of the Vincent Road Landfill Site
City Council Meeting – November 6, 2013

Background

The City owns a 34-acre property located at 6400 Don Palmer Avenue, the site of the former Vincent Road landfill. The City has been in discussions about possible public use of the property, and the Comprehensive Plan requires that development of the property include a public planning process. The City held a community meeting on October 2, 2013 to solicit public input and provide the public with an opportunity to learn about the site, to discuss current uses at the site, and to discuss potential redevelopment, given that the site is subject to a number of development constraints. Due to its history and previous use, the site was ranked by the Department of Ecology as a hazardous waste site; cleanup activities were completed in 2000, and the site is currently in the monitoring phase of the cleanup action plan.

The City sought participation and input from both the immediate neighborhood and the larger Island-wide community. A display ad was published in the local paper, and a flyer was sent to over 100 homeowners in the immediate vicinity inviting them to attend the meeting. Approximately 100 people attended the community meeting; also in attendance were several City Council members and Bainbridge Island Metropolitan Park and Recreation District board members and staff.

Subsequent to the community meeting, the City met with representatives of the Department of Ecology and the Kitsap Public Health District to discuss some of the issues that were raised at the October 2nd meeting, and the potential use of the site as an off-leash dog park.

Summary of Community Meeting Presentation

City staff presented an overview of the property, including the site history, the contamination and cleanup chronology, existing uses of the property, ongoing monitoring requirements for the site, and general requirements for new development. Highlights of the presentation are attached to this memo.

In brief, landfill activities were conducted on the site from 1946 – 1975. In 1975, the first of several government agencies became involved with the investigation and cleanup of the site. By 1977, the County completed closure activities and Bainbridge Disposal opened the transfer station. In 1986, the Environmental Protection Agency conducted an investigation and identified site contaminants. From 1992 – 2001, the County conducted contamination cleanup activities. In 2002, the City purchased the 40 acre property. A decant facility was constructed in 2006, and in 2010, Bainbridge Disposal purchased six acres of the property, and continues operation of the solid waste transfer station.

While the intent of the community meeting was to solicit comment regarding any potential use of the property, an informal “show of hands” poll revealed that the audience was there to discuss an off-leash dog park. The audience did not suggest any other potential use of the property, but did express some concern as to whether the site is appropriate for use as a dog park.

Summary of Community Comment

The audience appeared unanimous in their desire to have an off-leash dog park on Bainbridge Island. Discussion and comment centered around two main topics: dog park planning in general, and whether there was potential for exposure to contaminants at the landfill site, which would make it unsuitable for a dog park. The summarized comments and questions below include written comment submitted before and after the meeting. Specific to locating the park at the landfill site, the audience expressed concern about potential exposure to toxins, in addition to whether existing activities on the site would interfere with the enjoyment of dog park users, and the remote location with respect to the Island’s population centers. Several Bainbridge Island Metropolitan Park and Recreation District (BIPRD) board members and staff were in the audience; at times, much of the discussion was between BIPRD and the public.

Landfill Site Planning

- Is the site still toxic?
- Would pets digging / playing in puddles be exposed to contaminants?
- Would ingestion of dirt / water on the site injure pets?
- Has the landfill cap eroded?
- More detail on the cleanup action is required
 - Clarify the location of the landfill cap
 - How was Trench 3 treated?
- Is the City complying with the conditions of the cleanup action plan / monitoring requirements?
- Use of the landfill site should involve passive uses only
- Are the noise levels / use intensity at the transfer station conducive to use as a dog park?
 - Noises may “trigger” skittish dogs
- A dog park makes sense at the landfill site; other commercial/industrial uses are impossible

General Dog Park Planning / Community Off-Leash Dog Park

- Are there funds available for a dog park¹?
- A dog park somewhere on the Island will attract businesses as well as improve people’s health
- Consider surfaces in design phase (e.g. muddy trails)
- What is the approval process / timeline for a dog park?

Siting a Dog Park

- What are other potential locations for dog parks (aside from landfill site)?
- The landfill site is a great location for a dog park
- With the wealth of public land on the Island, there is no persuasive reason to propose any use of a contaminated site; money and efforts should be expended on the Island’s “healthy” land
- A dog park is needed downtown / in high density areas
- Why isn’t the idea of a dog park in Battle Point Park being formally pursued²?
- Could temporary dog parks be established with temporary fencing on vacant lots?
- Consider Hilltop as an alternative site
- Are there funds to improve Eagledale Park³?

Dog Park Rules and Enforcement

- The community should be educated about dog etiquette / enforcement
- Some people did not attend the meeting and/or do not support a formal off-leash dog park because this may result in stricter leash enforcement
- Supervision and maintenance are required; fencing a site does not make it a dog park
- Marymoor Park signage and enforcement sets a good example for dog parks

Summary of Meeting with Department of Ecology and Kitsap Public Health District

On October 15th, City staff met with Jan Brower, Kitsap Public Health District (KPHD) Solid and Hazardous Waste Manager; Grant Holdcroft, KPHD Environmental Health Specialist; and Ching Pi-Wang, Department of Ecology Uplands Unit Supervisor. Both agencies are very supportive of using the landfill site as a dog park, provided that the design and use of the park does not interfere with the integrity of the remedial clean-up action. They further commented that because public parks are a surface use, they are a frequent and appropriate use for former contaminated sites.

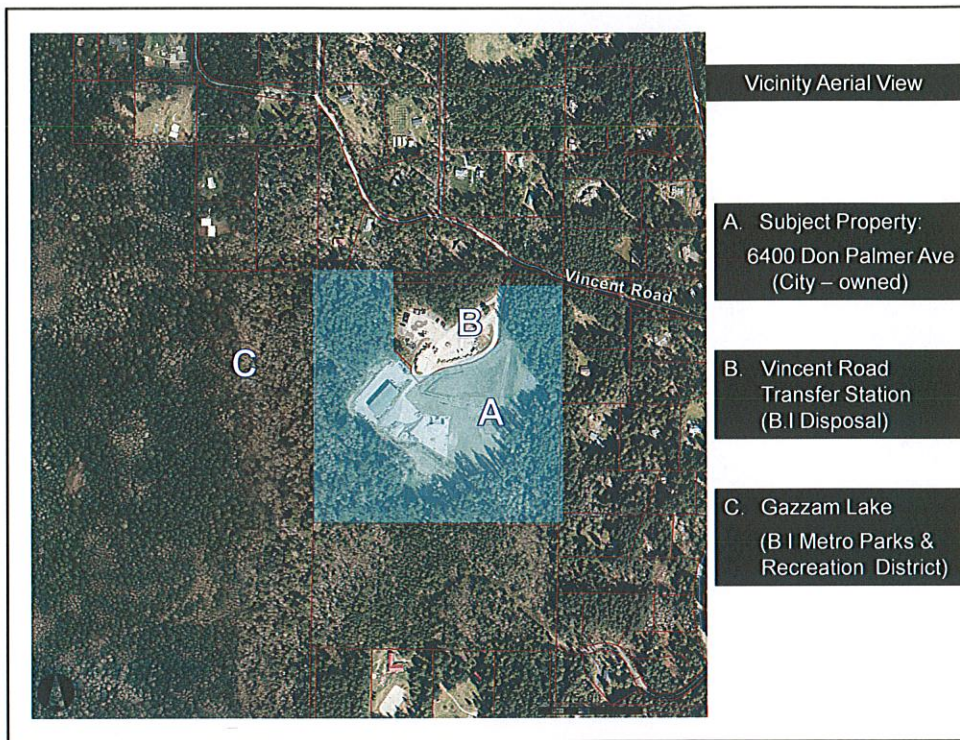
The discussion included details of the site conditions as well as suggestions for planning a park at the landfill site. Health District representatives explained that while some contaminants remain, the contaminants are all sub-grade and capped, with an engineered layer closest to the contaminants. The representatives stated that dogs digging in the dirt should not be a problem, and that pets would not be endangered by ingesting puddle water because the landfill cover is designed to maintain clean water on the surface. The Department of Ecology representative also stated that the area of the landfill is not toxic to users.

Both agencies stressed that the biggest concern would be contamination of ground water, and that dog activities should be separated from the drainage pond and drainage swale.

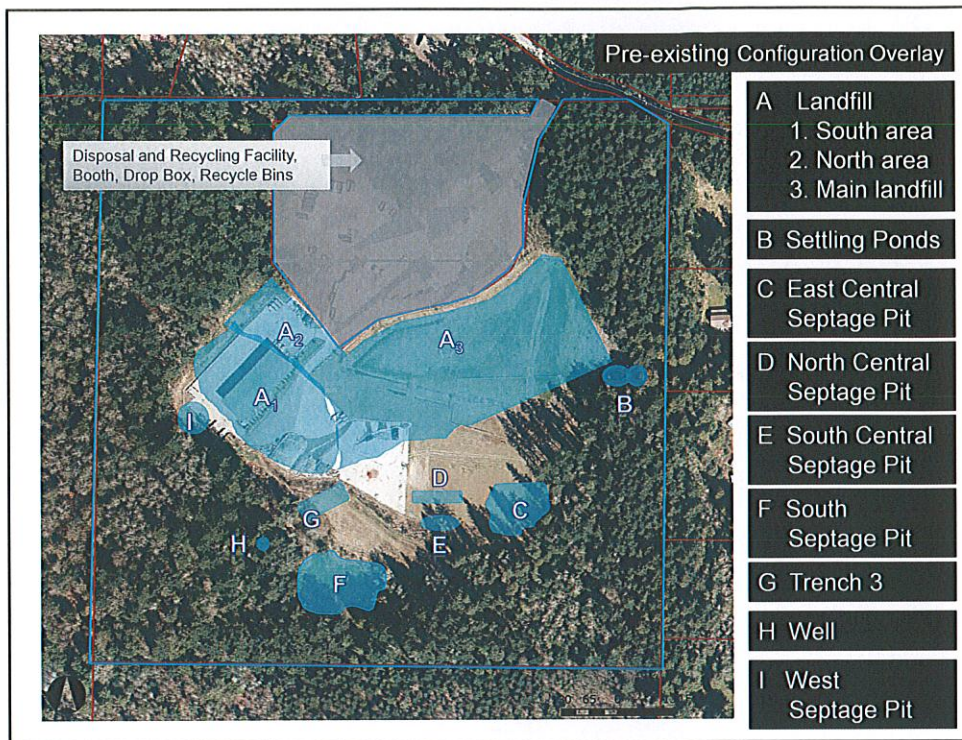
Attachment

A. Consolidated Community Meeting Presentation by City Staff

- ¹ BIPRD stated that between \$30,000 and \$40,000 of their funds are “earmarked” for a dog park.
- ² BIPRD stated that locating a dog park in any existing park may displace existing uses.
- ³ BIPRD stated that recent improvements have been made to Eagledale Park.



The property is located in the R-0.4 zoning district, a residential district, and shares a common boundary with the Gazzam Lake Preserve to the west. The preserve provides a large trail network that could potentially connect to this property.



The 34 acre property was part of a 40 acre property that originally contained a steep, narrow ravine which bisected the site and was reshaped and largely filled in by landfill activities. The landfill was initially operated and maintained by the County, but was operated by several parties over 29 years. It served Island residents, military installations, and the local refuse collection service under a lease from the county. Approximately seven acres of the site was used to dispose of waste, including typical domestic waste, tank bottoms from the Wyckoff wood treatment facility, and petroleum products. Refuse was burned at the site until 1968.

Disposal areas on the site include:

Main landfill; West end area; Septage pits (5); Trench 3

- The main landfill and west end area accepted and burned primarily refuse and a small amount of commercial waste.
- The five septage pits received liquid-solid sludge from domestic septic system haulers. The largest pit was the south septage pit.
- Trench 3 is an excavated area in which liquid wood preserving waste from the Wyckoff plant was disposed.

Contamination / Cleanup Chronology

1975 – 1978

Department of Ecology

- Samples leachate & surface water

1986

Environmental Protection Agency

- Conducts site investigation
- Identifies organic contaminants in leachate and surface water, organic & inorganic contaminants in Trench 3, septage pits and the main landfill
- Samples surface & subsurface soils, surface water & domestic area wells
- No evidence of contamination detected in the domestic water

1988 – 1994

County Health District

- Samples surface water, leachate, and septage pit sludge
- Samples domestic area wells
- Concludes water drinking water comply with state primary drinking water standards
- Concludes metal content found in sludge is similar to typical septage and viral assays of samples negative

Landfill activities took place from 1946 – 1975

In 1975, the first of several government agencies became involved with the investigation and cleanup of the site. Between 1975 and 1978, Ecology took water samples. In 1986, the EPA conducted site investigation that included water and soil samplings. Between 1988 and 1994, the Health District sampled water and sludge from the site, and collected samples from nearby wells.

Contamination / Cleanup Chronology

1990 -1992

Department of Ecology

- Becomes lead regulatory agency
- Ranks site as Level 1* Hazardous Waste Site under MTCA, primarily based on waste disposal from Wyckoff site in Trench 3

Kitsap County

- Performs independent remedial action:
475 tons of sludge from Trench 3 removed
930 tons of soil removed

1996 - 2000

Kitsap County

- Remedial Investigation and Feasibility Study completed for cleanup of the landfill under the enforcement order from Department of Ecology

2001

Kitsap County / CH2MHill

- Screens debris from main landfill to remove larger particles
- Placed cap over landfill
- Cleanup action is substantially complete
- Monitoring phase begins

In 1990, Ecology became the lead regulatory agency for site management, and in 1992 ranked the site as a * Level 1 site, representing the highest level of risk to human health and the environment. Also in 1992, the County performed an independent remedial action, removing 475 tons of sludge from Trench 3 and 930 tons of soil from the site. Under an enforcement order from the Ecology, the County completed a Remedial Investigation in 1999 and Feasibility Study for cleanup of the site in 2000. The investigation found low levels of volatile organic compounds, such as those found in paints and solvents, in the groundwater. The landfill cover soils, and site surface water, were also found to be contaminated.

The Cleanup Action was completed in 2001, and consisted of waste reclamation with a soil cover and monitoring. All materials larger than 1.5 inches in diameter were disposed of offsite; smaller materials were left onsite and covered with a soil cap.

Ongoing Monitoring Requirements

- 30 year monitoring requirement
- Biannual groundwater monitoring of five wells
- Annual monitoring of surface water on the site
- Report of the monitoring program submitted every five years to the Department of Ecology

The most recent five year report, submitted to the Department of Ecology in December, 2012, found that the concentration of chemicals of concern are generally decreasing, and that the remedial action is expected to achieve its goals. The cleanup action plan anticipated that 30 years of monitoring could be required until groundwater cleanup levels have been achieved, and the report recommended that compliance groundwater and surface water monitoring continue.

Existing Uses

- Solid Waste Transfer Station
- Decant Facility
- Staging Facility for Capital Projects & Maintenance Projects



In 2010, Bainbridge Disposal purchased six acres of the original 40 acre property, and continues operation of the solid waste transfer station.

The decant facility was constructed in 2006, and continues operation. The facility is used as a staging area to separate water from debris removed from street and drainage operations (ditching, street sweeping, road grading, catch basin and culvert cleaning, etc.). The water is separated from the sediment, sampled, and filtered before being discharged. The sediments are hauled to an approved landfill.

Capital & Maintenance project staging takes place on the asphalt pad constructed next to the Decant Facility, and is used for materials and equipment storage.

Requirements for New Development

- Document control of potential hazard and protection of stormwater control structures
- Ensure any enclosed structures are protected from methane gas and demonstrate that methane gas levels are below explosive limits
- Provide assurance that the project will comply with the DoE Final Cleanup Action Plan
- Document inspections of the site conditions and integrity of the landfill cap
- Observe depth limits for excavation

The requirements for new development on the site would include compliance with ongoing Department of Ecology and Kitsap Public Health District requirements. For example, development would have to:

- Provide engineered plans documenting how potential hazards will be controlled and stormwater control structures protected
- Demonstrate that the levels of methane gas are below lower explosive limits and any enclosed structures are protected from potential methane gas migration
- Provide an assessment and statement of compliance to assure that the project will comply with the Department of Ecology's Final Cleanup Action Plan for Bainbridge Island Landfill Restrictive Covenant.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Local Agency Standard Consulting Agreement(s) with HDR Inc. for the Wing Point Way Non-Motorized Improvements project design & Professional Services Agreement for utilities portion of design	Date: November 6, 2013
Agenda Item: Staff Intensive	Bill No.: 13-086
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Dept/Fund: Public Works - Capital Const. Fund – Budget Amendment of \$57,477 approved at 04/24/13 City Council Meeting	STP Funds: \$303,398 Local Funds (match): \$ 57,477 \$360,875
<u>Expenditure Required:</u> \$299,091.22 – WSDOT Local Agency Agreement 28,000.00 – COBI Professional Services Agreement (utility portion) \$ 327,091.22	Budget Amend. ? ☒ Yes 04/24/13

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

City Council to consider placement of the Wing Point Way Non-Motorized Improvements design Agreements on the November 13, 2013 City Council consent agenda.

Background:

The proposed Wing Point Way Non-Motorized project consists of roadway and storm drainage reconstruction with new sidewalks on one side of the road.

The original design agreement was approved by City Council at their July 10, 2013 city council meeting. Once approved, City staff forwarded the Agreement to WSDOT for signature. WSDOT then discovered that the utilities portion is not funded by the STP grant resulting in a revised Local Agency Agreement (\$299,091.22) with a separate COBI Professional Services Agreement for the utilities portion of the design (\$28,000.00). See attached scope of work for both Agreements.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the design Agreements with HDR Engineering Inc. for the Wing Point Way Non-Motorized Improvements project, in the amount of \$299,091.22 and \$28,000.00, to the November 13, 2013 City Council consent agenda.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (this “Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation (the “City”) and HDR Engineering, Inc. (the “Consultant”).

WHEREAS, the City desires to retain an engineering firm to assess the water and sewer utilities in Wing Point Way between Ferncliff Avenue and Park Avenue; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Attachment A and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

A. The City shall pay the Consultant for such services: (check one)

☒ Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of Twenty-Eight Thousand Dollars (\$28,000);

☐ Fixed Sum: a total amount of \$_____;

☐ Other: _____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

B. The Consultant shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

D. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

County: Kitsap

Appendix A as of the 13-09 Amendment: Approved 10/18/2013

Jurisdiction: Bainbridge Island**Project Number:** BAIN-25**Title:** Wing Point Way Non-Motorized Imp (Ferncliff Ave to Park Ave)

Phase	Programmed. Year	Oblig. Date	Funding Source	Federal Fund	State Funds	Local Funds	Phase Total
P/E-Design	2013	7/10/13*	STP(U)	\$300,674	\$0	\$0	\$300,674
P/E-Design	2013	7/10/13	STP(U)	\$2,724	\$0	\$0	\$2,724
P/E-Design	2013	7/10/13	Local	\$0	\$0	\$47,352	\$47,352

WSDOT PIN:**Totals:** \$303,398 \$0 \$47,352 \$350,750**Federal Aid/FTA Grant Number(s):** STPUS-6702(001)**Functional Class:** Collector - OVER 5,000**Improvement Type:** Sidewalk**Location:** Wing Point Way, (fr. Ferncliff to Park)**From:** Ferncliff Avenue**To:** Park Avenue**Total Cost** \$1,964,500**Regionally Significant:** No**Environmental Status:** CE**Year of Expenditure for Total Cost:** 2013**MTP Status:** Exempt**MTP Reference(s):** N/A**Description:**

The Wing Point Way Non-Motorized Improvements project will provide sidewalk improvements on one side, reconstruction of the roadway surfacing, and reconstruction of roadway storm water drainage. The extent of the work on Wing Point Way is, approximately 3,300 feet, from Ferncliff Avenue to Park Avenue. A survey, base map, and 5% conceptual level design have been completed. Work involves developing the design to 30% complete, permitting, obtaining slope easements, completing the design to 95%.

* = Asterisk by Obligation Date indicates funds for this phase obligated earlier this calendar year

3. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

4. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

5. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 5 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

6. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2015, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 2 for any satisfactory work completed prior to the date of termination.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error and/or omission of the Consultant, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the Consultant under this Agreement.

B. In the event that the Consultant and the City are both negligent, then the Consultant's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the Consultant, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Consultant under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the Consultant. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

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

E. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. INSURANCE

Consultant shall maintain insurance as follows:

☒ Commercial General Liability as described in Attachment B.

☒ Professional Liability as described in Attachment B.

☒ Automobile Liability as described in Attachment B.

☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NON-WAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the Consultant: Attn: Gus Garcia
 HDR Engineering, Inc.
 4717 97th St NW
 Gig Harbor, WA 98335

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____, 2013.

HDR ENGINEERING, INC.

CITY OF BAINBRIDGE ISLAND

By _____

By _____

Douglas Schulze, City Manager

Name _____

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A

SCOPE OF SERVICES



CITY OF BAINBRIDGE ISLAND

EXHIBIT A

SCOPE OF SERVICES WING POINT WAY UTILITY IMPROVEMENT PROJECT

- Existing Utility Condition(s) Assessment
- Storm Water Culvert Evaluation and Rehabilitation
- Sanitary Sewer Design
- Water System Design
- Plans, Specifications and Opinion of Probable Cost

Prepared by:

HDR Engineering
4717 97th Street NW
Gig Harbor, WA 98335

Exhibit A
Scope of Services
Wing Point Way Utility
Improvement Project

I. Introduction

During the term of this AGREEMENT, HDR Engineering, Inc. (CONSULTANT) shall perform professional services for the City of Bainbridge Island (CITY) in association with the Wing Point Way Utility Improvement project. This document shall be used to plan, conduct, and complete the work described on the project.

The work under this AGREEMENT consists of assessment of the condition and serviceability of the existing sewer and water utilities in the project limits; Storm water culvert evaluation and repair recommendations; sanitary sewer design; domestic water system design; developing plans, specifications, and estimate (PS&E) and construction support services for the utility improvements in Wing Point Way.

There are existing sewer and water utilities within Wing Point Way between Ferncliff Ave and Park Avenue. As part of the roadway and pedestrian upgrades proposed for Wing Point Way the existing utility infrastructure will be evaluated. Existing sewer and water utilities that are deficient based on age and condition will be replaced within the project limits.

During the term of this AGREEMENT, HDR Engineering (CONSULTANT) shall perform professional services for the CITY in connection with the Wing Point Way Improvement Project. Work items include:

- Project Management
- Topographic Survey/Base Map Development
- Data Collection/Review
- Utility Assessment
- Plans/Specifications/Engineer's Estimate of Probable Construction Cost (PS&E)
- West Fork Hauley Cr. Culvert Rehabilitation
- Construction Support Services

The work is authorized by the signing of this AGREEMENT. Work on subsequent phases may be authorized by supplement to this AGREEMENT, after negotiation of scope and budget.

The CONSULTANT's work for this phase of project is expected to start in November 2013 and be completed by July 2014. The CONSULTANT's work performed during this period is identified in Section III of this Scope of Services for the Wing Point Way Improvement Project.

The CITY Project Manager has requested that the duration of the agreement be carried through to December 31, 2015. The CITY may request the CONSULTANT to provide Construction Support Services during the construction phase of the project.

Assumptions:

- Construction Support Services will be added as supplemental work to the agreement and the original agreement shall be amended if such service is requested by the CITY.

II. Design Criteria

The CITY will designate the basic premises and criteria for the design. Reports and plans, to the extent feasible, shall be developed in accordance with the scope of services and amendments as of the date of the signing of this AGREEMENT. Changes in any design standards or requirements after work has begun may result in Extra Work.

Measurements will be in English units.

Drafting Standard: City of Bainbridge Island/APWA
Datums: Horizontal: Washington State Plane Coordinate System, North Zone, NAD 83/91
Vertical: NAVD 1988

City of Bainbridge Island Publications:

- City of Bainbridge Island Design and Construction Standards and Specifications
- Department of Ecology Storm-water Management Manual (including Bainbridge Island Municipal Code Chapter 15.20 requirements).
- City of Bainbridge Island Public Works Standards
- City of Bainbridge Island Municipal Code

WSDOT Publications:

- Standard Specifications for Road, Bridge and Municipal Construction, English edition (2012) (M41-10)
- Standard Plans for Road, Bridge and Municipal Construction, English edition (M21-01)
- Design Manual (M22-01)
- Hydraulic Manual (M23-03)
- Plans Preparation Manual (M22-31)
- Amendments and General Special Provisions
- Standard Item Table
- Utilities Manual (M22-87)

- Local Agency Guidelines (M36-63(PA))

Other Publications/Design Guides:

- Standards of the American Waterworks Association
- Book of American Society for Testing and Materials Standards
- American Public Works Association standards
- Department of Ecology Storm Water Management Manual for Western Washington
- Department of Ecology Criteria for Sewage Works Design (Orange Book 98-37 WQ)

III. Detailed Scope of Services

Task 1 Project Management/Coordination

This task describes those services necessary to plan, perform, and control the various elements of the project to meet the needs and expectations of the CITY and other project stakeholders.

Assumptions:

The CONSULTANT's project manager shall meet with the CITY's project manager on a monthly basis throughout the project. Estimated duration is 8 months.

The CONSULTANT shall submit monthly invoices with a written summary of project progress to-date and activities expected for the next month.

Task 1.1 Project Reporting/Project Management

This task consists of administration of the project and coordinating with the CITY to facilitate efficient progress and timely completion. Elements of work in this task include:

- Project Start Up and Close out
 - This work shall consist of setting up project file structure for storing relevant project documentation. This work also includes closing out the project, compiling and submitting all documents and closing project files.
- Development and update project schedule
- Develop and submit monthly progress reports/invoices
- Evaluate and monitor project budget
- Development and update of Project Guide
 - The project guide is a comprehensive compilation of project information and contains information and direction on the project back ground, team, communication plan, scope of services, budget, schedule, quality management plan, project administration guidelines and health and safety requirements. The guide shall be updated throughout the duration of the project. Copies of the Project Guide and any update

shall be distributed to the CONSULTANT's project team leads. Copies will be provided to the CITY if requested by the CITY Project Manager.

- Establish and maintain the communication plan between CITY, stakeholders and CONSULTANT.
- Establish a collaborative project approach and resolution strategies regarding project challenges.
- Develop, update and monitor quality management plan for the project
 - The quality management plan identifies the person(s) responsible for the quality assurance and control. The plan shall also define the intervals that QAQC review will be performed commensurate with HDR policy and industry standards.

Task 1.2 Meetings

In addition to attending specific meetings as described in other tasks, the CONSULTANT project manager shall attend the following meetings:

Meetings	Purpose(Frequency)	Preparation/Documentation
CITY/CONSULTANT	Coordination meetings to discuss progress, action items, budget, schedule, upcoming issues (monthly)	Prepare agenda. Meeting minutes summarizing action items, decisions made and strategies
CONSULTANT TEAM	Coordinate team's progress/effort, status (Bi-weekly)	Prepare agenda. Summary of decisions made and assigned action items

Assumptions

- There shall be 8 CITY/CONSULTANT Meetings
 - CITY/CONSULTANT meetings are assumed to be 1 hour in duration and be attended by the CONSULTANT Project Manager. Utility design meetings will be held at the same time as the Wing Point Way Non-Motorized Improvement project to control project cost and increase efficiency.
 - Meetings shall be considered face to face meetings held at the City of Bainbridge. If at the request of the CITY project manager, meetings may be conducted as conference call meetings held between the CITY/CONSULTANT project managers.
- CONSULTANT Team Meetings shall be conference call meetings.
 - Meetings shall be 1 hour in duration and be held two (2) times per month for a period of 8 months.
 - Meeting participants shall be comprised of the CONSULTANT Project Manager, and Task Leads.

Task 1.3 Project Design Schedule

Develop and maintain the project schedule using Microsoft Project. Significant tasks and sub-tasks will be represented in the schedule as well as significant mile stones required for the successful completion of the design and adoption by CITY council of the proposed project.

Task 1 Deliverables

- Monthly progress report/invoicing (1 copy each month)
- Meeting agenda / minutes (1 copy each meeting)
- Project schedule (1 copy each update)

Task 2 Topographic Survey and Base Maps**Assumptions**

The CITY shall provide the CONSULTANT with all topographic survey, base maps, and other available support data for use in the CONSULTANT(s) development of project plans and exhibits

The CONSULTANT assumes that the following information will be provided as part of the topographic survey and be incorporated on the base map(s).

■ Topographic Survey

- ◆ Includes: horizontal and vertical control surveying to adequately control the topographic mapping. The mapping will be completed on Washington State Plane Coordinate System, North Zone NAD 83/91, and NAVD 1988 vertical datum.
- ◆ Right Of Way limits and adjacent parcel boundaries.
- ◆ Surface grades, pavement edges, utility poles, hydrants, valves, manholes, storm drains, culverts, mailboxes, signs, fences, significant landscaping, wetland and environmentally sensitive areas, etc... in sufficient detail to support design/PS&E development. Contours will be depicted at one one-foot intervals.
- ◆ Includes: water, natural gas, telephone, fiber optics, cable television, electrical, storm drainage, and sanitary sewers. Base maps shall be prepared in accordance with applicable sections of CI/ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" and the prevailing standard of care.
- ◆ Utility Records Research - Record Drawings of all utilities known to reside within project limits.
- ◆ Potholing information of existing buried utilities within project limits.

■ Base Map

Base maps shall be provided in AutoCAD 2010 format, scaled at 1"=20' horizontal, showing all features outlined above. Maps will show contours at 1-foot intervals, spot elevations on existing roadway areas, and critical driveway areas, as necessary to support the design of the project.

Task 2 Deliverables

- No deliverables this task.

Task 3 Data Collection and Review of Existing Conditions***Assumptions***

The CITY shall provide to the CONSULTANT existing information and requirements relative to the PROJECT including, but not limited to, the items listed in Section IV of this Exhibit A.

Task 3.1 Existing Data Collection and Review

Review all available data provided by the CITY. This shall consist of reviewing all utility as-built drawings, surveys, and documents and comparing the data with the assumptions made on the project. All information will be evaluated to identify potential conflict with regard to the proposed utility improvements and to identify areas where additional information is needed for the design of the project elements.

Task 3.2 Site Reconnaissance

The CONSULTANT team members shall conduct a site visit following compilation of the data and information derived in Task 3.1. This work shall include taking photographs and video of the project site to assist in development of the project., including back checking the data and comparing it with the Topographic base map provided for the project, noting those features that visibly differ from the existing data collected and determining areas where need additional field survey is needed for development of later phases of work.

Task 3 Deliverables

- Request for additional survey (as needed)

Task 4 Gravity Sanitary Sewer Conveyance System Assessment**Task 4.1 Sanitary Sewer System Review and Assessment**

The CONSULTANT shall conduct an assessment of the existing condition and reliability of the gravity sanitary sewer located in Wing Point Way between the intersections of Ferncliff Drive

and Park Avenue. The goal of the assessment is to evaluate the existing systems overall condition and functionality compared to a 20 year service and maintenance cycle.

Task 4.1.1 Background Material Research and Review

The review will be based upon the review of the sanitary sewer plans and record drawings.

Task 4.1.2 Onsite Sanitary System Inspection

The CONSULTANT shall conduct an onsite inspection of the existing system within the project limits. The inspection is observations of the sanitary sewer conveyance and collection system including but not limited to the condition(s) of sewer manholes and sewer lines. The inspections will also consist of review of CITY provided video inspections for portions of the system that can not be viewed by traditional inspection methods.

Task 4.2 Sanitary Sewer Assessment Recommendations and Conclusions (REPORT)

The CONSULTANT shall prepare a draft and final report addressing the conditions and serviceability of the existing system. The report will also contain recommendations on improvements and or replacement options and alternatives.

Task 4 Deliverables:

- *Inspection Report*
- *Site photo documentation*
- *Draft Report*
- *Final Report*

Task 5 Domestic Water System Assessment

Task 5.1 Water System Review and Assessment

The CONSULTANT shall conduct an assessment of the existing condition and reliability of the water system located in Wing Point Way between the intersections of Ferncliff Drive and Park Avenue. The goal of the assessment is to evaluate the existing systems overall condition and functionality compared to a 20 year service and maintenance cycle.

Task 5.1.1 Background Material Research and Review

The review will be based upon the review of the existing water system plans and record drawings. The existing system will be compared to the current water comprehensive plan and adopted growth rate and development potential within the service area. Observations to pipe and service line material type, valve type and construction, fire hydrant model and service line assembly will be compared to the most current version of the Bainbridge Public Works Standards for compliance.

Task 5.1.2 Onsite Water System Inspection

The CONSULTANT shall conduct and onsite inspection of the existing system within the project limits. Field observations and inspection of the water system include but are not limited to the condition(s) of existing distribution lines, service lines, fire hydrants and water service(s).

Task 5.2 *Water System Assessment Recommendations and Conclusions (REPORT)*

The CONSULTANT shall prepare a draft and final report addressing the conditions and serviceability of the existing system. The report will also contain recommendations on improvements and or replacement options and alternatives.

Task 5 Deliverables:

- *Inspection Report*
- *Site photo documentation*
- *Draft Report*
- *Final Report*

Task 6 Preliminary Plans – 60% Design

This work shall consist of incorporating the finding of the sewer and water system assessment reports and CITY's comments and developing a 60% Design Level set of plans, including horizontal and vertical layout of the water and sewer infrastructure in conjunction with the proposed improvements proposed as part of the Wing Point Way Non-motorized Improvement project.

Task 6.1 60% Level Design Drawings

The CONSULTANT shall prepare design drawings, including plan views, profiles, cross-sections and details, along with supporting design calculations as necessary to allow CITY staff sufficient information to review the plans. The construction drawings will be developed to incorporate the comments received from staff reviews. Drawings will be prepared at 1" =20' scale on CITY title/border, 22-inch x 34-inch size sheets. The scales to be used, the lettering, and the general delineation of the plans will provide legible reproduction at full scale or when reproduced for bid sets.

Task 6.2 60% Design Level - Engineer's Opinion of Probable Construction Cost

The "Engineer's Opinion of Probable Construction Cost" will include an itemized list in tabular form, describing section, item, and number of units (quantity), "estimated unit costs", and estimated total cost.

Assumptions:

In providing opinions of cost for the PROJECT, CONSULTANT has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate PROJECT cost or schedule. The CONSULTANT, therefore, will not warranty that the actual PROJECT costs will not vary from CONSULTANT'S opinions, analyses, projections, or estimates.

Task 6.3 Respond to CITY Comments

Revise plan to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 6 Deliverables:

- 60% Design Level – Preliminary Plans
- 60% Opinion of Probable Cost

Task 7 90% Plans, Specifications, and Engineer's Opinion of Probable Construction Cost

The CONSULTANT shall prepare 90% construction plans based on the CITY review of the 60% drawings and submit the documents (including specification and opinions of probable construction costs) to the CITY for review and comment.

Task 7.1 Detailed Construction Drawings**Assumptions**

Prepare Detailed Construction Drawings, including plan views, profiles, cross-sections and details. To develop a basis for a work hour estimate, an estimate of the contract plans that are assumed to be required is included below. It is assumed that the project can be covered on 7 plan/profile sheets. Plans will be drawn at 1" = 20' scale unless noted otherwise. Plans will be generated in accordance with the CITY/APWA Standards, on CITY title/border, 22-inch x 34-inch size sheets. The scales to be used, the lettering, and the general delineation of the plans will provide legible reproduction at full scale or when reproduced for bid sets.

A total of 10 drawings is anticipated and based on the following sheet breakdown and descriptions:

- Sanitary Sewer and Water System plan and profile sheets (7 Sheets, H: 1" =20', V: 1" =5' Scale). These plans will be a "split sheet" format, containing both plan and profile elements.

The plans will include:

- Water Horizontal and Vertical alignment information for main lines, service lines and system operation/isolation valves
- Service and hydrant locations
- Sewer Horizontal and Vertical alignment information for main lines, man holes and side sewer cleanouts.

The plans will include centerline profiles (including location and elevation) to control the vertical elements of the work outside of the intersection areas.

- Removal and Temporary/Permanent Pollution, Erosion and Sedimentation Control Plans (3 Sheets, 1" = 40' Scale). Both temporary and permanent control measures will be incorporated into the same plans and distinguished by line type, callout, and legend.
- Miscellaneous Plans/Details (2 Sheets, NTS).

Task 7.2 Contract Provisions

Specifications (Contract Provisions) shall be developed using the CITY "Boiler Plate" contract provisions. These provisions will be supplemented as necessary with project specific information, and include the deletion of unnecessary special provisions. It is assumed that the CONSULTANT will complete Divisions 2 through 8 and that the CITY will assemble the bid proposal and project bid package.

Task 7.3 Engineer's Opinion of Probable Construction Cost and Bid Item Tabulation

The "Engineer's Opinion of Probable Construction Cost" will include an itemized list in tabular form, describing section, item, and number of units (quantity), "estimated unit costs", and estimated total cost.

Assumptions:

In providing opinions of cost for the PROJECT, CONSULTANT has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate PROJECT cost or schedule. The CONSULTANT, therefore, will not warranty that the actual PROJECT costs will not vary from CONSULTANT'S opinions, analyses, projections, or estimates.

Task 7.4 Respond to CITY Comments

Revise plan to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 7.5 Quality Assurance and Quality Control

Quality control includes senior engineer reviews. The CONSULTANT will conduct an internal quality assurance program prior to the 90 percent submittal of the bid documents. This task will supplement the continuous quality assurance program by conducting a detailed review of the project's plans and specifications for constructability and consistency within the bid documents.

Task 7 Deliverables:

- *90% Plans, Specifications, Engineer's Opinion of Probable Construction Cost*

Task 8 100% Plans, Specifications, and Engineer's Opinion of Probable Construction Cost

The CONSULTANT shall prepare 100% construction plans based on the CITY review of the 90% drawings and submit the documents (including specification and opinions of probable construction costs) to the CITY for review and comment. It has been assumed that the plans regarding the design of any sanitary sewer or water system improvements will be included into the project drawings for Wing Point Way Non-Motorized Improvement Project.

Task 8.1 Final Construction Drawings

The CONSULTANT shall incorporate the review comments from the 90 percent submittal and finalize the project plans and submit to final grant ready drawings to the CITY.

Task 8.2 Final Contract Provisions

Specifications (Contract Provisions) shall be developed using the CITY "Boiler Plate" contract provisions. These provisions will be supplemented as necessary with project specific information, and include the deletion of unnecessary special provisions. It is assumed that the CONSULTANT will complete Divisions 2 through 8 and that the CITY will assemble the bid proposal and project bid package.

Task 8.3 Final Engineer's Opinion of Probable Construction Cost and Bid Item Tabulation

The "Engineer's Opinion of Probable Construction Cost" will include an itemized list in tabular form, describing section, item, and number of units (quantity), "estimated unit costs", and estimated total cost.

Assumptions:

In providing opinions of cost for the PROJECT, CONSULTANT has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate PROJECT cost or schedule. The CONSULTANT, therefore, will not warranty that the actual PROJECT costs will not vary from CONSULTANT'S opinions, analyses, projections, or estimates.

Task 8.4 Respond to CITY Comments

Revise plan to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 8.5 Quality Assurance and Quality Control

Quality control includes senior engineer reviews. The CONSULTANT will conduct an internal quality assurance program prior to the 90 percent submittal of the bid documents. This task will supplement the continuous quality assurance program by conducting a detailed review of the project's plans and specifications for constructability and consistency within the bid documents.

Task 8 Deliverables:

- 100% Plans, Specifications, and Engineer's Opinion of Probable Construction Cost

Task 9 West Fork Hauley Creek Culvert Rehabilitation Recommendations

The CONSULTANT shall inspect the existing location and condition of the existing culvert under Wing Point Way. This task shall also include review of project drawings and design reference material and or video inspection material provided by the CITY. Upon completion of the inspection the CONSULTANT shall prepare a technical memorandum summarizing the condition of the culvert. Based on the conditions observed and verified, the CONSULTANT shall prepare report regarding the observations and provide recommendations on the potential method(s) of trenchless rehabilitation of the existing culvert under Wing Point Way.

Task 9 Deliverables:

- Draft Rehabilitation Report
- Final Rehabilitation Report
- Draft and Final Technical Memorandum

Assumptions:

No assessment of the hydraulic capacity, fish passage or potential replacement options of the Culvert is proposed as part of this work. Design, specifications and opinion of probable cost of the proposed rehabilitation will be at a conceptual level only.

Task 10 Bidding and Construction Support Services

No Tasks have been identified for this work. Should bidding and construction support services be requested by the CITY they will be added as supplemental services and to the original agreement and amended to include scope and budget for those services.

Consultant Fee Determination - Summary Sheet

Project: City of Bainbridge Island Wing Point Way Utility Improvement

Direct Salary Cost (DSC):

<u>Classification</u>	<u>Man Hours</u>		<u>Rate</u>	=	<u>Cost</u>
Principal	2	X	236.91		473.82
Project Manager	6	X	128.78		772.66
Project Engineer	64	X	132.20		8,460.89
Senior Engineer	4	X	189.49		757.95
Designer	84	X	83.66		7,027.08
Project Controller	8	X	120.21		961.70
Structural Engineer	34	X	174.49		5,932.55
3% Labor Escalation for year 2014					570.65

Total DSC = 24,957.29

Reimbursables:

Itemized 459.50

Grand Total 25,416.79

Prepared By: Gus Garcia

Date: 10.17.13

ATTACHMENT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Consultant, its officers, employees and agents:

A. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

C. Professional Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

Before commencing work and services, the Consultant shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the Consultant, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

WITNESSETH THAT:

WHEREAS, the AGENCY desires to accomplish the above referenced project, and

WHEREAS, the AGENCY does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the PROJECT; and

WHEREAS, the CONSULTANT represents that he/she is in compliance with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish Consulting services to the AGENCY,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

I General Description of Work

The work under this AGREEMENT shall consist of the above described work and services as herein defined and necessary to accomplish the completed work for this PROJECT. The CONSULTANT shall furnish all services, labor, and related equipment necessary to conduct and complete the work as designated elsewhere in this AGREEMENT.

II Scope of Work

The Scope of Work and projected level of effort required for this PROJECT is detailed in Exhibit "A" attached hereto and by this reference made a part of this AGREEMENT.

III General Requirements

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress and presentation meetings with the AGENCY and/or such Federal, State, Community, City or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit "A."

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the work in sufficient detail so that the progress of the work can easily be evaluated.

The CONSULTANT, and each SUBCONSULTANT, shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT, and each SUBCONSULTANT, shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT that may result in the termination of this AGREEMENT.

Participation for Disadvantaged Business Enterprises (DBE), if required, per 49 CFR Part 26, or participation of Minority Business Enterprises (MBE), and Women Business Enterprises (WBE), shall be shown on the heading of this AGREEMENT. If D/M/WBE firms are utilized, the amounts authorized to each firm and their certification number will be shown on Exhibit "B" attached hereto and by this reference made a part of this AGREEMENT. If the Prime CONSULTANT is a DBE firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY'S "DBE Program Participation Plan". The mandatory DBE participation goals of the AGREEMENT are those established by the WSDOT'S Highway and Local Programs Project Development Engineer in consultation with the AGENCY.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit "C."

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for this PROJECT, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this PROJECT, shall be without liability or legal exposure to the CONSULTANT.

IV Time for Beginning and Completion

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY.

All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT under completion date.

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD or governmental actions or other conditions beyond the control of the CONSULTANT. A prior supplemental agreement issued by the AGENCY is required to extend the established completion time.

V Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided in Exhibit "D" attached hereto, and by reference made part of this AGREEMENT. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31.

A post audit may be performed on this AGREEMENT. The need for a post audit will be determined by the State Auditor, WSDOT External Audit Office and/or at the request of the AGENCY'S PROJECT Manager.

VI Sub-Contracting

The AGENCY permits sub-contracts for those items of work as shown in Exhibit "G" attached hereto and by this reference made part of this AGREEMENT.

Compensation for this sub-consultant work shall be based on the cost factors shown on Exhibit "G."

The work of the sub-consultant shall not exceed its maximum amount payable unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, overhead, direct non-salary costs and fixed fee costs for the sub-consultant shall be substantiated in the same manner as outlined in Section V. All sub-contracts shall contain all applicable provisions of this AGREEMENT.

With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. No permission for sub-contracting shall create, between the AGENCY and sub-contractor, any contract or any other relationship. A DBE certified sub-consultant is required to perform a minimum amount of their sub-contracted agreement that is established by the WSDOT Highways and Local Programs Project Development Engineer in consultation with the AGENCY.

VII Employment

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from the AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a

third party as a consequence of any act or omission on the part of the CONSULTANT'S employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of the contract, any professional or technical personnel who are, or have been, at any time during the period of the contract, in the employ of the United States Department of Transportation, or the STATE, or the AGENCY, except regularly retired employees, without written consent of the public employer of such person.

VIII Nondiscrimination

During the performance of this contract, the CONSULTANT, for itself, its assignees, and successors in interest agrees to comply with the following laws and regulations:

Title VI of the Civil Rights Act of 1964
(42 USC Chapter 21 Subchapter V Section 2000d through 2000d-4a)

Federal-aid Highway Act of 1973
(23 USC Chapter 3 Section 324)

Rehabilitation Act of 1973
(29 USC Chapter 16 Subchapter V Section 794)

Age Discrimination Act of 1975
(42 USC Chapter 76 Section 6101 et seq.)

Civil Rights Restoration Act of 1987
(Public Law 100-259)

American with Disabilities Act of 1990
(42 USC Chapter 126 Section 12101 et. seq.)

49 CFR Part 21

23 CFR Part 200

RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "H" attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit "H" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

IX Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT as shown in Exhibit "I" for the type of AGREEMENT used.

No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the Notice to Terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth herein above, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In such an event, the amount to be paid shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the work required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the work performed at the time of termination.

Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth above.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT'S failure to perform is without the CONSULTANT'S or it's employee's default or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

In the event of the death of any member, partner or officer of the CONSULTANT or any of its supervisory personnel assigned to the PROJECT, or dissolution of the partnership, termination of the corporation, or disaffiliation of the principally involved employee, the surviving members of the CONSULTANT hereby agree to complete the work under the terms of this AGREEMENT, if requested to do so by the AGENCY. This subsection shall not be a bar to renegotiation of the AGREEMENT between the surviving members of the CONSULTANT and the AGENCY, if the AGENCY so chooses.

In the event of the death of any of the parties listed in the previous paragraph, should the surviving members of the CONSULTANT, with the AGENCY'S concurrence, desire to terminate this AGREEMENT, payment shall be made as set forth in the second paragraph of this section.

Payment for any part of the work by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

X Changes of Work

The CONSULTANT shall make such changes and revisions in the complete work of this AGREEMENT as necessary to correct errors appearing therein, when required to do so by the AGENCY, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under Section XIV.

XI Disputes

Any dispute concerning questions of fact in connection with the work not disposed of by AGREEMENT between the CONSULTANT and the AGENCY shall be referred for determination to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided, however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to de novo judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J", and disputes concerning claims will be conducted under the procedures found in Exhibit "K".

XII Venue, Applicable Law, and Personal Jurisdiction

In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the parties hereto agree that any such action shall be initiated in the Superior court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties to such action shall have the right of appeal from such decisions of the Superior court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior court of the State of Washington, situated in the county in which the AGENCY is located.

XIII Legal Relations

The CONSULTANT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this AGREEMENT. This contract shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall indemnify and hold the AGENCY and the STATE and its officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the CONSULTANT'S negligence or breach of any of its obligations under this AGREEMENT; provided that nothing herein shall require a CONSULTANT to indemnify the AGENCY or the STATE against and hold harmless the AGENCY or the STATE from claims, demands or suits based solely upon the conduct of the AGENCY or the STATE, their agents, officers and employees; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT'S agents or employees, and (b) the AGENCY or the STATE, their agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence (2) the costs to the AGENCY or the STATE of defending such claims and suits shall be valid and enforceable only to the extent of the CONSULTANT'S negligence or the negligence of the CONSULTANT'S agents or employees.

The CONSULTANT'S relation to the AGENCY shall be at all times as an independent contractor.

The CONSULTANT shall comply with all applicable sections of the applicable Ethics laws, including RCW 42.23, which is the Code of Ethics for regulating contract interest by municipal officers. The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT'S own employees against the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW.

Unless otherwise specified in the AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the PROJECT. Subject to the processing of a new sole source, or an acceptable supplemental agreement, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of the AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability and property damage insurance in an aggregate amount not less than two million dollars (\$2,000,000) for bodily injury, including death and property damage. The per occurrence amount shall not exceed one million dollars (\$1,000,000).
- C. Vehicle liability insurance for any automobile used in an amount not less than a one million dollar (\$1,000,000) combined single limit.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance secured by the CONSULTANT, the AGENCY will be named on all policies as an additional insured. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by the AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to the AGENCY.

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT'S professional liability to the AGENCY shall be limited to the amount payable under this AGREEMENT or one million (\$1,000,000) dollars, whichever is the greater, unless modified by Exhibit "L". In no case shall the CONSULTANT'S professional liability to third parties be limited in any way.

The AGENCY will pay no progress payments under Section V until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY and the STATE may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

XIV Extra Work

- A. The AGENCY may at any time, by written order, make changes within the general scope of the AGREEMENT in the services to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of the AGREEMENT, the AGENCY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify the AGREEMENT accordingly.
- C. The CONSULTANT must submit any "request for equitable adjustment", hereafter referred to as "CLAIM", under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of the AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A) and (B) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

XV Endorsement of Plans

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

XVI Federal and State Review

The Federal Highway Administration and the Washington State Department of Transportation shall have the right to participate in the review or examination of the work in progress.

XVII Certification of the Consultant and the Agency

Attached hereto as Exhibit "M-1(a and b)" are the Certifications of the CONSULTANT and the AGENCY, Exhibit "M-2" Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit "M-3" Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit "M-4" Certificate of Current Cost or Pricing Data. Exhibit "M-3" is required only in AGREEMENTS over \$100,000 and Exhibit "M-4" is required only in AGREEMENTS over \$500,000.

XVIII Complete Agreement

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as an amendment to this AGREEMENT.

XIX Execution and Acceptance

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept the AGREEMENT and agrees to all of the terms and conditions thereof.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.

By



By

Consultant HDR Engineering, Inc.

Agency City of Bainbridge Island



CITY OF BAINBRIDGE ISLAND

EXHIBIT A-1

SCOPE OF SERVICES WING POINT WAY NON-MOTORIZED IMPROVEMENT PROJECT

- Conceptual Design Development
- Plans, Specifications and Opinion of Probable Cost
- Public Information and Outreach
- Environmental Permitting Assistance
- ROW, Construction and Slope Easement Negotiation and Preparation

Prepared by:

HDR Engineering
4717 97th Street NW
Gig Harbor, WA 98335

Exhibit A
Scope of Services
Wing Point Way Non-Motorized
Improvement Project

I. Introduction

During the term of this AGREEMENT, HDR Engineering, Inc. (CONSULTANT) shall perform professional services for the City of Bainbridge Island (CITY) in association with the Wing Point Way Non-Motorized Improvement project. This document shall be used to plan, conduct, and complete the work described on the project.

The work under this AGREEMENT consists of environmental permitting; public information and outreach; conceptual design alternatives development; Right of Way and Easement negotiations and preparation; developing final plans, specifications, and estimate (PS&E); utility assessments and design; franchised utility coordination and construction support services for non-motorized improvements to Wing Point Way. The improvements include, but are not limited to, the design of the curb, gutter, bicycle lanes, mid-block crossings, sidewalk, roadway and storm drainage along Wing Point Way from Ferncliff Ave to Park Ave.

The existing configuration/condition of Wing Point Way between Ferncliff Ave and Park Avenue consists of two asphalt travel lanes of varying widths and road side ditches.

During the term of this AGREEMENT, HDR Engineering (CONSULTANT) together with Hough Beck & Baird (SUBCONSULTANT) shall perform professional services for the CITY in connection with the Wing Point Way Improvement Project. Work items include:

- Project Management
- Topographic Survey/Base Map Development
- Data Collection/Review
- Geotechnical Investigation
- Environmental Permitting/Assistance
- Utility Coordination
- Public Involvement/Outreach
- Landscape Plan Development
- Preliminary Engineering
- Plans/Specifications/Engineer's Estimate of Probable Construction Cost (PS&E)
- Real Estate Services
- Construction Support Services

The work is authorized by the signing of this AGREEMENT. Work on subsequent phases may be authorized by supplement to this AGREEMENT, after negotiation of scope and budget.

The CONSULTANT's work is expected to start in September 2013 with a 90% design completed by August 2015. Once funding is secured for construction, 100% design will be completed and the CONSULTANT may be requested to provide construction support services. This will carry the duration of the contract out through December 31, 2016. The CONSULTANT's work to be performed is identified in Section III of this Scope of Services for the Wing Point Way Improvement Project.

Assumptions:

- Construction Support Services will be added as supplemental work to the agreement as requested by the CITY.

II. Design Criteria

The CITY will designate the basic premises and criteria for the design. Reports and plans, to the extent feasible, shall be developed in accordance with the scope of services and amendments as of the date of the signing of this AGREEMENT. Changes in any design standards or requirements after work has begun may result in Extra Work.

Measurements will be in English units.

Drafting Standard: City of Bainbridge Island/APWA
 Datums: Horizontal: Washington State Plane Coordinate System, North Zone, NAD 83/91
 Vertical: NAVD 1988

City of Bainbridge Island Publications:

- City of Bainbridge Island Design and Construction Standards and Specifications
- Department of Ecology Storm-water Management Manual (including Bainbridge Island Municipal Code Chapter 15.20 requirements).
- ***City of Bainbridge Island Public Works Standards***
- ***City of Bainbridge Island Municipal Code***

WSDOT Publications:

- Standard Specifications for Road, Bridge and Municipal Construction, English edition (2012) (M41-10)
- Standard Plans for Road, Bridge and Municipal Construction, English edition (M21-01)
- Design Manual (M22-01)
- Hydraulic Manual (M23-03)
- Plans Preparation Manual (M22-31)

- Bridge Design Manual (M23-50)
- Amendments and General Special Provisions
- Standard Item Table
- Traffic Manual,(M51-02)
- Highway Runoff Manual (M31-16)
- Utilities Manual (M22-87)
- Local Agency Guidelines (M36-63(PA))
 - Incl. City and County Design Standards for All Routes
- Environmental Procedures Manual (M31-11)
- EIS Format Standards (M31-14).

American Association of State Highway and Transportation Officials (AASHTO) Publications:

- A Policy on Geometric Design of Highways and Street (2004 - 'Green Book')
- Guide for the Design of High Occupancy Vehicles and Public Transfer Facilities (1983)
- A Guide for Highway Landscape and Environmental Design (1970)
- Highway Design and Operational Practices Related to Highway Safety (1974 - 'Yellow Book').

U.S. Department of Transportation (USDOT) Publications:

- Manual of Uniform Traffic Control Devices for Streets and Highways
- Highway Capacity Manual, Special Report 209

Other Publications/Design Guides:

- Standards of the American Waterworks Association
- Book of American Society for Testing and Materials Standards
- American Public Works Association standards
- Americans With Disabilities Act (ADA)
- Making Endangered Species Act Determinations of Effect for Individual or Group Actions at the Watershed Scale. NMFS, 1996
- Endangered Species & Transportation Handbook, Draft. Washington State Department of Transportation, 1998
- Biological Assessment Preparation And Review, Update. USFWS et. al. 1998
- Biological Assessment Interim LAG Changes, Chapter 24 Supplement. Washington State Department of Transportation (TA/LA 99-2), March 1999.
- Department of Ecology Storm Water Management Manual for Western Washington

III. Detailed Scope of Services

Task 1 Project Management/CONSULTANT Coordination

This task describes those services necessary to plan, perform, and control the various elements of the project so that the needs and expectations of the CITY and other project stakeholders will be met or exceeded.

Assumptions:

The CONSULTANT's project manager shall meet with the CITY's project manager on a monthly basis throughout the project. Estimated duration is 12 months.

The CONSULTANT shall submit monthly invoices with a written summary of project progress to-date and activities expected for the next month.

Task 1.1 Project Reporting/Project Management

This task consists of Administration of the project and coordinating with the CITY to facilitate efficient progress and timely completion. Elements of work in this task include:

- Project Start Up/Close out
 - This work shall consist of setting up project file structure for storing relevant project documentation. This work also includes closing out the project, compiling and submitting all documents and closing project files.
- Develop and update project schedule
- Develop and submit monthly progress reports/invoices
- Evaluate and monitor project budget
- Development and update of Project Guide
 - The project guide is a comprehensive compilation of project information and contains information and direction on the project back ground, team, communication plan, scope of services, budget, schedule, quality management plan, project administration guidelines and health and safety requirements. The guide shall be updated throughout the duration of the project. Copies of the Project Guide and any update shall be distributed to the CONSULTANT's project team leads. Copies will be provided to the CITY if requested by the CITY Project Manager.
- Establish and maintain the communication plan between the CITY, team members and sub-consultants
- Establish a collaborative project approach and resolution strategies regarding project challenges
- Develop, update and monitor quality management plan for the project

- The quality management plan identifies the person(s) responsible for the quality assurance and control. The plan shall also define the intervals that QAQC review will be performed commensurate with HDR policy and industry standards.

Task 1.2 Meetings

In addition to attending specific meetings as described in other tasks, the CONSULTANT project manager shall attend the following meetings:

Meetings	Purpose(Frequency)	Preparation/Documentation
CITY/CONSULTANT	Coordination meetings to discuss progress, action items, budget, schedule, upcoming issues (monthly)	Prepare agenda. Meeting minutes summarizing action items, decisions made and strategies
CONSULTANT TEAM	Coordinate team's progress/effort, status (Bi-weekly)	Prepare agenda. Summary of decisions made and assigned action items

Assumptions

- There shall be 11 CITY/CONSULTANT Meetings
 - CITY/CONSULTANT meetings are assumed to be 1 hour in duration and be attended by the CONSULTANT Project Manager.
 - Meetings shall be considered face to face meetings held at the City of Bainbridge. If at the request of the CITY project manager, meetings may be conducted as conference call meetings held between the CITY/CONSULTANT project managers.
- CONSULTANT Team Meetings shall be conference call meetings.
 - Meetings shall be 1 hour in duration and be held two (2) times per month for a period of 11 months.
 - Meeting participants shall be comprised of the CONSULTANT Project Manager, and Task Leads

Task 1.3 Project Design Schedule

Develop and maintain the project schedule using Microsoft Project. Significant tasks and sub-tasks will be represented in the schedule as well as significant mile stones required for the successful completion of the design and adoption by CITY council of the proposed project.

Task 1 Deliverables

- Monthly progress report/invoicing (1 copy each month)
- Meeting agenda / minutes (1 copy each meeting)
- Project schedule (1 copy each update)

Task 2 Topographic Survey and Base Maps**Assumptions**

The CITY shall provide the CONSULTANT with all topographic survey, base maps, and other available support data for use in the CONSULTANT(s) development of project plans and exhibits

The CONSULTANT assumes that the following information will be provided as part of the topographic survey and be incorporated on the base map(s).

■ Topographic Survey

- ◆ Includes: horizontal and vertical control surveying to adequately control the topographic mapping. The mapping will be completed on Washington State Plane Coordinate System, North Zone NAD 83/91, and NAVD 1988 vertical datum.
- ◆ Right Of Way limits and adjacent parcel boundaries.
- ◆ Surface grades, pavement edges, utility poles, hydrants, valves, manholes, storm drains, culverts, mailboxes, signs, fences, significant landscaping, wetland and environmentally sensitive areas, etc... in sufficient detail to support design/PS&E development. Contours will be depicted at one one-foot intervals.
- ◆ Includes: water, natural gas, telephone, fiber optics, cable television, electrical, storm drainage, and sanitary sewers. Base maps shall be prepared in accordance with applicable sections of CI/ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" and the prevailing standard of care.
- ◆ Utility Records Research - Record Drawings of all utilities known to reside within project limits.
- ◆ Potholing information of existing buried utilities within project limits.

■ Base Map

Base maps shall be provided in AutoCAD 2010 format, scaled at 1"=20' horizontal, showing all features outlined above. Maps will show contours at 1-foot intervals, spot elevations on existing roadway areas, and critical driveway areas, as necessary to support the design of the project.

Task 2 Deliverables

- No deliverables are provided for this task.

Task 3 Data Collection and Review of Existing Conditions

Assumptions

The CITY shall provide to the CONSULTANT existing information and requirements relative to the PROJECT including, but not limited to, the items listed in Section IV of this Exhibit A.

Task 3.1 Existing Data Collection and Review

Review all available data provided by the CITY. This shall consist of reviewing all utility as-built drawings, surveys, and documents and comparing the data with the assumptions made on the project. All information will be evaluated to identify potential conflict with regard to the proposed project improvements and to identify areas where additional information is needed for the project.

Task 3.2 Site Reconnaissance

The CONSULTANT team members shall conduct a site visit following compilation of the data and information derived in Task 3.1. This work shall include taking photographs and video of the project site to assist in development of the project, including back checking the data and comparing it with the Topographic base map provided for the project, noting those features that visibly differ from the existing data collected and determining areas where need additional field survey is needed for development of later phases of work.

Task 3 Deliverables

- Request for additional survey (as needed)

Task 4 Geotechnical Investigation

The Geotechnical SUB-CONSULTANT shall obtain subsurface information regarding soil conditions along the project alignment as a preliminary basis for evaluating geotechnical conditions.

Geotechnical investigation will be performed within the project limits to determine pavement design, and design criteria for any required retaining walls or slopes. The geotechnical information will be assembled with design recommendations in a report to be delivered to the CITY as part of the final document package.

Assumptions

- Investigations will be limited to 4 excavation(s).
- The CITY will procure all "Right-of-Entry" documents from the property owners lying adjacent to proposed drilling sites. The test boring shall be conducted in pavement areas. Boring holes in the pavement caused by the drilling will be backfilled with the spoils extracted from the boring and the asphalt patch repaired with commercial grade concrete.

- CONSULTANT shall provide the Geotechnical SUB-CONSULTANT with updated topographic maps of the project site for use in conducting the study.
- One CONSULTANT/SUB-CONSULTANT meeting will be conducted to coordinate scheduling of the investigatory work.

Task 4.1 Field Exploration and Laboratory Testing

CONSULTANT and Geotechnical SUBCONSULTANT shall review readily available geotechnical reports previously conducted along the project corridor/alignment provided to the CONSULTANT by the CITY regarding the original roadway design and construction, and other related documents completed as part of the planning process.

CONSULTANT and Geotechnical SUB-CONSULTANT shall conduct a field reconnaissance of the project site in accordance with Task 3.2 to evaluate surface conditions, topography, and existing drainage conditions.

The Geotechnical SUBCONSULTANT shall complete laboratory tests on selected soil sample, including moisture content, as appropriate for use in supporting design of the roadway and retaining wall features.

The Geotechnical SUBCONSULTANT shall Subcontract with a traffic control firm to provide traffic control when conducting the exploratory work within the CITY's rights-of-way.

Task 4.2 Geotechnical Design Report

The Geotechnical SUBCONSULTANT shall compile the information derived from Task 4.1 and develop a report that will include the following:

- Provide site preparation criteria for the new roadways, including recommendations regarding the required depth of stripping and excavation of unsuitable soil.
- Provide earthwork criteria for the project, including types of fill material and compaction requirements, and conclusions regarding reuse of on-site soils for structural fill purposes.
- Provide preliminary recommendations for cut and fill slopes.
- Develop preliminary geotechnical engineering parameters for retaining walls including allowable bearing pressures, active and passive lateral soil pressures, sliding friction and settlement. Other retaining structures such as rockeries and MSE (mechanically stabilized earth) walls will be discussed, if requested.
- Provide preliminary recommendations for utility trenching, support of buried utilities, and trench backfill.
- Develop recommendations for appropriate temporary and permanent drainage, as well as erosion and sediment control measures.
- Prepare a written report for the Wing Point Way improvement project describing the pertinent site details, field exploration and laboratory testing program, subsurface conditions based on field and laboratory data, and a summary of conclusions and recommendations. The report will include a vicinity map; a site plan showing topography, project alignment, exploration locations and location of subsurface profiles; and at least one subsurface profile (cross section) showing our interpretation of subsurface soil and ground water conditions.

Task 4 Deliverables

- Draft Geotechnical Design Report (3 copies)
- Final Geotechnical Design Report (3 copies)

Task 5 Environmental Services**Task 5.1 Environmental Kick-off Meeting and Site Visit**

This work shall consist of conducting a site visit, Task 3.2, to assess the potential for impacts to the natural and build environment located adjacent to the project site.

Assumptions

- The CONSULTANT team comprised of key environmental staff, the project manager, and lead designer(s) will participate in the site visit to identify the impacts and needs for mitigating those impacts relevant to the project. Invitations will be extended to WSDOT H&LP engineers.
- The Team will also identify key issues to better assess scheduling permit submittals to support project development to meet project schedule.

Task 5.2 Critical Area Field Work and Technical Memo

The CONSULTANT shall review existing documents and define the level of effort required for the field study. The CONSULTANT shall seek to utilize existing documentation and studies wherever feasible in an effort to reduce cost.

The CONSULTANT shall provide qualified wetland biologists to delineate jurisdictional wetlands according to methods described in the 1987 Corps of Engineers Wetland Delineation Manual and the 1997 Washington State Wetland Delineation Manual. Identified wetlands shall be documented with appropriate data sheets and boundaries shall be marked with visible plastic flagging for pickup by the survey team. Identified wetlands shall be ranked according to City of Bainbridge methods. Field crews shall also identify and flag the Ordinary High Water Mark (OHWM) of West Fork Hawley Creek for a distance of 200 feet from the proposed edge of construction. Wetlands associated with the stream within 100 feet of the project construction area will be delineated and flagged as well. One day of field work by two biologists is anticipated.

A critical areas memo will be prepared to comply with the City of Bainbridge critical areas ordinance. The memo will be developed to address the city standards and best available science (BAS) requirements. The report will summarize relevant background studies and mapping and will identify the general extent, location and project impacts to significant trees, wetlands, the stream, steep slopes, habitat areas, and their buffers in the study area.

Task 5.3 Biological Assessment

The purpose of the BA is to evaluate individual projects in terms of their potential impacts to any species listed or proposed for listing as threatened or endangered under Section 7 of the Endangered Species Act (ESA). It is currently anticipated that informal consultation will be sufficient to show ESA compliance. Informal consultation consists of preparation of a BA. The BA will include detailed descriptions of all project activities, status and occurrence of listed species in project area, direct and indirect effects to all listed species and critical habitat, and conservation measures. The BA will include an effects determination for each listed species and critical habitat. An analysis of Essential Fish Habitat (EFH) will be completed as part of the BA and will also include an effects determination. If the Services agree with the effects determination, they will write a concurrence letter.

Federal agencies are obligated under Section 305(b)(2) of the Magnuson-Stevens Act (MSA) and its implementing regulations (50 CFR 600), to consult with NOAA Fisheries regarding actions that are authorized, funded, or undertaken by that agency, that may adversely affect Essential Fish Habitat (EFH). The MSA defines EFH as "those waters and substrate necessary to fish for spawning, breeding, feeding, or growth to maturity." Furthermore, NOAA Fisheries is required to provide the Federal agency with conservation recommendations that minimize the adverse effects of the project and conserve EFH (MSA 305(b)(4)(A)). This consultation is based, in part, on information provided by the Federal agency and descriptions of EFH for Pacific ground fish, coastal pelagic species, and Pacific salmon (Chinook, Coho and pink salmon) contained in the Fishery Management Plans produced by the Pacific Fisheries Management Council.

An EFH review and determination shall be completed as part of the BA process. The EFH review shall reference the effects discussed in the BA portion of the document and shall evaluate the project effects on spawning, breeding, feeding, growth and/or maturity for Chinook and Coho.

Task 5.4 Cultural and Historic Resources (Section 106 Compliance)**Assumptions:**

- *Archaeological materials may be located within the project area. If artifacts or a site or sites are located, the required DAHP documentation may accrue costs above and beyond the amount proposed.*
- *One set of comments on the report will be received. Additional comments may require additional budget.*

Consult with DAHP, tribes, and federal agencies, as needed, regarding the level of effort required for Section 106 compliance for this project. Prepare an Area of Potential Affect based on design team information and initial Section 106 consultation. Conduct records research with the DAHP, GLO maps, historic maps, and pertinent publications. Perform a pedestrian survey and subsurface testing of the APE. Produce a survey report that meets all Federal and State standards for review.

Task 5.5 NEPA ECS Preparation**Assumptions:**

- *NEPA Documented Categorical Exclusion (DCE) is acceptable for the project.*

- *Each document is limited to one review and revision cycle by client and WSDOT Local Programs.*
- *Impacts to environmental justice (EJ) populations are not expected within the study.*
- *A history of hazardous materials is not anticipated and additional documentation would not be required by WSDOT.*
- *The City PM will sign the ECS and submit to WSDOT for review, approval, and recommendation to FHWA.*

The CONSULTANT shall prepare the Environmental Classification Summary Form to satisfy NEPA requirements following the format and procedures specified in the WSDOT Environmental Procedures Manual and Local Agency Guidelines. The CONSULTANT shall coordinate with the WSDOT Highways and Local Programs Area Engineer during document preparation and review cycle.

Task 5.6 SEPA Checklist Preparation

Assumptions:

- *The City PM will submit the checklist to Bainbridge Planning Division for review, approval and issuance.*
- *SEPA public notice requirements such as posting, mailings, and hearings will be handled and paid for by the City.*
- *City will provide a Bainbridge SEPA Checklist in Word file format.*
- *Scope and budget to handle a SEPA appeal is not included and is considered Extra Work.*

Task 5.7 Mitigation Planning and Design

No tasks for mitigation planning are scoped at this time. A more accurate scope of work and estimate of additional work can be prepared if and when environmental or critical area impacts are determined. CONSULTANT services related to mitigation could include, site identification and selection, report preparation, agency coordination, design PS&E, and cost estimating.

Task 5.8 Environmental Permitting

Assumptions

- *The City shall provide copies of all documents to accompany permit application packages.*
- *The City or assigns such as the contractor shall be responsible for obtaining construction permits from other city departments for clearing and grading, street use, and right-of-way.*
- *Regulatory compliance and permit acquisition will require periodic and on-going coordination, requiring numerous meetings and on-sit visits.*
- *A city staff representative will attend any agency permit meetings.*
- *Anticipated permits are identified below. Additional forms or different permits will be Extra Work.*
- *No public hearing meetings are anticipated.*

- *Permits not identified below will be considered Extra Work and require an additional scope and budget.*
- *Mitigation design (not currently in scope or budget) will be required upon determination of impacts in order to complete the permitting process.*

Once the project has been defined, specific permit requirements will be confirmed with the various agencies having jurisdiction over the project. The CONSULTANT shall confirm with the federal and state agency staff as to the appropriate permit and approval process for construction of the project. A list will be prepared that will identify the agency, type of permit, trigger for the permit, staff contact information, any special reports that are needed, and the approximate timeframe for approval. Mitigation concepts will be identified; however additional scope and budget will be needed when impacts are identified in order to complete the permitting process.

For the purposes of this scope of work, we anticipate the following permits to be needed:

- City of Bainbridge Critical Area Modification
- Washington Department of Fish and Wildlife – HPA
- Army Corps of Engineers (for in-water work or wetland fill)

For the permits noted above, the CONSULTANT will prepare application packets as drafts and submit them for review to the City of Bainbridge Island project manager. Specialized graphics required to clearly depict the project or meet submittal requirements will be prepared by the CONSULTANT. Final applications will be submitted by the City.

Task 5 Deliverables:

- *Meeting summary identifying goals and objectives of the project and list of anticipated permits required on project.*
- *Draft and Final Critical Area Memo with Data Sheets*
- *Draft and Final Biological Assessment*
- *Draft and Final Cultural Resources Survey*
- *Draft and Final ECS*
- *Draft and Final SEPA Checklist*
- *City of Bainbridge Critical Area Modification Permit package*
- *JARPA / HPA (for Corps and WDFW)*

Task 6 Utility Coordination

Assumptions:

The CONSULTANT shall coordinate utility locates within the project limits. Potholing of existing utilities to resolve potential utility conflicts and clarify existing utility location will be considered extra work.

Task 6.1 Preliminary Utility Contacts

The CITY will prepare and send a notice containing the scope and schedule of the project, and include preliminary project plans, to all public and private utility agencies with known underground or overhead facilities that may be affected by the project. The CONSULTANT will provide the preliminary project plans for the notice.

Task 6.2 CITY Utility Coordination Meeting

The CONSULTANT will meet with the CITY to discuss the expectations of the underground and overhead utility(s). Depending on the direction given regarding the overhead utilities the CONSULTANT will initiate the Schedule 74 process. The appropriate direction will be conveyed to the relevant utility company(s) based on decision made by the CITY.

Task 6.3 Initial Coordination Meeting

The CONSULTANT shall coordinate and attend the meeting with affected utilities to define potential impacts to the existing systems related to the proposed improvements. The CONSULTANT will request each representative from the affected utilities attend the Kickoff Meeting to discuss project needs and expectations. Request for As-Built information to support the coordination and design effort, verifying utility locations and identifying any potential impacts with regard to their respective utility infrastructures.

Task 6.4 Utility Design Coordination Meeting

Upon completion of the 30% design level plans the CONSULTANT will submit the plans to each utility company representative for use in verifying that the utility information depicted on the plans is accurate and complete. Each utility company will be provided a copy of the 30% design level plans showing the relocated/undergrounded utility locations.

Task 6.5 Final Utility Design Coordination Meeting

At completion of the 90% Design/PS&E Development, the CONSULTANT will provide plans and relevant project special provisions necessary for addressing relocation/undergrounding work for each utility(s) infrastructure. The outcome of this meeting will be to obtain concurrence from the respective utility company representatives regarding relocation/undergrounding of their utility.

Task 7 Public Involvement

This work shall consist of coordinating with the CONSULTANT TEAM, CITY staff, Project Stakeholders, Interest Groups, and general public during development of the project.

Assumptions

- The CITY will compile and provide a mailing list for the project.

- The CITY will be responsible for the printing, postage and mailing of information to the community.
- The CITY will provide the meeting locations.
- The CITY will be responsible for development and managing a project Website and coordinating with the media regarding meeting announcements required for the project..
- CONSULTANT and SUBCONSULTANT shall be responsible for developing presentation materials and exhibits at the Conceptual, 30%, and 60% phase of project development for use at all public meetings or open houses.

Task 7.1 Kick-off Meeting (Walk and Talk)

The CONSULTANT will meet with staff to review the project schedule, process and decision points and identify key stakeholders and walk the project site with staff to review existing conditions and site context with the City's existing preliminary concept design and identify constraints and opportunities for project design elements. Specific project parameters will be defined during this meeting.

Task 7.2 Team and City Staff Workshop

The CONSULTANT will meet with staff to review Community needs, alignment concepts, ROW/easement areas, and typical cross sections along the project corridor.

Task 7.3 Stakeholder Workshops

Meet with staff and key stakeholders including adjacent property owners, the golf course management, Kitsap Transit and utility providers. The purpose of the workshops will be to review concept designs with the key stakeholders who are most affected by the project and get their input early in the process. We will offer six (6) opportunities to meet in small groups at times that are convenient for the stakeholders. A follow up one on one meeting will be available with key stakeholders who are not available to meet during the small group meeting schedule.

Task 7.4 Community Workshop

The CONSULTANT shall conduct a community workshop to review the concept design option(s) with the community, which includes the key stakeholders. The focus of the workshop meeting is to provide the community the opportunity to ask questions and provide input to CITY staff and the design team regarding.

Task 7.5 City Council Study Session/Committee Meeting

The CONSULTANT will present the concept plan to CITY Council with the comments received from the Stakeholder and the Community Workshops. The team will solicit CITY Councils comment's on the concept design and incorporate changes as directed by the CITY. Up to three study session meetings are included in this item.

Task 7.6 Team and City Staff Workshop

The CONSULTANT will meet with CITY staff to review all the comments received to date from the Stakeholders and Community Workshops and City Council Study Session and incorporate proposed changes into the project plans at the direction of the CITY.

Task 7.7 Stakeholder Workshops Follow-up

The CONSULTANT will meet with select key stakeholders to review revised concept plans for coordination and acceptance prior to finalizing the 30% design. This task allows for up to six (6) one on one meetings.

Task 8 Landscape Plans, Specification, Estimate, and Public Meeting Graphics

Task 8.1 Landscaping, Restoration Plans and Concept Landscape Plans

The CONSULTANT shall prepare landscape and restoration construction plans, specification and estimates for the location(s) defined in the project civil plans. Landscape and restoration shall generally match in kind the local landscape and design features. Areas designated for restoration are areas assumed to be affected by slope and construction easements. Restoration for these areas will match in kind the adjacent features and landscape style.

Task 8.2 Landscaping, Urban Design Features and Graphics for Public Meeting(s)

The CONSULTANT shall make a preliminary assessment and recommendation to address the potential urban landscape opportunities. Landscape features for this phase will involve the integration of the proposed new sidewalk into the existing terrain and vegetation as well as possible retaining walls, pedestrian pathways and way-finding features. The landscaping shall be coordinated with preliminary roadway layouts and grading. The design shall promote the best management practices for landscaping as well as design integration into the existing Wing Point Way context. The use of mostly native plants and temporary irrigation system shall be investigated.

The CONSULTANT shall prepare the following graphics exhibits for use in the public information and out reach process.

Kick-Off Meeting Walk and Talk (Graphic):

The team shall determine during the meeting, the locations for the (4) "ghost" photo renderings to developed and used in the public information and outreach process.

Team and City Workshop (Graphic):

The CONSULTANT shall develop cross sections renderings representing (4) design alternatives. Revisions to the cross sections shall be provided depending upon comments received during this workshop. An alignment plan overlaid on an aerial plan for context and relationship to adjacent properties shall be developed for use in this meeting.

Stakeholder Workshops (Graphic):

The revised cross section renderings shall be used for the workshop meetings. The design alternative(s) plans prepared under task 9.3 shall be used for the workshop meetings. The alignment plans will be overlaid on aerial plan images and shall be used during the workshop meetings. The CONSULTANT shall develop (4) "ghost" photo simulations along the corridor that illustrate the design treatments.

Community Workshop:

The CONSULTANT will provide an alignment/aerial photograph plan, cross sections and design alternative(s) plans developed under task 9.3 for use at all workshops. The CONSULTANT shall revise as necessary the (4) "ghost" photo simulations for use at the presentations.

City Council Study Session:

The CONSULTANT shall develop a PowerPoint presentation which includes the exhibits prepared for the public process to date, a summary of the Stakeholder workshops and the Community workshop.

Team and City Staff Workshop:

Revise the (4) cross sections and the (4) "ghost" photo simulations to reflect the comments received at workshops.

Stakeholder Workshops Follow-up:

CONSULTANT shall develop up to (6) renderings of the planned improvements at a scale of 1"=10' scale for those areas that require a more detailed design for clarification at each meeting.

Landscape and urban design features considered for the project shall include:

- Landscaping in areas where right of way, pedestrian pathways and utilities permit.
- Low growth groundcover and/or shrubs in the constructed slope embankment areas.
- Restoration of existing landscaping features impacted as a result of the intended improvement within the project corridor.

Task 8 Deliverables:

- *Meeting Graphics*

Task 9 Preliminary Design - 30% Level Conceptual Design***Task 9.1 Preliminary Drainage Assessment and Design***

The CONSULTANT shall develop a conceptual preliminary design of the drainage facilities required for the project. The facilities shall be developed to comply with the CITY drainage and Department of Ecology Storm-water Management Manual (including Bainbridge Island Municipal Code Chapter 15.20 requirements). The CONSULTANT shall also pre-submit a preliminary drainage plan to the CITY for approval prior commencing with work to prepare Preliminary Construction Drawings for submittal to the CITY.

Task 9.2 Preliminary Design Meetings

The CONSULTANT shall meet with CITY staff to prepare the various elements of the preliminary design listed above. Prepare meeting notes describing comments and decisions resulting from these meetings with staff.

Task 9.3 Conceptual Design Plans

The CONSULTANT shall prepare up to 4 - 15% design level alternatives for use at all public meetings. Each alternative will provide concepts that include sufficient horizontal and vertical information to ascertain the impacts to adjacent properties as result of cut and fill limits. The CONSULTANT shall also prepare landscape restoration conceptual plans. The landscape shall be coordinated with preliminary roadway layouts, sidewalks and grading. The design shall promote the best management practices for landscape as well as design integration into the existing Wing Point Way context. The use of mostly native plants predominately consisting of low groundcover and shrubs, and temporary irrigation system shall be considered. Landscape and restoration shall generally match in kind the local landscape. Areas designated for restoration are areas assumed to be affected by slope and construction easements. Restoration for these areas will match in kind the adjacent existing landscape. Develop up to (5) typical landscape treatments for restoration areas. Affected areas needing restoration will be shown on plans (1"=20' scale) with hatches representing one of the (5) landscape treatment types. Prepare up to (3) landscape plans. Opinion of Probable Construction Costs will be prepared using a cost per square foot basis. Temporary irrigation is not provided in this task.

Task 9.4 30% Level Preliminary Construction Drawings

This work shall consist of preparing preliminary Construction Drawings, including plan views, profiles, cross-sections and details, along with supporting design calculations as necessary to allow CITY staff sufficient information to review the plans. Drawings will be prepared at 1"=20' scale on CITY title/border, 22-inch x 34-inch size sheets. The scales to be used, the lettering, and the general delineation of the plans will be such as will provide legible reproduction at full scale or when reproduced for bid sets. Areas designated for restoration are areas assumed to be affected by slope and construction easements. Restoration for these areas will match in kind the adjacent existing landscape. Affected areas needing restoration will be shown on plans (1"=20' scale) with hatches representing one of the (5) landscape treatment types. Revise the (3) landscape plans based upon comments. Opinion of Probable Construction Costs will be prepared using a cost per square foot basis. Temporary irrigation is not provided in this task.

All cut and fill slopes shall be designed per the recommendations of the Geotechnical Report. Should it be determined that retaining walls are required to support the project, the design shall be added as supplemental work and the original agreement amended to include the scope and budget necessary to complete the work.

Task 9.5 Respond to CITY Comments

The CONSULTANT shall revise the 30% Design Level preliminary plans to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 9 Deliverables:

- 30% Design Level – Preliminary Plans

Task 10 Preliminary Plans – 60% Design

This work shall consist of incorporating the CITY's comments received from Task 9.5 and developing a 60% Design Level set of plans, including drainage design and Storm water Site Plan and report.

Task 10.1 Preliminary Drainage Design and Storm Water Site Plan and Report

CONSULTANT shall develop proposed drainage facilities and plans to comply with the CITY drainage requirements. The CONSULTANT shall develop a storm water site plan and report documenting the existing and proposed site conditions and provide a detailed design to address both water quality and flow control measures to meet the CITY's and Department of Ecology water quality and flow quantity control (if required) requirements. The findings, conclusions, and recommendations shall be addressed in the storm water site plan and report.

Task 10.2 60% Level Design Drawings

The CONSULTANT shall prepare design drawings, including plan views, profiles, cross-sections and details, along with supporting design calculations as necessary to allow CITY staff sufficient information to review the plans. The construction drawings will be developed to incorporate the comments received from staff reviews and stakeholder/public input. Drawings will be prepared at 1" = 20' scale on CITY title/border, 22-inch x 34-inch size sheets. The scales to be used, the lettering, and the general delineation of the plans will provide legible reproduction at full scale or when reproduced for bid sets.

Task 10.3 60% Design Level - Engineer's Opinion of Probable Construction Cost

The "Engineer's Opinion of Probable Construction Cost" will include an itemized list in tabular form, describing section, item, and number of units (quantity), "estimated unit costs", and estimated total cost.

Assumptions:

In providing opinions of cost for the PROJECT, CONSULTANT has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate PROJECT cost or schedule. The CONSULTANT, therefore, will not warranty that the actual PROJECT costs will not vary from CONSULTANT'S opinions, analyses, projections, or estimates.

Task 10.4 Respond to CITY Comments

Revise plan to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 10 Deliverables:

- 60% Design Level – Preliminary Plans

Task 11 90% Plans, Specifications, and Engineer's Opinion of Probable Construction Cost

The CONSULTANT shall prepare 90% construction plans based on the CITY review of the 60% drawings and submit the documents (including specification and opinions of probable construction costs) to the CITY for review and comment.

Task 11.1 Detailed Construction Drawings**Assumptions**

Prepare Detailed Construction Drawings, including plan views, profiles, cross-sections and details, along with supporting design calculations. To develop a basis for a work hour estimate, an estimate of the contract plans that are assumed to be required is included below. It is assumed that the project can be covered on plan/profile sheets. Plans will be drawn at 1" = 20' scale unless noted otherwise. Plans will be generated in accordance with the CITY/APWA Standards, on CITY title/border, 22-inch x 34-inch size sheets. The scales to be used, the lettering, and the general delineation of the plans will provide legible reproduction at full scale or when reproduced for bid sets.

A total of 22 drawings is anticipated and based on the following sheet breakdown and descriptions:

- Title and Index Sheet (1 Sheet, not-to-scale). Title and index sheet will include a vicinity map.
- Legend, Abbreviations, and General Notes (1 Sheet, NTS). Sheet will present legend, abbreviations, and general notes for contract drawings.
- Roadway Sections and Details (2 Sheet, NTS). Roadway sections for the typical roadway cross-sections for construction.
- Paving, Grading, and Drainage Plans/Curb and Drainage Profiles (7 Sheets, H: 1" =20', V: 1" =5' Scale). These plans will be a "split sheet" format, containing both plan and profile elements.

The plans will include:

- Horizontal alignment information, paving limits, retaining walls (assumed to be standard rockeries, "unit masonry", and limits of any cut/fill required. No structural wall design is anticipated
- Pedestrian facilities (Sidewalks and Bike lanes)
- Limits of pavement removal and grading limits
- Proposed drainage, storm-water treatment, and outfall facilities

The plans will include centerline and curb profiles (including location and elevation) to control the vertical elements of the work outside of the intersection areas. On the same profile, drainage profiles (including location and elevation) will be prepared for the main drainage lines throughout the project. These profiles will provide information on drainage structure types, rim elevations, and invert elevations. Design slopes between drainage structures will be shown here and not on the Plans. Profiles will not be prepared for the laterals.

- Removal and Temporary/Permanent Pollution, Erosion and Sedimentation Control Plans (3 Sheets, 1" = 40' Scale). Both temporary and permanent control measures will be incorporated into the same plans and distinguished by line type, callout, and legend.
- Channelization and Signing Plans (2 Sheets, 1" =20' Scale).
- Landscaping Plans/Details (4 Sheets, 1" =20' Scale).

Develop landscape and irrigation plans, planting schedule, irrigation schedule, and planting and irrigation details.

- Miscellaneous Plans/Details (2 Sheets, NTS).

Task 11.2 Contract Provisions

Specifications (Contract Provisions) shall be developed using the CITY "Boiler Plate" contract provisions. These provisions will be supplemented as necessary with project specific information, and include the deletion of unnecessary special provisions. It is assumed that the CONSULTANT will complete Divisions 2 through 8 and that the CITY will assemble the bid proposal and project bid package.

Task 11.3 Engineer's Opinion of Probable Construction Cost and Bid Item Tabulation

The "Engineer's Opinion of Probable Construction Cost" will include an itemized list in tabular form, describing section, item, and number of units (quantity), "estimated unit costs", and estimated total cost.

Assumptions:

In providing opinions of cost for the PROJECT, CONSULTANT has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate PROJECT cost or schedule. The CONSULTANT, therefore, will not warranty that the actual PROJECT costs will not vary from CONSULTANT'S opinions, analyses, projections, or estimates.

Task 11.4 Drainage Design Report

Based on the CITY review of the draft drainage report the CONSULTANT shall prepare a final drainage report in accordance with current CITY standards.

Task 11.5 Respond to CITY Comments

Revise plan to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 11.6 Quality Assurance and Quality Control

Quality control includes senior engineer reviews. The CONSULTANT will conduct an internal quality assurance program prior to the 90 percent submittal of the bid documents. This task will supplement the continuous quality assurance program by conducting a detailed review of the project's plans and specifications for constructability and consistency within the bid documents.

Task 11 Deliverables:

- 90% Plans, Specifications, Engineer's Opinion of Probable Construction Cost

Task 12 100% Plans, Specifications, and Engineer's Opinion of Probable Construction Cost

The CONSULTANT shall prepare 100% construction plans based on the CITY review of the 90% drawings and submit the documents (including specification and opinions of probable construction costs) to the CITY for review and comment.

Task 12.1 Final Construction Drawings

The CONSULTANT shall incorporate the review comments from the 90 percent submittal and finalize the project plans and submit to final grant ready drawings to the CITY.

Task 12.2 Final Contract Provisions

Specifications (Contract Provisions) shall be developed using the CITY "Boiler Plate" contract provisions. These provisions will be supplemented as necessary with project specific information, and include the deletion of unnecessary special provisions. It is assumed that the CONSULTANT will complete Divisions 2 through 8 and that the CITY will assemble the bid proposal and project bid package.

Task 12.3 Final Engineer's Opinion of Probable Construction Cost and Bid Item Tabulation

The "Engineer's Opinion of Probable Construction Cost" will include an itemized list in tabular form, describing section, item, and number of units (quantity), "estimated unit costs", and estimated total cost.

Assumptions:

In providing opinions of cost for the PROJECT, CONSULTANT has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate PROJECT cost or schedule. The CONSULTANT, therefore, will not warranty that the actual PROJECT costs will not vary from CONSULTANT'S opinions, analyses, projections, or estimates.

Task 12.4 Respond to CITY Comments

Revise plan to incorporate comments from CITY review. Work required beyond the level of effort identified in the hours estimate will be considered Extra Work.

Task 12.5 Quality Assurance and Quality Control

Quality control includes senior engineer reviews. The CONSULTANT will conduct an internal quality assurance program prior to the 90 percent submittal of the bid documents. This task will supplement the continuous quality assurance program by conducting a detailed review of the project's plans and specifications for constructability and consistency within the bid documents.

Task 12 Deliverables:

- 100% Plans, Specifications, and Engineer's Opinion of Probable Construction Cost

Task 13 Real Estate Services

The CONSULTANT shall follow the Uniform Relocation Act, WSDOT Local Agency Guidelines (LAG) manual, all applicable State and local laws, and CITY administrative rules for right of way/easement acquisition for all real estate services provided for this project. The CITY shall provide or approve all real estate forms the CONSULTANT will use and those forms shall be consistent with city acquisition practice. The CITY agrees to provide the CONSULTANT with available project information related to the CITY(s) State approved right of way procedures, and environmental documentation.

Task 13.1 Pre-Acquisition/Feasibility Study

The CONSULTANT will perform the following activities commensurate with the WSDOT LAG procedures:

- Preliminary title research including review of public records found in the County courthouse or online at the County.
- Preliminary cost estimate pursuant to chapters four and five of the WSDOT Right of Way Manual.
- Develop landowner contact list to include name addresses, and phone numbers.
- Assess ROW needs within the project limits and make recommendations in an effort to minimize impacts and reduce ROW or easement cost.
- Acquire Right of Entry Agreements as needed and determine during meeting what concerns the owner has with the project.

Assumptions:

- *Assumes a maximum of 6 parcels will require right of entry and or meetings. Additional parcels determined to be in need of assessment will be considered extra work and additional scope and fee will be negotiated with the CITY.*

Task 13.2 Project Appraisal and Acquisition Steps

- Order and Review Title reports with the City and discuss the treatment of encumbrances Review ROW Plans. The estimated title report cost has been estimated at 600.00 per property.
- Attend Public Meetings as needed (2 meetings have been estimated)
- Prepare up to 6 PFE/AOS reports or appraisal(s) as needed (obtain appraisal waiver letter from WSDOT authorizing the City to use value on the PFE up to \$25,000). If full appraisals are required, the cost per each has been estimated at \$2500.00 per each.
- Provide Appraisal Reviews if needed

- Prepare Acquisition Packages including review of legal descriptions from Surveyor
- Negotiate temporary, permanent and ROW purchases with each land owner by making in person visits. The CONSULTANT will make four significant contacts with each affected land owner.
- Meet with City staff to resolve negotiation issues and make settlement recommendations as appropriate
- Manage escrow closing process
- Project Certification

Assumptions:

- *The CONSULTANT will have no role in any condemnation efforts unless directed by the CITY.*
- *This scope of work does not include purchase prices, title policies, or escrow fees.*

Task 13 Deliverables:

- *6 PFE/AOS Reports*
- *Certification Documentation*

Task 14 Bidding and Construction Support Services

No Tasks have been identified for this work. Should bidding and construction support services be requested by the CITY they will be added as supplemental services and to the original agreement and amended to include scope and budget for those services.

Exhibit C

Electronic Exchange of Engineering and Other Data

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

- I. Surveying, Roadway Design & Plans Preparation Section
 - A. Survey Data
 - B. Roadway Design Files
 - C. Computer Aided Drafting Files
 - D. Specify the Agency's Right to Review Product with the Consultant
 - E. Specify the Electronic Deliverables to Be Provided to the Agency
 - F. Specify What Agency Furnished Services and Information Is to Be Provided
- II. Any Other Electronic Files to Be Provided
- III. Methods to Electronically Exchange Data
 - A. Agency Software Suite
 - B. Electronic Messaging System
 - C. File Transfers Format

Exhibit D-3

Payment (Negotiated Hourly Rate)

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31.

1. **Hourly Rates:** The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibit "E" and "F" attached hereto and by this reference made part of this AGREEMENT. The rates listed shall be applicable for the first twelve (12) month period and shall be subject to negotiation for the following twelve (12) month period upon request of the CONSULTANT or the AGENCY. If negotiations are not conducted for the second or subsequent twelve (12) month periods within ninety (90) days after completion of the previous period, the rates listed in this AGREEMENT, or subsequent written authorization(s) from the AGENCY shall be utilized. The rates are inclusive of direct salaries, payroll additives, overhead, and fee. The CONSULTANT shall maintain support data to verify the hours billed on the AGREEMENT.
2. **Direct Non-Salary Costs:** Direct Non-Salary Costs will be reimbursed at the Actual Cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges and sub-consultant costs.
 - a. Air or train travel will be reimbursed only to economy class levels unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the AGENCY'S Travel Rules and Procedures. However, air, train, and rental car costs shall be reimbursed in accordance with 48 CFR Part 31.205-46 "Travel Costs."
 - b. The billing for Direct Non-Salary Costs shall include an itemized listing of the charges directly identifiable with the PROJECT.
 - c. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the AGENCY upon request.
 - d. All above charges must be necessary for the services provided under this AGREEMENT.
3. **Management Reserve Fund:** The AGENCY may desire to establish a Management Reserve Fund to provide the Agreement Administrator with the flexibility to authorize additional funds to the AGREEMENT for allowable unforeseen costs, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT. Such authorization(s) shall be in writing and shall not exceed the lesser of \$100,000 or 10% of the Total Amount Authorized as shown in the heading of this AGREEMENT. The amount included for the Management Reserve Fund is shown in the heading of this AGREEMENT. This fund may not be replenished. Any changes requiring additional costs in excess of the Management Reserve Fund shall be made in accordance with Section XIV, "Extra Work."

4. Maximum Total Amount Payable: The Maximum Total Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. The Maximum Total Amount Payable is comprised of the Total Amount Authorized, and the Management Reserve Fund. The Maximum Total Amount Payable does not include payment for Extra Work as stipulated in Section XIV, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
5. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in 1 and 2 above. The monthly billing shall be supported by detailed statements for hours expended at the rates established in Exhibit "E", including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT'S employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the PROJECT at the time of the interview.
6. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit, all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. The CONSULTANT has twenty (20) days after receipt of the final POST AUDIT to begin the appeal process to the AGENCY for audit findings.

7. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY, STATE and the United States, for a period of three (3) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this contract is initiated before the expiration of the three (3) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

Exhibit E-1
Consultant Fee Determination - Summary Sheet

Project: City of Bainbridge Island Wing Point Way Non-Motorized Improvement

<u>Classification</u>	<u>Man Hours</u>		<u>Loaded Labor Rate</u>	=	<u>Cost</u>
Principal	2	X	236.91		473.82
Project Manager	203	X	128.78		26,141.52
Lead Project Engineer	188	X	143.13		26,907.89
Utility Coordination Lead	64	X	175.31		11,220.08
Permit Lead	80	X	171.06		13,684.92
Senior ROW Lead	36	X	276.54		9,955.41
Project Engineer	92	X	132.20		12,162.52
Senior Engineer	18	X	189.49		3,410.78
ROW Agent	138	X	98.86		13,643.11
ROW technician	30	X	89.30		2,678.87
Sr Environmental Biologist	72	X	120.33		8,663.81
Planner	116	X	82.36		9,553.34
Designer	184	X	83.66		15,392.64
Drafter	183	X	81.50		14,914.51
Designer	132	X	81.35		10,738.52
Project Controller	30	X	120.21		3,606.38
3% Labor Escalation for year 2014					2,747.22

Total Labor = 185,895.32

Reimbursables:

Mileages: @0.565/per mile	169.50	
Conference Call	100.00	
Printing	500.00	
Title Report	<u>6,000.00</u>	6,769.50

Subconsultant Cost (See Exhibit G):

Hough Beck & Baird, Inc.	63,550.06	
Aspect Consulting, LLC	7,625.03	
Garth Baldwin_Cultural Resources	<u>8,061.20</u>	79,236.29

Grand Total **271,901.11**

Prepared By: Gus Garcia

Date: 9.13.13



**Washington State
Department of Transportation**
Paula J. Hammond, P.E.
Secretary of Transportation

October 10, 2012

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300

360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

Gene Sacco, Senior Project Controller
HDR Engineering, Inc.
500-108th Avenue NE, Suite 1200
Bellevue, WA 98004-5549

RE: HDR Engineering, Inc. Overhead Schedule
Fiscal Year End December 31, 2011

Dear Mr. Sacco:

The Nebraska Department of Roads (NDOR) has concluded their Cognizant Audit of HDR Engineering, Inc. Nebraska is the Cognizant State for HDR Engineering, Inc. NDOR accepted the audit performed by CPA Firm Ernst & Young, LLP. We were provided with their letter and a copy of the audit report.

Based on the cognizant state's audit and acceptance of the HDR Engineering, Inc. rate, we are issuing this letter of review establishing HDR Engineering, Inc.'s overhead rate for the fiscal year ending December 31, 2011, at 165.29% of direct labor (rate includes Facilities Cost of Capital). Costs billed to actual agreements will still be subject to audit of actual costs.

Included in the accepted indirect cost rate are CADD and personal computer costs. Prior to 2011 these costs were billed direct to projects via a technology fee. Accordingly, effective January 1, 2011, technology fees should no longer be billed as a direct expense. (Had HDR allocated technology costs direct in 2011, at the clearing rate of \$3.70 per hour, the resulting credit to the overhead would have resulted in an indirect cost rate of 156.26 %.)

Please check with the WSDOT Consultant Services Office (HQ) and/or the WSDOT Area Consultant Liaison to determine when this reviewed rate will be applicable to your WSDOT agreement (s).

Also, remember that when you provide next year's overhead schedule to our office, you will also need to submit either your internally prepared *Compensation Analysis* for our review, or use the *National Compensation Matrix* (NCM) format to prepare your alternate analysis and we will review that. The NCM is a tool that establishes compensation amounts presumed reasonable for certain executive positions. The *Compensation Analysis* and NCM are described further in the AASHTO Audit Guide,

Mr. Sacco
October 10, 2012
Page 2

Chapter 7. We will need your *Compensation Analysis*, or alternative analysis based on use of the NCM, in order to complete our review of your overhead schedule.

If you, or any representative of HDR Engineering, Inc., have any questions, please contact Martha Roach, Jeri Sivertson, or Steve McKerney at (360) 705-7003.

Sincerely,



Martha S. Roach
Agreement Compliance Audit Manager

MR:ds
Enclosure

cc: Steve McKerney, Director of Internal Audit
Jeri Sivertson, Assistant Director of Internal Audit
Larry Schofield, MS 47323
File



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ROADS

Monty W. Fredrickson, P.E., Director - State Engineer

1500 Highway 2 • PO Box 94759 • Lincoln NE 68509-4759

Phone (402) 471-4567 • FAX (402) 479-4325 • www.transportation.nebraska.gov

Audit Report No. 2013-20

October 9, 2012

HDR Engineering, Inc. and Subsidiaries
8404 Indian Hills Drive
Omaha, NE 68114

Chad Hartnett, Treasurer, Controller, and Director of Accounting

Subject: Review of FYE December 31, 2011 Indirect Cost Rate Audit performed by Ernst & Young, LLP.

We have completed a cognizant review of the Independent Certified Public Accountant (CPA) audit and supporting work papers, of the Indirect Cost Rates of HDR Engineering, Inc. and Subsidiaries, for the year ended December 31, 2011. This review was conducted in accordance with our role as Cognizant Agency as defined in 23 U.S.C. 112(b)(2)(c) and 23 CFR 172.3 and 172.7.

Our review consisted of discussions with HDR officials and a review of Ernst & Young LLP's audit report and audit working papers to ensure that the indirect cost rate audit was performed in accordance with Government Auditing Standards, and that the schedule of indirect costs was prepared in accordance with accounting practices prescribed in 48 CFR Part 31 of the Federal Acquisition Regulations. Our cognizant review was performed in accordance with the AASHTO Review Program for CPA Audits of Consulting Engineers' Indirect Cost Rates.

In connection with our cognizant review, nothing came to our attention that caused us to believe that the examination, and supporting work papers for the Indirect Cost Rate, and the related Accountant's Report we reviewed did not conform in all material respects to the aforementioned regulations and auditing standards.

We recommend acceptance of the following rates:

Combined Indirect Cost Rate	165.00% *
Facilities Capital Cost of Money	0.29%

- * Included in the accepted indirect cost rate are CADD and personal computer costs. Prior to 2011 these costs were billed direct to projects via a technology fee. Accordingly, effective January 1, 2011, technology fees should no longer be billed as a direct expense. (Had HDR allocated technology costs direct in 2011, at the clearing rate of \$3.70 per hour, the resulting credit to the overhead would have resulted in an indirect cost rate of 156.26%.)

The accepted indirect cost rate schedule has been included with this letter as Attachment A, page 2 of 2.

James A. Dietsch
Highway Audit Manager

HDR Engineering, Inc. And Subsidiaries
Statement Of Direct Labor, Fringe Benefits And General Overhead
For The Year Ended December 31, 2011

	As Proposed by Consultant			Proposed
	Actual	Adjustment	FAR Ref.	
Direct Labor	\$269,300,177	\$ 4,142	(1)	\$269,304,326
Fringe Benefits				
Vacation	\$35,210,609	\$ -		\$35,210,609
Holiday	13,259,088	-		13,259,088
Sick Leave	548,592	-		548,592
Payroll Taxes	34,986,136	-		34,986,136
Group Insurance	33,362,712	-		33,362,712
Retirement Benefits	18,140,384	205,089	(2)	18,345,473
Total Fringe Benefits	\$135,507,521	\$205,089		\$135,712,610
General Overhead				
Indirect Labor - General	\$117,662,285	\$ (2,245,092)	(3)	\$115,417,193
Indirect Labor - Marketing	35,210,512	(188,315)	(4)	35,022,197
Travel and expenses - general	8,016,020	(659,980)	(5)	7,356,040
Employees' expenses	11,353,277	(2,777,692)	(6)	8,575,585
Supplies	157,403	-		157,403
Building rental and expenses - net	47,167,018	-		47,167,018
Taxes - general	3,434,195	-		3,434,195
Computer expense	42,965,950	(2,756)	(7)	42,963,194 (a)
Depreciation and amortization	10,280,532	(5,020,319)	(8)	5,260,213
Postage	877,937	-		877,937
Telephone	4,487,127	-		4,487,127
Subscriptions	154,564	-		154,564
Donations	757,368	(757,368)	(9)	-
Insurance and self-insurance	11,257,078	219,849	(10)	11,476,927
Bad debts	704,739	(704,739)	(11)	-
Office expenses	1,001,106	-		1,001,106
Printing	(117,242)	-		(117,242)
Marketing	7,462,614	(5,009,275)	(12)	2,453,339
Intercompany overhead	349,505	-		349,505
Administrative costs	13,134,586	(2,075,981)	(13)	11,058,605
Temporary help	436,398	-		436,398
Goodwill	(321,500)	321,500	(14)	-
Interest - net	588,215	(588,215)	(15)	-
Autos	793,682	(52,974)	(16)	740,708
Professional services	607,397	(97,776)	(17)	509,621
Miscellaneous	916,977	(699,380)	(18)	217,597
Allocated expense	39,245,752	(30,855,462)	(19)	8,390,290
State income tax expense	655,970	607,300	(20)	1,263,270
Total General Overhead	\$359,239,465	(\$50,586,675)		\$308,652,790
Total Fringe Benefits And General Overhead	\$494,746,986	(\$50,381,586)		\$444,365,400
Total Fringe Benefits And General Overhead Rate	183.72%			165.00%

(a) Effective January 1, 2011, computer aided design and technical personal computers costs are contained in the overhead schedule. Accordingly, effective January 1, 2011 the billing of a technology fee direct to projects is no longer applicable.

FAR Reference & Notes

1. FAR 31.201-4(a) - A cost is allocable directly to a government contract if it is incurred specifically for the contract.
2. FAR 31.205-6(j) - Pension amount funded in excess of the pension cost assigned to a cost accounting period is unallowable.
3. FAR 31.205-6(p) - Compensation paid to senior executives in excess of allowable limits. FAR 31.205-27(a) - Expenditures in connection with acquisition costs are unallowable.
4. FAR 31.205-1(f)(1) - Portion of unallowable public relations and advertising costs.
5. FAR 31.205-14 - Costs of entertainment are unallowable. FAR 31.205-46(a) - Meals and lodging costs in excess of federal per diem rates are unallowable. FAR 31.205-51 - Costs of alcoholic beverages are unallowable. FAR 31.201-4(a) - A cost is allocable directly to a government contract if it is incurred specifically for the contract.
6. FAR 31.205-1(f)(7) - Costs of memberships in civic and community organizations are not allowable. FAR 31.205-14 - Costs of entertainment are unallowable. FAR 31.205-22 - Lobbying and political activities are unallowable. FAR 31.205-51 - Costs of alcoholic beverages are unallowable.
7. FAR 31.205-1(f)(1) - Portion of unallowable public relations and advertising costs. FAR 31.205-14 - Costs of entertainment are unallowable. FAR 31.205-46 - Meals and lodging costs in excess of federal per diem rates are unallowable.
8. FAR 31.205-49 - Amortization of acquisition intangibles is unallowable.
9. FAR 31.205-8 - Contributions and donations are unallowable.
10. FAR 31.205-19 - Insurance and self insurance; adjust claims expense to actual paid.
11. FAR 31.205-3 - Bad debts are unallowable.
12. FAR 31.205-1(f)(1) and (7) - Portion of unallowable public relations and advertising costs. FAR 31.205-14 - Costs of entertainment are unallowable. FAR 31.205-22 - Lobbying and political activities are unallowable. FAR 31.205-46 - Meals and lodging costs in excess of federal per diem rates are unallowable.
13. FAR 31.205-1(f)(1) and (7) - Portion of unallowable public relations and advertising costs. FAR 31.205-14 - Costs of entertainment are unallowable. FAR 31.205-22 - Lobbying and political activities are unallowable. FAR 31.205-27 - Expenditures in connection with acquisition costs are unallowable. FAR 31.205-46 - Meals and lodging costs in excess of federal per diem rates are unallowable.
14. FAR 31.205-49 - Amortization of acquisition intangibles and goodwill is unallowable.
15. FAR 31.205-20 - Interest and other financing costs are unallowable.
16. FAR 31.205-6(m)(2) - Portion of the cost of company furnished automobiles that relates to personal use by employees, including transportation to and from work, is unallowable.
17. FAR 31.205-22 - Lobbying and political activity costs are not allowable.
18. FAR 31.205-3 - Bad debts are unallowable. FAR 31.205-14 - Costs of entertainment are unallowable. FAR 31.205-15 - Costs of fines and penalties are unallowable. FAR 31.205-27 - Expenditures in connection with acquisition costs are unallowable. FAR 31.205-46(c)(2) - Portions of costs of leased airplanes for business travel are unallowable. FAR 31.205-51 - Costs of alcoholic beverages are unallowable.
19. Unallowable allocated costs from the parent company, HDR, Inc.
20. FAR 31.205-41(b)(7) - Portion of state income tax that is deferred and not a current tax is not allowable.

Exhibit G

Subcontracted Work

The AGENCY permits subcontracts for the following portions of the work of this AGREEMENT:

Hough Beck & Baird, Inc.

Work to be performed by this sub-consultant is directly related to providing the full process for the public information and outreach and public notification process including leading and conducting public meetings and workshops with City staff, consultant design team and the general public. Other work to be performed by the subconsultant is to provide restoration and landscape plans for areas in the Right of Way impacted as a result of the design and construction of the project.

Apect Consulting ,LLC

Work to be performed by this sub-consultant is to provide geotechnical investigation and recommendations to support the design and construction of the project infrastructure

Garth Baldwin_Cultural Resources

Work to be performed by this sub-consultant is to provide assistance and investigation for compliance with state and federal requirements for cultural resources (section 106)

Exhibit G-1
Subconsultant Fee Determination - Summary Sheet

Fee Schedule

Subconsultant Aspect Consulting, LLC

Project: City of Bainbridge Island Wing Point Way Non-Motorized Improvement

<u>Classification</u>	<u>Man Hours</u>		<u>Loaded labor Rate</u>	=	<u>Cost</u>
Hydrogeologist	12	X	\$70.69		\$848.33
Sr. CAD/GIS Specialist	4	X	\$100.24		\$400.97
Project Assistant	8	X	\$83.06		\$664.46
Principal Geotechnical Engineer	10	X	\$191.99		\$1,919.89
Sr. Project Geotechnical Engineer	32	X	\$111.14		\$3,556.37
Total DSC =					\$7,390.03

Reimbursables:

Field vehicle	\$105.00
Camera	\$15.00
GPS	\$100.00
Personal protective equipment	\$15.00

Grant Total

\$7,625.03

Prepared By: Henry H. Haselton

Date: 9.13.13

Exhibit G-1
Subconsultant Fee Determination - Summary Sheet

Fee Schedule

Subconsultant: Hough Beck & Baird, Inc.
Project: City of Bainbridge Island Wing Point Way Non-Motorized Improvement

<u>Classification</u>	<u>Man Hours</u>		<u>Loaded Labor Rate</u>	=	<u>Cost</u>
PRINCIPAL	134.5	X	167.32		22,503.89
LA/PRJ. M'G	133.0	X	115.03		15,298.88
DESIGN.	46.0	X	109.80		5,050.83
CAD/TECH.	278.0	X	67.97		18,896.16
ADMIN	22.0	X	52.29		1,150.29

Total DSC = 62,900.06

Reimbursables:

OUT-OF-POCKET EXPENSES

650.00

650.00

Grant Total

63,550.06

Prepared By:

Pam Neuman

Date:

9.12.13

Exhibit G-2
Subconsultant Fee Determination - Summary Sheet
Specific Rate of Pay
Fee Schedule

Subconsultant:
Aspect Consulting, LLC

Project: City of Bainbridge Island Wing Point Way Non-Motorized Improvement

Discipline or Job Title	Loaded Labor Rate
Hydrogeologist	\$70.69
Sr. CAD/GIS Specialist	\$100.24
Project Assistant	\$83.06
Principal Geotechnical Engineer	\$191.99
Sr. Project Geotechnical Engineer	\$111.14
Project Assistant	\$67.88
A/R Accounting Assistant	\$71.30

Exhibit G-2
Subconsultant Fee Determination - Summary Sheet
Specific Rate of Pay
Fee Schedule

Subconsultant:
Hough Beck & Baird, Inc.

Category	Loaded Labor Rate
Principal	\$167.32
LA/Project Manager	\$115.03
Design Staff	\$109.80
CAD Tech Staff	\$67.97
Admin/Clerical	\$52.29

HBB Landscape Arch.

Exhibit H

Title VI Assurances

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agrees as follows:

1. **Compliance with Regulations:** The CONSULTANT shall comply with the Regulations relative to non-discrimination in federally assisted programs of the AGENCY, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "REGULATIONS"), which are herein incorporated by reference and made a part of this AGREEMENT.
2. **Non-discrimination:** The CONSULTANT, with regard to the work performed during the AGREEMENT, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the AGREEMENT covers a program set forth in Appendix B of the REGULATIONS.
3. **Solicitations for Sub-consultants, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the CONSULTANT for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this AGREEMENT and the REGULATIONS relative to non-discrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports:** The CONSULTANT shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by AGENCY, STATE or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the AGENCY, STATE or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the CONSULTANT'S non-compliance with the non-discrimination provisions of this AGREEMENT, the AGENCY shall impose such AGREEMENT sanctions as it, the STATE or the FHWA may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or;
 - Cancellation, termination, or suspension of the AGREEMENT, in whole or in part

6. Incorporation of Provisions: The CONSULTANT shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any sub-consultant or procurement as the AGENCY, STATE or FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY and the STATE enter into such litigation to protect the interests of the AGENCY and the STATE and, in addition, the CONSULTANT may request the United States enter into such litigation to protect the interests of the United States.

Exhibit I
Payment Upon Termination of Agreement
By the Agency Other Than for
Fault of the Consultant

(Refer to Agreement, Section IX)

Lump Sum Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made shall total the same percentage of the Lump Sum Amount as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Cost Plus Fixed Fee Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made, shall total the actual costs plus the same percentage of the fixed fee as the work completed at the time of termination is to the total work required for the Project. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Specific Rates of Pay Contracts

A final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT plus any direct nonsalary costs incurred at the time of termination of this AGREEMENT.

Cost Per Unit of Work Contracts

A final payment shall be made to the CONSULTANT for actual units of work completed at the time of termination of this AGREEMENT.

Exhibit J

Alleged Consultant Design Error Procedures

The purpose of this exhibit is to establish a procedure to determine if a consultant's alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

Step 1 – Potential Consultant Design Error(s) is Identified by Agency's Project Manager

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Highways and Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

Step 2 - Project Manager Documents the Alleged Consultant Design Error(s)

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include: all decisions and descriptions of work; photographs, records of labor, materials and equipment.

Step 3 – Contact the Consultant Regarding the Alleged Design Error(s)

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

Step 4 – Attempt to Resolve Alleged Design Error with Consultant

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide H&LP, through the Region

Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.

- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

Step 5 – Forward Documents to Highways and Local Programs

For federally funded projects all available information, including costs, should be forwarded through the Region Highways and Local Programs Engineer to H&LP for their review and consultation with the FHWA. H&LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, H&LP will request assistance from the Attorney General's Office for legal interpretation. H&LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. H&LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

Exhibit K

Consultant Claim Procedures

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) are a total of \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

Step 1 – Consultant Files a Claim with the Agency Project Manager

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

Step 2 – Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Highways and Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Highways and Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

Step 3 – Preparation of Support Documentation Regarding Consultant's Claim(s)

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

Step 4 – Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Highways and Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

Step 5 – Informing Consultant of Decision Regarding the Claim

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim (s) and rationale utilized for the decision.

Step 6 – Preparation of Supplement or New Agreement for the Consultant's Claim(s)

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit.

Exhibit M-1(a)
Certification Of Consultant

Project No. _____
Local Agency _____

I hereby certify that I am Ronald G. Ohlsen and duly authorized
representative of the firm of HDR Engineering, Inc. whose address is
500 108th Ave NE, suite 1200, Bellevue, WA 98004- and that neither I nor the above
firm I here represent has: 5549

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure the AGREEMENT;
- (b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- (c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be available to the Washington State Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

9/25/2013
Date

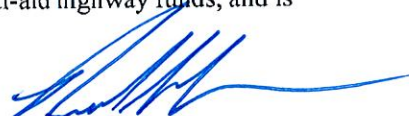

Signature

Exhibit M-1(b)
Certification Of Agency Official

I hereby certify that I am the AGENCY Official of the Local Agency of City of Bainbridge Island, Washington, and that the consulting firm or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- (a) Employ or retain, or agree to employ to retain, any firm or person; or
- (b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be available to the Washington State Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

Date

Signature

Exhibit M-2
Certification Regarding Debarment, Suspension, and Other Responsibility
Matters-Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (I) (B). of this certification; and
 - D. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Consultant (Firm): HDR Engineering, Inc.

9/23/2013
(Date)


(Signature) President or Authorized Official of Consultant

Exhibit M-3
Certification Regarding The Restrictions
of The use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Consultant (Firm): HDR Engineering, Inc.

9/23/2013
(Date)

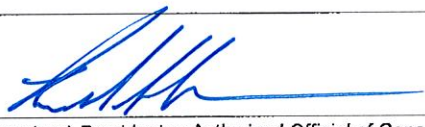

(Signature) President or Authorized Official of Consultant

Exhibit M-4
Certificate of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 15.401 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the contracting officer or to the contracting officer's representative in support of Wing Point Way NMI Project * are accurate, complete, and current as of July 21, 2013 **. This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the offeror and the Government that are part of the proposal.

Firm HDR Engineering, Inc.
Name Ronald G. Ohlsen 
Title Vice President
Date of Execution*** Sept. 16, 2013

- * Identify the proposal, quotation, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.).
- ** Insert the day, month, and year when price negotiations were concluded and price agreement was reached.
- *** Insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

Supplemental Signature Page for Standard Consultant Agreement	Consultant/Address/Telephone HDR Engineering, Inc. 4717 97th St NW Gig Harbor, WA 98335 (253) 858-5262
Agreement Number	Project Title And Work Description Wing Pt Way Non-Motorized Improvements
Federal Aid Number STPUS-6702(001)	The project will provide sidewalk improvements on one side, reconstruction of the roadway surfacing, and reconstruction of roadway storm water drainage. The
Local Agency City of Bainbridge Island	

THIS AGREEMENT, made and entered into this _____ day of _____, 2013, between the Local Agency of City of Bainbridge Island, Washington, hereinafter called the "AGENCY", and the above organization hereinafter called the "CONSULTANT".

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year first above written.

CONSULTANT

By _____

Consultant HDR Engineering, Inc.

By _____

Consultant _____

LOCAL AGENCY

By _____

Agency City of Bainbridge Island

By _____

Agency _____

By _____

Agency _____

By _____

Agency _____

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: 2014 Budget Adjustments		Date: November 6, 2013
Agenda Item: Staff Intensive		Bill No.: 13-150
Proposed By: Ellen Schroer, Finance Director	Referral(s):	

BUDGET INFORMATION

Department: Finance	Fund: All	Munis Contract #
Expenditure Req: none	Budgeted? ☒ Yes ☒ No	Budget Amend. Req? ☒ Yes ☐ No

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

Present adjustments to the 2014 Budget.

History:

The City of Bainbridge Island adopted a biennial budget on December 12, 2012. Pursuant to RCW 35A.34.130 the city is conducting a mid-biennial review.

The 2014 adjustments to the budget provide information about the changes proposed to the 2014 budget. These changes were due to changes in capital projects, Council and work plan priorities and technical adjustments based on either updated cost estimates for service delivery or revised revenue estimates.

RECOMMENDED ACTION:

This agenda item is for information and discussion purposes.



City of Bainbridge Island

DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Director of Finance and Administrative Services

DATE: November 1, 2013

RE: City of Bainbridge Island 2014 Budget Adjustments

The City of Bainbridge Island prepares a biennial budget, which provides a financial plan for both years, and is intended to allow both the Council and City administration to set longer-term priorities and plans. The biennial budget cycle supports efficient operations by minimizing budget development activities in mid-cycle years. The Council approved a budget for 2014 in the fall of 2012 to which City administration is now proposing a limited number of adjustments for consideration. The proposed budget adjustments are explained in more detail in the attached documents. The mid-biennial adjustments do not propose significant changes to the programs and services currently offered by the City. In some cases, the adjustment brings the City budget into alignment with decisions subsequent to the Fall 2012 budget process. The 2014 budget adjustments also include a limited number of changes made to address significant priorities of the City Council and administration.

Adjustments can be grouped as follows:

1. **Capital.** The budget adjustments reflect changes to align funding to support planned 2014 capital projects. The budget provided here proposes funding of \$12.6 million for transportation, facility and equipment investments across the City. Roughly \$3.4 million of the increase reflects projects planned for 2013 that have been delayed or are still in progress, and \$2.0 million represents spending of the Washington State Ferry settlement funds. The total includes major projects such as the reconstruction of the Eagle Harbor Beach Mains. Details are provided in the attached materials.
2. **Council and work plan priorities.** The budget adjustments reflect some changes to support the City's external and internal communication and customer service initiatives. The proposed changes to staffing can be achieved with a small increase to personnel budgets. No filled positions are proposed for elimination; the set of changes results in an additional 1.33 FTE. Finally, continuing support for community assessment and organizational development is included through a proposed community visioning program and ongoing high performance organization training. Details are provided in the attached materials.

3. Technical changes. The budget adjustments reflect updated estimates of personnel cost information based on information from the City's health insurance providers and labor contracts, along with updated forecasts of some revenue items including fine and fee revenue, utility revenues, and Real Estate and Excise Tax (REET). In addition, the budget adjustments include items such as updates to interfund transfers, as well as adjustments to reflect known changes in costs to deliver the City's current services or revenues from current revenue sources. Details are provided in the attached materials.

With these proposed adjustments, the 2014 budget continues to meet the City's guiding fiscal priorities:

- Improve efficiency, effectiveness, responsiveness, quality and productivity of government services;
- Hold recurring expenses less than recurring revenues, and
- Fully fund all policy reserves.

I look forward to discussing the proposed adjustments to the 2014 budget with you.

Attachments:

- 2014 Budget Adjustments
- Summary and Reserves
- Budget Reports
- Organizational Charts

2014 Budget Adjustments

The 2014 budget adjustments use the approved 2014 budget and the City's current programs and services as a starting point. The changes described below represent the differences from the current approved budget.

Adjustments presented can be grouped into three categories:

1. **Capital.** During the summer of 2013, staff discussed the annual update to capital plans with Council and the Planning Commission. The adjustments below reflect anticipated budget impacts and the most recent estimates of project cost, timing and funding sources.
2. **Council and work plan priorities.** These are adjustments to reflect Council and administration priorities, as well as City workload.
3. **Technical.** These are adjustments to reflect known changes in costs to deliver the city's current services or revenues from current revenue sources. All adjustments to revenue budgets fall into this category.

Adjustments to Capital Budgets

The budget adjustments reflect changes to funding in alignment with the capital projects as described in the overview provided to Council and the Planning Commission over the summer and early fall.

1. **IT expenditures** increase by \$200,000 to reflect planned purchase and implementation of finance software.
2. **Fleet and equipment expenditures** increase by \$45,000 to reflect updated purchase plans, as reflected in the CIP reviewed by the community and the Planning Commission at a public hearing in September, and discussed with Council.
3. **Transportation projects** increase by \$1.23 million, including grant funds.
4. **Non-motorized transportation projects** increase by \$1.05 million, including grant funds.
5. **Utility projects** represent changes in spending to match project timing or receipt of grants. No major new utility projects are proposed.

Council and work plan priorities

Customer Service and Community Outreach Initiative

The City Manager has examined staffing and service levels and recommends the following changes to align staffing with current priorities. The set of changes proposed below provides staffing for significant City priorities such as communication and community outreach, realigns some work, and removes

funding for or eliminates some positions. This set of changes represents a modest increase to City costs and adds a net of 1.33 FTE to City staffing levels.

1. **Community outreach.** In order to further the City's customer service initiatives and support community outreach, the following changes are proposed:

- a. Add Communications Coordinator position, an addition of 1.0 FTE and \$106,000, including salary and benefits. This position will focus on providing citizen support, volunteer coordination, written materials, and increasing the City's social media presence, among other activities.
- b. Add Executive Assistant position. The current position incumbent fulfills both executive and human resources responsibilities. In 2014, the incumbent will move to a dedicated human resources role (see Item 4 (a), below). To continue to provide community access to the Executive Department, provide oversight for community service contracts, and support ongoing community and Council activities, a new Executive Assistant position will be created.
- c. Provide funding for community visioning process per identified work plan priority, budgeted at \$15,000.
- d. Develop internship program, budgeted at \$30,000. Interns can be an important resource to the City, while also providing valuable experience and learning to participants. An internship program can also allow more members of the community to contribute to local government as they further their education.

2. **Align staffing with current demands.** The City reviews activity in all departments as part of the annual budget review. The adjustments below reflect critical operations to which the City must devote additional resources in order to maintain service delivery standards.

- a. Permitting and Inspection: The City has experienced an increase in permit and inspection requests in 2013, with a corresponding increase in workload. In an effort to maintain or improve responsiveness to customers, the Planning and Community Development Department will make two staffing changes.
 - i. Add Permit Specialist position, an addition of 1.0 FTE and \$85,000, including salary and benefits. An additional Permit Specialist provides additional staffing for walk-up and phone service, and eliminates regular assignments for Planners at the front counter, allowing for additional time for plan review and response.
 - ii. Re-title existing position to Building Inspector/Plans Examiner. During 2013, the City re-titled a vacant Development Engineer position to Building Inspector/Plans Examiner to address workload and allow the City to maintain its responsiveness to the community as requests for inspections increase due to development activity.
- b. Capital Projects: the 2014 budget adjustments include a significant increase to spending and number of capital projects, including several which are grant funded. In order to deliver these projects in a timely manner, one additional position is proposed.
 - i. Add Engineer 2 position, an addition of 1.0 FTE and \$132,000, including salary and benefits. This position will focus on providing capital project planning and

management, particularly with regards to transportation and non-motorized projects.

c. Municipal Court

- i. Reduce judge position from 0.67 to 0.5 FTE, reducing costs by \$32,000 due to a decreasing case load.

d. Public Records: The City is responding to an increasing number of public records requests, many of which are complicated and require review for responsiveness, possible redaction, or third-party notice. The City received about 200 public records requests in 2011, excluding routine Police and Planning requests; that number increased to 379 in 2012, and for 2013 had reached 372 as of the middle of October. Changes to staffing include:

- i. Create new Public Records Officer title. This position will be filled at approximately 0.75 FTE by the City's Paralegal/Deputy City Clerk. The Deputy City Clerk position will be left unfilled. As this position also retains Paralegal responsibilities for the balance of the full-time position, there is no change to City FTE.
- ii. Create new Records Management Coordinator title to recognize concentration of duties in one administrative position. This position, formerly titled Administrative Secretary – Department, will be filled at 1.0 FTE by a current employee. There is no change to City FTE.

3. **Emphasize customer service to the community in position decisions.** Where possible, management and internal services positions have been held vacant or eliminated. The impacts of these changes are balanced against the benefits from shifting resources to support other identified and emerging priorities. The 2014 adjustments include:

- a. Eliminate Community Development Administrator position, a reduction of 1.0 FTE and \$181,000. This management position in the Planning and Community Development Department served as a focal point for community outreach, and for internal collaboration between the Public Works and Planning functions. Eliminating this position reduces support for the Planning and Community Development Department Director, and consolidates responsibility for engineering review of proposed new development in the City's Development Engineer.
- b. Eliminate Fiscal Specialist position, a reduction of 0.5 FTE and \$48,000. Eliminating this position shifts responsibilities within the Finance and Administrative Services Department, and reduces or slows the department's ability to respond to requests for research and reporting.
- c. Remove funding for the Police Commander position, a 2014 reduction of 1.0 FTE and \$180,000. This change reduces management support for the Chief, and requires that the Lieutenants be able to serve in leadership roles during any absence of the Chief.

4. **Internal alignment of responsibilities and compensation.** The City proposes internal administrative changes, including:

- a. Identify dedicated Human Resources staffing. As detailed in Item 1 (b) above, the City does not currently have an employee wholly devoted to human resources. To staff this important

set of responsibilities, human resources tasks now performed by several different staff will be consolidated in one position, which will be filled by a current City employee. This change will promote consistency in approach across departments, provide employees with a single point of contact, and ensure that the City keeps up to date with changing employment regulations and responsibilities.

- b. Recognize focus on administrative rather than clerical work by department support staff. Four positions have been re-titled from Administrative Secretary-Division to Administrative Specialist II, and two positions were re-titled from Administrative Secretary-Department to Administrative Specialist III. No changes to salary are proposed with this change.

A summary of staffing changes related to this initiative by department is provided in the table below:

Dep't	Position	FTE	Cost
Court	Judge	-0.17	\$ (32,000)
Executive	Deputy City Clerk (PT)	-0.50	\$ (51,000)
Executive	Public Records Officer (PT)	0.50	\$ 58,000
Executive	Executive Assistant (PT)	-0.50	\$ (40,000)
Executive	Sr. HR Analyst (PT)	-0.50	\$ (40,000)
Executive	Human Resources Manager	1.00	\$ 154,000
Executive	Communications Coordinator	1.00	\$ 106,000
Executive	Executive Assistant (FT)	1.00	\$ 106,000
Finance	Admin Secretary - Department	-1.00	\$ (90,000)
Finance	Records Management Coordinator	1.00	\$ 90,000
Finance	Fiscal Specialist (PT)	-0.50	\$ (48,000)
PCD	Permit Specialist	1.00	\$ 85,000
PCD	Development Engineer	-1.00	\$ (125,000)
PCD	Building Inspector/Plans Examiner	1.00	\$ 94,000
PCD	Community Development Administrator	-1.00	\$ (181,000)
Police	Commander	-1.00	\$ (180,000)
PW	Engineer 2/Capital Projects	1.00	\$ 132,000
	Subtotal (staffing changes)	1.33	\$ 38,000
Executive	Community visioning program		15,000
All	Internship program		\$ 30,000
	Total (staffing and other changes)		\$ 83,000

Technical Changes

1. **Updated beginning fund balance estimates.** The table below shows updated 2014 beginning fund balance estimates for the City's primary operating funds. The updated estimates reflect the City's financial performance in 2012 after budget development as well as through the first three quarters of 2013.

Fund	2014 Budget	2014 Adjusted Budget	Change	Comment
General Fund	\$6,448,548	\$8,419,817	\$1,971,269	2014 adjusted beginning point reflects 2012 and 2013 performance
Streets Fund	\$1,020	\$598,340	\$597,320	Reflects repayment of interfund loan
Bldg and Dev. Services Fund	\$326	\$71,131	\$70,805	
Water Fund	\$5,023,264	\$5,784,799	\$761,535	2014 adjusted beginning point reflects 2012 and 2013 performance
Sewer Fund	\$1,768,823	\$3,556,032	\$1,787,209	Reflects slower than expected progress with Eagle Harbor Beach Mains project
SSWM Fund	\$1,061,560	\$1,101,065	\$39,505	2014 adjusted beginning point reflects 2012 and 2013 performance

2. **Adjustments to revenue estimates.** Selected revenue estimates for 2014 have been revised based on performance through mid-year 2013. Significant revenue adjustments are as follows:
 - Property Tax revenue adjusted up by \$102,000 or 1.5%, to \$6,826,000. This adjustment incorporates updated information from Kitsap County;
 - Sales and Use tax revenue adjusted up by \$125,000 or 5%, to \$2,890,000, per actual performance in 2012 and 2013;
 - Liquor excise and profits revenue adjusted down by \$51,000 or 23% , to \$170,000, per changes in state revenue sharing;
 - Commercial Parking Tax revenue adjusted down by \$220,000 or 28%, to \$570,000, per actual performance in 2012 and 2013. Staff will review revenue performance over the past several years to refine estimates and better understand this revenue source;
 - REET revenue adjusted up by \$100,000 or 8%, to \$1,278,000, in alignment with actual revenue in recent years and 2013 performance;

3. **Changes in City costs for employee benefits.** The 2014 approved budget included increased cost estimates for COLA and costs tied to employee health care based on guidance and information available in 2012. More recent guidance, including better information about the current financial implications of the Patient Protection and Affordable Care Act, indicate that costs will not be as high as previously estimated.
 - The health plans that cover most City employees changed to a self-insured approach, resulting in no change to premiums for 2014. The City had forecast a 6% increase for health care coverage plans. The actual increase will be 2%, resulting in \$94,000 in savings citywide.
 - The budget assumed a 3% COLA, while the actual COLA for IAM and non-represented staff will be 2.5% per the IAM contract. This change creates a reduction in costs of \$42,000. The Police Guild contract is still open, with the actual COLA for 2014 not yet known.

4. **Other technical changes to the budget include:**
 - A decrease of \$62,000 in debt service due to the refinancing of voter-approved debt;

- An increase of \$1,840,000 in interfund transfers. This budget item is adjusted in tandem with changes to the funds that receive General Fund support (Streets, Building and Development Services, and Capital Construction).
- Update to revenue and expenditure adjustments related to a 2012 ordinance exempting the City's roads from Surface and Storm Water Management (SSWM) fees.
- A reduction in SSWM operating expenditures of \$312,000 in order to maintain funding levels in accordance with City policy given the planned capital expenditures and the elimination of the 2013 and 2014 payments from the Streets Fund to the SSWM Fund.
- Update to revenue and expenditure adjustments related to a 2013 reduction in water consumption rates.
- Per Council guidance in 2012, provide for 3% increase to community service organizations, an increase of \$14,000.
- Continue high performance organization (HPO) training started in 2013, a 2014 cost of \$30,000 covering training for two-thirds of the City's employees.

Update to General Fund Reserves: 2014 Adjusted Budget

In September 2010, the City Council established the following reserve targets and definitions, as included in Resolution 2010-35.

- Emergency Reserve: established by Resolution 2008-01 to pay for unexpected emergencies that cannot reasonably be accommodated by current budget appropriations.
- Contingency Reserve: established by Resolution 2008-01 to pay for unexpected needs that were not provided for in the annual budget and for minor shortfalls in budgeted appropriations.
- General Fund Stability Reserve: defined by Resolution 2010-35 as the excess of current assets over current liabilities, which is an unreserved, undesignated and unrestricted resource that remains part of the general fund budget.

In addition, there are several subfunds containing amounts tracked for various purposes, such as marine revenues and expenses and public art.

Detail behind General Fund Reserves			
	12/31/2014	2014 YE Target	Comment
Emergency Reserve	1,000,000	1,000,000	
Contingency Reserve	800,000	800,000	The total of \$800,000 at year-end 2014 assumes no spending. Spending can be approved by Council during the year by budget amendment.
Legal Contingency	100,000	100,000	In 2014, \$100,000 included as legal contingency, but not assumed in spending.
General Fund Stability Reserve	3,518,954	3,000,000	
Washington State Ferry Settlement	-	-	Assumes spending of WSF funds in 2014
Specially-tracked GF monies	398,000		Housing, Public Art, Public Safety, PEG
Total General Fund	5,816,954		

**CITY OF BAINBRIDGE ISLAND TAX-SUPPORTED FUNDS EXCLUDING CAPITAL
CONSTRUCTION - 2014 CITY MANAGER BUDGET**

	General	Streets	Special Revenue	Bonds	Building & Development Services	Total for 2014
BEGINNING FUND BALANCE	8,419,817	598,340	935,045	130,740	71,131	10,155,073
TOTAL BEGINNING FUND BALANCE	8,419,817	598,340	935,045	130,740	71,131	10,155,073
REVENUES						
Taxes	13,433,467	570,000	1,385,000	604,377	-	15,992,844
Fees & Service Charges	1,081,842	26,820	-	-	877,626	1,986,288
Intergovernment Revenue	326,478	478,721	-	-	-	805,199
Fines & Forfeits	138,190	-	-	-	-	138,190
Charges for Utility Services	-	-	-	-	2,132	2,132
Miscellaneous	71,400	-	-	-	-	71,400
Assessments	-	-	-	7,843	-	7,843
Investment Revenue	13,769	-	3,060	43,883	-	60,712
Gain on Sale of Fixed Assets	5,000	-	-	-	-	5,000
TOTAL REVENUES	15,070,146	1,075,541	1,388,060	656,102	879,758	19,069,607
OTHER SOURCES						
From other Funds and Sub-Funds	-	1,002,000	62,882	2,121,396	1,370,399	4,556,677
TOTAL RESOURCES	23,489,963	2,675,881	2,385,987	2,908,238	2,321,288	33,781,358
EXPENDITURES						
Salaries	5,176,031	1,051,990	-	-	1,246,205	7,474,225
Benefits	2,156,812	416,655	-	-	512,316	3,085,783
Supplies	397,632	39,890	-	-	11,883	449,405
Professional Services	795,064	38,540	110,000	-	77,000	1,020,604
Community Services	424,457	-	62,882	-	-	487,339
Other Services & Charges	1,594,060	451,648	-	-	287,188	2,332,896
Intergovernmental Services	659,876	2,040	-	-	4,590	666,506
TOTAL OPERATING EXPENDITURES	11,203,932	2,000,763	172,882	-	2,139,182	15,516,758
NON-OPERATING EXPENDITURES						
Capital Equipment	426,000	75,000	-	-	-	501,000
Capital Projects	160,000	600,000	-	-	-	760,000
Debt Service	179,460	-	-	2,731,413	-	2,910,873
TOTAL EXPENDITURES	11,969,392	2,675,763	172,882	2,731,413	2,139,182	19,688,630
OTHER USES						
To Other Funds and Sub-Funds	5,703,617	-	1,578,060	-	-	7,281,677
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,816,954	118	635,046	176,826	182,106	6,811,050
TOTAL USES	23,489,963	2,675,881	2,385,987	2,908,238	2,321,288	33,781,358

**CITY OF BAINBRIDGE ISLAND TAX-SUPPORTED FUNDS:
CAPITAL CONSTRUCTION - 2014 CITY MANAGER BUDGET**

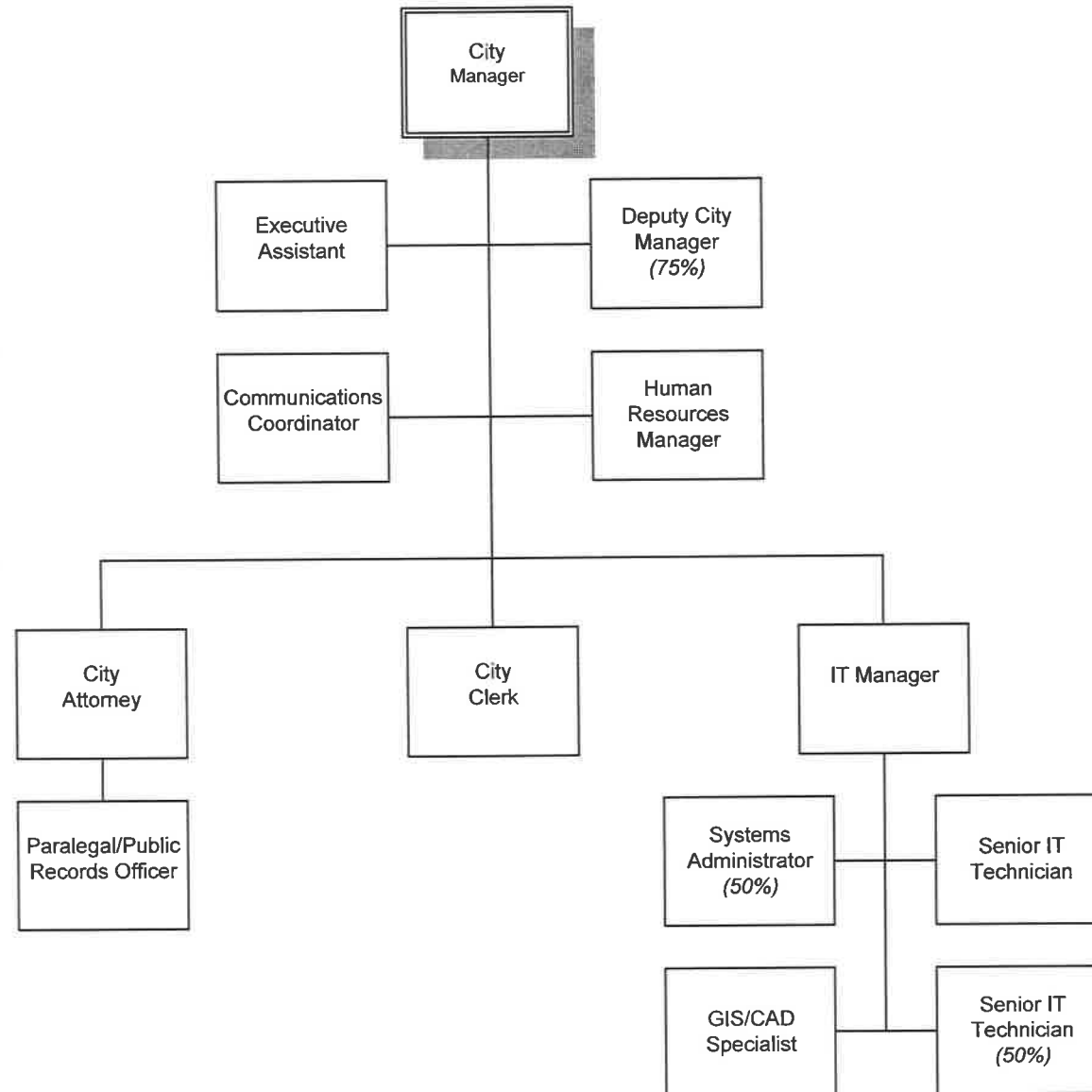
	Capital & LID Construction
BEGINNING FUND BALANCE	418,326
TOTAL BEGINNING FUND BALANCE	<u>418,326</u>
REVENUES	
Intergovernment Revenue	2,690,000
TOTAL REVENUES	<u>2,690,000</u>
OTHER SOURCES	
From other Funds and Sub-Funds	2,725,000
TOTAL RESOURCES	<u>5,833,326</u>
EXPENDITURES	
TOTAL OPERATING EXPENDITURES	<u>-</u>
NON-OPERATING EXPENDITURES	
Capital Projects	5,415,000
TOTAL EXPENDITURES	<u>5,415,000</u>
OTHER USES	
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	418,326
TOTAL USES	<u><u>5,833,326</u></u>

CITY OF BAINBRIDGE ISLAND UTILITY FUNDS - 2014 CITY MANAGER BUDGET

	Water	Sewer	SSWM	Total for 2014
BEGINNING FUND BALANCE	5,784,799	3,556,032	1,101,065	10,441,896
TOTAL BEGINNING FUND BALANCE	<u>5,784,799</u>	<u>3,556,032</u>	<u>1,101,065</u>	<u>10,441,896</u>
REVENUES				
Intergovernment Revenue	-	-	470,000	470,000
Charges for Utility Services	968,443	3,500,000	2,083,279	6,551,722
Miscellaneous	37,100	200,000	-	237,100
Assessments	-	316,918	-	316,918
Investment Revenue	13,840	-	3,060	16,900
TOTAL REVENUES	<u>1,019,383</u>	<u>4,016,918</u>	<u>2,556,339</u>	<u>7,592,640</u>
OTHER SOURCES				
Loans/Sale of Bonds	-	3,985,000	-	3,985,000
TOTAL RESOURCES	<u>6,804,182</u>	<u>11,557,950</u>	<u>3,657,404</u>	<u>22,019,536</u>
EXPENDITURES				
Salaries	411,758	728,193	701,354	1,841,305
Benefits	180,270	312,834	298,062	791,166
Supplies	42,532	68,914	54,499	165,945
Professional Services	133,915	228,860	248,621	611,396
Other Services & Charges	226,759	469,577	284,557	980,893
Intergovernmental Services	116,950	427,026	197,261	741,237
TOTAL OPERATING EXPENDITURES	<u>1,112,184</u>	<u>2,235,404</u>	<u>1,784,355</u>	<u>5,131,943</u>
NON-OPERATING EXPENDITURES				
Capital Equipment	115,000	35,000	96,000	246,000
Capital Projects	154,000	4,531,000	1,032,000	5,717,000
Debt Service	-	1,606,019	53,697	1,659,716
TOTAL EXPENDITURES	<u>1,381,184</u>	<u>8,407,423</u>	<u>2,966,052</u>	<u>12,754,659</u>
OTHER USES				
ENDING FUND BALANCE, RESERVES & CONTINGENCIES	5,422,998	3,150,527	691,352	9,264,877
TOTAL USES	<u><u>6,804,182</u></u>	<u><u>11,557,950</u></u>	<u><u>3,657,404</u></u>	<u><u>22,019,536</u></u>

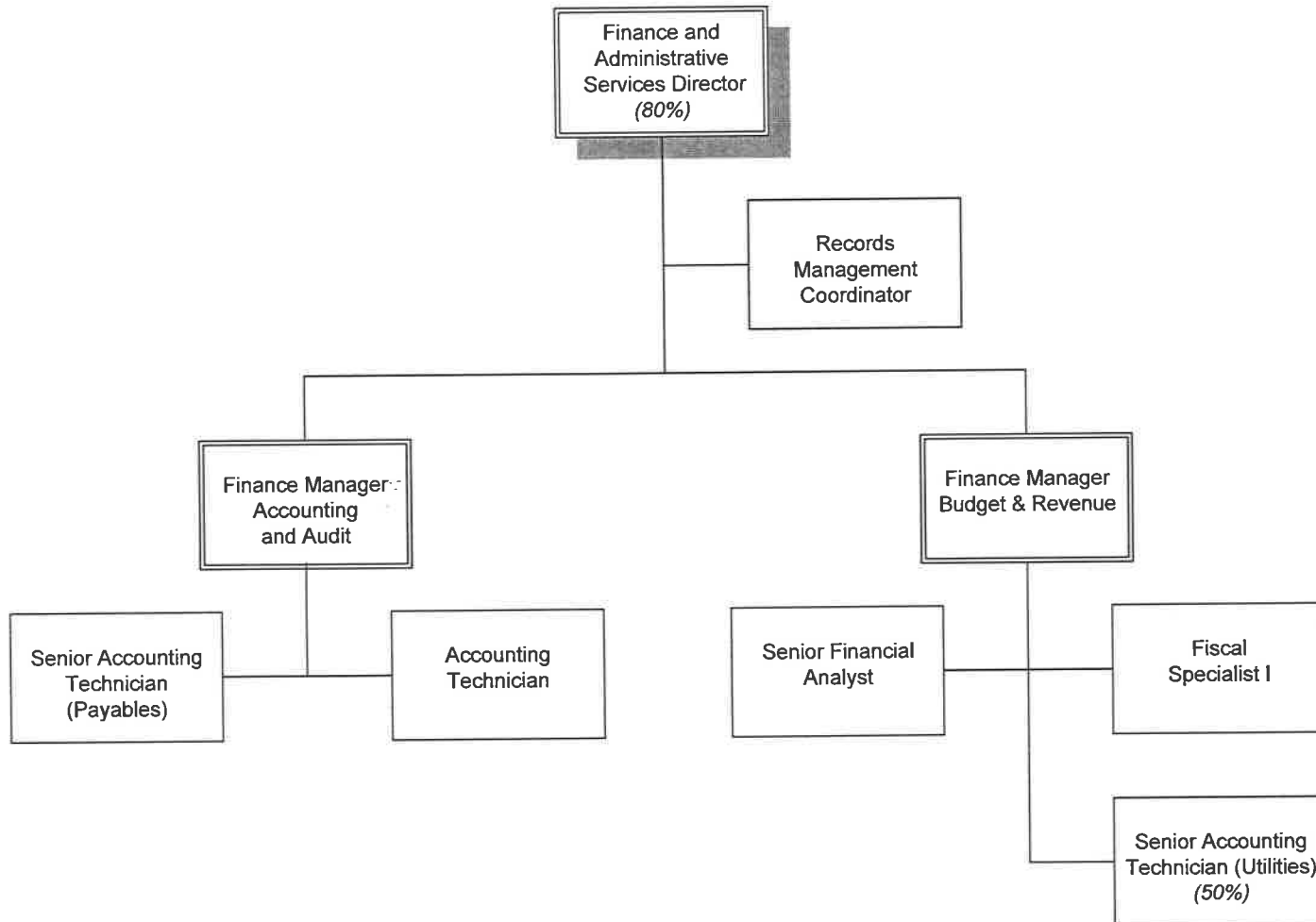
City of Bainbridge Island

Executive



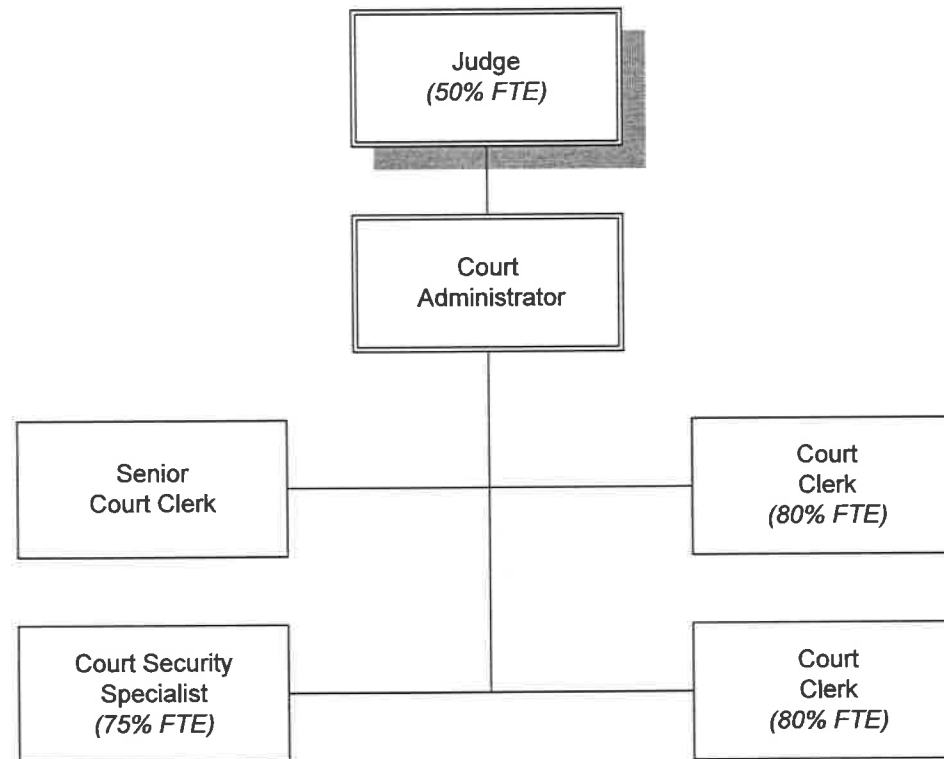
City of Bainbridge Island

Finance & Administrative Services



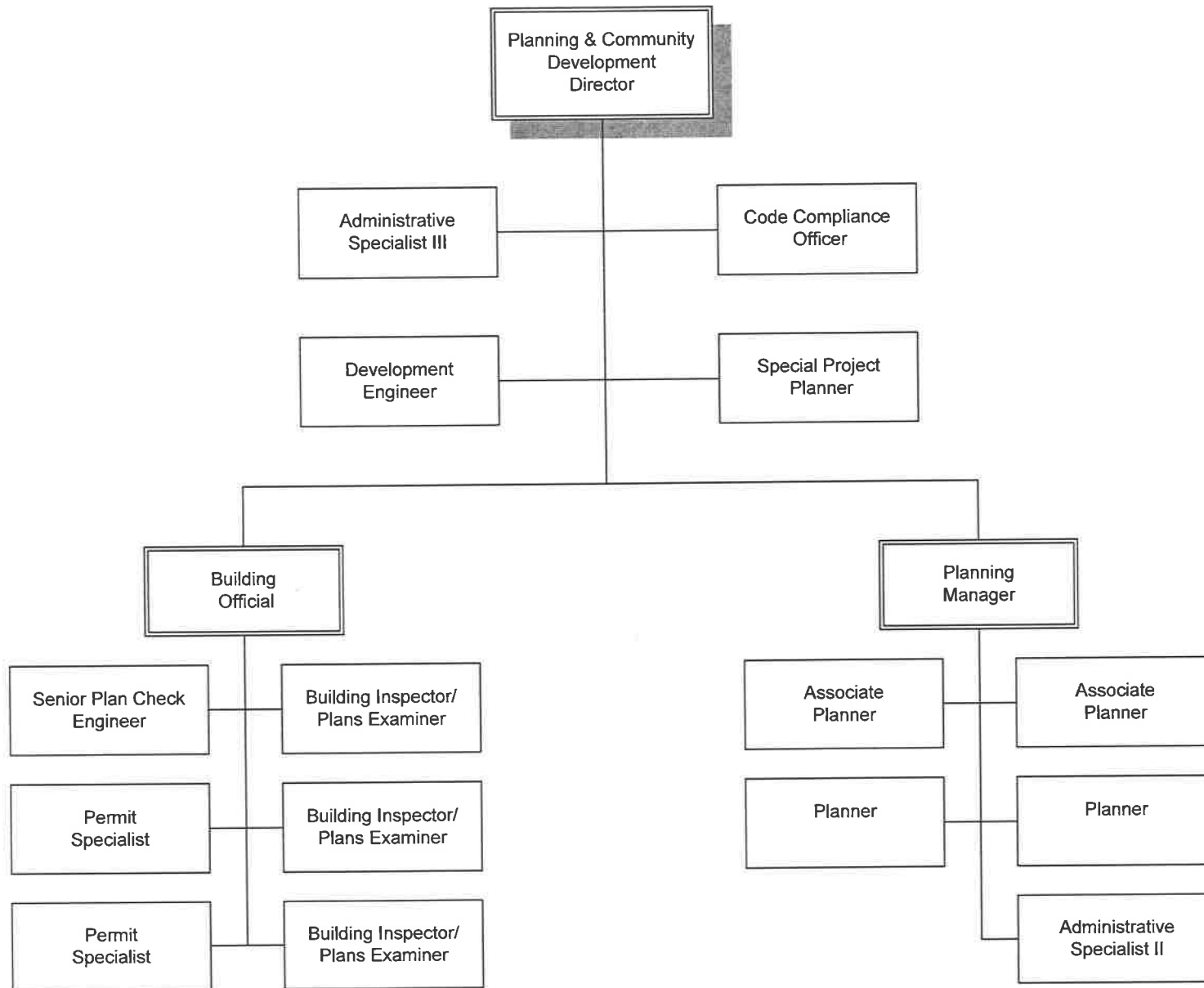
City of Bainbridge Island

Municipal Court



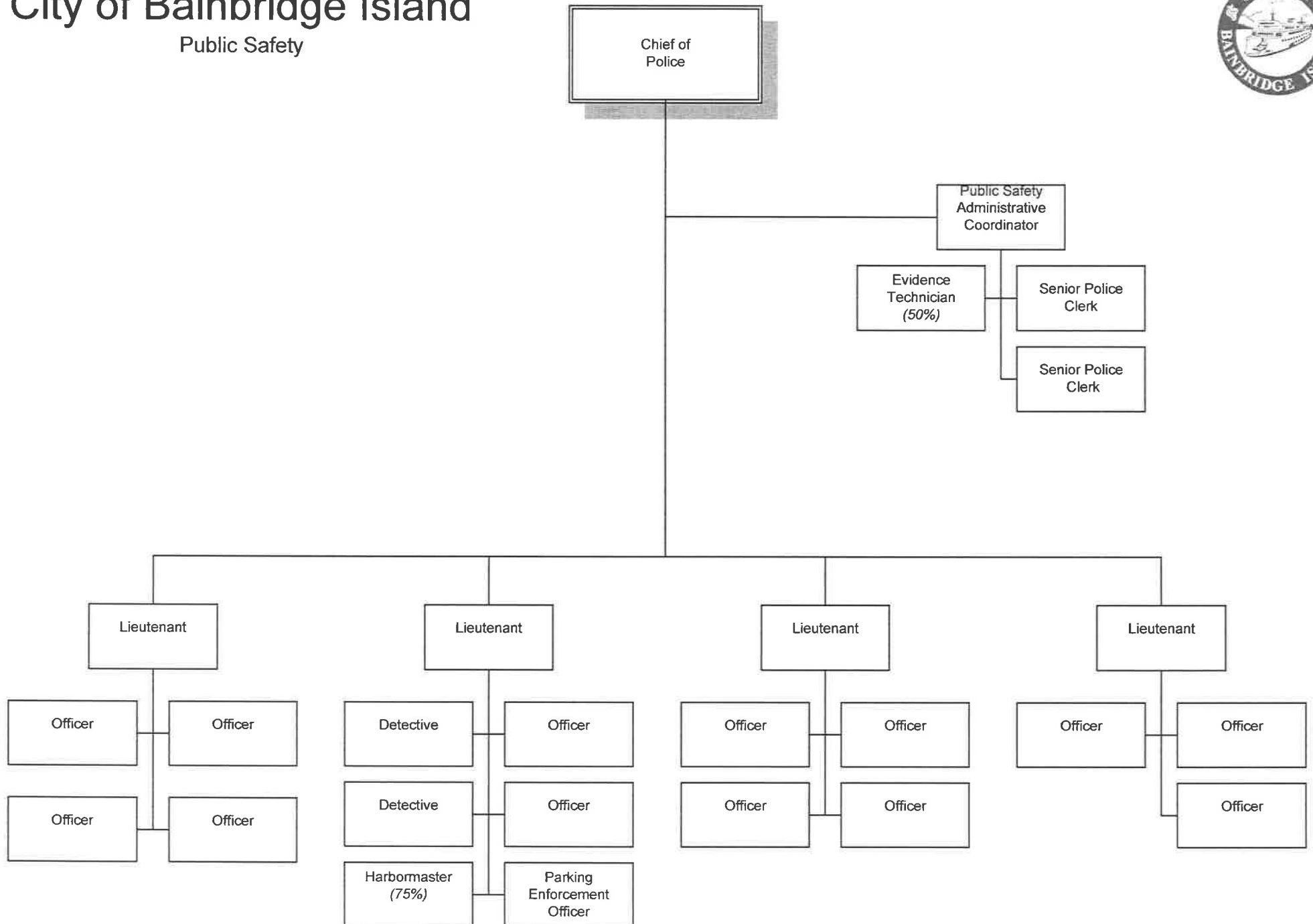
City of Bainbridge Island

Planning & Community Development

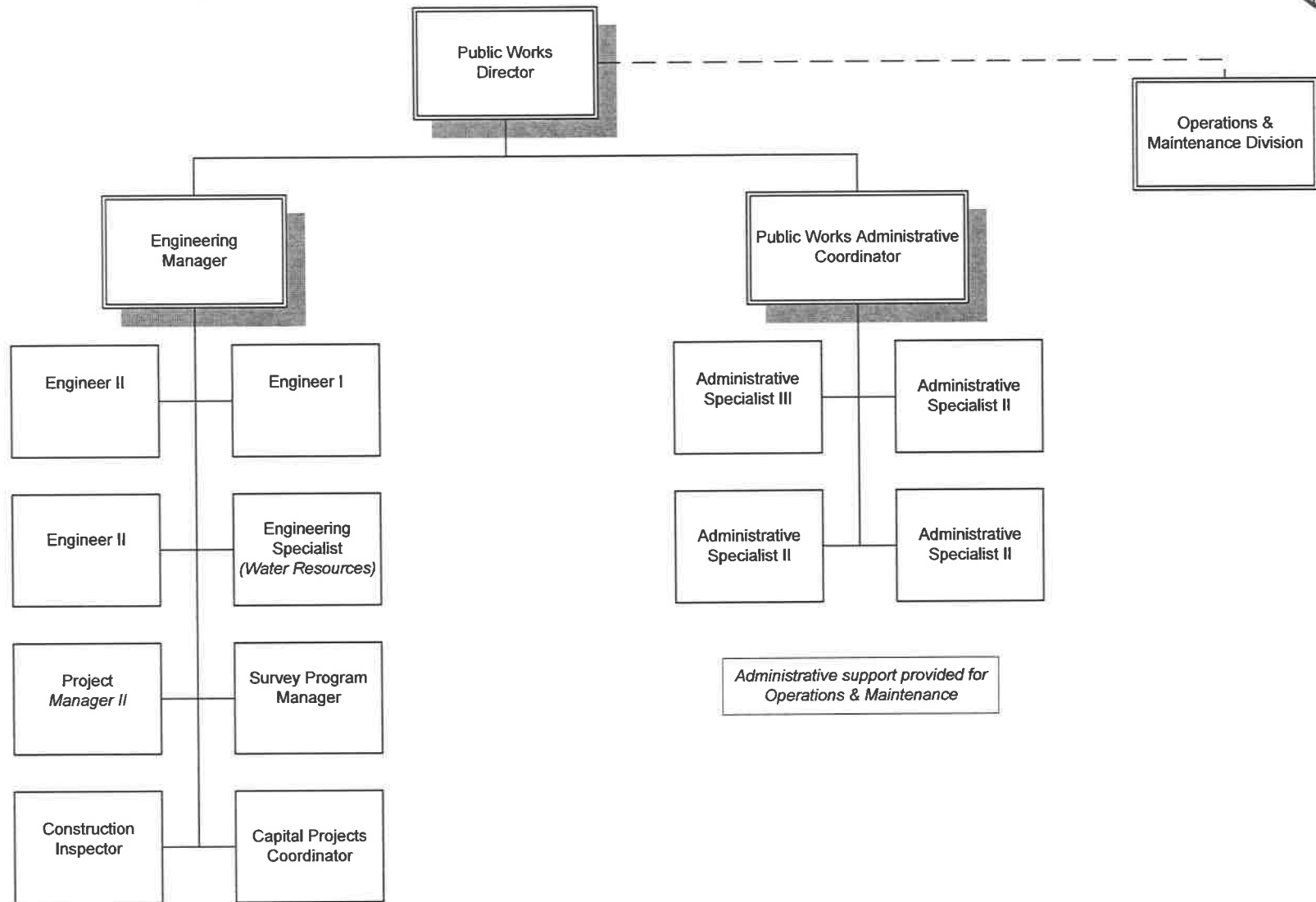


City of Bainbridge Island

Public Safety

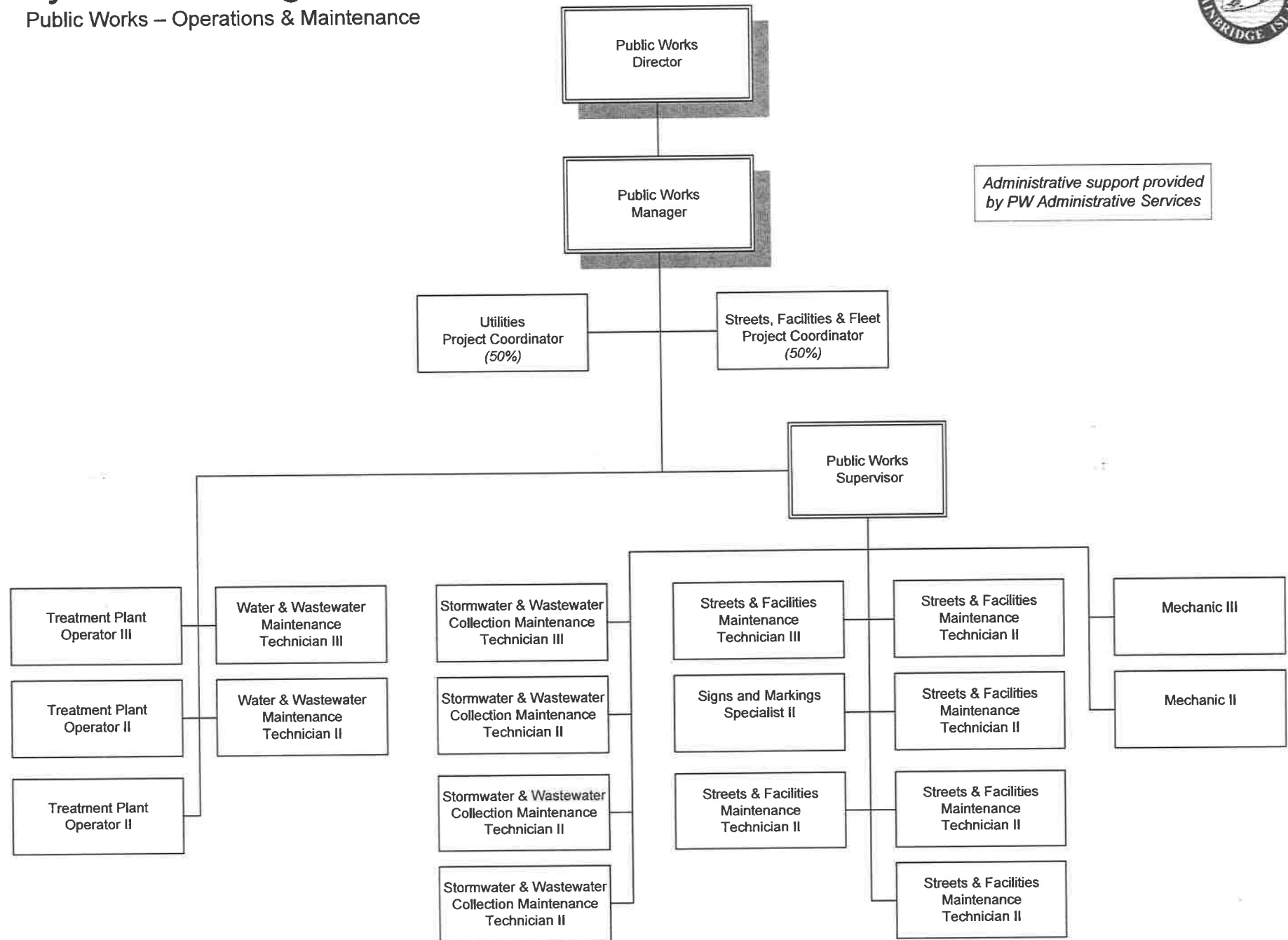


Public Works - Engineering



City of Bainbridge Island

Public Works – Operations & Maintenance



CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Lodging Tax Advisory Committee Appointments	Date: November 6, 2013
Agenda Item: Council Discussion	Bill No.: 13-131
Proposed By: Mayor Bonkowski	Referral(s):

BUDGET INFORMATION

Department: Legislative	Fund:	Munis Contract #
Expenditure Req: none	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

Mayor Bonkowski is recommending the appointments of Dominique Cantwell, Stella Ley, Patricia Nash, and Ann Warman to the Lodging Tax Advisory Committee.

History:

A call for participation was advertised in the Bainbridge Review and the Islander, posted on the City's website, and distributed via email in February and again in September 2013. Six applications were received for two positions available; three applicants later withdrew. Mayor Bonkowski and Councilmember Blossom reviewed the applications and agreed to appoint Dominique Cantwell, Stella Ley, Patricia Nash, and Ann Warman. The applications are attached for information.

RECOMMENDED ACTION

Motion:

I move that the City Council confirm the appointments of Dominique Cantwell, Stella Ley, Patricia Nash, and Ann Warman to the Lodging Tax Advisory Committee.

From: [Stella Ley](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Thursday, September 26, 2013 10:19:44 AM

Name*: Stella Ley

Email*: [REDACTED]

**Daytime
phone*:** [REDACTED]

Address*: [REDACTED]

**Current
employer*:** Wacky Nut Farm LLC

**Current
position*:** Farm Manager

**I am interested
in serving on
one of the
following
advisory
groups (select
all that
apply)::** Lodging Tax Advisory Committee

**Have you
served on any
city advisory
groups in the
past*:** Yes

**If so, please
indicate which
groups::** LTAC - 2012

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::** I currently manage two lodging establishments:
Wacky Nut Farm Guesthouse and Rockaway Beach Retreat. In the last 7
years of doing so I've developed a good understanding and insights into
the needs and drivers of the local tourist economy. My background is in
business/upper management and I retired from a career in Telecom in
2005.

My educational background is in education and organizational
development.

**Please share
your** I'm a volunteer with Interfaith Caregivers, IslandWood, Kitsap County

**community
interests
(groups,
committees,
organizations)
if any::**

Master Gardeners and our parish, St. Cecelia.

I attend many local events to support, learn, and contribute to my community. I believe in local stewardship and am not afraid to work and get involved.

**Feel free to
attach your
resume
(optional).:**

From: [Patricia Nash](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Friday, August 09, 2013 3:23:27 PM

Name * : Patricia Nash

Email * : [REDACTED]

**Daytime
phone: * :** [REDACTED]

Address: * : [REDACTED]

**Current
employer * :** Self

**Current
position * :** Innkeeper

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Lodging Tax Advisory Committee

**Have you
served on any
city advisory
groups in the
past? * :**

Yes

**If so, please
indicate
which
groups::**

Lodging Tax Advisory Committee

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::**

Previous experience on committee. Experience with tourism development and marketing.

**Please share
your**

**community
interests
(groups,
committees,
organizations)
if any::**

Girl Scouts, Brownies, community pool volunteer, chicken coop
tour, former president of United Nations Women's Guild

**Feel free to
attach your
resume
(optional).:**

Powered by [EmailMeForm](#)

From: [Dominique Cantwell](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Monday, October 07, 2013 11:59:19 AM

Name*: Dominique Cantwell

Email*:

**Daytime
phone*:**

Address*:

**Current
employer*:** Bainbridge Performing Arts

**Current
position*:** Executive Director

**I am interested
in serving on
one of the
following
advisory
groups (select
all that
apply)::** Lodging Tax Advisory Committee

**Have you
served on any
city advisory
groups in the
past?*** No

**If so, please
indicate which
groups::**

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::**

I represent an organization the is eligible for LTAC funding but that will not apply during this cycle. I have years of administrative and governmental training/experience and am comfortable serving in this capacity. Furthermore, I am familiar with the committee and its function through my years as an applicant.

**Please share
your**

**community
interests
(groups,
committees,
organizations)
if any::**

In addition to Bainbridge Performing Arts, I am also involved with Bainbridge Youth Services, sit on the advisory board of ParentMap Magazine, serve as a moderator of the IslandMoms online community, and am a new volunteer at Helpline House.

**Feel free to
attach your
resume
(optional).:**

From: [Ann Warman](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Tuesday, July 23, 2013 3:36:35 PM

Name * : Ann Warman

Email * : [REDACTED]

**Daytime
phone: * :** [REDACTED]

Address: * : [REDACTED]

**Current
employer * :** Consultant, Marketing

**Current
position * :** Consultant, Marketing

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Lodging Tax Advisory Committee

**Have you
served on any
city advisory
groups in the
past? * :**

No

**If so, please
indicate
which
groups::**

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::**

Many years working in the marketing industry promoting nonprofit and professional services businesses, specializing in consistent brand messaging and strategies across print and web. Twenty-year resident of Bainbridge Island, have taught advertising at the required course college level. Care deeply about Bainbridge Island from both a home owner and business owner perspective. Have lived on the Island longer than any other place.

Founded VillageSpeak in 2012 to encourage civil engagement on the Island

**Please share
your
community
interests
(groups,
committees,
organizations)
if any::**

2013 event organizer for Bainbridge Bluegrass Festival.

Board Member of PAWs of Bainbridge and North Kitsap 2013-2015

Also former president of Seattle Graphic Artist Guild and longtime Toastmaster.

Member of Bainbridge Chamber of Commerce. Designed the logo for the Chamber and for Bainbridge Bluegrass Festival 2013.

Married to David Warman 29 years.

More information:
<http://brandunity.com>

Resume on linkedin:
<http://www.linkedin.com/in/brandunity>

**Feel free to
attach your
resume
(optional).:**

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